



# 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

22 November 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 28th November 2022 commencing on the rising of the Finance, Administration and Performance Meeting that will start at 6.30 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 28 November 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/83561174560?pwd=K2pLZlhBOVNjb1lQY0tMQWdMbUZlQT09>

**Meeting ID:** 835 6117 4560

**Passcode:** 300125

**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 (Pages 1 - 12)**

To confirm as a correct record the minutes of the Full Town Council meeting held on 3 October 2022 and 10 October 2022 (see attached).

**5. Police Report (Pages 13 - 14)**

To receive the Police Area Board Report for December 2022 (see attached).

**6. Town Mayor's Announcements**

**7. Reports from Unitary Councillors**

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

**8. Draft Budget 2023-2024 (Pages 15 - 66)**

Members are requested to consider and approve Version 1 of the Draft Budget for 2023-2024 (see attached).

To receive the following:

- A report of the Town Clerk
- An insurance schedule which explains the increase in insurance costs.
- A schedule of estimated loan repayments referred to in the draft budget report.

**9. Accounts**

To note all financial reports attached have not been reviewed by the Finance, Administration and Performance Committee.

**9.1 List of Payments to 30 September 2022 (Pages 67 - 72)**

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 Month 6- 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 6 - 2022/2023 (see attached).

**9.2 Petty Cash to 30 September 2022 (Pages 73 - 74)**

To approve the payments made by Petty Cash for Month 6 - 2022/2023 (see attached).

**9.3 Monthly Financial Statement to 30 September 2022 (Pages 75 - 76)**

To approve the monthly Financial Statement for Month 6 – 2022-2023 (see attached).

**9.4 Detailed Income & Expenditure Report as at 30 September 2022** (Pages 77 - 88)

To approve the year-to-date detailed Income and Expenditure report for Month 6 2022-2023 (see attached).

**9.5 Town Council Income Received Report to 30 September 2022** (Pages 89 - 90)

To approve the year-to-date detailed Town Council Income Received reports for Month 6 – 2022-2023 (see attached).

**9.6 Earmarked Reserves to 30 September 2022** (Pages 91 - 92)

To approve the Earmarked Reserves report for the year-to-date Month 6 to 30 September 2022 (see attached).

**9.7 Cash Book Report to 30 September 2022** (Pages 93 - 98)

To approve the Cash Book reports for the Town Council Unity Trust Bank and Lloyds Bank Month 6 2022/2023 (see attached).

**10. Committee Minutes**

**10.1 Asset Management and Amenities Committee** (Pages 99 - 104)

To receive the draft minutes of the Asset Management and Amenities Committee meeting held on 17 October 2022 (see attached).

**10.2 Economic Development and Planning Committee** (Pages 105 - 126)

To receive the minutes of the Economic Development and Planning Committee meeting held on 10 October 2022 and the draft minutes of the Economic Development and Planning Committee meeting held on 14 November 2022 (see attached).

**10.3 Finance Administration and Performance Committee** (Pages 127 - 132)

To receive the draft minutes of the Finance and Administration and Performance Committee meeting held on 26 September 2022 (see attached).

**10.4 Staffing Committee** (Pages 133 - 138)

To receive the minutes of the Staffing Committee meeting held on 8 November 2022, and the draft minutes of the Staffing Committee meeting held on 16 November 2022 (see attached).

**11. Working Group Minutes**

**11.1 Assembly Hall Working Group** (Pages 139 - 148)

To receive the notes of the Assembly Working Group meetings held on 27 September

2022 and the draft notes of the Events Working Group meetings held on 15 November 2022 (see attached).

To appoint two representatives to the Assembly Hall Working Group in view of Councillors Hubbard and Houghton's resignation.

To approve the amended Terms of Reference for the Assembly Hall Working Group as agreed at the Full Council meeting held on 3 October 2022 and the Assembly Hall Working Group meeting held on 15 November 2022 (see attached).

#### **11.2 Events Working Group (Pages 149 - 158)**

To receive notes of the Events Working Group meeting held on 6 October 2022 and the draft notes of the Events Working Group meeting held on 3 November 2022 (see attached).

#### **12. Christmas Lights Switch On Event 2022 Budget (Pages 159 - 160)**

Members are requested to receive and approve the budget for the Melksham Christmas Lights Switch On Event 2022 (see attached).

#### **13. Neighbourhood Plan**

Members are requested to approve the following:

1. To approve contingency funding of 70% share of circa £4,000 to £5,000 for a landscape architect to undertake landscape green gap evidence work to formulate a new policy
2. To approve additional funding required to undertake community engagement, with the Town Council contributing 70% of the costs associated with this, which should be no more than £2,000 - £3,000.

#### **14. Major Grant Applications (Pages 161 - 178)**

Members are requested to approve the attached Major Grant applications for over £1,000 as listed below:

Alzheimer's Support	- £1,680
Trans Wilts	- £2,500 (annually)
Melksham Music and Drama	- £1,200

#### **15. Motions from Councillors**

##### **15.1 Motion Regarding Installation of Lighting in East Ward (Pages 179 - 182)**

Members are requested to consider the Motion from Councillor Lewis regarding the installation of lighting in East Ward (see attached).

Initial indications of costs for lighting to be provided to Weavers Gate footpath are £21,000 and the footpath behind Sandridge School and Clackers Brooke £17,000 approximately

**15.2 Motion regarding Melksham Town Council joining the Warminster CCTV**  
(Pages 183 - 186)

To consider the Motion from Councillor Goodhind regarding Melksham Town Council joining the Warminster CCTV Partnership (see attached).

**15.3 Motion regarding funding for an update on the feasibility of Hydro-Generation on the River Avon** (Pages 187 - 190)

To consider the Motion from Councillor Goodhind regarding funding approval for a update on the feasibility of Hydro-Generation on the River Avon (see attached).

**16. Melksham Area Board Health and Wellbeing Group - proposal from offshoot meeting**

Members to consider the following proposal was made at a meeting on 16 November between Melksham Area Board, Age Friendly Melksham, Melksham Town Council, Melksham Without Parish Council, and Melksham Community Support where the future of Melksham Community Support was discussed:

*To request that Melksham Town Council and Melksham Without Parish Council agree to support an ongoing community support model by jointly employing a dedicated officer to coordinate and manage the emergency support volunteer team. Year 1 funding would be to a maximum of £9,000 for each council, with funding to be provided in principle for three years.*

*The role of Melksham Community Support would be streamlined, and its efficiency improved and expanded to include management of localised emergencies such as flooding, power cuts, major incidents plus exploration of how more practicable support could be provided to more vulnerable people.*

*Funding should also be sought from neighbouring parish councils who have been assisted by Melksham Community Support.*

## Melksham Town Council

### Minutes of the Full Council meeting held on Monday 10th October 2022

#### **PRESENT:**

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

#### **OFFICERS:**

Linda Roberts	Town Clerk
Christine Hunter	Committee Clerk

**PUBLIC PARTICIPATION:** No members of the public or press were present. One member of the public was present virtually.

This meeting was reconvened to continue the remaining business on the agenda for 3rd October 2022 Council meeting which was not transacted at the meeting as it was closed at 10pm; in accordance with standing orders.

#### **378/22 Apologies**

Apologies were received from Councillors Cook, J Crundell, Forgacs and Lewis.

#### **379/22 Declarations of Interest**

There were no declarations of interest.

#### **380/22 Neighbourhood Plan Terms of Reference**

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

**UNANIMOUSLY RESOLVED** to approve the amendment to the Neighbourhood Plan Terms of Reference Point 7.4 for officers to formulate the wording to state that Council members on the Steering Group can be dual hatted as Wiltshire Councillors and town and parish Councillors, but only have one vote. Members of the Steering Group could not however be members of more than one community group.

#### **381/22 Working Group Minutes**

**381/22.1      Assembly Hall Working Group**

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

**UNANIMOUSLY RESOLVED** to postpone the appointment of a representative to replace Councillor Houghton on the Assembly Hall Working Group until the amended Terms of Reference were received by Full Council.

**381/22.2      Events Working Group**

The notes of the Events Working Group meeting held on 4 July 2022, 28 July 2022 and the draft notes of the Events Working Group meeting held on 1 September 2022 were received.

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

**UNANIMOUSLY RESOLVED** to approve the following amendment to membership in the Events Working Group Terms of Reference, replacing the wording “a maximum of four nominated representatives of outside bodies” with the wording “representation from a maximum of four groups”.

**381/22.3      Parks Working Group**

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

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

**UNANIMOUSLY RESOLVED** to elect Councillor Oatley as a representative of the Parks Working Group to replace Councillor Houghton.

**382/22      Authorities for new Town Council Savings Accounts**

It was proposed by Councillor Hubbard seconded by Councillor Oatley and

**UNANIMOUSLY RESOLVED** to appoint the current bank signatories with the addition of Councillors Price and Rabey as signatories for the new savings accounts to be opened by the Town Council.



**383/22     Assembly Hall Consultation Update**

The Town Clerk confirmed that:

- several meetings with Community First had been held and that she had recently received the initial form for the Assembly Hall consultation which she would circulate to all councillors for comments.
- Community First were recommending a six-week consultation, with a review at the end of the third week to check responses received, at that point a decision would be made whether it might be necessary to extend the consultation period.

**384/22     Royal Society of Chartered Surveyors (RICS) Valuation of all Council Owned Buildings**

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

**UNANIMOUSLY RESOLVED** to approve that a Royal Society of Chartered Surveyors (RICS) valuation to be carried out on all Town Council owned buildings, at a cost not exceeding £5,000.00 to be met from the General Reserve.

**385/22     Civility and Respect Pledge**

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

**UNANIMOUSLY RESOLVED** to approve that the Town Council sign the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and One Voice Wales (OVW), Civility and Respect Pledge, and to ask the Staffing Committee, in conjunction with officers, to produce an Action Plan highlighting areas for improvement. The Action Plan would be forwarded to Full Council for consideration to identify how these improvements would be achieved.

**386/22     Community Infrastructure Levy (CIL) Funding**

The Town Mayor, Councillor S Crundell asked members to provide proposals to the Town Clerk for ideas on how to work together with Melksham Without Parish Council to use CIL funding to provide benefits for residents.

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

**UNANIMOUSLY RESOLVED** to contact Melksham Without Parish Council to confirm that the Town Council supports the use of CIL funding to install real-time information in bus shelters throughout the town and parish.

**387/22     Opt-Out Communication**

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

**UNANIMOUSLY RESOLVED** to retrospectively approve the Town Clerk's recommendation to remain within the SAAA central external auditor appointment arrangements.

**388/22    Open Letter from the Ukrainians of Wiltshire**

Councillor Ellis confirmed that he had been unable to find out who the group were who had requested the open meeting. Councillor Hubbard suggested contacting the Wiltshire Councillor officer managing the Ukrainian refugee project before agreeing to an open meeting.

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

**UNANIMOUSLY RESOLVED** to ask if Wiltshire Council could respond to the points made in the letter to enable the Town Council to reply to the Ukrainians of Wiltshire group.

**389/22    Policy on the Use of Mobile Phones and other Devices in Council Meetings**

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

**UNANIMOUSLY RESOLVED** to adopt the policy on the use of mobile phones and devices in Council meetings.

**390/22    Items for Information - Wilts & Berks Canal Trust**

The Minutes of the Annual General Meeting held on Tuesday 2 July 2019, the Officers' Annual Report and Accounts for the years ending 31 March 2020, 31 March 2021, and 31 March 2022 and On the Button for July and August 2022 were noted.

Meeting Closed at: 9.30 pm

**Signed:** .....

**Dated:**

## **Melksham Town Council**

### **Minutes of the Full Council meeting held on Monday 3rd October 2022**

#### **PRESENT:**

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

#### **OFFICERS:**

Linda Roberts – Town Clerk  
Patsy Clover - Deputy Town Clerk  
Christine Hunter - Committee Clerk

**PUBLIC PARTICIPATION:** Three members of the public were present virtually.

#### **366/22 Apologies**

Apologies were received from Councillors Alford, Forgacs, Lewis and Price.

#### **367/22 Declarations of Interest**

There were no declarations of interest.

#### **368/22 Questions from Councillors**

There were no questions from councillors.

#### **369/22 Minutes**

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

**UNANIMOUSLY RESOLVED** that the minutes of 26 September 2022, having previously been circulated, were amended on Minute Item 364/22 to change the date from 30 September 2021 to 30 September 2022. The minutes were then approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

## **370/22 Town Mayor's Announcements**

The Town Mayor, Councillor S Crundell, thanked all councillors and officers for their hard work at ClimateFest adding that it had been a great success.

## **371/22 Reports from Unitary Councillors**

Councillor Hubbard reported that the Wiltshire Council Cabinet had adopted the policy with regard to delegation of services to towns. Councillor Hubbard explained he did not know why the decision had not been approved by Full Council. He went on to state that the cost of living, inflationary pressures, rising fuel prices and borrowing costs had all impacted the Wiltshire Council capital programme.

## **372/22 Accounts**

### **372/22.1 List of Payments to 31 July 2022**

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

**UNANIMOUSLY RESOLVED** to approve the list of payments to 31 July 2022 from the Town Council's Unity Trust Bank Account.

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

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

### **372/22.2 Petty Cash to 31 July 2022**

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

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

### **372/22.3 Monthly Financial Statement to 31 July 2022**

It was noted that the monthly financial statement for 31 July 2022 incorrectly showed a date of 31 June 2022 on page 21.

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

**UNANIMOUSLY RESOLVED** to approve the monthly financial

statement for Months 3 and 4 – 2022/2023 subject to the amendment of the date of the monthly financial statement for month 4 to 31 July 2022.

**372/22.4 Detailed Income & Expenditure Report as at 31 July 2022**

Councillor Hubbard asked for clarification regarding the payment of £1,980 made on code 4301. The Town Clerk agreed to investigate as this may be a coding error.

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

**UNANIMOUSLY RESOLVED** to approve the Income and Expenditure report as at 31 July 2022.

**372/22.5 Town Council Income Received Report to 31 July 2022.**

The incorrect report was attached to the agenda.

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

**UNANIMOUSLY RESOLVED** to defer approval of the Income Received Report to the next Full Council meeting scheduled for 28 November 2022.

**372/22.6 Earmarked Reserves to 31 July 2022**

Councillor Hubbard requested that a report providing an update on expenditure on Major Projects be circulated to Members.

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

**UNANIMOUSLY RESOLVED** to approve the Earmarked Reserves to 31 July 2022.

**373/22 Committee Minutes**

**373/22.1 Asset Management and Amenities Committee**

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

**UNANIMOUSLY RESOLVED** to receive the minutes of the Asset Management Committee meeting held on 22 August 2022.

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

**UNANIMOUSLY RESOLVED** to approve the alteration to the Allotment Tenancy Agreement to include a clause allowing the donation of surplus produce to a charitable cause or purpose.

Members considered the recommendation from the Asset Management and Amenities Committee meeting held on 22 August 2022 to allocate £80,000 from the Major Projects Reserve for the construction of a Sensory Garden.

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

**UNANIMOUSLY RESOLVED** to defer the approval to use of £80,000 from the Major Projects Reserve until the design and tender documents had been completed for the Sensory Garden.

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

**UNANIMOUSLY RESOLVED** to pay the balance of £5,525 to David Sharp Architects for legal and professional fees for Melksham Community Hall from General Reserves. The £5,525 would be replenished by the S106 and CIL attached to the development.

### **373/22.2      Community Development Committee**

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

**UNANIMOUSLY RESOLVED** to receive the draft minutes of the Community Development Committee meeting held on 5 September 2022 and to approve that up to £10,000 be allocated from the General Reserve to hold a Christmas Fayre and Lights event in 2022, and that the Events Working Group be asked to provide a detailed costed plan of the event to Members as a template for inclusion in future budgets.

### **373/22.3      Economic Development and Planning Committee**

The Town Clerk explained that any amendment to the costs for LHFIG works which exceeded the budget set for LHFIG would have to be approved by Full Council before the works could proceed.

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

**UNANIMOUSLY RESOLVED** to receive the minutes of the Economic Development and Planning Committee meetings held on 8 August, the draft minutes of the meeting held on 30 August 2022, and to confirm to LHFIG that the Councillor who has brought the item to LHFIG or a substitute Councillor who had been fully briefed on the submission from Melksham Town Council would attend the relevant LHFIG meeting to represent the Town Council.

The motion proposed by Councillor Mortimer to lease disabled car parking spaces from Wiltshire Council did not have a seconder.

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

**UNANIMOUSLY RESOLVED** that the Town Council writes to Wiltshire Council to ask that as a matter of urgency that when replacing the car parking machines consideration is given to the location of disabled parking spaces in relation to payment machines and to the accessibility of machines to minimise challenges to disabled and other users.

#### **373/22.4**

#### **Finance Administration and Performance Committee**

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

**UNANIMOUSLY RESOLVED** to receive the draft minutes of the Finance, Administration and Performance Committee meeting held on 26 September 2022 and to approve the amendments to the grant policy as below:

1. the maximum amount allocated to a regular grant would be £1,000 (and all grants over £250 have to be match funded)
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 benefitting Melksham
5. application forms for new major grant would need to be received by 30 September in order to be considered in the Council's budget for the next financial year
6. existing major grant monitoring forms would need to be

received by 30 September in order to be considered in the Council's budget for the next financial year.

### **374/22 Staffing Committee**

Councillor Hubbard reminded Members that WorkNest are employed by the Council to support updates to the Council's policies and Employee Handbook and to ensure that the Council complies with all legal requirements. He felt that WorkNest should be making the Council aware of any amendments required and updating the Council's policies.

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

**UNANIMOUSLY RESOLVED** to receive the minutes of the Staffing Committee held on 28 July 2022 and that officers are requested to carry out a 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.

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

**UNANIMOUSLY RESOLVED** to approve the implementation of the use of tracked changes on all policy and legal documents.

Members considered proposed changes to staff working hours and opening times for the Town Hall. The Town Clerk confirmed that she would be concerned about one staff member working in the Town Hall on their own.

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

**UNANIMOUSLY RESOLVED** to implement the following changes from 1 November 2022:

- the Town Hall opening hours and the telephone hours would be Monday – Thursday 9.00 – 5.00 pm, closed Fridays, and
- the core working hours for the Town Hall staff would change to Monday to Thursday 9.00 am to 5.00 pm. Staff would work 37 hours per week but could compress their hours Monday to Thursday outside core hours with any balance worked on Friday/Friday off to negate the need for TOIL to be accrued and carried forward. Consideration would be given to opening early evening one day a week.

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

**UNANIMOUSLY RESOLVED** to receive the minutes of the Staffing Committee meeting held on 6 September 2022, the draft minutes of the Staffing Committee meeting held on 12 September 2022, and to approve the amended Staffing Committee Terms of Reference as recommended at the Full Council meeting on 25 July 2022.



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

**UNANIMOUSLY RESOLVED** to approve the change to Standing Order 4.b.6 and reject the other changes recommending that the Staffing Committee return an explanation to Full Council of what they are trying to achieve with the changes.

**375/22      Neighbourhood Plan**

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 were received.

Councillor Ellis reported that the NHP Working Groups had had a hiatus whilst works were ongoing. However, the Groups were working to meet the deadline for NHP#2. He confirmed that there had been some issues with SHELAA sites and that Wiltshire Council were working on the new Local Plan.

**376/22      Town Centre Masterplan - Work of AECOM to include Publicly Owned Assets of Wiltshire Council**

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

**UNANIMOUSLY RESOLVED** to approve that the Town Council work collaboratively with Wiltshire Council for site assessments on their vacant buildings in the town centre as part of the Neighbourhood Plan Work.

**377/22      Working Group Minutes**

**377/22.1      Assembly Hall Working Group**

Members discussed the remit of the Assembly Hall Working Group. The Town Mayor, Councillor S Crundell reminded Members that the temporary Working Group had been formed to look at potential future charges for the Assembly Hall by obtaining comparisons for other local similar sized venues, obtaining historic Assembly Hall hire data, and had been mandated to bring recommendations on pricing to Full Council for revision/approval in the Autumn.

Councillor Hubbard stressed that all discussions about the future of the Assembly Hall would need to be discussed in open forum. The Town Mayor, Councillor S Crundell, suggested that the only Committee to deal with the future of the Assembly Hall should be Full Council.

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

**RESOLVED** that the Terms of Reference for the Assembly Hall Working Group be amended to show the original remit of the Group and to reflect that the group would not be extended past the Autumn

Councillor Ellis asked that the Council delegated authority to the Town Clerk to use her discretion when considering amending hire rates for the Assembly Hall for specific groups who may not be based in Melksham but who provide services and events for the benefit of Melksham residents.

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

**RESOLVED** to delegate authority to the Town Clerk to use her discretion in amending hire rates for the Assembly Hall where the definition of a Melksham Group would be a group who show their event is demonstrably beneficial to the residents of Melksham.

The Town Mayor advised that the meeting would be closed at 10pm to comply with Standing Orders. The remaining business would be brought to a reconvened meeting.

Meeting Closed at: 10.00 pm

Signed: .....

Dated:

# Agenda Item 5

## *Update for Melksham Area Board*

<b>Name of Parish/Town Council</b>	<b>Melksham</b>
<b>Date of Area Board Meeting</b>	7 December 2022

## ***Update for Melksham Area Board***

### **Headlines/Key successes**

- Priority – Melksham “Boy Racers” - 18 targeted stops have taken place since the last update. Several vehicles have been seized; two Vehicle Defect Rectification Notices and a number of Fixed Penalty Tickets have been issued. The stops also led to the discovery of two Drink / Drug Drivers.
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### **Projects**

- We’re providing updated Demand Data for the CCTV and Community Safety Working Group, to inform the ongoing CCTV Project
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- We’re working with the Town Council to address an ASB Hotspot at The Pavilion, King George V Playing Field. Our Tactical Crime Prevention Officer will be looking for Target Hardening Opportunities, to compliment the work of the Neighbourhood Team.
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- In the lead-up to Christmas, we’re looking to run Op Elf, to combat Shoplifting in the Town Centre.
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### **Forthcoming events/Diary dates**

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Signed: PS James Twyford

Date: 11/11/2022

## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2023/2024 Draft Budget V1

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
<b>101</b>	<b>Central Costs</b>											
1950	Sale of Assets	0	2,500	0	0	0	0	0	0	0	0	0
	<b>Total Income</b>	0	2,500	0	0	0	0	0	0	0	0	0
4000	Salaries ENI & Pension	269,000	262,753	0	0	225,000	0	225,000	148,705	290,000	0	0
4021	Stationery	1,500	1,833	0	0	2,750	0	2,750	397	700	0	0
4023	Advertising	1,500	1,722	0	0	1,750	0	1,750	1,617	2,000	0	0
4024	Equipment/furniture	2,000	11,477	0	0	3,000	0	3,000	463	3,000	0	0
4026	Photocopying	1,500	989	0	0	1,200	0	1,200	751	1,200	0	0
4027	Telephones and Mobiles	3,150	2,522	0	0	3,000	0	3,000	1,132	3,000	0	0
4028	Postage	300	513	0	0	400	0	400	85	600	0	0
4029	Subscriptions	3,000	2,344	0	0	4,000	0	4,000	1,970	3,500	0	0
4040	Infomation Technology/Hardware	15,000	16,137	0	0	17,500	0	17,500	12,090	24,000	0	0
4042	Licences/Software	1,500	3,685	0	0	4,500	0	4,500	3,810	4,500	0	0
4058	Insurance	8,000	11,954	0	0	9,750	0	9,750	32,766	36,000	0	0
4061	Travel	500	107	0	0	500	0	500	97	500	0	0
4075	Training	4,000	5,969	0	0	5,000	0	5,000	2,445	7,500	0	0
	<b>Overhead Expenditure</b>	310,950	322,006	0	0	278,350	0	278,350	206,327	376,500	0	0
	<b>Movement to/(from) Gen Reserve</b>	(310,950)	(319,506)			(278,350)		(278,350)	(206,327)	(376,500)		
<b>110</b>	<b>Corporate Costs</b>											
1026	Income Interest	1,000	0	0	0	0	0	0	0	400	0	0
1176	Precept Received	918,750	918,750	0	0	966,204	0	966,204	966,204	1,161,29	0	0
	<b>Total Income</b>	919,750	918,750	0	0	966,204	0	966,204	966,204	1,161,69	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2023/2024 Draft Budget V1

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
4017	Bank account fees	500	625	0	0	500	0	500	257	500	0	0
4043	HR consultancy	6,000	4,395	0	0	5,000	0	5,000	7,886	7,500	0	0
4050	Legal	3,000	4,494	0	0	3,500	0	3,500	7,124	7,000	0	0
4057	Accountancy and Audit	12,000	11,416	0	0	12,000	0	12,000	5,475	12,000	0	0
4076	Health & Safety	2,000	3,170	0	0	2,500	0	2,500	0	3,500	0	0
<b>Overhead Expenditure</b>		23,500	24,099	0	0	23,500	0	23,500	20,742	30,500	0	0
<b>Movement to/(from) Gen Reserve</b>		896,250	894,651			942,704		942,704	945,462	1,131,19		
<b>115</b>	<b><u>Civic and Democratic</u></b>											
4030	Town Crier's expenses	400	235	0	0	300	0	300	503	300	0	0
4034	Councillors' training	2,000	1,292	0	0	2,000	0	2,000	250	2,000	0	0
4062	Election Expenses	2,000	0	0	0	2,000	0	2,000	0	2,000	0	0
4070	Mayor's Allowance	1,000	1,000	0	0	1,000	0	1,000	0	1,000	0	0
4085	Civic and Ceremonial	2,500	2,774	0	0	2,500	0	2,500	2,849	4,500	0	0
4311	Remembrance Day	2,000	458	0	0	2,000	0	2,000	85	1,000	0	0
<b>Overhead Expenditure</b>		9,900	5,759	0	0	9,800	0	9,800	3,687	10,800	0	0
<b>Movement to/(from) Gen Reserve</b>		(9,900)	(5,759)			(9,800)		(9,800)	(3,687)	(10,800)		
<b>151</b>	<b><u>Grants</u></b>											
4301	Grants	25,000	19,695	0	0	25,000	0	25,000	6,827	25,000	0	0
4302	Grant CAB	5,000	5,000	0	0	5,000	0	5,000	0	5,000	0	0
4303	Grant-4Youth	10,000	10,000	0	0	10,000	0	10,000	0	10,000	0	0
4305	Grant Christmas Lights	10,000	10,000	0	0	10,000	0	10,000	10,000	10,000	0	0
4306	Grant Party in the Park	3,000	0	0	0	3,000	0	3,000	3,716	3,000	0	0
4310	Grant Food and River Festival	3,000	3,000	0	0	3,000	0	3,000	3,000	3,000	0	0

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2023/2024 Draft Budget V1

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
4317	Grant Carnival	2,500	0	0	0	2,500	0	2,500	0	2,500	0	0
4330	Grant TIC	4,000	4,000	0	0	4,000	0	4,000	4,000	4,000	0	0
<b>Overhead Expenditure</b>		62,500	51,695	0	0	62,500	0	62,500	27,543	62,500	0	0
<b>Movement to/(from) Gen Reserve</b>		(62,500)	(51,695)			(62,500)		(62,500)	(27,543)	(62,500)		
<b>201</b>	<b><u>Town Hall</u></b>											
1034	Income Town Hall Bookings	6,500	718	0	0	1,000	0	1,000	4,022	8,000	0	0
<b>Total Income</b>		6,500	718	0	0	1,000	0	1,000	4,022	8,000	0	0
4100	Gas	3,500	3,504	0	0	4,667	0	4,667	2,238	6,000	0	0
4101	Electricity	2,500	2,776	0	0	3,334	0	3,334	2,053	10,000	0	0
4102	Non Domestic Rates	10,000	9,200	0	0	10,000	0	10,000	6,778	10,000	0	0
4103	Water Rates	1,500	1,429	0	0	1,800	0	1,800	804	2,000	0	0
4104	Window Cleaning	1,400	1,420	0	0	1,600	0	1,600	1,070	1,600	0	0
4106	Repairs and Maintenance	0	10,973	0	0	6,000	0	6,000	849	6,000	0	0
4108	Service Contracts	8,000	15,488	0	0	10,240	0	10,240	5,667	10,500	0	0
4109	Trade Waste	1,000	0	0	0	1,200	0	1,200	0	1,200	0	0
<b>Overhead Expenditure</b>		27,900	44,791	0	0	38,841	0	38,841	19,459	47,300	0	0
<b>Movement to/(from) Gen Reserve</b>		(21,400)	(44,073)			(37,841)		(37,841)	(15,437)	(39,300)		
<b>202</b>	<b><u>Asset and Amenities</u></b>											
1027	Income - Amenity Services	3,000	4,515	0	0	4,000	0	4,000	1,982	3,000	0	0
1950	Sale of Assets	0	0	0	0	0	0	0	1,000	0	0	0
<b>Total Income</b>		3,000	4,515	0	0	4,000	0	4,000	2,982	3,000	0	0
4000	Salaries ENI & Pension	255,000	209,454	0	0	225,000	0	225,000	132,913	230,000	0	0

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2023/2024 Draft Budget V1

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
4027	Telephones and Mobiles	1,600	1,805	0	0	1,800	0	1,800	1,066	1,800	0	0
4150	Uniform/PPE	2,000	1,130	0	0	2,400	0	2,400	643	1,500	0	0
4151	Tools and Equipment	1,000	617	0	0	4,000	0	4,000	303	4,000	0	0
4153	Vehicle Running Costs	7,000	7,770	0	0	7,000	0	7,000	3,900	7,000	0	0
4156	Vehicle Leasing	12,000	13,171	0	0	13,000	0	13,000	6,922	13,000	0	0
4163	Repairs and Maintenance	10,000	9,164	0	0	12,000	0	12,000	2,320	12,000	0	0
4167	Street Furniture and Signage	2,000	14,424	0	0	10,000	0	10,000	868	20,000	0	0
4177	Churchyard maintenance	0	123	0	0	1,500	0	1,500	340	1,500	0	0
4186	Defibrillators	1,050	3,528	0	0	4,444	0	4,444	880	5,000	0	0
4196	Container storage	1,600	1,350	0	0	0	0	0	0	0	0	0
4918	Equipment	0	2,235	0	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		293,250	264,771	0	0	281,144	0	281,144	150,156	295,800	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(290,250)</u>	<u>(260,256)</u>			<u>(277,144)</u>		<u>(277,144)</u>	<u>(147,174)</u>	<u>(292,800)</u>		
<b>203</b>	<b>Allotments</b>											
1045	Income Allotments	4,700	4,716	0	0	5,000	0	5,000	380	5,000	0	0
<b>Total Income</b>		4,700	4,716	0	0	5,000	0	5,000	380	5,000	0	0
4200	Water Rates - Allotments	1,700	950	0	0	1,800	0	1,800	411	1,200	0	0
4201	Maintenance - Allotments	300	207	0	0	1,000	0	1,000	72	1,000	0	0
<b>Overhead Expenditure</b>		2,000	1,157	0	0	2,800	0	2,800	483	2,200	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>2,700</u>	<u>3,559</u>			<u>2,200</u>		<u>2,200</u>	<u>(103)</u>	<u>2,800</u>		
<b>204</b>	<b>Pavilion and Car Park</b>											
1046	Income - Pavilion	3,000	1,614	0	0	1,500	0	1,500	1,534	2,500	0	0

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2023/2024 Draft Budget V1

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		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
Total Income		3,000	1,614	0	0	1,500	0	1,500	1,534	2,500	0	0
4250	Telephone - Pavilion	200	104	0	0	300	0	300	216	500	0	0
4252	Electricity	1,100	21,712	0	0	2,300	0	2,300	-6,902	3,000	0	0
4254	Water - Pavilion	200	295	0	0	1,200	0	1,200	394	1,000	0	0
4255	Fire Safety Checks	500	82	0	0	250	0	250	0	100	0	0
4256	Maintenance - Pavilion	1,000	221	0	0	2,000	0	2,000	6,146	2,000	0	0
4257	Insurance - Pavilion	0	0	0	0	1,200	0	1,200	21	0	0	0
4260	Non Domestic Rates - Car Park	0	2,062	0	0	2,000	0	2,000	829	0	0	0
Overhead Expenditure		3,000	24,477	0	0	9,250	0	9,250	705	6,600	0	0
Movement to/(from) Gen Reserve		0	(22,862)			(7,750)		(7,750)	829	(4,100)		
Public Toilets												
1060	Contribution to running costs	6,600	5,165	0	0	7,500	0	7,500	0	7,500	0	0
Total Income		6,600	5,165	0	0	7,500	0	7,500	0	7,500	0	0
4106	Repairs and Maintenance	0	0	0	0	2,000	0	2,000	140	2,000	0	0
4180	Cleaning	17,000	12,880	0	0	15,000	0	15,000	6,978	14,000	0	0
4185	Electricity supply: Toilets	1,150	1,369	0	0	2,133	0	2,133	695	3,200	0	0
4913	Water	0	0	0	0	2,500	0	2,500	-1,568	0	0	0
Overhead Expenditure		18,150	14,249	0	0	21,633	0	21,633	6,244	19,200	0	0
Movement to/(from) Gen Reserve		(11,550)	(9,084)			(14,133)		(14,133)	(6,244)	(11,700)		
Corporate Properties												
1040	Income 31 Market Place	6,900	10,217	0	0	6,900	0	6,900	4,139	6,900	0	0
1042	Income Roundhouse	1,600	1,306	0	0	0	0	0	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2023/2024 Draft Budget V1

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
1048	Income Art House Cafe	0	0	0	0	6,000	0	6,000	2,500	6,000	0	0
	<b>Total Income</b>	8,500	11,522	0	0	12,900	0	12,900	6,639	12,900	0	0
4175	Costs Art House Cafe	500	4,033	0	0	1,000	0	1,000	559	1,000	0	0
4178	Costs Roundhouse	0	176	0	0	4,000	0	4,000	70	500	0	0
4191	Costs 31 Market Place	500	3,698	0	0	500	0	500	485	2,000	0	0
	<b>Overhead Expenditure</b>	1,000	7,908	0	0	5,500	0	5,500	1,114	3,500	0	0
	<b>Movement to/(from) Gen Reserve</b>	7,500	3,615			7,400		7,400	5,524	9,400		
	<b>Art House Cafe</b>											
4202	Gas	0	0	0	0	900	0	900	0	2,500	0	0
4913	Water	0	0	0	0	600	0	600	0	600	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	1,500	0	1,500	0	3,100	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			(1,500)		(1,500)	0	(3,100)		
<b>212</b>	<b>Round House</b>											
4102	Non Domestic Rates	0	0	0	0	600	0	600	0	600	0	0
4913	Water	0	0	0	0	240	0	240	0	240	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	840	0	840	0	840	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			(840)		(840)	0	(840)		
<b>213</b>	<b>31 Market Place</b>											
4106	Repairs and Maintenance	0	0	0	0	1,200	0	1,200	0	3,000	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	1,200	0	1,200	0	3,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			(1,200)		(1,200)	0	(3,000)		

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2023/2024 Draft Budget V1

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
<b>215</b>	<b>Depot</b>											
4103	Water Rates	200	90	0	0	250	0	250	105	250	0	0
4106	Repairs and Maintenance	0	0	0	0	1,500	0	1,500	635	1,500	0	0
4159	Electric - Unit	750	944	0	0	2,400	0	2,400	582	2,000	0	0
4160	Leasing	10,850	8,571	0	0	10,850	0	10,850	3,896	12,500	0	0
4161	Rates-Unit at Bowerhill	2,400	2,295	0	0	2,472	0	2,472	1,375	2,400	0	0
4184	Fire security: Unit	400	106	0	0	300	0	300	0	300	0	0
	<b>Overhead Expenditure</b>	14,600	12,005	0	0	17,772	0	17,772	6,593	18,950	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(14,600)</u>	<u>(12,005)</u>			<u>(17,772)</u>		<u>(17,772)</u>	<u>(6,593)</u>	<u>(18,950)</u>		
<b>220</b>	<b><u>Play Areas and Open Spaces</u></b>											
4157	Grasscutting	10,000	11,610	0	0	18,000	0	18,000	9,485	20,000	0	0
4158	Replacement Play Equipment	5,000	0	0	0	50,000	0	50,000	0	50,000	0	0
4165	Maintenance play areas	5,000	2,116	0	0	5,000	0	5,000	11,718	25,000	0	0
4169	Maintenance of trees	2,000	0	0	0	0	0	0	0	2,000	0	0
4179	Tree Planting	0	256	0	0	15,000	0	15,000	0	15,000	0	0
4193	Rospa checks: Play areas	1,050	949	0	0	1,100	0	1,100	395	1,200	0	0
	<b>Overhead Expenditure</b>	23,050	14,932	0	0	89,100	0	89,100	21,598	113,200	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(23,050)</u>	<u>(14,932)</u>			<u>(89,100)</u>		<u>(89,100)</u>	<u>(21,598)</u>	<u>(113,200)</u>		
<b>221</b>	<b><u>King George V Park</u></b>											
4199	Materials	10,000	7,582	0	0	10,000	0	10,000	4,596	12,000	0	0
4313	Sports Roadshow	0	0	0	0	5,000	0	5,000	1,263	5,000	0	0
4913	Water	0	0	0	0	2,200	0	2,200	0	3,500	0	0
	<b>Overhead Expenditure</b>	10,000	7,582	0	0	17,200	0	17,200	5,859	20,500	0	0

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2023/2024 Draft Budget V1

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
<b>Movement to/(from) Gen Reserve</b>		<u>(10,000)</u>	<u>(7,582)</u>			<u>(17,200)</u>		<u>(17,200)</u>	<u>(5,859)</u>	<u>(20,500)</u>		
<b>302</b>	<b>Projects</b>											
1050	Grants Received	0	10,912	0	0	0	0	0	10,839	0	0	0
1059	Sponsorship	0	1,135	0	0	0	0	0	0	0	0	0
1174	Christmas Income	0	0	0	0	0	0	0	145	0	0	0
<b>Total Income</b>		<u>0</u>	<u>12,047</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,984</u>	<u>0</u>	<u>0</u>	<u>0</u>
<del>4079</del>	Environmental Projects	0	0	0	0	1,000	0	1,000	1,045	5,000	0	0
<del>4084</del>	Neighbourhood Plan	5,000	9,339	0	0	5,000	0	5,000	11,941	2,000	0	0
<del>4078</del>	Community Projects	0	206	0	0	1,000	0	1,000	0	1,000	0	0
<del>4080</del>	Melksham in Bloom Competition	0	0	0	1,000	0	0	1,000	473	500	0	0
4081	Melksham Art Project	1,000	0	0	0	2,000	0	2,000	0	10,000	0	0
4083	Virtual Community Hub	5,000	0	0	0	1,200	0	1,200	0	12,000	0	0
4304	Christmas Lights	0	0	0	1,500	0	0	1,500	0	4,000	0	0
<b>Overhead Expenditure</b>		<u>11,000</u>	<u>9,545</u>	<u>0</u>	<u>2,500</u>	<u>10,200</u>	<u>0</u>	<u>12,700</u>	<u>13,459</u>	<u>34,500</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(11,000)</u>	<u>2,502</u>			<u>(10,200)</u>		<u>(12,700)</u>	<u>(2,475)</u>	<u>(34,500)</u>		
<b>310</b>	<b>East Melksham Community Hall</b>											
4050	Legal	0	1,729	0	0	1,000	0	1,000	0	5,000	0	0
<b>Overhead Expenditure</b>		<u>0</u>	<u>1,729</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>0</u>	<u>(1,729)</u>			<u>(1,000)</u>		<u>(1,000)</u>	<u>0</u>	<u>(5,000)</u>		
<b>403</b>	<b>Economic Dev. and Planning</b>											
1030	Income-Melksham Makers Market	1,000	1,769	0	0	1,000	0	1,000	1,277	2,000	0	0
1089	Income-Hanging Baskets	0	0	0	0	0	0	0	1,390	1,300	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2023/2024 Draft Budget V1

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
Total Income		1,000	1,769	0	0	1,000	0	1,000	2,667	3,300	0	0
4071	Town Floral Displays	10,000	7,159	0	0	10,000	0	10,000	2,915	10,000	0	0
4080	Melksham in Bloom Competition	500	628	0	-1,000	1,000	0	0	0	0	0	0
4304	Christmas Lights	1,200	3,810	0	-1,500	1,500	0	0	0	0	0	0
4308	CCTV	2,500	2,330	0	0	12,500	0	12,500	403	20,000	0	0
4309	Newsletter	4,000	1,568	0	0	4,000	0	4,000	2,310	5,000	0	0
4327	Community Development Support	750	34	0	0	750	0	750	0	0	0	0
4328	Business Networking	1,000	0	0	0	0	0	0	0	2,000	0	0
4354	Parking Scheme	1,500	298	0	0	1,500	0	1,500	267	1,500	0	0
4356	Highways projects CATG	6,000	1,707	0	0	7,500	0	7,500	208	12,500	0	0
4922	Publicity & Marketing	1,000	705	0	0	2,000	0	2,000	0	1,500	0	0
4925	Town Development	6,500	12,556	0	0	15,000	0	15,000	1,200	15,000	0	0
Overhead Expenditure		34,950	30,796	0	-2,500	55,750	0	53,250	7,303	67,500	0	0
Movement to/(from) Gen Reserve		(33,950)	(29,027)			(54,750)		(52,250)	(4,636)	(64,200)		
405 Solar Farm Projects												
1182	Solar money received	40,000	38,620	0	0	38,620	0	38,620	0	40,000	0	0
Total Income		40,000	38,620	0	0	38,620	0	38,620	0	40,000	0	0
4500	Solar Money Projects	40,000	0	0	0	38,620	0	38,620	0	40,000	0	0
Overhead Expenditure		40,000	0	0	0	38,620	0	38,620	0	40,000	0	0
Movement to/(from) Gen Reserve		0	38,620			0		0	0	0		
501 Assembly Hall Central Costs												
1000	Income-Assembly Hall Lettings	20,000	13,502	0	0	38,000	0	38,000	11,178	50,000	0	0

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2023/2024 Draft Budget V1

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
1020	Miscellaneous Income	0	0	0	0	0	0	0	30	0	0	0
1050	Grants Received	0	14,994	0	0	0	0	0	0	0	0	0
<b>Total Income</b>		<b>20,000</b>	<b>28,496</b>	<b>0</b>	<b>0</b>	<b>38,000</b>	<b>0</b>	<b>38,000</b>	<b>11,208</b>	<b>50,000</b>	<b>0</b>	<b>0</b>
4000	Salaries ENI & Pension	103,000	131,737	0	0	78,000	0	78,000	42,726	85,000	0	0
4900	Uniforms	500	0	0	0	625	0	625	0	500	0	0
4905	Cleaning Materials	1,500	1,561	0	0	700	0	700	757	2,000	0	0
4907	Stationery/Printing/Postage	0	19	0	0	600	0	600	83	300	0	0
4908	Advertising	0	2,310	0	0	0	0	0	0	0	0	0
4909	Licences	3,500	359	0	0	3,600	0	3,600	530	4,500	0	0
4911	Electricity	12,000	5,004	0	0	13,200	0	13,200	8,801	13,500	0	0
4912	Gas	500	170	0	0	1,000	0	1,000	170	350	0	0
4913	Water	2,000	2,193	0	0	2,400	0	2,400	1,674	2,600	0	0
4914	Rates	9,000	8,608	0	0	9,000	0	9,000	6,025	9,500	0	0
4915	Equipment	0	36	0	0	0	0	0	0	0	0	0
4916	Maintenance-Equipment	3,000	4,229	0	0	10,000	0	10,000	1,575	7,500	0	0
4917	Service Contracts	7,000	9,852	0	0	7,200	0	7,200	7,801	12,000	0	0
4918	Maintenance	500	786	0	0	12,000	0	12,000	167	10,000	0	0
4922	Publicity & Marketing	2,000	1,976	0	0	4,800	0	4,800	1,166	6,000	0	0
4923	Mnagement Information Systems	1,400	603	0	0	6,600	0	6,600	0	7,000	0	0
4924	Telephone: security alarms	0	0	0	0	360	0	360	0	300	0	0
4927	Stocktaking	600	120	0	0	600	0	600	260	600	0	0
4929	AIB	1,000	447	0	0	1,800	0	1,800	0	0	0	0
4949	Provision/Hire Stage Lights	0	1,080	0	0	1,800	0	1,800	0	0	0	0
4958	Event Security	0	1,268	0	0	2,400	0	2,400	548	1,500	0	0

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2023/2024 Draft Budget V1

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		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>					<u>Draft Budget 2023/2024</u>			
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
	Overhead Expenditure	147,500	172,356	0	0	156,685	0	156,685	72,283	163,150	0	0
	Movement to/(from) Gen Reserve	(127,500)	(143,860)			(118,685)		(118,685)	(61,075)	(113,150)		
510	<u>Assembly Hall Events</u>											
1004	Film shows	500	0	0	0	2,000	0	2,000	38	600	0	0
1173	Live Entertainment	0	35,295	0	0	43,000	0	43,000	22,509	2,000	0	0
	Total Income	500	35,295	0	0	45,000	0	45,000	22,546	2,600	0	0
4919	Films: expenses and contract	500	1,573	0	0	2,000	0	2,000	0	100	0	0
4954	PA and Lighting Costs	0	630	0	0	6,000	0	6,000	1,735	1,000	0	0
4960	Live entertainment:	0	28,586	0	0	40,000	0	40,000	8,321	1,000	0	0
	Overhead Expenditure	500	30,789	0	0	48,000	0	48,000	10,056	2,100	0	0
	Movement to/(from) Gen Reserve	0	4,505			(3,000)		(3,000)	12,490	500		
520	<u>Assembly Hall Bar and Catering</u>											
1001	Income-Assembly Hall Bar	20,000	32,666	0	0	60,750	0	60,750	22,404	55,000	0	0
1003	Income Food and Snacks	0	0	0	0	21,500	0	21,500	400	0	0	0
	Total Income	20,000	32,666	0	0	82,250	0	82,250	22,804	55,000	0	0
4901	Catering Stock Purchases	0	0	0	0	10,752	0	10,752	8	0	0	0
4903	Bar Stock Purchases	10,000	13,420	0	0	30,575	0	30,575	10,934	24,750	0	0
	Overhead Expenditure	10,000	13,420	0	0	41,327	0	41,327	10,942	24,750	0	0
	Movement to/(from) Gen Reserve	10,000	19,246			40,923		40,923	11,861	30,250		
901	<u>Earmarked Reserves</u>											
1180	CIL Received	0	38,572	0	0	0	0	0	2,901	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 2023/2024 Draft Budget V1

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		Budget 2021/2022		Budget 2022/2023						Draft Budget 2023/2024		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
Total Income		0	38,572	0	0	0	0	0	2,901	0	0	0
9202	Unplanned Maintenance	65,780	0	0	0	65,780	0	65,780	3,767	0	0	0
9203	Recreation Fund	2,130	0	0	0	2,130	0	2,130	0	0	0	0
9204	Town Team Project	5,000	0	0	0	5,000	0	5,000	0	0	0	0
9218	Election expenses	10,830	0	0	0	12,830	0	12,830	0	0	0	0
9228	Office Equipment	4,275	0	0	0	4,275	0	4,275	0	0	0	0
9232	Street Furniture	6,837	10,715	0	0	0	0	0	0	0	0	0
9233	Equipment Replacement	21,000	0	0	0	21,000	0	21,000	0	0	0	0
9243	Green Spaces	11,632	889	0	0	10,743	0	10,743	0	0	0	0
9245	Major Projects Reserve	299,900	8,952	0	0	290,948	0	290,948	8,345	0	0	0
9245	Solar Money	51,743	0	0	0	51,743	0	51,743	0	0	0	0
9246	Precept Support Fund	45,000	0	0	0	45,000	0	45,000	0	0	0	0
9248	CIL	51,091	0	0	0	53,992	0	53,992	0	0	0	0
9249	Jubilee Celebrations	0	0	0	0	3,000	0	3,000	0	0	0	0
Overhead Expenditure		575,218	20,556	0	0	566,441	0	566,441	12,113	0	0	0
Movement to/(from) Gen Reserve		(575,218)	18,015			(566,441)		(566,441)	(9,212)	0		
Total Budget Income		1,033,55	1,136,96	0	0	1,202,97	0	1,202,97	1,054,87	1,351,49	0	0
Expenditure		1,618,96	1,074,62	0	0	1,778,95	0	1,778,95	596,668	1,351,49	0	0
Movement to/(from) Gen Reserve		(585,418)	62,342			(575,979)		(575,979)	458,203	0		



# Your Commercial Combined Insurance - Quotation Schedule

Produced on 24 May 2022

Page 1 of 25

## Your Quotation Schedule

This quote schedule has been prepared using the information you have provided to us.

This Schedule outlines your cover. Clauses and Conditions applying to your cover are detailed in the Clauses and Conditions Schedule and should be read and understood in conjunction with your policy wording.

For Property Damage and Business Interruption covers, Your Schedule refers to Risk Locations and Premises. Each Risk Location consists of one or more Premises.

A unique reference number has been applied to each Risk Location, for example **001**. Premises within that Risk Location are identified by the number after the hyphen, for example Premises 2 at this Risk Location appears as **001-002**.

## Proposer Details

<b>The proposer</b>	Melksham Town Council
<b>Contact address</b>	Town Hall, Market Place Melksham, SN12 6ES
<b>The Business</b>	Local Government Authority

## Quote Details

<b>Quote number</b>	202497852
<b>Quote valid until</b>	23 June 2022
<b>Quoted premium (excluding Insurance Premium Tax)</b>	£32,837.33
<b>Insurance Premium Tax</b>	£3,940.47
<b>Total quoted amount</b>	<b>£36,777.80</b>

## Insurance Adviser Details

<b>Your Insurance Adviser</b>	WPS INSURANCE BROKERS SCHEME SPARGO HOUSE 10 BUDSHEAD WALK PLYMOUTH DEVON, PL6 5FE
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## Important

If the information in the schedule is incorrect or incomplete, or if the insurance does not meet your requirements, please tell us as soon as possible.

You are reminded of the need to tell us immediately of any circumstances or changes which we would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate this quotation.

## Summary of Cover

<b>The proposer</b>	Melksham Town Council
<b>The Business</b>	Local Government Authority

There may be differences in the cover selected between premises, so please check the details carefully.

**Sections You have chosen to cover:**



Property Damage, Money and Assault, Business All Risks, Business Interruption, Terrorism, Employers' Liability, Public and Products Liability, Commercial Legal Protection, Commercial Crime, Management Liability

**Other sections available that You have chosen not to cover:**

Goods In Transit, Frozen Foods, Contract Works, Machinery, Computer, Plant and Equipment, Renewable Energy, Cyber, Professional Indemnity, Inspection Service, Group Personal Accident, Business Travel

## Conditions

***The following conditions apply across all sections of your policy in addition to the conditions contained within your Policy Wording unless otherwise stated***

***For the Claims Procedure relating to your Commercial Crime cover please refer to the Commercial Crime section of this policy***

***For the Claims Procedure relating to your Management Liability cover please refer to the Management Liability section at the back of this policy***

## Claims Procedure

If in relation to any claim You have failed to fulfil any of the following conditions, You will lose Your right to indemnity or payment for that claim.

You must

- (1) tell Us immediately of any event or occurrence which may result in a claim
- (2) notify the police immediately of loss, destruction or damage caused by malicious persons or thieves
- (3) at Your expense, provide Us with a written claim containing as much information as possible of the loss, liability, destruction, damage, accident or injury, including the amount of the claim within
  - (a) 30 days, or
  - (b) seven days in the case of loss, destruction or damage caused by riot, civil commotion, strikers, locked-out workers, persons taking part in labour disturbances or malicious persons of You becoming aware of the event or occurrence, or such further time that We may allow
- (4) provide Us with all information and help We require in respect of the claim
- (5) pass to Us unanswered, immediately, all communications from third parties in relation to any event which may result in a claim under this policy
- (6) not admit or repudiate liability, nor offer to settle, compromise, make payment which may result in a claim or pay any claim under this policy without Our written agreement
- (7) allow Us to take over and conduct in Your name the defence or settlement of any claim. You will also allow Us to prosecute at Our own expense and for Our own benefit, any claim for indemnity or compensation against any other person and You must give Us all information and assistance required.

## Subjectivity Condition

The insurance cover provided by Aviva may be subject to You or Us carrying out certain actions. We will clearly state below if the insurance provided by Us is subject to You

- (1) providing Us with any additional information requested by the required date(s)
- (2) allowing Us access to The Premises, Your Contract Sites, and/or The Business to carry out surveys
- (3) completing any actions agreed between You and Us by the required date(s)
- (4) allowing Us to complete any actions agreed between You and Us.

Upon completion of these requirements (or if they are not completed by the required dates), We may, at our option

- (1) modify the premium
- (2) make amendments to the terms and conditions of the insurance cover
- (3) require You to make alterations to The Premises for which We have provided an insurance cover by the required date(s)
- (4) withdraw any insurance cover provided
- (5) leave the terms and conditions of the insurance cover and the premium, unaltered.

We will contact You with our decision and where applicable, specify the date(s) by which any action(s) agreed need to be completed by You and/or any decision by Us will take effect.

Our requirements and decisions will take effect from the date(s) specified unless and until We agree otherwise in writing. If You disagree with Our requirements and/or decisions, We will consider Your comments and where We consider appropriate, will continue to negotiate with You to resolve the matter to Your and Our satisfaction. In the event that the matter cannot be resolved We will withdraw the insurance cover.

The above conditions do not affect Our right to withdraw any insurance cover if We discover information material to Our acceptance of the risk that was not disclosed when requesting the original quotation.

**The provision of this Aviva cover is subject to the following:**

- (a) **You must allow Us access to Your Premises in order to carry out a Survey. You must complete any mandatory risk improvements identified by Us by the required date(s).**

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Town Hall, Market Place, Melksham SN12 6ES

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## Contact Details for Claims and Help

### Do You or Your employees use a Smartphone or Tablet Device?

Why not scan the QR Code and store Our contact details directly to Your device?



### Services

As an Aviva customer, You can access additional services to help You keep Your business running smoothly. For Our joint protection telephone calls may be recorded and/or monitored.

### Claims Service: 0800 015 1498

A 24 hour, 365 days a year claims line providing You with emergency assistance whenever it is required. When We know about Your problem, We will start to put the solutions in place.

### Legal and Tax Helpline 0345 300 1899

Call this helpline anytime, day or night, for advice on legal or tax matters in the United Kingdom. This service, given in confidence, is included as part of your insurance policy.

### Commercial Legal Protection 0345 300 1899

If you have Commercial Legal Protection cover, please call the helpline for legal advice as soon as you are aware of an incident. Please have your policy number to hand.

If You think that You might need to claim please contact the helpline on **0345 300 1899** and obtain a reference number. A claim form is also available to download at [www.aviva.co.uk/legalprotection](http://www.aviva.co.uk/legalprotection).

### Risk Solutions Helpline 0345 366 6666

Call for advice on safety, fire, security and other issues that can affect Your business. Most enquiries can be dealt with over the telephone, but if We can't give you an immediate answer, We will deal with your enquiry within one working day.

This service is available during office hours with an answering service outside these times.

### Counselling Service Helpline 0117 934 0105

This is a confidential service available to Your staff to help deal with personal issues such as bereavement, divorce, the threat of violence in the workplace and bullying at work.

### Website - <https://avivabusinesslaw.farill.io/>

This service (provided by DAS Businesslaw and powered by Farillio) is built specifically to help businesses manage a wide range of business and legal issues. You'll get access to:

- a range of regularly updated business and legal guides, document builders, interactive checklists and videos that can help you with the day-to-day running of your business, as well as helping you to manage your exposure to legal risk
- easy to use templates to build legal documents including employee contracts, health and safety policies, dismissal letters
- topics range from branding, crowdfunding, financial and tax planning, to marketing strategy to help build and grow your business
- email alerts on changes in law, legislation and regulation
- unlimited legal advice via the legal advice helpline

To register

1. Visit <https://avivabusinesslaw.farill.io/>
2. Enter the voucher code DASBAVI100 into the 'First time using Aviva Businesslaw?' box and click 'Validate Voucher'
3. Fill out your name, email address, and create a password
4. Validate your email address by pressing the link in the confirmation email that you receive.

## Property Damage

### All Risks and Excesses

For details of Your Property Damage cover, please refer to the Property Damage section of Your policy wording. In addition to the All Risks cover, the following also apply unless stated otherwise at Risk Location, The Premises or Property Insured:

Theft and Subsidence

#### Excess:

You will pay the first £500 of each and every occurrence , except for:

Subsidence £1,000

### Risk Location 001

#### Location Address:

Town Hall, Market Place, Melksham, SN12 6ES

### The Premises 001-001

#### Description/Occupation:

Town Hall

#### Property Insured:

Item	Property Insured	Sum Insured	Basis of Cover	Basis of Claim Settlement	Declared Value
1	Buildings	£3,437,220	Full Value	Day One Reinstatement	£2,864,350
2	Machinery, Plant, Furniture, Fixtures, Fittings & All Other Contents	£127,200	Full Value	Day One Reinstatement	£106,000
3	Art	£19,150	Full Value	Agreed Value	-

**Total Sum Insured for all Property at this Premises £3,583,570**

#### Index Linking:

Applies to all the Property Insured detailed above

### Risk Location 002

#### Location Address:

Market Place, Melksham, SN12 6ES

### The Premises 002-001

#### Description/Occupation:

Assembly Hall - Community Hall/Cinema

#### Property Insured:

Item	Property Insured	Sum Insured	Basis of Cover	Basis of Claim Settlement	Declared Value
4	Buildings	£1,857,920	Full Value	Day One Reinstatement	£1,548,267

Item	Property Insured	Sum Insured	Basis of Cover	Basis of Claim Settlement	Declared Value
5	Machinery, Plant, Furniture, Fixtures, Fittings & All Other Contents	£435,600	Full Value	Day One Reinstatement	£363,000

**Total Sum Insured for all Property at this Premises £2,293,520**

**Index Linking:**

Applies to all the Property Insured detailed above

### The Premises 002-002

**Description/Occupation:**

Unoccupied

**Specified Contingencies and Excesses**

For details of the Contingencies applying to Your Property Damage cover, please refer to the Property Damage section of Your policy wording.

Contingencies applying to The Premises unless stated otherwise at Property Insured:

Fire, Aircraft and Explosion

**Excess:**

You will pay the first £1,000 applicable to all Contingencies

**Property Insured:**

Item	Property Insured	Sum Insured	Basis of Cover	Basis of Claim Settlement
6	Buildings	£265,748	Full Value	Indemnity

**Index Linking:**

Applies to all the Property Insured detailed above

### The Premises 002-003

**Description/Occupation:**

The Meeting Place, Art House Cafe - Leased as Church Community Space

**Property Insured:**

Item	Property Insured	Sum Insured	Basis of Cover	Basis of Claim Settlement	Declared Value
7	Buildings	£569,833	Full Value	Day One Reinstatement	£474,861
8	Rent - 24 Months	£12,000	Full Value	Rent	-

**Total Sum Insured for all Property at this Premises £581,833**

**Index Linking:**

Applies to all the Property Insured detailed above

**The Premises 002-004****Description/Occupation:**

Melksham News Offices

**Property Insured:**

Item	Property Insured	Sum Insured	Basis of Cover	Basis of Claim Settlement	Declared Value
9	Buildings	£936,557	Full Value	Day One Reinstatement	£780,464
10	Rent - 24 Months	£18,434	Full Value	Rent	-

**Total Sum Insured for all Property at this Premises** £954,991**Index Linking:**

Applies to all the Property Insured detailed above

**Risk Location 003****Location Address:**

Pavilion, King George V Playing Fields, Lowbourn, Melksham, SN12 7DZ

**The Premises 003-001****Description/Occupation:**

Sports Pavilion

**Property Insured:**

Item	Property Insured	Sum Insured	Basis of Cover	Basis of Claim Settlement	Declared Value
11	Buildings	£835,564	Full Value	Day One Reinstatement	£696,303
12	Machinery, Plant, Furniture, Fixtures, Fittings & All Other Contents	£12,000	Full Value	Day One Reinstatement	£10,000
13	Splash Pad Plant	£120,000	Full Value	Day One Reinstatement	£100,000

**Total Sum Insured for all Property at this Premises** £967,564**Index Linking:**

Applies to all the Property Insured detailed above

**Risk Location 004****Location Address:**

Anywhere within Melksham, Melksham, SN12 6ES

**The Premises 004-001****Description/Occupation:**

Anywhere within Melksham

**Property Insured:**

Item	Property Insured	Sum Insured	Basis of Cover	Basis of Claim Settlement
14	Bath Road Toilets	£50,000	Full Value	Reinstatement
15	Playground Equipment & Surfaces	£915,000	Full Value	Reinstatement
16	Street Furniture	£94,000	Full Value	Reinstatement
17	War Memorials	£75,255	Full Value	Reinstatement
18	CCTV	£50,000	Full Value	Reinstatement
19	Walls Gates and Fences	£42,807	Full Value	Reinstatement
20	Bus Shelters	£51,000	Full Value	Reinstatement

**Total Sum Insured for all Property at this Premises £1,278,062****Index Linking:**

Applies to all the Property Insured detailed above

**Money and Assault****Money****Cover**

Item No.		Limit Any One Loss
(1)	Postal and money orders, bankers' drafts, cheques and giro cheques, crossed warrants, bills of exchange and securities for money, postage stamps, revenue stamps, national insurance stamps, holiday with pay stamps, national insurance and holiday with pay cards, national savings certificates, war bonds, premium savings bonds, franking machine impressions, credit company sales vouchers, luncheon vouchers, trading stamps and VAT invoices	£250,000
The following Items exclude Money as described in Item 1		
(2)	Money not contained in a locked safe in	
	(a) The Premises outside Business Hours	£250
	(b) the private dwelling houses of Your principals or authorised Employees	£500
(3)	Money contained in locked safes outside Business Hours	
	(a) Unspecified Safe	£2,500
(4)	Money on The Premises during Business Hours or in a bank night safe	£5,000
(5)	Any Other Loss of Money	£5,000

**Estimated Annual Carryings**

You have advised Us that Your estimated annual amount of Money in transit (other than Money described in Item 1 above) will not exceed

Own annual carryings	£125,000
Security company annual carryings	Nil

You will pay the first £0 of each and every occurrence.

## Assault

### Cover

Compensation by Contingency Number

(1) death	£50,000
(2) Loss of Hearing and/or Loss of Sight and/or Loss of Speech	£50,000
(3) Loss of Limb	£50,000
(4) Temporary Total Disablement (weekly compensation)	£500
(5) Temporary Partial Disablement (weekly compensation)	£250
within 24 months of bodily injury	
(6) Permanent Total Disablement after 24 months of bodily injury	£50,000

## Business All Risks

Item	Description	Sum Insured	Excess	Situation
1	Trophies, Cups, Shields, Medals, Silverware and Regalia.	£17,000	£100	Worldwide
2	Garden & Maintenance machinery/tools & associated equipment	£38,010	£100	United Kingdom
3	Portable electronic and photographic equipment including portable computer equipment, digital and non digital cameras, mobile telephones, television, DVD and audio equipment designed to be carried by hand, excluding portable hand tools, portable office equipment, specialist trade equipment and all personal effects.	£11,946	£100	United Kingdom
4	Market equipment - Gazebos	£8,000	£100	United Kingdom
5	7 x Defibrillators	£14,917	£100	United Kingdom
6	Nifty Lift 120 HE Cherry Picker	£14,254	£100	United Kingdom
7	Speed Indicator Devices	£33,123	£100	United Kingdom
8	Maxvac City Cleaner GL 100	£10,138	£100	United Kingdom

Basis of Claim Settlement – Reinstatement unless otherwise stated.

**Situation** is defined as follows:

### The Premises

Any premises owned, hired or leased by You

### United Kingdom

Anywhere in the United Kingdom including Transit

### European Union

Anywhere in the United Kingdom including Transit and whilst temporarily removed anywhere within the European Economic Community for up to 90 days

### Worldwide

Anywhere in the United Kingdom including Transit and whilst temporarily removed anywhere in the world for up to 90 days.

**Endorsements applying to Business All Risks** (subject otherwise to the terms and conditions shown in Your policy).

## Business Interruption

### The Business:

Local Government Authority

### All Risks and Excesses

For details of Your Business Interruption cover, please refer to the Business Interruption section of Your policy wording.

In addition to the All Risks cover, the following also apply unless stated otherwise at Risk Location, The Premises or individual Cover(s):

Theft and Subsidence

### Excess:

You will pay the first £0 of each and every occurrence



**Cover:**

The following apply only to the Risks notified to and accepted by Us

Item	Description	Estimated Amount/Sum Insured	Maximum Indemnity Period
1	Revenue Sum Insured	£200,000	24 months
2	Increased Cost of Working	£100,000	24 months

**Index Linking:**

Applies to the Cover detailed above, except for the following items:

2 Increased Cost of Working

**Risk Location 001****Risk Location Address:**

Town Hall, Market Place, Melksham, SN12 6ES

**The Premises 001-001****Description/Occupation:**

Town Hall

**Risk Location 002****Risk Location Address:**

Market Place, Melksham, SN12 6ES

**The Premises 002-001****Description/Occupation:**

Assembly Hall - Community Hall/Cinema

**The Premises 002-002****Description/Occupation:**

Unoccupied

**Specified Contingencies and Excesses**

For details of the Contingencies applying to Your Business Interruption cover, please refer to the Business Interruption section of Your policy wording.

**Contingencies applying to The Premises:**

Fire, Aircraft and Explosion

**Excess:**

You will pay the first £1,000 applicable to all Contingencies

**The Premises 002-003****Description/Occupation:**

The Meeting Place, Art House Cafe - Leased as Church Community Space

**The Premises 002-004****Description/Occupation:**

Melksham News Offices

**Risk Location 003****Risk Location Address:**

Pavilion, King George V Playing Fields, Lowbourn, Melksham, SN12 7DZ

**The Premises 003-001****Description/Occupation:**

Sports Pavilion

## Risk Location 004

### Risk Location Address:

Anywhere within Melksham, Melksham, SN12 6ES

## The Premises 004-001

### Description/Occupation:

Anywhere within Melksham

## Terrorism

### Sections to which Terrorism applies:

Property Damage, Business All Risks and Business Interruption

### The Excess/Excesses

As detailed in the Sections of this policy where the Head of Cover is otherwise insured.

### Risk Location

As detailed in the Sections of this policy where the Head of Cover is otherwise insured but only in England, Wales and Scotland but not the territorial seas adjacent thereto as defined by the Territorial Sea Act 1987 nor the Isle of Man or the Channel Islands.

### The Property Insured

As detailed in the Sections of this policy where the Head of Cover is otherwise insured.

### Sums Insured/Limits of Liability

As detailed in the Sections of this policy where the Head of Cover is otherwise insured.

## Employers' Liability

The operation of any limit of indemnity is stated in The Schedule or the relevant Clause, Condition, Section or Endorsement of Your policy.

**Limit of Indemnity:** £10,000,000

**Terrorism Limit of Indemnity:** £5,000,000

### Description of Activities

Clerical	£363,000	Wages
15 x Council Members	£112,500	Wages
Manual	£165,000	Wages

**Index Linking:** Applies to the Wages, as detailed above.

**Endorsements applying to Employers' Liability** (subject otherwise to the terms and conditions shown in Your policy).

### Tree Felling Exception

We will not provide cover for the felling, lopping, sawing or carriage of trees.

## Public and Products Liability

The operation of any limit of indemnity or excess is stated in The Schedule or the relevant Clause, Condition, Section or Endorsement of Your policy.

**Limit of Indemnity:** £10,000,000

**Terrorism Limit of Indemnity:** £5,000,000

### Description of Activities

Population	18000	Per Capita
14 x Play Areas	98	Each One
1 x Skate Park	750	Per Capita

**Endorsements applying to Public and Products Liability** (subject otherwise to the terms and conditions shown in Your policy).

#### Activities and Events Exceptions

We will not provide cover for

- (1) sponsored walks, rides, marathons or similar events
- (2) fireworks displays or bonfires
- (3) bouncy castles and other inflatable devices
- (4) Bodily Injury arising from
  - (a) go-karting, quad biking or motor sports
  - (b) parachute jumping, paragliding or parascending
  - (c) bungee jumping or abseiling
  - (d) ballooning or other flying activities
- (5) events involving
  - (a) weapons
  - (b) passenger carrying amusement devices
  - (c) remote controlled model aircraft
  - (d) animal rides
  - (e) pyrotechnics.

#### Excess

We will not provide cover for the first amount of £500 of Compensation, Costs and Expenses in respect of each and every event of Damage to Property.

#### Products Supplied - Restriction

We will not provide cover for Products Supplied other than the sale or supply of food and drink intended to be consumed on Your premises, the supply of office requisites or the disposal of furniture and office equipment previously used in the course of The Business.

#### Tree Felling Exception

We will not provide cover for the felling, lopping, sawing, moving or haulage of trees.

## Commercial Legal Protection

### Cover

Contingency Operative	Rating Basis		Limit of Indemnity
Employment Disputes	Wages	£528,000	£100,000
Employment Compensation Awards	Maximum Any one Period	£1,000,000	
Service Occupancy	Wages	£528,000	£100,000
Legal Defence	Wages	£528,000	£100,000
Property Protection	Wages	£528,000	£100,000
Bodily Injury	Wages	£528,000	£100,000
Tax Protection	Wages	£528,000	£100,000

**Index Linking:** Applies to the Wages, as detailed above.

**Endorsements applying to Commercial Legal Protection** (subject otherwise to the terms and conditions shown in Your policy).

#### Abuse and Molestation Exception

We will not provide indemnity in respect of bodily injury including death, illness, disease or nervous shock, wrongful arrest, detention, imprisonment, eviction and accusation of shoplifting arising out of

- (1) the alleged, actual or threatened abuse or molestation of any person
  - (a) in the care of
  - (b) under the protection of
 You or anyone working for or on behalf of You
- (2) the negligent
  - (a) employment
  - (b) investigation
  - (c) supervision
  - (d) reporting to the proper authorities or the failure to report
  - (e) retention
 of any person for whom You are or ever were legally responsible and whose conduct is excluded by (a) above.

## Commercial Crime

### Cover

You have selected the following Covers under your Commercial Crime Section .

Cover	Limit of Indemnity	Excess
Internal Crime	£1,000,000	£15,000
Outsource Service Provider Crime	£100,000	£15,000
Corporate Identity Fraud	10% of the Limit of Indemnity for Internal Crime or £250,000, whichever is the lesser	£15,000
Electronic Transfer of Money Made in Error	10% of the Limit of Indemnity for Internal Crime or £250,000, whichever is the lesser	£15,000
Public Utilities Fraud	5% of the Limit of Indemnity for Internal Crime or £100,000, whichever is the lesser	£15,000
Telecommunications Fraud	5% of the Limit of Indemnity for Internal Crime or £100,000, whichever is the lesser	£15,000
Cheques Fraud	£50,000	£15,000
Third Party Computer and Funds Transfer Fraud	£100,000	£15,000

### Endorsements applying to Commercial Crime (subject otherwise to the terms and conditions shown in Your Policy)

#### Inadvertent non-compliance with the Obligations stated in The Schedule

We will not be liable to pay any claim if You have not complied with and operated any one or more of the Obligations which is material to any part of that claim unless You can conclusively demonstrate that this non-compliance was an Inadvertent Breach of the Obligations. This Endorsement does not apply for the References Obligation.

For the purposes of this Endorsement an Inadvertent Breach of the Obligations means any failure by any Employee to comply with any part of the Obligations stated in The Schedule which was without the knowledge or consent of any director, partner, Member, trustee, officer, department director, senior manager or equivalent of Yours, but only if You can conclusively demonstrate that You

- (1) had communicated the relevant Obligation(s) in writing to all Employees with responsibility for Money, stock and/or accounts
- (2) instructed all Employees of their duty to comply with and ensure compliance with the Obligations.

If We pay or agree to pay any claim or part of any claim where You did not comply with or operate the obligations the amount of The Excess will be increased by £5,000.

#### Retroactive Date

We will not provide cover for loss resulting from any act, event or matter committed prior to

- (1) the date this Section was first inceptioned, or
- (2) where equivalent cover to that provided under this Section has been continuously maintained in full force and effect prior to inception of this Section, the date which first applied to such equivalent cover.

## Management Liability

### Territorial Limits:

United Kingdom and European Economic Area

### Rating Basis:

Turnover £1,000,001 - 2,500,000

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## Directors & Officers

**Limit of Indemnity:**

£250,000

**Basis of Indemnity:**

Any One Claim

**Excess for Insured Person:**

£0

**Excess for Company Reimbursement:**

£5,000

**Prior/Pending Date:**

01/06/2022

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**Endorsements applying to Directors & Officers** (subject otherwise to the terms and conditions shown in Your policy).

**Absolute Bodily Injury Exception**

The following is added to the Exceptions to Directors & Officers Cover  
any Claim arising directly or indirectly from or in consequence of or in any way relating to Bodily Injury.

**Bribery and Commissions Exception**

The following is added to the Exceptions to Directors & Officers Cover  
any Claim arising directly or indirectly from or in consequence of or in any way relating to any payment, gift, fee, reward, advantage, donation, contribution or other consideration provided to

- (1) any person in return for
    - (a) their undertaking or not undertaking any action or
    - (b) their showing of any favour or disfavouron behalf of such person or on behalf of any principal for whom such person acts as an agent or
  - (2) any employee, member, officer, servant or agent of any public body in return for such public body undertaking or not undertaking any action or showing any favour or disfavour or
  - (3) any charitable, political or governmental organisation anywhere in the world.
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## Corporate Legal Liability

**Limit of Indemnity:**

£250,000

**Basis of Indemnity:**

Any One Claim

**Excess:**

£5,000

**Prior/Pending Date:**

01/06/2022

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**Endorsements applying to Corporate Legal Liability** (subject otherwise to the terms and conditions shown in Your policy).

**Absolute Bodily Injury Exception**

The following is added to the Exceptions to Corporate Legal Liability Cover  
any Claim arising directly or indirectly from or in consequence of or in any way relating to Bodily Injury.

**Absolute Breach of Contract Exception**

The following is added to the Exceptions to Corporate Legal Liability Cover  
any Claim arising directly or indirectly from or in consequence of or in any way relating to any actual or alleged breach of contractual obligation.

**Bribery and Commissions Exception**

The following is added to the Exceptions to Corporate Legal Liability Cover  
any Claim arising directly or indirectly from or in consequence of or in any way relating to any payment, gift, fee, reward, advantage, donation, contribution or other consideration provided to

- (1) any person in return for
  - (a) their undertaking or not undertaking any action or
  - (b) their showing of any favour or disfavouron behalf of such person or on behalf of any principal for whom such person acts as an agent or
- (2) any employee, member, officer, servant or agent of any public body in return for such public body undertaking or not undertaking any action or showing any favour or disfavour or
- (3) any charitable, political or governmental organisation anywhere in the world.

## Clauses and Conditions Schedule

### Introduction

The Clauses and Conditions included in this Schedule apply to the covers you have selected. This document should be read in conjunction with your cover Schedules.

## Clauses

### Property Damage

**Clauses applying to all Property Damage Risks on cover** (subject otherwise to the terms and conditions shown in Your Policy).

The following clauses are applicable and are displayed in full in Your Policy wording:

Automatic Reinstatement, Change in Temperature, Contract Sale Price, Customers Goods, Damage to Playing Surfaces, Description of Property, Drains, Glass, Hire Agreement, Machinery Re-erection Costs, Munitions of War, Non Invalidation, Professional Fees, Services, Subrogation, Transfer of Interest, Workmen

The following clauses are applicable and are displayed in full in Your Policy wording with the information below explaining any values relating to each of them:

<b>All Other Contents</b>	Documents, manuscripts, business books, plans and designs	£250,000
	Data Storage Materials	£25,000
	Any one person's property in total for any one claim - Pedal cycles, tools and other personal items	£1,000
	Any one item - Rare books, antiques, paintings or other works of art	£10,000
	Any one claim - Rare books, antiques, paintings or other works of art	£25,000
	Any one claim - Wines, spirits, cigarettes and tobacco	£1,000
<b>Capital Additions</b>	Maximum payable	10%
	Maximum payable	£500,000
<b>Changing Locks</b>	Any one claim	£5,000
<b>Damage to Grounds</b>	Any one claim	£25,000
<b>Debris Removal</b>	Maximum any one claim	£25,000
<b>Exhibitions</b>	Number of days	7 day(s)
	Any one claim	£25,000
<b>Falling Trees</b>	Maximum payable	£2,500
<b>Fire and Security Equipment</b>	Maximum any one claim	£25,000
<b>Homeworkers</b>	Any one claim and in any one Period of Insurance per Director, Partner or Employee	£5,000
<b>Incompatibility of Software Programs</b>	Any one cause	£25,000
<b>Lamps, Signs and Nameplates</b>	Any one item	£1,000
<b>Metered Services</b>	Any one claim	£25,000
<b>Seasonal Increase</b>	Increase	25%
	Increase	£500,000
	Months applicable	November, December, January

<b>Temporary Removal</b>	Any one claim	10%
	Any one claim	£250,000
	Consecutive days	90 day(s)
<b>Theft Damage to Buildings</b>	Any one Period of Insurance	£25,000
	Excess	£1,000
<b>Theft of Computers and Audio Visual Equipment</b>	Any one claim	£100,000
<b>Trace and Access</b>	Any one claim	£25,000
<b>Trade Samples</b>	Any one item	£500
	Any one claim	£10,000

## Money & Assault

### Money

**Clauses applying to all Money Risks on cover** (subject otherwise to the terms and conditions shown in Your Policy).

The following clauses are applicable and are displayed in full in Your Policy wording with the information below explaining any values relating to each of them:

<b>Clothing &amp; Personal Belongings</b>	Any one person	£500
<b>Fundraising Events</b>	Any one loss	100%
<b>Vending Machines at Premises</b>	Any one claim	£500

### Assault

**Clauses applying to all Assault Risks on cover** (subject otherwise to the terms and conditions shown in Your Policy).

The following clauses are applicable and are displayed in full in Your Policy wording:

Amounts Payable

The following clauses are applicable and are displayed in full in Your Policy wording with the information below explaining any values relating to each of them:

<b>Medical and Dental Expenses</b>	Any one Insured Person	15%
	Any one Insured Person	£500

## Business All Risks

**Clauses applying to Business All Risks** (subject otherwise to the terms and conditions shown in Your Policy).

The following clauses are applicable and are displayed in full in Your Policy wording:

### Automatic Reinstatement

## Business Interruption

**Clauses applying to all Business Interruption Risks on cover** (subject otherwise to the terms and conditions shown in Your Policy).

The following clauses are applicable and are displayed in full in Your Policy wording with the information below explaining any values relating to each of them:

<b>Essential Personnel</b>	Any one Period of Insurance	£10,000
<b>Full Failure of Electricity Supply</b>	Maximum payable any one loss	£50,000
	Maximum payable any one loss for failure resulting from accidental means other than Damage. However, if the maximum payable any one loss stated above is lower, that limit will apply	£50,000
	Maximum payable any one Period of Insurance for failure resulting from accidental means other than Damage	£100,000
	Consecutive hours	4 hours
<b>Full Failure of Gas Supply</b>	Maximum payable any one loss	£50,000

<b>Full Failure of Telecommunications</b>	Maximum payable any one loss for failure resulting from accidental means other than Damage. However, if the maximum payable any one loss stated above is lower, that limit will apply	£50,000
	Maximum payable any one Period of Insurance for failure resulting from accidental means other than Damage	£100,000
	Consecutive hours	4 hours
	Any one loss per day in respect of any one failure	£100
	Any one loss in respect all failures in any Period of Insurance	£2,500
	Any one loss per day in respect of any one failure resulting from accidental means other than Damage. However, if the any one loss per day limit stated above is lower, that limit will apply	£7,250
	Any one loss in respect all failures in any one Period of Insurance for failure resulting from accidental means other than Damage. However, if the any one loss in respect of all failures in any one Period of Insurance above is lower, that limit will apply	£50,000
	Any one loss in respect all failures Maximum payable any one Period of Insurance for failure resulting from accidental means other than Damage	£100,000
	Consecutive hours	24 hours
	Maximum payable any one loss	£50,000
<b>Full Failure of Water Supply</b>	Maximum payable any one loss for failure resulting from accidental means other than Damage. However, if the maximum payable any one loss stated above is lower, that limit will apply	£50,000
	Maximum payable any one Period of Insurance for failure resulting from accidental means other than Damage	£100,000



<b>Lottery Winners</b>	Consecutive hours	4 hours
	Number of days	14 day(s)
	Amount won exceeds	£100,000
	Maximum Indemnity Period	1 month(s)
	Any one Period of Insurance	£50,000

## Employers' Liability

**Clauses applying to all Employers' Liability Risks on cover** (subject otherwise to the terms and conditions shown in Your Policy).

The following clauses are applicable and are displayed in full in Your Policy wording:

Additional Activities, Contractual Liability, Cross Liabilities, Corporate Manslaughter and Corporate Homicide Act 2007, Health and Safety Legislation, Our Right of Recovery, Unsatisfied Court Judgements

The following clauses are applicable and are displayed in full in Your Policy wording with the information below explaining any values relating to each of them:

<b>Payment for Court Attendance</b>	Limit per day (You/director/partner)	£500
	Limit per day (Employee)	£250

## Public and Products Liability

**Clauses applying to all Public and Products Liability Risks on cover** (subject otherwise to the terms and conditions shown in Your Policy).

The following clauses are applicable and are displayed in full in Your Policy wording:

Additional Activities, Buildings Temporarily Occupied, Consumer Protection Act 1987 and Food Safety Act 1990, Contractual Liability, Corporate Manslaughter and Corporate Homicide Act 2007, Cross Liabilities, Defective Premises, Employees' and Visitors' Personal Belongings, Health and Safety Legislation, Motor Contingent Liability, Overseas Personal Liability

The following clauses are applicable and are displayed in full in Your Policy wording with the information below explaining any values relating to each of them:

<b>Data Protection Act 1998</b>	Maximum payable any one Period of Insurance	£1,000,000
<b>Environmental Statutory Clean-Up Costs</b>	Maximum payable	£2,000,000
<b>Hired or Rented Premises</b>	Excess	£250
<b>Libel and Slander</b>	Maximum payable	£1,000,000
<b>Payment for Court Attendance</b>	Limit per day (You/director/partner)	£500
	Limit per day (Employee)	£250

## Commercial Crime

**Clauses applying to all Commercial Crime Risks on cover** (subject otherwise to the terms and conditions shown in Your Policy).

The following clauses are applicable and are displayed in full in Your Policy wording with the information below explaining any values relating to each of them:

<b>Business Interruption Costs</b>	Percentage of the Limit of Indemnity for Internal Crime or	10%
	Amount shown opposite whichever is the lesser	£250,000
<b>Contractual Penalties</b>	Percentage of the Limit of Indemnity for Internal Crime	15%
<b>Discovery Period</b>	Number of Months applicable	2
<b>Expenses</b>	Percentage of the Limit of Indemnity for Internal Crime or	10%
	Amount shown opposite whichever is the lesser	£250,000
<b>Loss of Interest</b>	Percentage of the Limit of Indemnity for Internal Crime	15%

Payment for Court Attendance	Limit per day (principal, partner, Member or director)	£500
	Limit per day (all other Employees)	£250
	Maximum payable for any Single Loss	£25,000

## Directors & Officers Liability Cover

**Clauses applying to Directors & Officers cover** (subject otherwise to the terms and conditions shown in Your Policy).

The following clauses are applicable and are displayed in full in Your Policy wording:

Civil Fines and Penalties, Data Confidentiality, Derivative Investigation Costs, Management Buy-Out, Mitigation Costs, Outside Directorships, Property Damage Defence Costs, Retired Insured Persons Cover, Spouses, Heirs or Legal Representatives, Subpoena Costs

The following clauses are applicable and are displayed in full in Your Policy wording with the information below explaining any values relating to each of them:

<b>Additional Limit of Indemnity for Insured Persons</b>	Inner Limit	£100,000
<b>Additional Limit of Indemnity for Non Executive Directors</b>	Percentage of Limit of Indemnity	10%
<b>Bail Bond Costs</b>	Inner Limit	£100,000
<b>Court Attendance Costs</b>	Per Insured Person/Per Day	£500
	Total Liability	£25,000
<b>Court Deprived Assets Additional Costs</b>	Inner Limit	£100,000
<b>Crisis Event and Reputation Protection Costs</b>	Inner Limit	£100,000
<b>Defence Costs for Extradition, Deportation and Asset Protection</b>	Inner Limit	£100,000
<b>Emergency Costs</b>	Percentage of Limit of Indemnity	10%
<b>Personal Tax Liability</b>	Inner Limit	£100,000
<b>Prosecution Costs</b>	Inner Limit	£100,000

## Corporate Legal Liability Cover

**Clauses applying to Corporate Legal Liability Cover** (subject otherwise to the terms and conditions shown in Your Policy).

The following clauses are applicable and are displayed in full in Your Policy wording:

Data Confidentiality, Pension and Employee Benefit Schemes, Regulatory Mitigation Costs, Shareholder Costs

The following clauses are applicable and are displayed in full in Your Policy wording with the information below explaining any values relating to each of them:

<b>Copyright Infringement Defence Costs</b>	Inner Limit	£100,000
<b>Crisis Event and Reputation Protection Costs</b>	Inner Limit	£100,000
<b>Identity Fraud Investigation Costs</b>	Inner Limit	£50,000
<b>Kidnap Event Crisis Expenses</b>	Inner Limit	£50,000
<b>Pollution Defence Costs</b>	Inner Limit	£250,000

## Action You Must Take

The following Conditions apply in addition to any Conditions stated in Your policy wording.

### The following Condition applies to all Sections (except for Management Liability)

#### Reasonable Precautions and Maintenance of Property

You must

- (1) maintain all premises and equipment, including fire extinguishing and security equipment, in a continuous satisfactory state of repair and in full working order in accordance with the manufacturers instructions and servicing requirements.
- (2) take all reasonable precautions to prevent loss, destruction or damage to the property insured and accident or injury to any person or loss, destruction or damage to their property.
- (3) conduct The Business in a lawful manner, complying with all legal requirements and safety regulations.

- (4) keep a record of purchases and sales.

## Property Damage

The following Conditions apply to the Property Damage Section

### Change of Occupancy

You must tell Us immediately if

- (a) any building at The Premises becomes Unoccupied
- (b) if the buildings are to be occupied by contractors for renovation, alteration or conversion purposes
- (c) any Unoccupied building at The Premises becomes occupied or used.

### Protections

If in relation to any claim for Damage caused by theft or attempted theft, You have failed to fulfil the following condition, We will not pay that claim.

Whenever The Premises are closed for business or left unattended, You must ensure that all security devices provided to protect The Premises are properly fitted and put into full operation.

The following Condition applies to The Premises 002-001

### Intruder Alarm

If in relation to any claim in respect of covers specified below You have failed to fulfil any of the Intruder Alarm Conditions (1) to (7), We will not pay that claim.

- Property Damage - for Damage to the Property Insured caused by fire, explosion, riot, civil commotion, strikers, locked out workers or persons taking part in labour disturbances, malicious persons other than thieves, theft or attempted theft at The Premises
- Money and Assault - for loss of Money caused by theft or attempted theft at The Premises

where these Sections are insured by this policy.

If in relation to any claim for Damage to the Property Insured at The Premises caused by fire, explosion, riot, civil commotion, strikers, locked out workers or persons taking part in labour disturbances, malicious persons or theft and/or attempted theft, if insured by this Section, You have failed to fulfil any of the following conditions, We will not pay that claim.

- (1) While The Premises are unattended they must be protected by an Intruder Alarm System maintained in full and efficient working order under an ongoing maintenance contract provided by an Alarm Company, registered with an Alarm Receiving Centre and eligible for police response, via the issue and retention of a valid police unique reference number (URN), which is set in its entirety, with all means of communication used to transmit Activations to an Alarm Receiving Centre in full operation
- (2) If requested, You must supply Us with a copy of the Intruder Alarm System specification
- (3) The Protected Premises must not be left without at least one Responsible Person in attendance where the Intruder Alarm System is not set in its entirety or the police have withdrawn their response to Activations unless We agree otherwise
- (4) During any period that the Intruder Alarm System is set, a Key Holder must, following notification of Activations or interruption of any of the means of communication used to transmit Activations to an Alarm Receiving Centre attend The Premises as soon as reasonably possible in order to confirm the security of The Premises and reset the Intruder Alarm System in its entirety with all means of communication used to transmit Activations to an Alarm Receiving Centre in full operation

If the Intruder Alarm System cannot be reset in its entirety or all the means of communication used to transmit Activations to an Alarm Receiving Centre are not in full operation, a Key Holder must remain at The Premises unless We agree otherwise.

- (5) You must advise Us as soon as possible and, in any event, not later than 10:00am on Our next working day of notice from the police giving warning of withdrawal of their services, or a reduction or delay in the level of their response to Activations or a local authority or magistrate imposing any requirement for abatement of nuisance caused by the Intruder Alarm System or when the Intruder Alarm System and the means of communication used to transmit Activations to an Alarm Receiving Centre cannot be returned to or maintained in full working order. You must comply with Our subsequent requirements
- (6) Any alteration or substitution of any part of the Intruder Alarm System, the structure of The Premises or changes to the layout of The Premises which would reduce the effectiveness of the Intruder Alarm System, the means of communication used to transmit Activations to an Alarm Receiving Centre, the procedures agreed with Us for police or any other response to any Activations or the Intruder Alarm System maintenance contract, must not be made without Our written agreement
- (7) You and each Key Holder must maintain the secrecy of all codes and the security of all keys and other setting devices for the operation of the Intruder Alarm System. In addition You must appoint at least two Key Holders and lodge their current details with the Alarm Company, Alarm Receiving Centre and, if required, the police or local authority. All keys and setting devices must be removed from The Premises when they are left unattended

The following definitions apply to this condition.

**Alarm Company**

An organisation recognised as an 'approved company' by the National Security Inspectorate (NSI) or as a 'registered firm' by the Security Systems and Alarm Inspection Board (SSAIB).

**Alarm Receiving Centre**

An organisation recognised as an 'approved company' by the NSI or as a 'registered firm' by the SSAIB and which agrees to receive Activations from the Intruder Alarm System and make arrangements for notifying them to a Key Holder and/or the police.

**Activations**

Signals or other information generated by the Intruder Alarm System which indicate a suspected or confirmed intrusion into the Protected Premises, a fault or tamper event may have occurred or an incorrect or unexpected setting or unsetting of the Intruder Alarm System.

**Intruder Alarm System**

An electrical installation to detect and indicate the presence, entry or attempted entry of an intruder into the Protected Premises, including all devices used to transmit Activations to an Alarm Receiving Centre.

**Key Holder**

You, or any person or key holding company authorised by You, who must be available at all times to accept notification of Activations, attend and allow access to The Premises and fully trained in the operation of the Intruder Alarm System.

**Protected Premises**

The Premises, or those portions of The Premises, protected by the Intruder Alarm System.

**Responsible Person**

You or any person authorised by You to be responsible for the security of The Premises.

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**The following Condition applies to The Premises 001-001 and 002-001****Minimum Security****Theft and Money Sections where insured by this policy**

If in relation to any claim for Damage to the Property Insured caused by theft or attempted theft at The Premises, which occurs more than 30 days after the inception of this policy and You have failed to fulfil any of the following conditions, We will not pay that claim.

In respect of all those parts of The Premises occupied by You in connection with The Business You must ensure that all Perimeter doors and opening Accessible Perimeter windows are provided with an appropriate security measure, as described below and when The Premises are unattended, all such doors and windows to that part, or parts are closed and secured by such appropriate security measure being put into full and effective operation and any keys removed from the locks and stored away from such window or door.

- (1) Hinged doors must be secured as follows
  - (a) single leaf doors and the final closing leaf of double doors
    - (i) timber framed doors –by a lock certified as meeting British Standard BS3621
    - (ii) aluminium or steel framed doors –by a five (or more) pin cylinder mortice swing lock
    - (iii) plastic framed doors –by a lock assembly certified as meeting Publically Available Specification PAS3621 or a multi-point lock having at least three moving fastening points operated from a handle which is secured by a five (or more) pin cylinder lock
    - (iv) steel or composite construction (security) doors - by a security measure described in either (1) (a) (i) or (1) (a) (iii) above or by a five (or more) pin cylinder mortice lock
  - (b) the first closing leaf of double doors
    - (i) by having, adjacent to the top and bottom corners of the door, a rebate bolt or an internal key operated mortice rack bolt or a lockable bolt
    - (ii) by a multi-point lock having at least two moving fastening points operated from a handle which is secured by a five (or more) pin cylinder lock
- (2) Rolling shutter and rolling panel doors must be secured as follows
  - (a) manually operated doors – by having the operating chain fastened to an internal chain stop, housing or wall bracket by means of a padlock having a hardened steel shackle
  - (b) electrically operated doors – by having an internal operating switch permitting power to be isolated and secured in the 'off' position by means of an integral lock or a padlock
  - (c) wicket gates/personnel doors within such doors – by a lock certified as meeting British Standard BS3621
- (3) Cellar trap doors must be secured as follows
  - (a) by having an internal steel padlock bar fastened by a padlock having a hardened steel shackle
  - (b) by having, adjacent to the top and bottom corners of the door(s), an internal key operated mortice rack bolt or a lockable bolt noting that, where one leaf of double doors when closed prevents the opening of the other, only that leaf needs securing as stated
- (4) Doors described in 1 (a) and 2 (c) above which are not final exit doors must be secured by a security measure described in 1 (a) or 2 (c) above or any type of door lock or lockable fastening which is

supplemented by having, adjacent to the top and bottom corners of the door, an internal key operated mortice rack bolt or a lockable bolt

- (5) Windows must be secured as follows
- (a) roof lights – by an internal fastening device designed and supplied as suitable for the task
  - (b) louvre windows – by internal or external fixed steel bars or grilles
  - (c) other windows – internally by means of a fastening device having an integral lock, by a window lock or by a key operated mortice rack bolt
- (6) Emergency fire exits must be secured so that any door or window described in (1) – (5) above which is formally designated as being solely for use as an emergency fire exit by the person(s) legally responsible under fire safety legislation for fire safety is excluded from the stated requirements and instead must be secured by a fastening device designed and supplied as suitable for the task.

The following definitions apply to this condition.

#### **Perimeter**

Doors and windows that provide access from those parts of The Premises occupied by You in connection with The Business to the open air, into any area of The Premises not occupied by You in connection with The Business or into any adjoining premises.

#### **Accessible**

Perimeter windows located on

- (1) basement and ground floors
- (2) other floors where they can be reached by a person standing within any communal areas, areas of The Premises not occupied by You in connection with The Business or any areas of adjoining or adjacent premises
- (3) other floors where they can be reached by a person standing on adjoining or adjacent land or any external structural feature of The Premises, or any adjoining or adjacent premises, which can readily be climbed onto including but not limited to stairways, fire escapes, lower storey roofs, porches, balconies.

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### **The following Condition applies to all Risks declared to and accepted by Aviva**

#### **Unoccupied Premises**

If in relation to any claim for Damage while The Premises are Unoccupied, You have failed to fulfil any of the following conditions, We will not pay that claim.

You must

- (1) carry out internal and external inspections of the buildings at least every 7 day(s) days, maintaining a log of such inspections and, as soon as possible, repair, or arrange to repair, any damage or defects found including the removal of graffiti
  - (2) remove all waste, unfixed combustible materials and gas bottles, either within or outside the buildings, from The Premises
  - (3) securely lock and close all external doors, and windows, and secure and seal all letter boxes and openings
  - (4) wherever possible, turn off all sources of power, fuel and water at the mains, chain and padlock the isolation valves, drain all water and fuel supply tanks, apparatus and pipes
- However, where the buildings are protected by an
- (a) Intruder Alarm, CCTV or Fire Detection System or sprinkler installation, You must provide sufficient power, heat or water supplies for their effective operation.
  - (b) security patrols, You must provide sufficient power for safe and effective internal inspection
- (5) tell Us immediately if any building at The Premises becomes Unoccupied, if the buildings are to be occupied by contractors for renovation, alteration or conversion purposes or if the buildings are to become occupied or used.

Where The Premises are empty, vacant or disused but are tenanted, (1), (2), (3) and (4) above apply to the extent that they may be reasonably and practically implemented without frustrating or invalidating the lease, unless We agree otherwise in writing.

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## **Money and Assault**

### **The following Conditions apply to the Money and Assault Section**

#### **Medical Evidence**

In respect of Assault, We will, at Our option, arrange for the Insured Person to undergo a medical examination or, in the event of death, a post mortem examination.

You, or Your personal representatives, will supply to Us, at Your expense, any certificates, information or evidence in the format We require to support a claim.

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#### **Money In Transit**

If in relation to any claim for loss of Money in transit (other than Money described in Item 1 of The Schedule), You have failed to fulfil any of the following conditions, We will not pay that claim.

You must ensure

- (1) that Money in transit is accompanied by the number of persons stated below, who must be either You and/or any director, partner or Employee
- (a) over £2,500 up to £5,000 by at least 2 persons
  - (b) over £5,000 up to £8,000 by at least 3 persons
  - (c) over £8,000 up to £12,000 by at least 4 persons
  - (d) over £12,000 by an approved Security Company
- (2) private transport is used for amounts of Money in transit greater than £2,500 where the distance exceeds half a mile.

The maximum We will pay for any one claim will not exceed the Limit Any One Loss stated in The Schedule.

### Records and Key Security

If in relation to any claim for loss of Money You have failed to fulfil any of the following condition, You will lose Your right to payment for that claim.

You must

- (1) keep a complete record of Money in a secure place other than in a safe or strongroom containing Money
- (2) ensure that outside of Business Hours, all safes and/or strongrooms are kept locked and the keys removed from The Premises unless The Premises are occupied by You or any director, partner or authorised Employee of Yours, in which case the keys must be kept in a secure place away from any safe or strongroom
- (3) ensure that whenever The Premises are closed for business or left unattended, all security devices to protect The Premises are properly fitted and put into full operation.

### Business All Risks

The following Condition apply to the Business All Risks Section

#### Portable Computer Equipment

If in relation to any claim for Damage by theft or attempted theft of Portable Computer Equipment You have failed to fulfil any of the following conditions, We will not pay that claim.

You must ensure that where Portable Computer Equipment is

- (a) left in any Unattended Vehicle, it is concealed from view in a storage compartment, and the vehicle is securely locked and all security devices set in operation and, between the hours of 9.00pm and 6.00am, the vehicle is kept either in a locked building of substantial construction or guarded security park
- (b) in transit by air it is carried as hand luggage unless instructed otherwise by airline staff
- (c) in transit by ship or ferry it is stored in a securely locked cabin or road vehicle aboard such vessel or kept with You
- (d) in transit by railway or underground it is carried as hand luggage and kept with You.

The maximum We will pay for any one or all claims arising out of one cause is

- (a) £2,500 in respect of theft or attempted theft from an Unattended Vehicle
- (b) £10,000 in respect of any other theft or attempted theft
- (c) £50,000 in respect of any other Damage.

The following definition applies to this condition

#### Portable Computer Equipment

Personal computers, small microcomputers and similar equipment used by You for processing, communicating and storing electronic data and which are designed to be carried by hand.

### Public and Products Liability

The following Conditions apply to the Public and Products Liability Section

#### Equipment Inspection Condition and Health and Fitness Advice Exception

If in relation to any claim You have failed to fulfil any of the following conditions, We will not pay that claim.

You must ensure that

- (1) any person providing training or instruction must hold a qualification from a relevant recognised organisation
- (2) all equipment
  - (a) is visually inspected by a competent person within each 24 hour period and withdrawn from use until any defects found are repaired
  - (b) is maintained and serviced in accordance with manufacturers guidelines
  - (c) is independently inspected by a qualified engineer on an annual basis or more frequently if required by manufacturers guidelines
  - (d) all inspections verifying actions referred to in (2) (a), (b) and (c) above are recorded and retained for a period of at least three years.

We will not provide cover for

- (1) Bodily Injury to any person as a result of their inexperience or physical inability to carry out advice or instruction given by, or on behalf of, The Insured
- (2) dietary advice or instruction



(3) errors, omissions or neglects in treatment administered by You or on Your behalf.

#### **Playgrounds and Amusement Devices Condition and Exception**

If in relation to any claim You have failed to fulfil any of the following conditions, We will not pay that claim.

You must ensure that in connection with playground and amusement devices

- (1) all equipment, devices and facilities, including sand pits and paddling pools
  - (a) are manufactured and installed to the appropriate standard and maintained in good condition
  - (b) are inspected, by a competent person, at least weekly and all defects or risks to health or safety immediately rectified or the equipment, device or facility taken out of use
- (2) suitable signs are clearly displayed to customers stating any information, restrictions or limitations for the safe use of the equipment device or facility
- (3) they are risk assessed to determine where supervision is necessary and ensure that it is provided whenever the play equipment device or facility is in use.

We will not provide cover for the operation of mechanically powered passenger carrying amusement devices, skateboard parks or inflatable devices.

#### **Skateboard Parks**

If in relation to any claim You have failed to fulfil any of the following conditions, We will not pay that claim.

You must ensure that, in connection with skateboard parks

- (1) all structures including the skating surfaces
  - (a) are manufactured and installed to the appropriate standard and maintained in good condition
  - (b) are inspected by a competent person at least weekly and
    - (i) all defects or risks to health or safety immediately rectified or
    - (ii) the structure taken out of use
- (2) You will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
- (3) You will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use.

We will not provide cover for Bodily Injury to persons taking part in activities in the skateboard park unless caused by defects in the structure.

### **Commercial Crime**

**The following Conditions apply to the Commercial Crime Section.**

#### **Audit**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

Independent professional accountants or auditors will examine Your accounts at least every 12 months.

#### **Bank Account Reconciliation**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

All cash book entries will be checked by someone other than the Employees responsible at least once in every 30 days against bank statements, receipts and other supporting documentation and the balance tested against cash and un-presented cheques.

#### **Cash Balances, Floats and Petty Cash**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

The amount of cash balances, floats and petty cash will be laid down and will be subject to a physical check against supporting documents by someone other than the Employees responsible at least every 30 days.

#### **Cheque Issue**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

- (1) Cheques will only be signed after they have been fully completed.
- (2) All manually prepared cheques with a value over £5,000 will be signed by at least two authorised signatories.
- (3) If cheques are prepared and signed by computer or machine
  - (a) dual control will be exercised over the operation
  - (b) at least one further manual signature will be applied where the value of the cheque exceeds £25,000
  - (c) supporting documentation will be examined and authorised prior to signing by computer or machine
- (4) All signatories, will examine the supporting documentation against the cheque prior to signing.

#### **Computer Security**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

- 
- (1) All update and amendment access to computer systems and programs containing accounting, stock and other valuable records will be protected by passwords. Passwords will be chosen by and confidential to the user and will be changed at least every 90 days
  - (2) If You allow dial-up, internet or other external access to Your computer systems You will protect them with firewalls and anti-virus software which You will update regularly.
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**Debtors**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

- (1) Where You allow credit, statements of account will be issued at least once in every 30 days. If the issue of statements involves any Employees who receive payments then all accounts including all suppressed and suspense accounts will be reviewed by someone other than the Employees responsible at least once in every 90 days
  - (2) Management action will be taken before an account becomes 90 days overdue.
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**Funds Transfer Controls**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

- (1) In respect of funds transfers involving electronic instructions
    - (a) at least dual control will be imposed to ensure that no one Employee can complete a funds transfer payment from beginning to end
    - (b) all Employees involved will require unique passwords to access the terminal, computer or system. Passwords will be confidential to the user
  - (2) In respect of all telephone and facsimile instructions the bank or financial institution will be instructed to telephone an Employee other than the person who sent, issued, gave or transmitted, or purported to send, issue, give or transmit, the instructions to check that they are valid prior to transferring the funds
  - (3) You will comply with all process and security controls agreed with the bank or other financial institution, through which Your transfers are made.
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**Investments, Funds Management, Dealing and Trading**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

- (1) You will exercise dual control over
    - (a) all investments and investment documents
    - (b) the management of funds including but not limited to pension funds, unit trusts, investment trusts and private client portfolios
    - (c) all dealing and trading operations including but not limited to securities, commodities, currency involving deals, trades, swaps, options, futures and other derivative deals and tradesto ensure that no one Employee can complete a transaction from beginning to end
  - (2) A detailed list of all dealing and trading transactions will be prepared daily and submitted to the Treasurer or equivalent. You will entirely separate the back office administration and settlements from any Employee involved in any dealing or trading
  - (3) All deals, trades, investment and other instructions will be confirmed in writing to the other party within 24 hours of the agreement independently of the investment manager, dealer or trader.
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**Money Received and Banking**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

- (1) Any Employee who receives or collects money and/or cheques in the course of their duties away from The Premises will be required to remit them to You at least 1 time(s) per week
  - (2) All money and cheques received by Employees at The Premises, including that remitted in (1) above, will be banked at least 2 time(s) per week.
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**Payroll**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

The cast of the payroll will be examined at least once in every 90 days by someone other than the Employees responsible to check that the total amount drawn is correct and that there are no past or fictitious Employees included.

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**References**

If in relation to any claim You have failed to fulfil the following condition, which is material to that claim, We will not pay that claim.

For all Employees engaged in any role

- (1) that involves handling Money, payments, orders, statements of account, stock
- (2) that involves having update and amendment access to accounting and stock recording systems
- (3) in Your accounts, information technology, information systems or computer departments
- (4) with a supervisory, management or directorial content



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on or after the date this Section was first incepted, satisfactory written or fully documented verbal references will be obtained directly from former employers.

Such references must cover the preceding 2 year(s) of employment and must be provided in the event of a claim. Any gaps in the preceding 2 year(s) of employment must be accounted for.

References need not be obtained in respect of Employees who have satisfactorily and continuously been employed by You for at least 12 months in any capacity other than stated in (1) to (4) above.

In respect of Employees joining directly from school or Government sponsored youth training schemes at least one character reference will be obtained.





**United Kingdom  
Debt Management  
Office**

**PWLB FIXED RATE LOANS  
ESTIMATED REPAYMENT COSTS**

**Amount of Advance: 250,000.00**

Period  (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	4.15	65,775.48	263,101.92	4.15	67,687.50	1,296.88	262,968.75
Over 2 not over 2½	4.16	53,162.81	265,814.05	4.16	55,200.00	1,040.00	265,600.00
Over 2½ not over 3	4.17	44,759.57	268,557.42	4.17	46,879.17	868.75	268,243.75
Over 3 not over 3½	4.19	38,769.17	271,384.19	4.19	40,951.79	748.21	270,950.00
Over 3½ not over 4	4.20	34,274.69	274,197.52	4.20	36,500.00	656.25	273,625.00
Over 4 not over 4½	4.21	30,782.55	277,042.95	4.21	33,040.28	584.72	276,312.50
Over 4½ not over 5	4.23	27,999.36	279,993.60	4.22	30,275.00	527.50	279,012.50
Over 5 not over 5½	4.24	25,719.17	282,910.87	4.24	28,027.27	481.82	281,800.00
Over 5½ not over 6	4.25	23,821.75	285,861.00	4.25	26,145.83	442.71	284,531.25
Over 6 not over 6½	4.26	22,218.79	288,844.27	4.26	24,555.77	409.62	287,275.00
Over 6½ not over 7	4.27	20,847.20	291,860.80	4.27	23,194.64	381.25	290,031.25
Over 7 not over 7½	4.28	19,660.74	294,911.10	4.28	22,016.67	356.67	292,800.00
Over 7½ not over 8	4.29	18,624.69	297,995.04	4.29	20,987.50	335.16	295,581.25
Over 8 not over 8½	4.30	17,712.54	301,113.18	4.30	20,080.88	316.18	298,375.00
Over 8½ not over 9	4.31	16,903.64	304,265.52	4.30	19,263.89	298.61	301,062.50
Over 9 not over 9½	4.32	16,181.71	307,452.49	4.31	18,545.39	283.55	303,875.00
Over 9½ not over 10	4.33	15,533.71	310,674.20	4.32	17,900.00	270.00	306,700.00
Over 10 not over 10½	4.33	14,941.62	313,774.02	4.32	17,304.76	257.14	309,400.00
Over 10½ not over 11	4.34	14,411.72	317,057.84	4.33	16,776.14	246.02	312,243.75
Over 11 not over 11½	4.34	13,921.90	320,203.70	4.34	16,294.57	235.87	315,100.00
Over 11½ not over 12	4.35	13,481.25	323,550.00	4.34	15,841.67	226.04	317,812.50
Over 12 not over 12½	4.35	13,069.69	326,742.25	4.35	15,437.50	217.50	320,687.50
Over 12½ not over 13	4.36	12,698.15	330,151.90	4.35	15,052.88	209.13	323,406.25
Over 13 not over 13½	4.37	12,355.46	333,597.42	4.36	14,709.26	201.85	326,300.00
Over 13½ not over 14	4.37	12,030.84	336,863.52	4.36	14,378.57	194.64	329,025.00
Over 14 not over 14½	4.38	11,737.01	340,373.29	4.37	14,083.19	188.36	331,937.50
Over 14½ not over 15	4.39	11,463.99	343,919.70	4.37	13,795.83	182.08	334,668.75
Over 15 not over 15½	4.39	11,201.95	347,260.45	4.38	13,539.52	176.61	337,600.00
Over 15½ not over 16	4.40	10,964.74	350,871.68	4.38	13,287.50	171.09	340,337.50
Over 16 not over 16½	4.41	10,743.04	354,520.32	4.39	13,063.26	166.29	343,287.50
Over 16½ not over 17	4.42	10,535.48	358,206.32	4.40	12,852.94	161.76	346,250.00
Over 17 not over 17½	4.43	10,340.85	361,929.75	4.40	12,642.86	157.14	349,000.00
Over 17½ not over 18	4.44	10,158.08	365,690.88	4.41	12,456.94	153.13	351,981.25
Over 18 not over 18½	4.45	9,986.22	369,490.14	4.42	12,281.76	149.32	354,975.00
Over 18½ not over 19	4.46	9,824.41	373,327.58	4.43	12,116.45	145.72	357,981.25

Period  (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 19 not over 19½	4.48	9,680.04	377,521.56	4.43	11,947.76	141.99	360,750.00
Over 19½ not over 20	4.49	9,536.14	381,445.60	4.44	11,800.00	138.75	363,775.00
Over 20 not over 20½	4.50	9,400.22	385,409.02	4.45	11,660.06	135.67	366,812.50
Over 20½ not over 21	4.51	9,271.69	389,410.98	4.46	11,527.38	132.74	369,862.50
Over 21 not over 21½	4.52	9,150.05	393,452.15	4.47	11,401.45	129.94	372,925.00
Over 21½ not over 22	4.54	9,043.21	397,901.24	4.48	11,281.82	127.27	376,000.00
Over 22 not over 22½	4.55	8,934.04	402,031.80	4.49	11,168.06	124.72	379,087.50
Over 22½ not over 23	4.56	8,830.48	406,202.08	4.50	11,059.78	122.28	382,187.50
Over 23 not over 23½	4.57	8,732.18	410,412.46	4.51	10,956.65	119.95	385,300.00
Over 23½ not over 24	4.58	8,638.81	414,662.88	4.52	10,858.33	117.71	388,425.00
Over 24 not over 24½	4.59	8,550.07	418,953.43	4.53	10,764.54	115.56	391,562.50
Over 24½ not over 25	4.60	8,465.69	423,284.50	4.54	10,675.00	113.50	394,712.50
Over 25 not over 25½	4.61	8,385.42	427,656.42	4.55	10,589.46	111.52	397,875.00
Over 25½ not over 26	4.62	8,309.01	432,068.52	4.56	10,507.69	109.62	401,050.00
Over 26 not over 26½	4.63	8,236.26	436,521.78	4.57	10,429.48	107.78	404,237.50
Over 26½ not over 27	4.64	8,166.97	441,016.38	4.58	10,354.63	106.02	407,437.50
Over 27 not over 27½	4.64	8,092.09	445,064.95	4.58	10,270.45	104.09	410,300.00
Over 27½ not over 28	4.65	8,029.11	449,630.16	4.59	10,201.79	102.46	413,518.75
Over 28 not over 28½	4.65	7,960.14	453,727.98	4.60	10,135.96	100.88	416,750.00
Over 28½ not over 29	4.66	7,902.83	458,364.14	4.61	10,072.84	99.35	419,993.75
Over 29 not over 29½	4.66	7,839.16	462,510.44	4.61	9,999.79	97.67	422,875.00
Over 29½ not over 30	4.66	7,777.92	466,675.20	4.62	9,941.67	96.25	426,137.50
Over 30 not over 30½	4.66	7,719.00	470,859.00	4.63	9,885.86	94.88	429,412.50
Over 30½ not over 31	4.67	7,671.39	475,626.18	4.63	9,819.76	93.35	432,306.25
Over 31 not over 31½	4.67	7,616.80	479,858.40	4.64	9,768.25	92.06	435,600.00
Over 31½ not over 32	4.67	7,564.19	484,108.16	4.64	9,706.25	90.63	438,500.00
Over 32 not over 32½	4.67	7,513.48	488,376.20	4.65	9,658.65	89.42	441,812.50
Over 32½ not over 33	4.67	7,464.58	492,662.28	4.65	9,600.38	88.07	444,718.75
Over 33 not over 33½	4.66	7,408.10	496,342.70	4.65	9,543.84	86.75	447,625.00
Over 33½ not over 34	4.66	7,362.54	500,652.72	4.66	9,501.47	85.66	450,962.50
Over 34 not over 34½	4.66	7,318.55	504,979.95	4.66	9,448.19	84.42	453,875.00
Over 34½ not over 35	4.66	7,276.07	509,324.90	4.66	9,396.43	83.21	456,787.50
Over 35 not over 35½	4.65	7,225.59	513,016.89	4.66	9,346.13	82.04	459,700.00
Over 35½ not over 36	4.65	7,185.89	517,384.08	4.66	9,297.22	80.90	462,612.50
Over 36 not over 36½	4.64	7,138.01	521,074.73	4.67	9,262.16	79.97	465,987.50
Over 36½ not over 37	4.64	7,100.86	525,463.64	4.67	9,215.88	78.89	468,906.25
Over 37 not over 37½	4.63	7,055.36	529,152.00	4.67	9,170.83	77.83	471,825.00
Over 37½ not over 38	4.62	7,010.96	532,832.96	4.67	9,126.97	76.81	474,743.75
Over 38 not over 38½	4.62	6,977.24	537,247.48	4.67	9,084.25	75.81	477,662.50
Over 38½ not over 39	4.61	6,934.93	540,924.54	4.67	9,042.63	74.84	480,581.25
Over 39 not over 39½	4.60	6,893.59	544,593.61	4.66	8,989.56	73.73	483,000.00
Over 39½ not over 40	4.60	6,862.90	549,032.00	4.66	8,950.00	72.81	485,912.50
Over 40 not over 40½	4.59	6,823.41	552,696.21	4.66	8,911.42	71.91	488,825.00
Over 40½ not over 41	4.58	6,784.78	556,351.96	4.66	8,873.78	71.04	491,737.50
Over 41 not over 41½	4.57	6,746.97	559,998.51	4.66	8,837.05	70.18	494,650.00

Period  (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 41½ not over 42	4.56	6,709.95	563,635.80	4.66	8,801.19	69.35	497,562.50
Over 42 not over 42½	4.55	6,673.69	567,263.65	4.65	8,753.68	68.38	499,937.50
Over 42½ not over 43	4.55	6,648.05	571,732.30	4.65	8,719.48	67.59	502,843.75
Over 43 not over 43½	4.54	6,613.25	575,352.75	4.65	8,686.06	66.81	505,750.00
Over 43½ not over 44	4.53	6,579.12	578,962.56	4.64	8,640.91	65.91	508,100.00
Over 44 not over 44½	4.52	6,545.65	582,562.85	4.64	8,608.99	65.17	511,000.00
Over 44½ not over 45	4.51	6,512.80	586,152.00	4.63	8,565.28	64.31	513,331.25
Over 45 not over 45½	4.50	6,480.56	589,730.96	4.63	8,534.75	63.60	516,225.00
Over 45½ not over 46	4.49	6,448.90	593,298.80	4.63	8,504.89	62.91	519,118.75
Over 46 not over 46½	4.48	6,417.80	596,855.40	4.62	8,463.17	62.10	521,425.00
Over 46½ not over 47	4.47	6,387.24	600,400.56	4.62	8,434.57	61.44	524,312.50
Over 47 not over 47½	4.46	6,357.21	603,934.95	4.61	8,394.08	60.66	526,600.00
Over 47½ not over 48	4.45	6,327.67	607,456.32	4.61	8,366.67	60.03	529,481.25
Over 48 not over 48½	4.44	6,298.63	610,967.11	4.60	8,327.32	59.28	531,750.00
Over 48½ not over 49	4.43	6,270.05	614,464.90	4.60	8,301.02	58.67	534,625.00
Over 49 not over 49½	4.42	6,241.92	617,950.08	4.59	8,262.75	57.95	536,875.00
Over 49½ not over 50	4.41	6,214.24	621,424.00	4.58	8,225.00	57.25	539,112.50

**Note:** 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.

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Breakdown of Budget - Full Council 28th November 2022

Working Draft

Working Draft Budget Breakdown - Draft Budget Version 1, Financial Year 2023/2024

1. Draft Precept predicted in V1 of Draft Budget = £1,161,290

Precept amount divided by tax base 5915.88 means a Band D property = £196.30, an increase on 2022-2023 of £27.30

2. Comparison to Precept for 2022/2023

Precept £966,204

Precept amount divided by tax base 5717.10, Band D = £169.00

3. Budget Breakdown

Below are some of the differences from the 2022/2023 approved budget which are proposed in the first iteration of the draft budget for 2023/2024

Central Costs increases			Explanation
101/4000	Salaries	98,500	
		65,000	Engagement of a Community Information Officer, increase in Finance Officer's hours from 15 to 20, 5% anticipated pay award.
101/4040	IT/Hardware	6,500	

101/4058	Insurance	26,250
101/4075	Training	2,500

Insurance Schedule attached to agenda.  
More training required for Amenities Team and new members of staff.

**Corporate Costs increases 7,000**

110/4043	HR Consultancy	2,500
110/4050	Legal	3,500
110/4076	Health & Safety	1,000

**Civic & Democratic increase 1,000**

115/4085	Civic & Ceremonial	1,000
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Suggestion from FAP Ctte. Remembrance Day budget is reduced by £1,000 and a Propose an increase to the Civic and Ceremonial budget this to enable the Mayor's Reception to fall within budget. £1000 for Remembrance Day is adequate.

**Town Hall increases 8,439**

201/4100	Gas	1,313
201/4102	Electricity	6,666
201/4103	Water Rates	200
201/4108	Service Contracts	260

Energy costs have risen to cover the anticipated increase.

**Town Hall Income increase**

201/1034	Income Town Hall Bookings	+7,000
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Based on income to date.

**Asset & Amenities increases 16,656**

202/4000	Salaries	5,000
202/4167	Street Furniture & Signage	10,000
202/4186	Defibrillators	556

Suggested increase by Asset Management & Amenities Committee



**Increases****Corporate Properties – Art House 1,600**

211/4202	Gas	1,600
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Contingency in case tenant leaves.

**31 Market Place 1,800**

213/4106	Repairs & Maintenance	1,800
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**Depot increase 1,178**

215/4160		1,650
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\*Reduction predicted on rates  
and Electric

-472

**Play Areas and Open Spaces increases 24,100**

220/4157	Grass cutting	2,000
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220/4165	Maintenance Play Areas	20,000
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220/4169	Maintenance of Trees	2,000
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220/4193	RoSPA Inspections	100
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Suggested at AM&amp;A Cttee – Upgrade to parks required following consultation.

**King George V Park increases 3,300**

221/4199	Materials	2,000
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221/4913	Water	1,300
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**Projects increases 24,300**

302/4073	Environmental	4,000
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302/4074	Neighbourhood Plan	-3,000 (reduction)
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302/4081	Melksham Art Project	8,000
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Proposed by CommDev Budget WG for ClimateFest and Environment and  
Climate WG projects

This is the rolling art project agreed by CommDev – three projects to be progressed  
at any one time – once one is completed it will be replaced by another from the  
list.

302/4081	Virtual Community Hub	10,800	This is the indicative cost for the ideal spec, per Community Development Officer. The Town Council now run and organise this event so budget required.
302/4304	Christmas Light Switch On	4,500	
<b>East Melksham Community Hall increase</b>			
310/4050	Legal monies.	4,000	Awaiting quote information. Although this is to be repaid on receipt of CIL/S106
<b>Economic Development &amp; Planning Increases</b>		<b>9,450</b>	
403/4308	CCTV	7,500	Until detailed costings for the sharing scheme established suggest ear mark under-Spend along with the £50,000 already allocated from Solar Farm income. Newsletters to be produced quarterly.
403/4309	Newsletter	1,000	
403/4028	Business Networking	2,000	Environment/ Climate Development budget - seed funding for projects It is suggested that an ear marked reserve is set up to roll over unspent budget for schemes which are committed to but not yet in place or invoiced for. Increase suggested by Ec Dev & Planning Budget Working Group, expenditure match funded by LHFIG.
403/5356	LHFIG projects	5,000	
403/4922	Publicity & Marketing	-500 (reduction)	
<b>Assembly Hall Central Costs increase</b>		<b>6,465</b>	
501/1000	Income A/H lettings	12,000 (predicted increase in income)	
501/4000	Salaries	7,000	
501/4900	Uniforms	-125 (reduction)	
501/4905	Cleaning Materials	1,300	
501/4907	Stationery/print/postage	-300 (reduction)	
501/4909	Licences	900	

501/4911	Electricity	300
501/4912	Gas	-650 (reduction)
501/4913	Water	200
501/4914	Rates	500
501/4916	Maintenance Equipment	2,500
501/4917	Service Contracts	4,800
501/4918	Maintenance	- 10,000 (reduction)
501/4922	Publicity & Marketing	1,200
501/4923	Management Info system	400
501/4924	Telephone, security alarms	300
501/4929	AIB	-1,800 (no budget required)
501/4949	Hire Stage lights	-1,800 (no budget required)
501/4958	Event Security	-900 (reduction)

#### **Assembly Hall Events 42,400 (Income reduction)**

##### **Income**

510/1000	Film Shows	-1,400 (reduction)
510/1173	Live Entertainment	-41,000 (reduction)

##### **Costs -45,900 (Costs Reduction)**

510/4919	Film expenses and contract	- 1,900 (reduction)
510/4954	PA Lighting and costs	- 5,000 (reduction)
510/4960	Live Entertainment	-39,000 (reduction)

#### **Assembly Hall Bar and Catering -33,250 (Income reduction)**

##### **Income**

520/1001	Assembly Hall Bar	-5,750 (Reduction)
520/1003	Income Food & Snacks	-21,500 (Reduction)

<b>Costs</b>		<b>-16,577 (Costs Reduction)</b>
520/4901	Catering Stock Purchases	-10,752 (no budget required)
520/4903	Bar Stock purchases	-5,825 (Reduction)

#### **Further Items for Members' consideration**

#### **4. Town Crier**

The Town Crier is stepping down in May 2023. Members may want to host a competition to find a new Town Crier, this will have budget implications.

#### **5. Loan Repayments**

Loan Repayments for the Maintenance Shed.

If the Town Council borrowed £250,000 to keep the loan repayments at the same level as the outgoings for the Bowerhill Unit, the loan could be taken over 20 years at a repayment rate of 4.49% total yearly repayment costs would be £18,800.44. Running and rental cost of the Bowerhill Unit are £18,950.00.

Repayment schedule attached.

#### **6. Kings Coronation Event**

Members to consider budget for any events which the council agree they would like to organise.

#### **7. Proposal to set up Ear Marked Reserves for the following:**

- Play Equipment
- LHFIG projects
- Sinking Fund for capital purchases
- CCTV

## 8. Roll Overs

Where we can accurately predict a surplus in a budget code; members to consider rolling the surplus over at the year end to save budgeting that amount in the new budget for 2023-2024.

Surplus from Replacement Play Equipment to start the Ear Marked Reserve  
Surplus from CCTV to set up Ear Marked Reserve

## 9. Committed Expenditure from Ear Marked Reserves

Use of Earmarked Reserves: Resolved on 13.12.2022

### Major Projects Reserve:

Bath Road Toilets £50,000

King George V Park Improvements £75,000

Other Parks £20,000

Solar Money for CCTV - £50,000

Roundhouse works £20,464.68

Community Infrastructure Levy (CIL) for Other Parks £30,000

Roundhouse works £20,464.68

anticipated to come in under this budget, Head of Operations to check.

### Solar Farm Income

CCTV - £50,000

### Further agreed Expenditure from Major Projects Reserve

Sensory Garden £80,000 – this is on hold awaiting the tender documentation

## 10. Committed Expenditure from the General Reserve

£ 5,000 – Pavilion Consultation, NVB Architects – Resolved on 21.3.2022

£ 2,000 - Neighbourhood Plan – Resolved on 25.7.2022

£10,000 – Sandridge Rd/Maple Close Highway improvement works (jointly funded by LHFIG to £10,000)

£ 5,525 – Architects Fee, East of Melksham Community Hall – Resolved 3.10.2022 – To be repaid when CIL/S106 monies received.

£10,000 – Xmas Fayre – Resolved 3.10.2022

## 11. Building Condition Reports

Awaiting update from Head of Operations. Below see details included in the budget report for 2022-2023

### Extract from Town Clerk's Budget Report 2022-2023

The survey was completed in February 2020. Whilst some of the work has been carried out there is still some major investment required. The unplanned maintenance ear marked reserve has been allocated towards some of the costs. Below please see a suggested schedule/programme to address the issues identified in the report.

Year 1	Year 2	
Town Hall	66,900	22,500
Assembly Hall	108,300	129,500
31 Market Place (MIN)	70,100	28,200
Art House Café	3,100	5,800
Pavilion at KGV	37,300	30,700
The Roundhouse	9,000	12,000
<b>Total:</b>	<b>294,700</b>	<b>228,700</b>

Council have resolved to carry out this work.

Linda Roberts – Town Clerk  
22 November 2022

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Date: 08/11/2022

Melksham Town Council Current Year

Page: 1

Time: 10:36

Cashbook 1

User: MEL

Unity Bank

For Month No: 6

## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		326,880.46					326,880.46	
BACS Banked: 05/09/2022		1,000.00						
BACS C. Webber		1,000.00			1034	201	1,000.00	Pitch hire - Mkt Pl
18A MA Banked: 05/09/2022		20.00						
18A MA J. Carter		20.00			1045	203	20.00	Allotment rent
BACS Banked: 09/09/2022		175.05						
BACS S. Hillman		175.05			1030	403	175.05	Melksham Makers Market
52B AA Banked: 20/09/2022		20.00						
52B AA G. Jones		20.00			1045	203	20.00	Allotment rent
BACS Banked: 23/09/2022		483,102.00						
BACS Wiltshire Council		483,102.00			1176	110	483,102.00	Pre-cept
BACS Banked: 26/09/2022		583.33						
BACS Wiltshire Publications		583.33		97.22	1040	210	486.11	Rent - 31 Mkt Place
BACS Banked: 27/09/2022		41.25						
BACS Wiltshire Council		41.25		6.88	1000	501	34.37	Room hire - AH
AA52B Banked: 30/09/2022		20.00						
AA52B J. Eldridge		20.00			1045	203	20.00	Allotment rent
Total Receipts for Month		484,961.63	0.00	104.10			484,857.53	
Cashbook Totals		811,842.09	0.00	104.10			811,737.99	

Continued on Page 2

## Payments for Month 6

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2022	Water2Business	DDR	112.52			4200	203	112.52	Water rates - Methuen
01/09/2022	Water2Business	DDR	15.00			4103	215	15.00	Water rates - Bowerhill Unit
01/09/2022	Water2Business	DDR	204.88			4913	205	204.88	Water rates - Mkt PI toilets
07/09/2022	IDverde Limited	29095328	2,817.83	2,817.83		501			Bath Road toilets - May
07/09/2022	Microshade Business Consultant	192771718	920.10	920.10		501			Hosting services
07/09/2022	Playsafety Ltd	251446563	474.00	474.00		501			Annual check - KGV slide
07/09/2022	Prosec Consultancy Ltd	143518840	216.00	216.00		501			SIA - Wedding
07/09/2022	Trade UK	325977986	201.87	201.87		501			Valved respirator
07/09/2022	Wiltshire Publications Ltd	106139079	138.60	138.60		501			Advertising - TH
07/09/2022	AquAid Southcoast	29836960	81.50	81.50		501			Water dispenser
07/09/2022	Boels Rental Ltd	1397252	38.83	38.83		501			Hire - delivery eqprmt
07/09/2022	J. H. Jones & Sons	143601567	1,728.00	1,728.00		501			Grasscutting - KGV
07/09/2022	NPower (Yorkshire) Ltd	156304257	49.03	49.03		501			Electricity - KGV
07/09/2022	Paul Hulbert	189572883	185.00	185.00		501			Window cleaning
07/09/2022	Reece's Rentals Ltd	466473118	1,022.00	1,022.00		501			Road sweeping
07/09/2022	Smart Integrated Solutions Ltd	13996531	483.84	483.84		501			CCTV signage
07/09/2022	G. Milward-Oliver	575466101	1,200.00	1,200.00		501			Research - TC master plan
07/09/2022	Melksham TIC	BACS	4,000.00			4330	151	4,000.00	Grant
07/09/2022	Melksham F&R	BACS	3,000.00			4310	151	3,000.00	Grant
07/09/2022	Gompels	BACS	70.75			4354	403	70.75	Parking redemption
07/09/2022	P. Clover	BACS	10.95		1.82	4061	101	9.13	Refs
07/09/2022	Redhorn Holdings	BACS	3,739.96		623.33	4180	215	3,116.63	Rent - Bowerhill (o/s)
07/09/2022	B. Burry	BACS	71.55		11.92	4903	520	35.46	Bar stock
						4916	501	15.83	Eqmt
						4901	520	8.34	Glasses
07/09/2022	Microsoft	BACS	423.10		70.52	4042	101	352.58	Hosting services
07/09/2022	Microsoft	314501485	222.00	222.00		501			Licence
08/09/2022	Enterprise	DDR	562.90		93.82	4156	202	469.08	Van leasing
14/09/2022	WPF	DDR	8,320.28			520		8,320.28	Pensions
14/09/2022	Mainstream	DDR	85.20		14.20	4027	101	71.00	Phones
14/09/2022	Office Evolution	DDR	84.12		14.02	4026	101	70.10	Photocopying
15/09/2022	Wiltshire Council	DDR	936.00			4102	201	936.00	Rates - TH
15/09/2022	Wiltshire Council	DDR	230.00			4161	215	230.00	Rates - Bowerhill Unit
15/09/2022	West Mercia Energy	DDR	112.78		5.37	4185	205	95.35	Elec - BR toilets
						4252	204	12.06	Elec - KGV
16/09/2022	Fuel Genie	DDR	354.14		59.02	4153	202	295.12	Fuel
16/09/2022	Lloyds Bank	DDR	494.26			4909	501	180.00	Premises Licence (annual fee)
						4028	101	21.76	Stamps
						4153	202	292.50	Vehicle Tax - VW
16/09/2022	Lloyds Bank	DDR	495.06		82.51	4029	101	6.66	Amazon Prime
						4256	204	120.00	Alpha Rod - blocked drains
						4163	202	60.00	Shurnhold Fields - wasps nest
						4903	520	225.89	Vimto - bar stock
16/09/2022	Lloyds Bank	DDR	6.00			4017	110	6.00	Card charges
19/09/2022	Oakwood	DDR	135.00		22.50	4256	204	112.50	Container
20/09/2022	Wiltshire Council	DDR	26,423.04			520		26,423.04	Salaries

Continued on Page 3

## Payments for Month 6

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
20/09/2022	Daisy Communications	DDR	35.98		6.00	4250	204	29.98	Wifi - Pavilion
20/09/2022	British Gas	DDR	14.96		2.49	4912	501	12.47	Gas - AH
21/09/2022	British Gas	DDR	260.56		43.43	4101	201	217.13	Electricity - TH
22/09/2022	HMRC	DDR	7,806.10				520	7,806.10	NI/Tax
22/09/2022	British Gas	DDR	82.88		13.81	4159	215	69.07	Electricity - Bowerhill
23/09/2022	British Gas	DDR	1,592.73		265.45	4911	501	1,327.28	Electricity - AH
26/09/2022	EE	DDR	187.85		31.31	4027	202	156.54	Mobiles
30/09/2022	Enterprise	DDR	632.40		105.40	4156	202	527.00	Van lease
30/09/2022	Zen	DDR	20.40		3.40	4175	210	17.00	Wifi - Art House
30/09/2022	British Gas	DDR	2,516.08		419.35	4252	204	2,096.73	Electricity - Pavilion
30/09/2022	British Gas	DDR	74.09		12.35	4159	215	61.74	Electricity - Bowerhill
30/09/2022	Melksham Christmas Lights	BACS	10,000.00			4305	151	10,000.00	Grant
30/09/2022	J. Joseph	BACS	75.00			4073	302	75.00	Refund - Cancelled performance
30/09/2022	Unity Bank	BACS	0.30			4017	110	0.30	Handling charge
30/09/2022	Unity Bank	BACS	52.80			4017	110	52.80	Bank charges
Total Payments for Month			83,018.22	9,778.60	1,902.02			71,337.60	
Balance Carried Fwd			728,823.87						
Cashbook Totals			811,842.09	9,778.60	1,902.02			800,161.47	

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Date: 10/11/2022

## Melksham Town Council Current Year

Page: 1

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## Cashbook 2

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## Bank Assembly Hall A/c

For Month No: 6

## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		701,943.46					701,943.46	
BACS	Banked: 05/09/2022	500.00						
BACS	Good New s Church	500.00			1048	210	500.00	Rent - Art House
BACS	Banked: 12/09/2022	539.00						
BACS	Melksham TIC	539.00		89.83	566		449.17	Tickets
BACS	Banked: 21/09/2022	3,040.00						
BACS	Ticket source	3,040.00		506.67	1173	510	2,533.33	DS:UK
500647/8	Banked: 26/09/2022	1,832.70						
500647/8	Stalls	125.00		20.83	1173	510	104.17	Stalls
500647/8	DS:UK	76.00		12.67	566		63.33	DS:UK
500647/8	Room hire - AH	1,620.00		270.00	1000	501	1,350.00	Room hire - AH
500647/8	Room hire - TH	11.70			1034	201	11.70	Room hire - TH
BACS	Banked: 27/09/2022	453.60						
BACS	Masons	453.60		75.60	1000	501	378.00	Room hire - AH
	Banked: 30/09/2022	3,324.76						
AIB	Credit/Debit Card Control Acco	3,324.76			213		3,324.76	AIB payments
	Banked: 30/09/2022	669.23						
Trans	Assembly Hall Bar A/c	669.23			252		669.23	Wrongly coded invoices
Total Receipts for Month		10,359.29	0.00	975.60			9,383.69	
Cashbook Totals		712,302.75	0.00	975.60			711,327.15	

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Date: 10/11/2022

## Melksham Town Council Current Year

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## Cashbook 2

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## Bank Assembly Hall A/c

For Month No: 6

## Payments for Month 6

## 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>
01/09/2022	Water2Business	DDR	209.63			4913	501	209.63	Water rates - AH
01/09/2022	Wiltshire Council	DDR	861.00			4914	501	861.00	Rates - AH
09/09/2022	Tolchards	DDR	2,051.02		341.84	4903	520	1,709.18	Bar stock
20/09/2022	Market Place Merchants	DDR	25.16		4.19	4917	501	20.97	Cash till
20/09/2022	Rentokil	DDR	329.17		54.86	4917	501	274.31	Vermin control
30/09/2022	Dave Phillips Music	3653	2,228.88	2,228.88		502			Show - Dire Straits
30/09/2022	United EPoS Solutions	3654	60.00	60.00		502			Software - AH till
30/09/2022	Hunt Management Solutions	3655	156.00	156.00		502			Stocktake - AH
30/09/2022	Paul Seemayer	3656	300.00	300.00		502			Lighting - DS:UK
30/09/2022	Sound Associates Ltd	3657	1,396.80	1,396.80		502			Annual service - projector
30/09/2022	TicketSource Ltd	3658	47.63	47.63		502			Blank tickets
30/09/2022	Hills	DDR	630.33		105.06	4917	501	525.27	Waste collection
30/09/2022	Assembly Hall Bar A/c	Trans	1,338.46			252		1,338.46	Wrongly coded invoice
<b>Total Payments for Month</b>			9,634.08	4,189.31	505.95			4,938.82	
<b>Balance Carried Fwd</b>			702,668.67						
<b>Cashbook Totals</b>			712,302.75	4,189.31	505.95			707,607.49	

Date: 07/11/2022		Melksham Town Council Current Year			Page: 1
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		Petty Cash			For Month No: 6
<b>Receipts for Month 6</b>		<b>Nominal Ledger Analysis</b>			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre £ Amount Transaction Detail
	<b>Balance Brought Fwd :</b>	<b>215.94</b>			<b>215.94</b>
	Banked:	<b>0.00</b>			
		0.00			0.00
<b>Total Receipts for Month</b>		0.00	0.00	0.00	0.00
<b>Cashbook Totals</b>		<u>215.94</u>	<u>0.00</u>	<u>0.00</u>	<u>215.94</u>

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Date: 07/11/2022

## Melksham Town Council Current Year

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## Cashbook 9

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## Petty Cash

For Month No: 6

## Payments for Month 6

## 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>
03/09/2022	C. Hunter	TRANS	2.99		0.50	4061	101	2.49	Refs
05/09/2022	B. Burry	TRANS	12.65		2.11	4903	520	10.54	Bar stock
30/09/2022	C. Hunter	TRANS	4.69		0.78	4061	101	3.91	Refs
<b>Total Payments for Month</b>			20.33	0.00	3.39			16.94	
<b>Balance Carried Fwd</b>			195.61						
<b>Cashbook Totals</b>			215.94	0.00	3.39			212.55	



**Melksham Town Council**  
**Monthly Financial Statement 30 September 2022**

**Cash and Bank Balances:**

Unity Bank	728,824	
Co-operative Current Account	0	
Assembly General Account	702,669	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	-589	
Petty Cash	196	
Bar Float	1,100	
		1,484,135

**Debtors (monies owed to council)**

H M Customs - Vat recoverable	9,625	
Bar Stock	3,329	
Debtors and Prepayments	240	
		13,194
		1,497,329

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

Suppliers of goods and services	33,805	
Retention Due	8,065	
Other Creditors	5,557	
Salaries Control	0	
Paye, Ni and Pension Due	8,116	
Events Control	2,241	
		57,784

**Net Cash Available** 1,439,545

**Represented by:**

**General Fund**

Current Year Surplus	519,341	
Earmarked Reserves Used in year	12,113	
	<u>531,454</u>	
Contribution to Earmarked Reserves	1,268	530,186
General Reserve balance at beginning of year		356,664

**Earmarked Reserves**

Balance at 1st April 2021	460,706	
Plus; Added in Year	0	
	<u>460,706</u>	
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	
	<u>52,359</u>	
Less: Used to Fund Expenditure	0	52,359

**Solar Farm**

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

1,439,545

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Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

Committee Report

## Finance, Admin & Performance

### 101 Central Costs

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Salaries ENI & Pension	20,929	130,037	225,000	94,963		94,963	57.8%
4021 Stationery	198	397	2,750	2,353		2,353	14.4%
4023 Advertising	0	1,617	1,750	133		133	92.4%
4024 Equipment/furniture	0	463	3,000	2,537		2,537	15.4%
4026 Photocopying	70	683	1,200	517		517	56.9%
4027 Telephones and Mobiles	71	1,110	3,000	1,890		1,890	37.0%
4028 Postage	22	85	400	315		315	21.2%
4029 Subscriptions	7	1,817	4,000	2,183		2,183	45.4%
4040 Information Technology/Hardware	0	11,848	17,500	5,652		5,652	67.7%
4042 Licences/Software	519	3,626	4,500	874		874	80.6%
4058 Insurance	0	32,766	9,750	(23,016)		(23,016)	336.1%
4061 Travel and Subsistence	16	79	500	421		421	15.9%
4075 Training	897	1,917	5,000	3,083		3,083	38.3%
Central Costs :- Indirect Expenditure	<b>22,729</b>	<b>186,447</b>	<b>278,350</b>	<b>91,903</b>	<b>0</b>	<b>91,903</b>	<b>67.0%</b>

**Net Expenditure** **(22,729)** **(186,447)** **(278,350)** **(91,903)**

### 110 Corporate Costs

1176 Precept Received	483,102	966,204	966,204	0			100.0%
Corporate Costs :- Income	<b>483,102</b>	<b>966,204</b>	<b>966,204</b>	<b>0</b>			<b>100.0%</b>
4017 Bank account fees	59	251	500	249		249	50.2%
4043 HR consultancy	0	7,626	5,000	(2,626)		(2,626)	152.5%
4050 Legal and Professional	3,638	6,229	3,500	(2,729)		(2,729)	178.0%
4057 Accountancy and Audit	2,600	4,875	12,000	7,125		7,125	40.6%
4076 Health & Safety	0	0	2,500	2,500		2,500	0.0%
Corporate Costs :- Indirect Expenditure	<b>6,297</b>	<b>18,981</b>	<b>23,500</b>	<b>4,519</b>	<b>0</b>	<b>4,519</b>	<b>80.8%</b>

**Net Income over Expenditure** **476,805** **947,223** **942,704** **(4,519)**

### 115 Civic and Democratic

4030 Town Crier's expenses	0	0	300	300		300	0.0%
4034 Councillors' training	215	250	2,000	1,750		1,750	12.5%
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	2,770	2,500	(270)		(270)	110.8%
4311 Remembrance Day	0	0	2,000	2,000		2,000	0.0%
Civic and Democratic :- Indirect Expenditure	<b>215</b>	<b>3,020</b>	<b>9,800</b>	<b>6,780</b>	<b>0</b>	<b>6,780</b>	<b>30.8%</b>

**Net Expenditure** **(215)** **(3,020)** **(9,800)** **(6,780)**

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>151 Grants</u>							
4301 Grants	0	2,180	25,000	22,820		22,820	8.7%
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	10,000	10,000	10,000	0		0	100.0%
4306 Grant Party in the Park	0	3,716	3,000	(716)		(716)	123.9%
4310 Grant Food and River Festival	3,000	3,000	3,000	0		0	100.0%
4317 Grant Carnival	0	0	2,500	2,500		2,500	0.0%
4330 Grant TIC	4,000	4,000	4,000	0		0	100.0%
Grants :- Indirect Expenditure	<u>17,000</u>	<u>22,896</u>	<u>62,500</u>	<u>39,604</u>	<u>0</u>	<u>39,604</u>	<u>36.6%</u>
<b>Net Expenditure</b>	<u>(17,000)</u>	<u>(22,896)</u>	<u>(62,500)</u>	<u>(39,604)</u>			
Finance, Admin & Performance :- Income	<b>483,102</b>	<b>966,204</b>	<b>966,204</b>	<b>0</b>			<b>100.0%</b>
Expenditure	<b>46,240</b>	<b>231,345</b>	<b>374,150</b>	<b>142,805</b>	<b>0</b>	<b>142,805</b>	<b>61.8%</b>
<b>Movement to/(from) Gen Reserve</b>	<u><b>436,862</b></u>	<u><b>734,859</b></u>					

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## Committee Report

**Asset Management & Amenities****201 Town Hall**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1034 Income Town Hall Bookings	1,012	4,051	1,000	(3,051)			405.1%
Town Hall :- Income	<b>1,012</b>	<b>4,051</b>	<b>1,000</b>	<b>(3,051)</b>			<b>405.1%</b>
4100 Gas	0	2,012	4,667	2,655		2,655	43.1%
4101 Electricity	217	1,699	3,334	1,635		1,635	51.0%
4102 Non Domestic Rates	936	5,842	10,000	4,158		4,158	58.4%
4103 Water Rates	0	804	1,800	996		996	44.7%
4104 Window Cleaning	0	720	1,600	880		880	45.0%
4106 Repairs and Maintenance	275	849	6,000	5,151		5,151	14.1%
4108 Service Contracts	953	5,111	10,240	5,129		5,129	49.9%
4109 Trade Waste	0	0	1,200	1,200		1,200	0.0%
Town Hall :- Indirect Expenditure	<b>2,381</b>	<b>17,037</b>	<b>38,841</b>	<b>21,804</b>	<b>0</b>	<b>21,804</b>	<b>43.9%</b>
<b>Net Income over Expenditure</b>	<b>(1,370)</b>	<b>(12,986)</b>	<b>(37,841)</b>	<b>(24,855)</b>			

**202 Asset and Amenities**

1027 Income - Amenity Services	0	1,495	4,000	2,505			37.4%
1950 Sale of Assets	0	1,000	0	(1,000)			0.0%
Asset and Amenities :- Income	<b>0</b>	<b>2,495</b>	<b>4,000</b>	<b>1,505</b>			<b>62.4%</b>
4000 Salaries ENI & Pension	17,869	114,068	225,000	110,932		110,932	50.7%
4027 Telephones and Mobiles	157	915	1,800	885		885	50.9%
4150 Uniform/PPE	0	597	2,400	1,803		1,803	24.9%
4151 Tools and Equipment	68	311	4,000	3,689		3,689	7.8%
4153 Vehicle Running Costs	748	3,225	7,000	3,775		3,775	46.1%
4156 Vehicle Leasing	996	5,942	13,000	7,058		7,058	45.7%
4163 Repairs and Maintenance	352	2,320	12,000	9,680		9,680	19.3%
4167 Street Furniture and Signage	0	868	10,000	9,132		9,132	8.7%
4177 Churchyard maintenance	0	340	1,500	1,160		1,160	22.7%
4186 Defibrillators	110	880	4,444	3,564		3,564	19.8%
Asset and Amenities :- Indirect Expenditure	<b>20,298</b>	<b>129,467</b>	<b>281,144</b>	<b>151,677</b>	<b>0</b>	<b>151,677</b>	<b>46.1%</b>
<b>Net Income over Expenditure</b>	<b>(20,298)</b>	<b>(126,972)</b>	<b>(277,144)</b>	<b>(150,172)</b>			

**203 Allotments**

1045 Income Allotments	60	380	5,000	4,620			7.6%
Allotments :- Income	<b>60</b>	<b>380</b>	<b>5,000</b>	<b>4,620</b>			<b>7.6%</b>
4200 Water Rates - Allotments	113	379	1,800	1,421		1,421	21.1%

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4201 Maintenance - Allotments	0	72	1,000	928		928	7.2%
Allotments :- Indirect Expenditure	<b>113</b>	<b>451</b>	<b>2,800</b>	<b>2,349</b>	<b>0</b>	<b>2,349</b>	<b>16.1%</b>
<b>Net Income over Expenditure</b>	<b>(53)</b>	<b>(71)</b>	<b>2,200</b>	<b>2,271</b>			
<b>204 KGV Pavilion and Car Park</b>							
1046 Income - Pavilion	0	1,517	1,500	(17)			101.1%
KGV Pavilion and Car Park :- Income	<b>0</b>	<b>1,517</b>	<b>1,500</b>	<b>(17)</b>			<b>101.1%</b>
4250 Telephone - Pavilion	30	187	300	114		114	62.2%
4252 Electricity - Pavilion	2,109	(7,415)	2,300	9,715		9,715	(322.4%)
4254 Water - Pavilion	0	394	1,200	806		806	32.8%
4255 Fire Safety Checks	0	0	250	250		250	0.0%
4256 Maintenance - Pavilion	1,075	5,729	2,000	(3,729)		(3,729)	286.5%
4257 Insurance - Pavilion	21	21	1,200	1,179		1,179	1.8%
4260 Non Domestic Rates - Car Park	0	829	2,000	1,171		1,171	41.4%
KGV Pavilion and Car Park :- Indirect Expenditure	<b>3,235</b>	<b>(255)</b>	<b>9,250</b>	<b>9,505</b>	<b>0</b>	<b>9,505</b>	<b>(2.8%)</b>
<b>Net Income over Expenditure</b>	<b>(3,235)</b>	<b>1,772</b>	<b>(7,750)</b>	<b>(9,522)</b>			
<b>205 Public Toilets</b>							
1060 MWPC contr. to Market Place	0	0	7,500	7,500			0.0%
Public Toilets :- Income	<b>0</b>	<b>0</b>	<b>7,500</b>	<b>7,500</b>			<b>0.0%</b>
4106 Repairs and Maintenance	0	140	2,000	1,860		1,860	7.0%
4180 Cleaning	2,237	6,978	15,000	8,022		8,022	46.5%
4185 Electricity supply: Toilets	95	591	2,133	1,542		1,542	27.7%
4913 Water	205	(1,749)	2,500	4,249		4,249	(70.0%)
Public Toilets :- Indirect Expenditure	<b>2,537</b>	<b>5,960</b>	<b>21,633</b>	<b>15,673</b>	<b>0</b>	<b>15,673</b>	<b>27.6%</b>
<b>Net Income over Expenditure</b>	<b>(2,537)</b>	<b>(5,960)</b>	<b>(14,133)</b>	<b>(8,173)</b>			
<b>210 Corporate Properties</b>							
1040 Income 31 Market Place	486	3,556	6,900	3,344			51.5%
1048 Income Art House Cafe	500	2,000	6,000	4,000			33.3%
Corporate Properties :- Income	<b>986</b>	<b>5,556</b>	<b>12,900</b>	<b>7,344</b>			<b>43.1%</b>
4175 Costs Art House Cafe	468	542	1,000	458		458	54.2%
4178 Costs Roundhouse	0	54	4,000	3,946		3,946	1.4%
4191 Costs 31 Market Place	0	485	500	15		15	97.0%
Corporate Properties :- Indirect Expenditure	<b>468</b>	<b>1,081</b>	<b>5,500</b>	<b>4,419</b>	<b>0</b>	<b>4,419</b>	<b>19.7%</b>
<b>Net Income over Expenditure</b>	<b>518</b>	<b>4,474</b>	<b>7,400</b>	<b>2,926</b>			

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>211 Art House Cafe</b>							
4202 Gas	0	0	900	900		900	0.0%
4913 Water	0	0	600	600		600	0.0%
Art House Cafe :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,500)</b>	<b>(1,500)</b>			
<b>212 Round House</b>							
4102 Non Domestic Rates	0	0	600	600		600	0.0%
4913 Water	0	0	240	240		240	0.0%
Round House :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>840</b>	<b>840</b>	<b>0</b>	<b>840</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(840)</b>	<b>(840)</b>			
<b>213 31 Market Place</b>							
4106 Repairs and Maintenance	0	0	1,200	1,200		1,200	0.0%
31 Market Place :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>1,200</b>	<b>1,200</b>	<b>0</b>	<b>1,200</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,200)</b>	<b>(1,200)</b>			
<b>215 Depot</b>							
4103 Water Rates	15	90	250	160		160	36.0%
4106 Repairs and Maintenance	155	635	1,500	865		865	42.3%
4159 Electric - Unit	131	511	2,400	1,889		1,889	21.3%
4160 Leasing	3,117	3,896	10,850	6,954		6,954	35.9%
4161 Rates-Unit at Bowerhill	230	1,145	2,472	1,327		1,327	46.3%
4184 Fire security: Unit	0	0	300	300		300	0.0%
Depot :- Indirect Expenditure	<b>3,647</b>	<b>6,278</b>	<b>17,772</b>	<b>11,494</b>	<b>0</b>	<b>11,494</b>	<b>35.3%</b>
<b>Net Expenditure</b>	<b>(3,647)</b>	<b>(6,278)</b>	<b>(17,772)</b>	<b>(11,494)</b>			
<b>220 Play Areas and Open Spaces</b>							
4157 Grasscutting	975	8,045	18,000	9,955		9,955	44.7%
4158 Replacement Play Equipment	0	0	50,000	50,000		50,000	0.0%
4165 Maintenance play areas	0	664	5,000	4,336		4,336	13.3%
4179 Tree Planting	0	0	15,000	15,000		15,000	0.0%
4193 Rospa checks: Play areas	0	395	1,100	705		705	35.9%
Play Areas and Open Spaces :- Indirect Expenditure	<b>975</b>	<b>9,104</b>	<b>89,100</b>	<b>79,996</b>	<b>0</b>	<b>79,996</b>	<b>10.2%</b>
<b>Net Expenditure</b>	<b>(975)</b>	<b>(9,104)</b>	<b>(89,100)</b>	<b>(79,996)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

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	4,192	5,527	10,000	4,473		4,473	55.3%
4313 Sports Roadshow	999	999	5,000	4,001		4,001	20.0%
4913 Water	0	0	2,200	2,200		2,200	0.0%
King George V Park :- Indirect Expenditure	<u>5,191</u>	<u>6,526</u>	<u>17,200</u>	<u>10,674</u>	<u>0</u>	<u>10,674</u>	<u>37.9%</u>
<b>Net Expenditure</b>	<u>(5,191)</u>	<u>(6,526)</u>	<u>(17,200)</u>	<u>(10,674)</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>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>			
Asset Management & Amenities :- Income	<u>2,058</u>	<u>13,998</u>	<u>70,520</u>	<u>56,522</u>			<u>19.8%</u>
Expenditure	<u>38,846</u>	<u>175,649</u>	<u>525,400</u>	<u>349,751</u>	<u>0</u>	<u>349,751</u>	<u>33.4%</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(36,788)</u>	<u>(161,651)</u>					



## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Community Development</u></b>							
<b><u>302 Projects</u></b>							
1050 Grants Received	0	10,839	0	(10,839)			0.0%
Projects :- Income	<b>0</b>	<b>10,839</b>	<b>0</b>	<b>(10,839)</b>			
4073 Environmental Projects	75	75	1,000	925		925	7.5%
4074 Neighbourhood Plan	5,156	11,941	5,000	(6,941)		(6,941)	238.8%
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	<b>5,231</b>	<b>12,016</b>	<b>10,200</b>	<b>(1,816)</b>	<b>0</b>	<b>(1,816)</b>	<b>117.8%</b>
<b>Net Income over Expenditure</b>	<b>(5,231)</b>	<b>(1,177)</b>	<b>(10,200)</b>	<b>(9,023)</b>			
<b><u>310 East Melksham Community Hall</u></b>							
4050 Legal and Professional	0	0	1,000	1,000		1,000	0.0%
East Melksham Community Hall :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,000)</b>	<b>(1,000)</b>			
Community Development :- Income	<b>0</b>	<b>10,839</b>	<b>0</b>	<b>(10,839)</b>			<b>0.0%</b>
Expenditure	<b>5,231</b>	<b>12,016</b>	<b>11,200</b>	<b>(816)</b>	<b>0</b>	<b>(816)</b>	<b>107.3%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(5,231)</b>	<b>(1,177)</b>					

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Economic Development</u></b>							
403 <u>Economic Dev. and Planning</u>							
1030 Income-Melksham Makers Market	175	1,021	1,000	(21)			102.1%
1089 Income-Hanging Baskets	0	1,276	0	(1,276)			0.0%
Economic Dev. and Planning :- Income	<b>175</b>	<b>2,297</b>	<b>1,000</b>	<b>(1,297)</b>			<b>229.7%</b>
4071 Town Floral Displays	192	2,915	10,000	7,085		7,085	29.1%
4080 Melksham in Bloom Competition	79	79	1,000	921		921	7.9%
4304 Christmas Tree	0	0	1,500	1,500		1,500	0.0%
4308 CCTV	0	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	71	211	1,500	1,289		1,289	14.1%
4356 Highways projects CATG	208	208	7,500	7,292		7,292	2.8%
4922 Publicity & Marketing	0	0	2,000	2,000		2,000	0.0%
4925 Town Development	0	1,200	15,000	13,800		13,800	8.0%
Economic Dev. and Planning :- Indirect Expenditure	<b>549</b>	<b>7,326</b>	<b>55,750</b>	<b>48,425</b>	<b>0</b>	<b>48,425</b>	<b>13.1%</b>
<b>Net Income over Expenditure</b>	<b>(374)</b>	<b>(5,028)</b>	<b>(54,750)</b>	<b>(49,722)</b>			
Economic Development :- Income	175	2,297	1,000	(1,297)			229.7%
Expenditure	549	7,326	55,750	48,425	0	48,425	13.1%
<b>Movement to/(from) Gen Reserve</b>	<b>(374)</b>	<b>(5,028)</b>					

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Assembly Hall</b>							
<b>501 Assembly Hall Central Costs</b>							
1000 Income-Assembly Hall Lettings	1,921	11,517	38,000	26,483			30.3%
1020 Miscellaneous Income	0	30	0	(30)			0.0%
Assembly Hall Central Costs :- Income	<b>1,921</b>	<b>11,547</b>	<b>38,000</b>	<b>26,453</b>			<b>30.4%</b>
4000 Salaries ENI & Pension	5,184	36,522	78,000	41,478		41,478	46.8%
4900 Uniforms	0	0	625	625		625	0.0%
4905 Cleaning Materials	0	757	700	(57)		(57)	108.2%
4907 Stationery/Printing/Postage	40	44	600	556		556	7.3%
4909 Licences	180	398	3,600	3,202	3,500	(298)	108.3%
4911 Electricity	1,327	7,586	13,200	5,614		5,614	57.5%
4912 Gas	12	170	1,000	830		830	17.0%
4913 Water	210	1,488	2,400	912		912	62.0%
4914 Rates	861	5,164	9,000	3,836		3,836	57.4%
4916 Maintenance-Equipment	16	1,326	10,000	8,674		8,674	13.3%
4917 Service Contracts	3,230	7,182	7,200	18		18	99.8%
4918 Maintenance	0	142	12,000	11,858		11,858	1.2%
4922 Publicity & Marketing	0	975	4,800	3,825		3,825	20.3%
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	130	260	600	340		340	43.3%
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	0	345	2,400	2,055		2,055	14.4%
Assembly Hall Central Costs :- Indirect Expenditure	<b>11,189</b>	<b>62,360</b>	<b>156,685</b>	<b>94,325</b>	<b>3,500</b>	<b>90,825</b>	<b>42.0%</b>
<b>Net Income over Expenditure</b>	<b>(9,269)</b>	<b>(50,813)</b>	<b>(118,685)</b>	<b>(67,872)</b>			
<b>510 Assembly Hall Events</b>							
1004 Film shows	0	38	2,000	1,963			1.9%
1173 Live Entertainment	3,399	14,599	43,000	28,401			34.0%
Assembly Hall Events :- Income	<b>3,399</b>	<b>14,636</b>	<b>45,000</b>	<b>30,364</b>			<b>32.5%</b>
4919 Films: expenses and contract	0	0	2,000	2,000		2,000	0.0%
4954 PA and Lighting Costs	300	1,510	6,000	4,490		4,490	25.2%
4960 Live entertainment:	2,229	8,321	40,000	31,679		31,679	20.8%
Assembly Hall Events :- Indirect Expenditure	<b>2,529</b>	<b>9,831</b>	<b>48,000</b>	<b>38,169</b>	<b>0</b>	<b>38,169</b>	<b>20.5%</b>
<b>Net Income over Expenditure</b>	<b>871</b>	<b>4,805</b>	<b>(3,000)</b>	<b>(7,805)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>520 Assembly Hall Bar and Catering</b>							
1001 Income-Assembly Hall Bar	0	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	<b>0</b>	<b>17,531</b>	<b>82,250</b>	<b>64,719</b>			<b>21.3%</b>
4901 Catering Stock Purchases	8	8	10,752	10,744		10,744	0.1%
4903 Bar Stock Purchases	1,981	8,332	30,575	22,243		22,243	27.3%
Assembly Hall Bar and Catering :- Indirect Expenditure	<b>1,989</b>	<b>8,341</b>	<b>41,327</b>	<b>32,986</b>	<b>0</b>	<b>32,986</b>	<b>20.2%</b>
<b>Net Income over Expenditure</b>	<b>(1,989)</b>	<b>9,190</b>	<b>40,923</b>	<b>31,733</b>			
Assembly Hall :- Income	<b>5,320</b>	<b>43,714</b>	<b>165,250</b>	<b>121,536</b>			<b>26.5%</b>
Expenditure	<b>15,708</b>	<b>80,532</b>	<b>246,012</b>	<b>165,480</b>	<b>3,500</b>	<b>161,980</b>	<b>34.2%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(10,387)</b>	<b>(36,818)</b>					

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Earmarked Reserves</u></b>							
901 <u>Earmarked Reserves</u>							
1180 CIL Received	0	1,268	0	(1,268)			0.0%
Earmarked Reserves :- Income	<b>0</b>	<b>1,268</b>	<b>0</b>	<b>(1,268)</b>			
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	<b>0</b>	<b>12,113</b>	<b>564,808</b>	<b>552,696</b>	<b>0</b>	<b>552,696</b>	<b>2.1%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(10,845)</b>	<b>(564,808)</b>	<b>(553,963)</b>			
Earmarked Reserves :- Income	0	1,268	0	(1,268)			0.0%
Expenditure	0	12,113	564,808	552,696	0	552,696	2.1%
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(10,845)</b>					
Grand Totals:- Income	<b>490,655</b>	<b>1,038,321</b>	<b>1,202,974</b>	<b>164,653</b>			<b>86.3%</b>
Expenditure	<b>106,573</b>	<b>518,979</b>	<b>1,777,320</b>	<b>1,258,341</b>	<b>3,500</b>	<b>1,254,841</b>	<b>29.4%</b>
<b>Net Income over Expenditure</b>	<b>384,082</b>	<b>519,341</b>	<b>(574,346)</b>	<b>(1,093,687)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>384,082</b>	<b>519,341</b>					

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14/10/2022

Melksham Town Council Current Year

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## Detailed Income & Expenditure by Account 30/09/2022

Month No: 6

### Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b>Income Detail</b>							
1000 Income-Assembly Hall Lettings	1,921	11,517	38,000	26,483			30.3%
1001 Income-Assembly Hall Bar	0	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	38	2,000	1,963			1.9%
1020 Miscellaneous Income	0	30	0	(30)			0.0%
1027 Income - Amenity Services	0	1,495	4,000	2,505			37.4%
1030 Income-Melksham Makers Market	175	1,021	1,000	(21)			102.1%
1034 Income Town Hall Bookings	1,012	4,051	1,000	(3,051)			405.1%
1040 Income 31 Market Place	486	3,556	6,900	3,344			51.5%
1045 Income Allotments	60	380	5,000	4,620			7.6%
1046 Income - Pavilion	0	1,517	1,500	(17)			101.1%
1048 Income Art House Cafe	500	2,000	6,000	4,000			33.3%
1050 Grants Received	0	10,839	0	(10,839)			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	3,399	14,599	43,000	28,401			34.0%
1176 Precept Received	483,102	966,204	966,204	0			100.0%
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	0	1,000	0	(1,000)			0.0%
<b>Total Income</b>	<b>490,655</b>	<b>1,038,321</b>	<b>1,202,974</b>	<b>164,653</b>			<b>86.3%</b>
<b>Total Income</b>	<b>490,655</b>	<b>1,038,321</b>	<b>1,202,974</b>	<b>164,653</b>			<b>86.3%</b>
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Net Income over Expenditure</b>	<b>490,655</b>	<b>1,038,321</b>	<b>1,202,974</b>	<b>164,653</b>			
plus Transfers from EMR	0	0					
less Transfers to EMR	0	0					
<b>Movement to/(from) Gen Reserve</b>	<b>490,655</b>	<b>1,038,321</b>					

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**Melksham Town Council**  
**Earmarked Reserves 31 March 2023**  
**Schedule E**  
**30-Sep-22**

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Date: 08/11/2022

Melksham Town Council Current Year

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Cashbook 1

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Unity Bank

For Month No: 6

## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		326,880.46					326,880.46	
BACS Banked: 05/09/2022		1,000.00						
BACS C. Webber		1,000.00			1034	201	1,000.00	Pitch hire - Mkt Pl
18A MA Banked: 05/09/2022		20.00						
18A MA J. Carter		20.00			1045	203	20.00	Allotment rent
BACS Banked: 09/09/2022		175.05						
BACS S. Hillman		175.05			1030	403	175.05	Melksham Makers Market
52B AA Banked: 20/09/2022		20.00						
52B AA G. Jones		20.00			1045	203	20.00	Allotment rent
BACS Banked: 23/09/2022		483,102.00						
BACS Wiltshire Council		483,102.00			1176	110	483,102.00	Pre-cept
BACS Banked: 26/09/2022		583.33						
BACS Wiltshire Publications		583.33		97.22	1040	210	486.11	Rent - 31 Mkt Place
BACS Banked: 27/09/2022		41.25						
BACS Wiltshire Council		41.25		6.88	1000	501	34.37	Room hire - AH
AA52B Banked: 30/09/2022		20.00						
AA52B J. Eldridge		20.00			1045	203	20.00	Allotment rent
Total Receipts for Month		484,961.63	0.00	104.10			484,857.53	
Cashbook Totals		811,842.09	0.00	104.10			811,737.99	

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## Payments for Month 6

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2022	Water2Business	DDR	112.52			4200	203	112.52	Water rates - Methuen
01/09/2022	Water2Business	DDR	15.00			4103	215	15.00	Water rates - Bowerhill Unit
01/09/2022	Water2Business	DDR	204.88			4913	205	204.88	Water rates - Mkt PI toilets
07/09/2022	IDverde Limited	29095328	2,817.83	2,817.83		501			Bath Road toilets - May
07/09/2022	Microshade Business Consultant	192771718	920.10	920.10		501			Hosting services
07/09/2022	Playsafety Ltd	251446563	474.00	474.00		501			Annual check - KGV slide
07/09/2022	Prosec Consultancy Ltd	143518840	216.00	216.00		501			SIA - Wedding
07/09/2022	Trade UK	325977986	201.87	201.87		501			Valved respirator
07/09/2022	Wiltshire Publications Ltd	106139079	138.60	138.60		501			Advertising - TH
07/09/2022	AquAid Southcoast	29836960	81.50	81.50		501			Water dispenser
07/09/2022	Boels Rental Ltd	1397252	38.83	38.83		501			Hire - delivery eqprmt
07/09/2022	J. H. Jones & Sons	143601567	1,728.00	1,728.00		501			Grasscutting - KGV
07/09/2022	NPower (Yorkshire) Ltd	156304257	49.03	49.03		501			Electricity - KGV
07/09/2022	Paul Hulbert	189572883	185.00	185.00		501			Window cleaning
07/09/2022	Reece's Rentals Ltd	466473118	1,022.00	1,022.00		501			Road sweeping
07/09/2022	Smart Integrated Solutions Ltd	13996531	483.84	483.84		501			CCTV signage
07/09/2022	G. Milward-Oliver	575466101	1,200.00	1,200.00		501			Research - TC master plan
07/09/2022	Melksham TIC	BACS	4,000.00			4330	151	4,000.00	Grant
07/09/2022	Melksham F&R	BACS	3,000.00			4310	151	3,000.00	Grant
07/09/2022	Gompels	BACS	70.75			4354	403	70.75	Parking redemption
07/09/2022	P. Clover	BACS	10.95		1.82	4061	101	9.13	Refs
07/09/2022	Redhorn Holdings	BACS	3,739.96		623.33	4180	215	3,116.63	Rent - Bowerhill (o/s)
07/09/2022	B. Burry	BACS	71.55		11.92	4903	520	35.46	Bar stock
						4916	501	15.83	Eqmt
						4901	520	8.34	Glasses
07/09/2022	Microsoft	BACS	423.10		70.52	4042	101	352.58	Hosting services
07/09/2022	Microsoft	314501485	222.00	222.00		501			Licence
08/09/2022	Enterprise	DDR	562.90		93.82	4156	202	469.08	Van leasing
14/09/2022	WPF	DDR	8,320.28			520		8,320.28	Pensions
14/09/2022	Mainstream	DDR	85.20		14.20	4027	101	71.00	Phones
14/09/2022	Office Evolution	DDR	84.12		14.02	4026	101	70.10	Photocopying
15/09/2022	Wiltshire Council	DDR	936.00			4102	201	936.00	Rates - TH
15/09/2022	Wiltshire Council	DDR	230.00			4161	215	230.00	Rates - Bowerhill Unit
15/09/2022	West Mercia Energy	DDR	112.78		5.37	4185	205	95.35	Elec - BR toilets
						4252	204	12.06	Elec - KGV
16/09/2022	Fuel Genie	DDR	354.14		59.02	4153	202	295.12	Fuel
16/09/2022	Lloyds Bank	DDR	494.26			4909	501	180.00	Premises Licence (annual fee)
						4028	101	21.76	Stamps
						4153	202	292.50	Vehicle Tax - VW
16/09/2022	Lloyds Bank	DDR	495.06		82.51	4029	101	6.66	Amazon Prime
						4256	204	120.00	Alpha Rod - blocked drains
						4163	202	60.00	Shurnhold Fields - wasps nest
						4903	520	225.89	Vimto - bar stock
16/09/2022	Lloyds Bank	DDR	6.00			4017	110	6.00	Card charges
19/09/2022	Oakwood	DDR	135.00		22.50	4256	204	112.50	Container
20/09/2022	Wiltshire Council	DDR	26,423.04			520		26,423.04	Salaries

Continued on Page 3

## Payments for Month 6

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
20/09/2022	Daisy Communications	DDR	35.98		6.00	4250	204	29.98	Wifi - Pavilion
20/09/2022	British Gas	DDR	14.96		2.49	4912	501	12.47	Gas - AH
21/09/2022	British Gas	DDR	260.56		43.43	4101	201	217.13	Electricity - TH
22/09/2022	HMRC	DDR	7,806.10				520	7,806.10	NI/Tax
22/09/2022	British Gas	DDR	82.88		13.81	4159	215	69.07	Electricity - Bowerhill
23/09/2022	British Gas	DDR	1,592.73		265.45	4911	501	1,327.28	Electricity - AH
26/09/2022	EE	DDR	187.85		31.31	4027	202	156.54	Mobiles
30/09/2022	Enterprise	DDR	632.40		105.40	4156	202	527.00	Van lease
30/09/2022	Zen	DDR	20.40		3.40	4175	210	17.00	Wifi - Art House
30/09/2022	British Gas	DDR	2,516.08		419.35	4252	204	2,096.73	Electricity - Pavilion
30/09/2022	British Gas	DDR	74.09		12.35	4159	215	61.74	Electricity - Bowerhill
30/09/2022	Melksham Christmas Lights	BACS	10,000.00			4305	151	10,000.00	Grant
30/09/2022	J. Joseph	BACS	75.00			4073	302	75.00	Refund - Cancelled performance
30/09/2022	Unity Bank	BACS	0.30			4017	110	0.30	Handling charge
30/09/2022	Unity Bank	BACS	52.80			4017	110	52.80	Bank charges
<b>Total Payments for Month</b>			83,018.22	9,778.60	1,902.02			71,337.60	
<b>Balance Carried Fwd</b>			728,823.87						
<b>Cashbook Totals</b>			811,842.09	9,778.60	1,902.02			800,161.47	

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Date: 10/11/2022

## Melksham Town Council Current Year

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Time: 16:12

## Cashbook 2

User: MEL

## Bank Assembly Hall A/c

For Month No: 6

## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		701,943.46					701,943.46	
BACS	Banked: 05/09/2022	500.00						
BACS	Good New s Church	500.00			1048	210	500.00	Rent - Art House
BACS	Banked: 12/09/2022	539.00						
BACS	Melksham TIC	539.00		89.83	566		449.17	Tickets
BACS	Banked: 21/09/2022	3,040.00						
BACS	Ticket source	3,040.00		506.67	1173	510	2,533.33	DS:UK
500647/8	Banked: 26/09/2022	1,832.70						
500647/8	Stalls	125.00		20.83	1173	510	104.17	Stalls
500647/8	DS:UK	76.00		12.67	566		63.33	DS:UK
500647/8	Room hire - AH	1,620.00		270.00	1000	501	1,350.00	Room hire - AH
500647/8	Room hire - TH	11.70			1034	201	11.70	Room hire - TH
BACS	Banked: 27/09/2022	453.60						
BACS	Masons	453.60		75.60	1000	501	378.00	Room hire - AH
	Banked: 30/09/2022	3,324.76						
AIB	Credit/Debit Card Control Acco	3,324.76			213		3,324.76	AIB payments
	Banked: 30/09/2022	669.23						
Trans	Assembly Hall Bar A/c	669.23			252		669.23	Wrongly coded invoices
Total Receipts for Month		10,359.29	0.00	975.60			9,383.69	
Cashbook Totals		712,302.75	0.00	975.60			711,327.15	

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Date: 10/11/2022

## Melksham Town Council Current Year

Page: 2

Time: 16:12

## Cashbook 2

User: MEL

## Bank Assembly Hall A/c

For Month No: 6

## Payments for Month 6

## 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>
01/09/2022	Water2Business	DDR	209.63			4913	501	209.63	Water rates - AH
01/09/2022	Wiltshire Council	DDR	861.00			4914	501	861.00	Rates - AH
09/09/2022	Tolchards	DDR	2,051.02		341.84	4903	520	1,709.18	Bar stock
20/09/2022	Market Place Merchants	DDR	25.16		4.19	4917	501	20.97	Cash till
20/09/2022	Rentokil	DDR	329.17		54.86	4917	501	274.31	Vermin control
30/09/2022	Dave Phillips Music	3653	2,228.88	2,228.88		502			Show - Dire Straits
30/09/2022	United EPoS Solutions	3654	60.00	60.00		502			Software - AH till
30/09/2022	Hunt Management Solutions	3655	156.00	156.00		502			Stocktake - AH
30/09/2022	Paul Seemayer	3656	300.00	300.00		502			Lighting - DS:UK
30/09/2022	Sound Associates Ltd	3657	1,396.80	1,396.80		502			Annual service - projector
30/09/2022	TicketSource Ltd	3658	47.63	47.63		502			Blank tickets
30/09/2022	Hills	DDR	630.33		105.06	4917	501	525.27	Waste collection
30/09/2022	Assembly Hall Bar A/c	Trans	1,338.46			252		1,338.46	Wrongly coded invoice
<b>Total Payments for Month</b>			9,634.08	4,189.31	505.95			4,938.82	
<b>Balance Carried Fwd</b>			702,668.67						
<b>Cashbook Totals</b>			712,302.75	4,189.31	505.95			707,607.49	



## Melksham Town Council

### Minutes of the Asset Management and Amenities Committee meeting held on Monday 17th October 2022

**PRESENT:** Councillor C Goodhind  
Councillor C Houghton  
Councillor J Hubbard  
Councillor T Price

**OFFICERS:** Linda Roberts Town Clerk  
Patsy Clover Deputy Town Clerk

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

#### **128/22 Apologies**

Apologies were received from Councillors Cooke, Ellis, Forgacs, and Oatley.

In the absence of the Chair and Vice Chair of the committee, It was proposed by Councillor Hubbard, seconded by Councillor Price and,

**UNANIMOUSLY RESOLVED** that Councillor Price would chair the meeting.

#### **129/22 Declarations of Interest**

There were no declarations of interest.

#### **130/22 Minutes**

The minutes of 22 August 2022, having previously been circulated, were approved as a correct record and signed by Councillor Price.

#### **131/22 King George V Park**

##### **131/22.1 King George V Park Slide**

It was identified that the ROSPA report had not been attached to the agenda. The Head of Operations explained that ROSPA had carried out an independent inspection of the slide and the surrounding area and agreed that it could be reopened until a permanent solution for the erosion of the bank could be put in place.

The Town Clerk confirmed that Wicksteed had supplied the correct slide and that It was compliant and safe to use.

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

**UNANIMOUSLY RESOLVED** to instruct officers to prepare a fully costed options report to be brought back to the next meeting of the Asset Management and Amenities Committee on 5 December 2022.

## **131/22.2**

### **KGV Zip Wire**

The Head of Operations advised that the old zip wire had been dismantled on 17 October and that installation of the new one would begin on 19 October. The new zip wire would be available for use from the week commencing 24 October at the latest.

There was then a discussion about the play equipment in the main park. One of the beams had split and the equipment had been taken out of service. The Town Clerk advised that she had been in touch with Wicksteed, the suppliers, about a full replacement which was on its way. However, there was a long lead time on delivery. The Town Clerk confirmed that the replacement equipment would be carried out under the warranty.

Councillor Hubbard suggested that a new measure should be incorporated in future tender documents regarding the availability/ locality of parts and recommended to Full Council for adoption. The Town Clerk suggested that this could be incorporated in the scoring matrix.

## **131/22.3**

### **KGV Maintenance Shed**

Councillor Houghton understood that costings for the maintenance shed had been approved by the Council last year. The Town Clerk advised that estimates had been approved but not costings.

Councillor Hubbard felt that the only practical option was Option 3 and stated that the price would continue to increase the longer the Council procrastinated.

After some discussion, It was proposed by Councillor Hubbard, seconded by Councillor Houghton, and

**UNANIMOUSLY RESOLVED** to instruct officers to make the maintenance shed a top priority project, bringing detailed costings to an additional meeting of Full Council at the earliest opportunity

and initiating the application for a Public Works Board loan.

#### **131/22.4      Lighting for King George V Park**

Members discussed the dramatic difference in the two costed options for 6m and 4m lighting columns in King George V Park.

The Head of Operations confirmed that 19 columns would be required if they were 4m high and 15 columns would be required if they were 6m high. It was suggested by Councillor Goodhind that maybe fewer lighting columns could perform the same function.

Councillor Hubbard stated that his understanding was that a consultant had been appointed to project lead the sourcing of a contractor and to find the best option. Details of the light cast and position of the lighting columns had been provided in May for the 6m columns but had not been provided for the 4m columns.

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

**UNANIMOUSLY RESOLVED** to call a special meeting of the Asset Management and Amenities committee to receive a report and presentation from the design consultant to explain and demonstrate the two options.

#### **132/22      Consultation re The Pavilion in King George V Park**

Concerns were raised about the response rate to the consultation but it was noted that there was a lot of public interest in seeing a café open. Councillor Houghton noted the number of people who indicated an interest in hiring space in a cafe. Councillor Goodhind was concerned that if the Council accepted that people may want to hire space in a café, this may restrict how a café could operate.

Councillor Hubbard mentioned the need to be really clear about the offering and the outcome from the space.

The Town Clerk emphasised the need to ensure that the expression of interest document and subsequent tender/ specification was right; a community café for hire would exclude a franchisee.

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

**UNANIMOUSLY RESOLVED** to organise a group of interested members and arrange a visit to a number of park cafes. Members would talk to the people who were responsible for running the cafes and decide what they wanted from the café in King George V Park. Those members would then make a list of all points which they

liked about the cafes visited which could inform the specification to come back to the next meeting of the Asset Management and Performance committee.

#### **133/22 Consultation re Parks Green Spaces and Playgrounds**

It was noted that the provision of a café in Melksham's play areas etc was more important to respondents than the provision of toilet facilities.

Councillor Hubbard stated that the challenge was to create a mission statement and action plan based on the consultation and then take the town's play areas to a whole new level to meet present day needs which may involve further consultation with the public. This presented an opportunity to be ambitious. In his opinion, the Parks Working Group could create a proposal having read the report and visited the play areas. Priorities could be determined on a park-by-park basis. Consideration could also be given as to whether play areas were still in the right places.

The Town Clerk stated that if the Council had an action plan drawn from the public consultation clearly demonstrating aims and objectives for improvements to town parks following the consultation, the Town Council would be in a strong position to apply for any grant funding opportunities which might become available.

Councillor Hubbard mentioned the need to investigate the existence of any constraints that there may be on each of the town's play areas as those transferred from Wiltshire Council were under licence.

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

**UNANIMOUSLY RESOLVED** to refer the consultation responses to the Parks Working Group asking them to dissect the responses and produce a draft high level, ambitious strategy to improve play areas and parks across the community. The strategy would then be referred back to the Asset Management and Amenities committee for consideration regarding what was wanted, where and how the strategy could be delivered through a 10-year action plan.

The Town Clerk also advised that the estimated delivery date for the eco loos in King George V Park was now November.

#### **134/22 Asset Management and Amenities Committee Budget 2023-2024**

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

**UNANIMOUSLY RESOLVED** to increase the budget amount for Maintenance Play Areas to £25,000 and the Street Furniture and Signage amount to £20,000.

The Town Clerk suggested that anything unspent under code 220 4158 Replacement Play Equipment at 31 March 2023 could be rolled over into a new earmarked reserve: Replacement Play Equipment.

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

**UNANIMOUSLY RESOLVED** to recommend the draft budget to the Finance, Administration and Performance Committee.

**135/22 Friends of Shurnhold Fields**

Councillor Aves stated that she understood that two new volunteers had come forward to join the Friends of Shurnhold Fields. It was suggested that the need for further volunteers could be promoted on social media.

It was agreed that nothing further would be done until after the meeting of the Friends of Shurnhold Fields on 25 October.

Meeting Closed at: 8.55 pm

**Signed:** .....

**Dated:**

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## Melksham Town Council

### Minutes of the Economic Development and Planning Committee meeting held on Monday 10th October 2022

**PRESENT:** Councillor G Ellis (Chair)

Councillor P Aves  
Councillor S Crundell  
Councillor C Goodhind  
Councillor J Oatley  
Councillor S Rabey

**IN ATTENDANCE:** Councillor C Houghton  
Councillor J Hubbard  
Councillor S Mortimer  
Councillor T Price

M Sankey – Wiltshire Councillor

<b>OFFICERS:</b>	Linda Roberts	Town Clerk
	Christine Hunter	Committee Clerk

**PUBLIC PARTICIPATION:** There were five members of the public present in the Town Hall and one member of the press on Zoom.

Wiltshire Councillor, Mike Sankey, requested a public update on the East of Melksham Community Hall; he also advised that he was interested in an item on the LHFIF briefing. The Chair agreed that he would permit Councillor Sankey to speak when this item was discussed.

The Chair addressed the remaining members of the public and enquired whether they would like to speak. They advised that they were interested in planning application PL/2022/06749. The Chair suggested that they may like to speak prior to this item and would suspend Standing Orders in order to allow them to speak.

#### **298/22 Apologies**

Apologies were received from Councillor Cooke.

#### **299/22 Declarations of Interest**

Councillor Goodhind declared an interest in planning application 06595 as it was his neighbour. Councillor Rabey declared an interest in application 06221 as the owner was a customer of her employer.

### 300/22 Minutes

The minutes of 30 August 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Ellis.

### 301/22 Planning Applications

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

**UNANIMOUSLY RESOLVED** to suspend Standing Orders to allow for public participation.

PL/2022/06749:

Mrs Thomas, who lives directly opposite the proposed development, gave her objections as follows:

1. Access to the proposed garage for the new build would be over Wiltshire Council owned land which is currently available for all to park on
2. No access to the garden is indicated on the plan
3. Two sub-stations are shown on the plan, there is only one
4. The land highlighted on the plans as a turning area belongs to Mr & Mrs Wiltshire.
5. There is a shortage of car parking spaces, so parking is a concern and at times causes an obstruction for emergency vehicles.

Mr Holmes objected to the application due to lack of vehicular access to the proposed bungalow and no on-site parking which would add to the already overcrowded parking.

Ms Chris Wiltshire, a resident of Epping Walk, stated that there is already a problem with a lack of available parking and because people park in the designated turning area delivery vehicles use her drive to turn around in. The new bungalow would increase parking in the road.

Standing Orders were re-instated

[PL/2022/06749](#)

14 SHERWOOD AVENUE, MELKSHAM, SN12 7HJ

Proposed detached 2-bedroom bungalow.

**Consultation Deadline: 11/10/2022**

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

**UNANIMOUSLY RESOLVED** to object on the grounds of

- over development of the site.
- inadequate parking – there will be no allocated parking for the existing property once the development has taken place,



car parking spaces will be lost and cars will be forced to park on the pavement

- inadequate vehicular access
- vehicular parking proposed is only accessible over land not owned by the applicant.
- lack of Electric Vehicle charging points

It was agreed that Councillor Oatley would be asked to call-in the application at Wiltshire Council and that consideration be given to the Local Plan/Core Strategy regarding infill development.

The Chair then advised that he would take agenda item 7.2 next – Crossing Snarlton Lane from Nightingale Close, the item which Wiltshire Councillor Mike Sankey had submitted for recommendation to Wiltshire Council's Local Highways and Footways Improvement Group (LHFIG).

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

**UNANIMOUSLY RESOLVED** to suspend Standing Orders to allow public participation.

Wiltshire Councillor, Mike Sankey, confirmed that the Wiltshire Council Highways Officer had suggested the installation of a different coloured crossing surface. He would like the works on the crossing to be carried out before the extension works on Forest and Sandridge School are completed. The proposed works would require Snarlton Lane to be closed for four hours.

The Town Clerk confirmed that the cost to the Town Council for the crossing work would be £1,250.

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

**UNANIMOUSLY RESOLVED** to approve the application requesting the installation of a coloured crossing surface at the Snarlton Lane crossing, be recommended to the LHFIG, noting that there would be a £1,250 contribution from the Town Council.

The meeting then reverted to the agenda items in the agenda order.

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

[PL/2022/05692](#)

32 HIGH STREET, MELKSHAM, SN12 6LD

Prior Notification under Class G for the proposed change of use of the building (previously a bank) to a professional artist's workshop (ground floor) and a one-bedroom apartment (first floor). This will be a mixed use live/work development.

**Consultation Deadline: 23/09/2022**

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

**UNANIMOUSLY RESOLVED** to support the application

[PL/2022/06527](#)

64 KENILWORTH GARDENS, MELKSHAM, SN12 6AP  
Proposed single storey front and rear extensions plus a two storey side extension to a dwelling  
**Consultation Deadline: 28/09/2022**

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

**UNANIMOUSLY RESOLVED** to support the application

[PL/2022/06704](#)

42 BARNWELL ROAD, MELKSHAM, SN12 7DG  
Proposed single storey rear extension.  
**Consultation Deadline: 28/09/2022**

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

**UNANIMOUSLY RESOLVED** to support the application

[PL/2022/06333](#)

15-17 CHURCH STREET, MELKSHAM, SN12 6ES  
Modification of rear louvre grille to allow for a new extraction system for (pizza oven business) – part retrospective.  
**Consultation Deadline: 30/09/2022**

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

**UNANIMOUSLY RESOLVED** to support the application

[PL/2022/06444](#)

39 LOWBOURNE, MELKSHAM, SN12 7ED  
Proposed external staircase to separate existing flat above the Osteopathy Clinic and removal of internal stairs.  
**Consultation Deadline: 30/09/2022**

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

**UNANIMOUSLY RESOLVED** to support the application

[PL/2022/06706](#)

25 TRENT CRESCENT, MELKSHAM, SN12 8BG  
Proposed single storey rear extension.  
**Consultation Deadline: 03/10/2022**

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

**UNANIMOUSLY RESOLVED** to support the application

[PL/2022/06033](#)

30 BANK STREET, MELKSHAM, SN12 6LX  
Two storey rear extension with internal alterations.  
**Consultation Deadline: 04/10/2022**

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

**UNANIMOUSLY RESOLVED** to support the application

[PL/2022/06879](#)

CASA LONGA, WATSONS COURT, MELKSHAM, SN12 7JX  
Proposed single storey rear extension.  
**Consultation Deadline: 05/10/2022**

The Town Mayor, Councillor S Crundell, declared an interest in this planning application as a member of the Methodist Church.

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

**RESOLVED** to support the application

[PL/2022/07063](#)

5 ASH GROVE, MELKSHAM, SN12 6HZ  
Single storey side extension.  
**Consultation Deadline: 18/10/2022**

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

**UNANIMOUSLY RESOLVED** to support the application

[PL/2022/07225](#)

16 ST MARGARETS GARDENS, MELKSHAM, SN12 7BT  
Single storey rear extension.  
**Consultation Deadline: 19/10/2022**

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

**UNANIMOUSLY RESOLVED** to support the application

[PL/2022/06967](#)

Works to a Listed Building  
4 UNION STREET, MELKSHAM, SN12 7PR

Proposed external and internal renovations of the dwelling, including replacement of existing single glazed sash windows to front with slim line double glazed sash windows. Existing roof to be renewed and end gable wall replaced.

**Consultation Deadline: 21/10/2022**

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

**UNANIMOUSLY RESOLVED** to support the application subject to approval of works from the conservation officer.

[PL/2022/06565](#)

2 LONGFORD ROAD, MELKSHAM, SN12 6DH

Proposed timber summerhouse in garden area of property.

**Consultation Deadline: 27/10/2022**

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

**UNANIMOUSLY RESOLVED** to support the application

[PL/2022/06221](#)

LAND AT UPSIDE, MELKSHAM, SN12 8DB

Demolition of existing buildings and structures, retention of alloy repair centre and development of 112 dwellings, 675 sqm of flexible employment/commercial space (Use class E(g)ii, iii/B2/B8), formation of public open space, foot and cycle links and associated works.

**Consultation Deadline: 28/10/2022**

Councillor Hubbard highlighted that the Town Council's requests from the pre-application meeting were not reflected in the planning application. There would be financial implications if the Town Council had to manage the maintenance of the site long term. The Town Clerk reminded members that they needed to understand the obligations of maintaining the undeveloped space, which is not as straightforward in many cases and that a commuted sum should be requested.

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

**RESOLVED** to support the application noting the requests made at the pre-application meeting with the developers which included a recommendation for more wetland areas would be included, a multi-use games facility to be provided for teenagers and more EV charging points than the 15 proposed were required . The Town Clerk was asked to work with Wiltshire Council to

raise the issues concerned particularly regarding the S106 agreement and obtain an indication of the financial implications and obligations if the Town Council managed the maintenance of the site long term.

The Town Council **Objected** to the following planning applications.

[PL/2022/07265](#)

14 CORFE ROAD MELKSHAM SN12 6BQ

Proposed external material change to use render to the extension granted under planning reference PL/2021/10296 and also the rear of the property.

**Consultation Deadline: 26/10/2022**

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

**UNANIMOUSLY RESOLVED** to object as the render was not in keeping with the other houses on the street and would have a detrimental effect on the street scene.

### **302/22 Planning Decisions**

Members noted the following planning decisions:

[PL/2022/04969](#)

8-12 LOWBOURNE 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.

**Decision:** Approve with Conditions

**MTC Response:** Object due to overdevelopment of site and lack of car parking spaces

[PL/2022/03573](#)

8 CORONATION ROAD, MELKSHAM, WILTSHIRE SN12 7PE

Certificate of lawfulness for conversion of an existing uninhabitable loft space into a habitable bedroom via a 'velux' type loft conversion plus the addition of a car port to the side of the property

**Decision:** Approve

**MTC Response:** Not required.

[PL/2022/05376](#)

37 SARUM AVENUE, MELKSHAM, WILTSHIRE SN12 6BN

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

**Decision:** Approve with Conditions

**MTC Response:** No Objection

<a href="#"><u>PL/2022/05005</u></a>	<p>UNIT 1, CHALLEYMEAD BUSINESS PARK, BRADFORD ROAD, MELKSHAM, SN12 8BU</p> <p>Insertion of rollers shutter in elevation.</p> <p><b>Decision:</b> Approve with Conditions</p> <p><b>MTC Response:</b> No Objection</p>
<a href="#"><u>PL/2022/05081</u></a>	<p>14 CORFE ROAD, MELKSHAM, SN12 6BQ</p> <p>Change of material from brick to render for both the existing dwelling and extension as granted under planning reference: PL/2021/10296.</p> <p><b>Decision:</b> Refuse (see Refusal Reasons below)</p> <p><i>“The proposed render is not considered to be of similar appearance to that used in the construction of the existing dwelling house. As such the proposed alterations to the existing building would fail to comply with Schedule 2, Part 1, condition A.3 (a) of the Town &amp; Country Planning (General Permitted Development) Order 2015 (as amended), and therefore planning permission would be required for the development as proposed.”</i></p> <p><b>MTC Response:</b> Objection due to the proposed render not being in keeping with other houses within the street.</p>
<a href="#"><u>PL/2022/05097</u></a>	<p>1 THORNBANK, MELKSHAM SN12 6JQ</p> <p>Removal or Variation of a Condition</p> <p>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.</p> <p><b>Decision:</b> Approve with Conditions</p> <p><b>MTC Response:</b> No Objection</p>
<a href="#"><u>PL/2022/05597</u></a>	<p>Advertisement Consent – UNIT 2, CHALLEYMEAD BUSINESS PARK, BRADFORD ROAD, MELKSHAM SN12 8BU</p> <p>High level signs to front, rear and both side elevations.</p> <p><b>Decision:</b> Approve with Conditions</p> <p><b>MTC Response:</b> No Objection</p>
<a href="#"><u>PL/2022/05564</u></a>	<p>34 GOLDFINCH ROAD, MELKSHAM, SN12 7FL</p> <p>Garage conversion with 2no Velux roof lights and new bi-fold doors.</p> <p><b>Decision:</b> Approve with Conditions</p> <p><b>MTC Response:</b> No Objection</p>
<a href="#"><u>PL/2022/06110</u></a>	<p>22 SHURNHOLD, MELKSHAM, SN12 8DG</p> <p>Extension to the rear of the existing garage to create an annex.</p> <p>New extension to the front of the main house with storm porch.</p> <p>Internal alterations.</p>

**Decision:** Approve with Conditions

**MTC Response:** No Objection

[PL/2022/00125](#)

KING STREET, MELKSHAM, SN12 6HE

Proposed 3 No. new terraced dwellings (Revised Plans).

**Decision:** Refuse

**MTC Response: Object .**

In January 2022 Melksham Town Council supported the application subject to the following proposed conditions in line with the policies of the Joint Melksham Neighbourhood Plan as follows:

- *Policy 4 – Ultra Low Emission Vehicle Charging -the developer to be encouraged to provide electric vehicle charging points.*
- *Policy 2 – Local Renewable and Low Carbon Energy Generation - the developer to be encouraged to install solar panels.*
- *Policy 14 – Open Spaces – the developer to be encouraged to provide a planting scheme in the shared open space to contribute to community well-being.*

From the revised plans submitted none of these conditions have been addressed. The Council also has the following objections to the revised plans:

- 1. The only point of access to the site is through King Street car park.*
- 2. Overdevelopment - the site is unsuitable for the development proposed in that location.*
- 3. There is no vehicular parking which is in contravention of the Wiltshire Core Strategy. The Wiltshire Council car parking standard requires two parking spaces per two bed house*
- 4. The previous issues with drainage have not been addressed in the revised plans.*

## **303/22      Local Highways and Footpath Improvement Group LHFIG**

### **303/22.1      Update on Submissions to LHFIG**

The briefing provided by the Town Clerk on submissions to LHFIG was received.

The Town Clerk confirmed that:

- Members were requested to approve LHFIG expenditure totalling £3,725, including the Snarlton Lane signage
- A Town Council consultation on a one-way east to west system for Dunch Lane would commence in the new year. There is no funding available from Wiltshire Council for the

consultation; however, there was funding as part of the S106 agreement for any changes to the highway as a result of the consultation

- Town Bridge – the issue regarding the dropped kerb which had arisen during the Covid epidemic and the difficulty maintaining social distancing was no longer viewed as an issue. It was agreed to approve removal of this request
- Hazelwood Road/St Michaels Road Lighting Column – it was agreed that the Town Clerk would write to LHFIG to confirm agreement of the Town Council's contribution of £2,000.
- Wharf Court safety concerns – works will be carried out by Wiltshire Highways.
- Union Street 20 mph speed limit request- has been closed by LHFIG and the decision has been approved by the Area Board as no easy solution had been identified. Regarding the suggestion for it to be a 20 mph speed zone; Highways had asked for other locations to be surveyed at the same time. The two suggestions which had been put forward were unsuitable. The Town Council is now carrying out a consultation to establish from residents which roads could be considered as 20mph zones.
- It was agreed that the request would be re-submitted after 1 November 2022 with other streets identified from responses to the 20mph consultation.
- Dropped Kerb at The Crays and Montague Place – this had been approved by the Economic Development and Planning Committee meeting held on 31 January 2022 for submission to LHFIG. The request had been made by a resident.

### **304/22 Neighbourhood Plan**

The draft notes of the Neighbourhood Plan Steering Group meeting held on 29 June 2022, the update for the Area Board meeting held on 21 September 2022, and the Heritage Group update were received.

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

**UNANIMOUSLY RESOLVED** to approve the Terms of Reference for the Neighbourhood Plan Steering Group as proposed at their meeting on 29 June 2022 with a slight amendment to Point 10 to include “up to” before 2 hours.

### **305/22 Wiltshire Council Local Cycling and Walking Infrastructure Plans**

It was agreed to respond to the Wiltshire Council Local Cycling and Walking Infrastructure Plans with a request that the Melksham Town Council logo be included on all signage within the Melksham town boundary.



**306/22      Opportunity for Hydroelectric Generation from the Existing River Avon Weir**

Councillor Goodhind explained that there would be no requirement for an additional weir as part of the project and that before the Council could consider any financial support a presentation with the canal partnership would be provided to obtain a better understanding of the costs involved.

The Town Mayor, Councillor S Crundell, suggested that the Council investigate additional funding for such schemes, including Wiltshire Wildlife Community Energy who support community owned generation schemes.

It was agreed that that the Town Council would support the use of the existing River Avon weir for Hydroelectric generation.

**307/22      Sparkle Team and Parish Steward**

Works requested for completion by the Sparkle Team and Parish Steward were as follows:

Church Street and Union Street car parks – the shrubs to be cut back.

Pembroke Road to Queensway pathway - litter picking.

Murray Walk – prune trees.

Kenilworth Gardens to West End – prune trees.

Avon Road – a hedge on the right-hand side needs cutting back to enable traffic from Chippenham to be seen.

Meeting Closed at: 8.45 pm

**Signed:** .....

**Dated:**

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## Melksham Town Council

### Minutes of the Economic Development and Planning Committee meeting held on Monday 14th November 2022

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

**IN ATTENDANCE:** Councillor J Hubbard

**OFFICERS:** Linda Roberts Town Clerk  
Christine Hunter Committee Clerk

**PUBLIC PARTICIPATION:** One member of the public was present virtually.

#### **308/22 Apologies**

Apologies for absence were received from Councillor Aves.

#### **309/22 Declarations of Interest**

Councillor Rabey declared an interest in relation to minute number 324/22 in respect of Extension/Alteration of No Waiting Any Time Restrictions on Portal Road Melksham. Councillor Rabey remained in the meeting and took part in the debate on this item.

#### **310/22 Minutes**

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

**UNANIMOUSLY RESOLVED** that the minutes of 10 October 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Ellis.

#### **311/22 Licensing Application - Ten Hides Distillery, 14 Avonside Enterprise Park Melksham SN12 8BT**

The Licensing Application for Ten Hides Distillery at 14 Avonside Enterprise Park Melksham SN12 8BT was considered.

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

**UNANIMOUSLY RESOLVED** to advise the Wiltshire Council Licensing team that the Town Council supported the application for Licensing Application submitted by Ten Hides Distillery.

## 312/22 Planning Applications

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

[PL/2022/07511](#)

UNITS 3 AND 4 CHALLEYMEAD BUSINESS PARK, BRADFORD ROAD, MELKSHAM SN12 8BU

Insertion of roller shutter and pedestrian access to unit 4.

**Consultation Deadline:** 4 November 2022

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

**UNANIMOUSLY RESOLVED** to support the application

[PL/2022/07711](#)

40 ADDISON ROAD, MELKSHAM SN12 8DR

Proposed ancillary accommodation outbuilding

**Consultation Deadline:** 10 November 2022

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

**UNANIMOUSLY RESOLVED** to support the application subject to Wiltshire Council approval, with the condition that the unit would only be used as residential accommodation by friends or members of the family but could not be used as a rental property or sold as a residential unit.

[PL/2022/07738](#)

16 BREAM CLOSE, MELKSHAM SN12 7JX

Conversion to side of property with a grey polycarbonate roof

**Consultation Deadline:** 18 November 2022

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

**UNANIMOUSLY RESOLVED** to support the application

[PL/2022/08235](#)

30 SAVERNAKE AVENUE, MELKSHAM SN12 7HB

Single storey side extension to provide a garage and kitchen extension.

**Consultation Deadline:** 28 November 2022

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

**UNANIMOUSLY RESOLVED** to support the application

[PL/2022/08197](#)

8 ROWAN COURT, MELKSHAM SN12 6HS

Proposed replacement of concrete profile roof tiles with grey/anthracite concrete slay effect tile.

**Consultation Deadline:** 29 November 2022

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

**UNANIMOUSLY RESOLVED** to support the application

[PL/2022/08343](#)

43 CHURCHILL AVENUE, MELKSHAM SN12 7JN

Proposed first floor rear extension & front porch.

**Consultation Deadline:** 29 November 2022

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

**UNANIMOUSLY RESOLVED** to support the application

The Tree Warden Reports for planning applications PL/2022/07622 and PL/2022/08535 were noted.

PL/2022/07622

Proposed works to trees in a conservation area

T1 – Crown reduce Ceanothus Tree by approximately 30%

**Consultation Deadline:** 7 November 2022

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

**UNANIMOUSLY RESOLVED** to support the application

[PL/2022/08535](#)

32 CHURCH WALK, MELKSHAM SN12 7LY

Notification of proposed works to trees in a conservation area.

2 x Yew trees – reduce to form a hedge. Robinia tree- reduce canopy by 25%. Apple tree – prune.

**Consultation Deadline:** 25 November 2022

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

**UNANIMOUSLY RESOLVED** to support the application

The following Certificate of Lawfulness was noted.

PL/2022/07919

LAWFUL DEVELOPMENT CERTIFICATE FOR AN EXISTING USE

10 FIELDSVIEW, MELKSHAM SN12 8FF

Certificate of lawfulness for change of use from class C3(a)

Dwellinghouse to C4 House in Multiple Occupation for up to Six Persons to establish if it's considered Permitted Development.

**312/22.1**

**Planning Application PL/2022/06221 Land at Upside Melksham**

The extract from Melksham Without Parish Council's Planning Committee minutes of 17 October 2022 regarding Planning Application PL/2022/06221 were noted.

The Town Clerk confirmed that the management of the open spaces would be transferred to a management company to maintain. Liaison with the developers could enable more wetlands to be provided on the development.

### 313/22 Planning Decisions

The following planning decisions were noted:

- |                               |   |
|-------------------------------|---|
| <a href="#">PL/2022/04826</a> | 22 CORNFLOWER WAY, MELKSHAM, SN12 7SW<br>Extension to existing drop kerb to allow an extra car to be parked off road.<br><b>MTC Response:</b> No Objection<br><b>Decision:</b> Approve with Conditions  |
| <a href="#">PL/2022/06333</a> | 15-17 CHURCH STREET, MELKSHAM, SN12 6LS<br>Modification of rear louvre grille to allow for a new extraction system for (pizza oven business)- part retrospective.<br><b>MTC Response:</b> No Objection<br><b>Decision:</b> Withdrawn by Applicant |
| <a href="#">PL/2022/06253</a> | 57 ADDISON ROAD, MELKSHAM, SN12 8DR<br>Single storey rear extension to provide a family room/kitchen, utility & garage for a trike motorcycle.<br><b>MTC Response:</b> No Objection<br><b>Decision:</b> Approve with Conditions                   |
| <a href="#">PL/2022/06033</a> | 30 BANK STREET, MELKSHAM, SN12 6LG<br>Two storey rear extension with internal alterations<br><b>MTC Response:</b> No Objection<br><b>Decision:</b> Approve with Conditions  |
| <a href="#">PL/2022/06704</a> | 42 BARNWELL ROAD, MELKSHAM SN12 7DG<br>Proposed single storey rear extension<br><b>MTC Response:</b> No Objection<br><b>Decision:</b> Approve with Conditions   |
| <a href="#">PL/2022/07063</a> | 5 ASH GROVE, MELKSHAM SN12 6HZ<br>Single storey side extension<br><b>MTC Response:</b> No Objection<br><b>Decision:</b> Approve with Conditions   |
| <a href="#">PL/2022/06706</a> | 25 TRENT CRESCENT, MELKSHAM SN12 8BG<br>Proposed single storey rear extension<br><b>MTC Response:</b> No Objection<br><b>Decision:</b> Approve with Conditions  |

PL/2022/06749

14 SHERWOOD AVENUE (TO THE WEST OF EPPING WALK),  
MELKSHAM SN12 7HJ

Proposed detached 2 bedroom bungalow

**MTC Response:** Object on the following grounds:

- over development of the site.
- inadequate parking – there will be no allocated parking for the existing property once the development has taken place, car parking spaces will be lost and cars will be forced to park on the pavement.
- inadequate vehicular access.
- proposed parking is only accessed over a strip of land that does not belong to the applicant.
- there appears to be no Electric Vehicle Charging point as in the standard set out for all new builds.
- proximity to and impact on neighbouring properties.

The Committee requested that Councillor Oatley be asked to call-in the application at Wiltshire Council and that consideration be given to the Local Plan/Core Strategy regarding infill.

**Decision:** Refuse

PL/2022/06879

25 TRENT CRESCENT, MELKSHAM SN12 8BG

Proposed single storey rear extension

**MTC Response:** No Objection

**Decision:** Approve with Conditions

PL/2022/06565

2 LONGFORD ROAD, MELKSHAM SN12 6DH

Proposed timber summerhouse in garden area of property.

**MTC Response:** No Objection

**Decision:** Approve with Conditions

Councillor Goodhind stated the conditions were that it complied with the application.

Councillor Alford joined the meeting at 7.25 pm.

### 314/22 Draft Town Centre Masterplan

The draft Town Centre Masterplan produced by AECOM was received.

The Town Clerk confirmed that:

- Place Studios had recommended that priority statements not policies relating the Town Centre Masterplan would be included in the Neighbourhood Plan.
- The Town Centre Masterplan would come to the Town Council before being approved.

- As part of the Neighbourhood Plan the Town Centre Masterplan should be community led and there will be an opportunity for residents to comment at the Christmas Lights switch on event.

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

**UNANIMOUSLY RESOLVED** to approve the recommendations made by Place Studio that the priority statements within the Town Centre Masterplan relating to the Masterplan be inserted into the Neighbourhood Plan at the appropriate stage.

### **315/22 Neighbourhood Plan**

The October 2022 Neighbourhood Plan review update was noted.

### **316/22 Local Highways and Footpath Improvement Group (LHFIG) Issues**

### **317/22 Coach Parking Suggestion - King Street Car Park Melksham**

Members noted the response from Wiltshire Council Highways Department regarding coach parking in car parks.

The Town Clerk confirmed that Wiltshire Council Highways department had stated that they would not fund works to car parks for coaches. Councillor Hubbard suggested that the Town Council consider how the coach and bus spaces are utilised as the town does not have a bus station, and that the Town Council could explore the possibility of utilising that space to provide a better facility for the town as part of the Town Centre Masterplan.

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

**UNANIMOUSLY RESOLVED** that AECOM consider the utilisation of coach and bus spaces when reviewing parking within the town, as part of the Town Centre Masterplan.

### **318/22 Farmers Roundabout Active Travel Scheme**

The request from Wiltshire Council Highways team regarding expanding the signage provisions relating to the Farmers Roundabout Active Travel Scheme was noted.

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

**UNANIMOUSLY RESOLVED** that Members would carry out a physical survey of the area in the spring of 2023 and members submit any further suggestions to the Town Clerk to forward to the Wiltshire Council Highways team.

### **319/22 Parking Restrictions Times (Double Yellow Lines)**



Members agreed that Skylark Road, Semington Road (opposite the petrol station), Cranesbill Road (near Forest and Sandridge School) would be submitted to Wiltshire Council Highways team as suitable locations for parking restrictions using double yellow lines.

Members agreed to forward further suggestions to the Town Clerk.

### **320/22 Electric Vehicle Charging Scheme for Melksham**

The report of the Town Clerk regarding the Electric Vehicle Charging Scheme for Melksham was received.

The Town Clerk asked the committee to consider whether the Town Council should apply for funding for an Electric Vehicle Charging scheme. Currently, a 60% government grant is available for contactless payment and a 40% Wiltshire Council grant is available for non-contactless. These units would require additional funding to accept contactless payment. If the Town Council chose the Wiltshire Council scheme it would have to provide the spaces and be liable for the infrastructure. King George V Park was suggested as a suitable place for units.

Councillor Hubbard urged the Council to explore other options available. Councillor Alford stated that non-contactless payment units were being addressed by the Wiltshire Council Cabinet and an extra cost is not preferred.

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

**UNANIMOUSLY RESOLVED** to agree to start the process with the Wiltshire Council scheme which could be reviewed in the future should additional costs be highlighted. Consideration needs to be taken of officer time available.

### **321/22 Reducing Traffic in the Town Centre**

The car park re-assignment report was noted.

Councillor Goodhind explained that the work suggested in the report was being considered as part of the Town Centre Master Plan due to traffic access problems caused by the location of the main car park in the town centre.

Councillor Alford stated that should the Church Street car park be closed the Town Council would have no control over future use of the land.

It was agreed to wait until the results of the Technical Survey being carried out by AECOM had been produced to discuss further.

### **322/22 Extension/Alteration of No Waiting Any Time Restrictions on Portal Road Melksham**

Members noted that the proposed yellow lines had already been painted in Portal Road.

It was proposed by Councillor Oatley seconded by Councillor Rabey and

**UNANIMOUSLY RESOLVED** to contact Wiltshire Council confirming that the Town Council supported the painting of yellow lines on Portal Road.

**323/22 Taxi Overcharging in Melksham**

The complaint regarding alleged overcharging of customers by some local taxi companies was noted.

Councillor Hubbard confirmed that there are no fuel levies charged to taxi drivers and that Wiltshire Council was investigating the allegation.

It was agreed to post warnings to residents on the Town Council's social media confirming that this was an illegal act and any drivers charging such levies were in breach of their licence. Residents would be encouraged to report any additional charges for fuel levies in Bath paid to Wiltshire Council Licensing department.

Councillor Alford left the meeting at 8.25 pm

**324/22 Sparkle Team and Parish Steward**

The Town Clerk agreed to forward information regarding the use of anti-graffiti paint on the underpass to Councillor Hubbard.

Works to be added to the Sparkle Team and Parish Steward schedule of works were as follows:

- Confirm with the Sparkle Team/Parish Steward that the Town Council supports the use of anti-graffiti paint on the underpass. The Sparkle Team/Parish Steward would be asked to contact the Town Clerk should there be an issue of who would pay for the paint.

It was agreed that the following two items would remain permanently on the schedule of works for the Sparkle Team/Parish Steward:

- Removal of weeds and cutting back vegetation on the lane between the Church and Hazelwood Road.
- Removal of weeds in the underpass at the area towards the station.

**325/22 Draft Annual Budget 2023-2024**

The draft Annual Budget for 2023-2024 was received.

Members sought explanations to be provided on amendments of budget to the following areas:

- CCTV – Councillor Hubbard asked for full details of capital and running costs for the combined CCTV partnership to be setup with Warminster, Westbury, West Wilts Trading and the Town Council.
- Clarification of Business Networking budget – Councillor Rabey asked for an explanation of exactly what work this budget would cover.
- Publicity and Marking – Councillor Oatley stated this budget should not be decreased.
- Town Development – Councillor Hubbard asked for descriptions alongside the budget to document exactly what the expenditure is for.
- LHFIG expenditure – Councillor Hubbard asked that a reserve budget for works agreed to be set up for funds to be transferred into once LHFIG expenditure has been approved.

Councillor Hubbard requested a presentation to be given to the Committee by the Budget Working Group explaining the recommendations/changes.

The Town Clerk agreed to provide a more detailed explanation of expenditure and an anticipated out turn in the budget to councillors.

The Town Clerk confirmed that the budget would be considered at the Finance, Administration and Performance Committee meeting to be held on 21 November 2022 and then be considered by Full Council on 28 November 2022 for approval.

### **326/22 Confidential Session**

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

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

### **327/22 Neighbourhood Plan Update**

The discussion note prepared by Place Studios for the Joint Melksham Neighbourhood Plan Steering Group was received and the recommendations contained therein considered.

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

**UNANIMOUSLY RESOLVED** that the Town Clerk be asked to write to all Wiltshire Councillors on the Area board to request that the Town Council be invited to planning committee meetings and any other meetings regarding the subject under discussion.

It was agreed that Councillors Oatley, Rabey, Hubbard, Goodhind and the Town Clerk would meet with Melksham Without Parish Council to discuss the subject on Tuesday 22 November 2022.

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

**UNANIMOUSLY RESOLVED** that AECOM be asked to carry out initial works on the subject, keeping this confidential at the present time.

Meeting Closed at: 9.31 pm

**Signed:** .....

**Dated:**

## Melksham Town Council

### Minutes of the Finance, Administration and Performance Committee meeting held on Monday 26th September 2022

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

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

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

#### **73/22 Apologies**

Apologies were received from Councillor Rabey.

#### **74/22 Declarations of Interest**

Councillor Hubbard declared an interest in relation to minute number 84/22 re grants received by 4Youth from the Council. Councillor Hubbard remained in the meeting and took part in the debate on this item.

#### **75/22 Minutes**

The minutes of 18 July 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Mortimer.

#### **76/22 Finances**

#### **77/22 Petty Cash to 31 July 2022**

The payments made by Petty Cash for Months 3 and 4 - 2022/2023 were noted.

#### **78/22 List of Payments to 31 July 2022**

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 was noted.

The Town Clerk agreed to provide clarification on the following payments:

- repair of Bus Shelter on 11 July 2022 for £4,519.95 – was this a full replacement cost?
- provide a more detailed analysis from the cashbook.

- payment to Kan Connections £2,730 for the replacement PSU at the Cricketer's Café.
  - what was the £1,438.50 payment to Scottish Southern for?
  - West Mercier Energy - £12.00
  - N Power, May 2022 £49.00.
- Can the Splashpad electricity costs be separated so the usage can be easily monitored and identified?

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 was noted.

## **79/22      Monthly Financial Statements to 31 July 2022**

The Monthly Financial Statements for Months 3 and 4 - 2022/2023 was noted.

Councillor Hubbard asked why the CCLA investment fund account showed £116 when he understood that Council had agreed to move additional funding into the investment account. The Town Clerk confirmed that the Deputy Town Clerk was in the process of setting up new higher interest-bearing accounts.

## **80/22      Detailed Income and Expenditure Report to 31 July 2022**

The detailed year-to-date Income and Expenditure report for Month 4 2022/2023 was noted.

Councillor Hubbard raised his concern that there were anomalies on the Income and expenditure report:

- on pages 12 and 13 payments for shows for tickets splits were still being paid when Council agreed over a year ago that ticket split bookings would not be taken. Councillor Hubbard requested a definitive list of any more Assembly Hall shows that had been booked on a ticket split basis to be circulated to all Members.
- there were underspends and zero spends in certain area where payments should have been made at this point during the year.
- The accounts may not be up to date as no expenditure has been shown this year on play equipment, tree planting and the sports roadshow.

Councillor Hubbard stated that the year-to-date expenditure on major grants showed only £1,980 when he would have expected it to be more. The Community Development Officer confirmed that some grant applicants had not returned their evaluation forms for previous grants received. Once these were received the 2022/2023 grants could be allocated. The Community Development Officer agreed to check major grant evaluation forms had been returned and arrange for payment to be made.

The Town Clerk confirmed that the income received of £11,867 was for rebates of overpaid utilities.

The Town Clerk agreed to provide information to members on the following:

- a breakdown of the £1,980 grant expenditure.
- what the £403 expenditure for CCTV was for.

**81/22 Town Council Income Received Report to 31 July 2022**

The Earmarked Reserves report for the year-to date Month 4 – 2022/2023 was noted.

Councillor Mortimer raised her concern that the report did not accurately show income received and requested that a copy of the cash book report be included in future agendas.

**82/22 Earmarked Reserves to 31 July 2022**

The Earmarked Reserves report for the year-to date Month 4 – 2022/2023 was noted.

**83/22 Fully Managed Payroll Provider**

The report of the Deputy Town Clerk regarding the Fully Managed Payroll Provider was received.

Councillor Hubbard suggested that further information was required regarding why the current provider is not satisfactory and officers could contact other Councils to find out how their service provider works. Councillor Hubbard requested details of the specification for payroll provision from the new supplier.

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

**UNANIMOUSLY RESOLVED** to defer the approval of the change in Fully Managed Payroll provider until a full tender specification is provided, with the new provider showing what experience they have had with providing payroll services for Councils. A full tender process would be followed with a view to awarding the contract at the beginning of the new Financial Year (April 2023).

**84/22 Grants 2022/2023**

The Committee agreed that grant applications without evidence of match grant that the Committee would award funding half of the amount requested.

**85/22 Alzheimer's Support**

Application withdrawn.

**86/22 Celebrate Age Wiltshire**

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

**UNANIMOUSLY RESOLVED** to award £1,000.

**87/22 Chippenham & District Talking Newspaper**

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

**UNANIMOUSLY RESOLVED** to award £735.50.

**88/22 Help Counselling**

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

**UNANIMOUSLY RESOLVED** to award £260.

**89/22 Meadowbrook Wiltshire (CIC)**

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

**RESOLVED** to award £500.

**90/22 Melksham & District Historical Association and Melksham Tourist Information Centre**

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

**UNANIMOUSLY RESOLVED** to award £881.50.

**91/22 Melksham/Chippenham/Calne branch of the Wilts & Berks Canal Trust**

It was agreed not to support this grant application.

**92/22 Melksham Free Dining**

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

**UNANIMOUSLY RESOLVED** to award £670 and offer free Assembly Hall hire for Christmas Day 2022.

**93/22 Melksham Gardeners' Society**

It was proposed by Councillor Hubbard seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to award £110.72.

**94/22 Melksham Monster Ball**



Members did not support the application as it did not meet the application criteria. However, it was suggested that the applicant could work with the new Communications and Events Officer to see if the event could come under the banner of the Town Council, on the condition that it does not call on the Community Development Officer's time.

**95/22 Melksham PHAB Club**

Members did not support this grant application.

**96/22 Melksham Sixty Plus Club**

Members did not support this grant application.

**97/22 Melksham W.I. Group**

It was proposed by Councillor Hubbard seconded by Councillor Mortimer and

**UNANIMOUSLY RESOLVED** to award £200.

**98/22 Proud Melksham**

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

**UNANIMOUSLY RESOLVED** to award £750.

**99/22 Wiltshire & Bath Independent Living Centre**

It was proposed by Councillor Hubbard seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to award £250 and recommend additional funding streams be sought.

**100/22 Wiltshire Sight**

It was proposed by Councillor Hubbard seconded by Councillor Mortimer and

**UNANIMOUSLY RESOLVED** to award £500.

Meeting Closed at: 9.24 pm

**Signed:** .....

**Dated:**

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## Melksham Town Council

### Minutes of the Staffing Committee meeting held on Tuesday 8th November 2022

**PRESENT:** Councillor S Crundell (Chair)  
Councillor S Mortimer  
Councillor J Crundell  
Councillor C Houghton

**IN ATTENDANCE:** Councillor T Price

**OFFICERS:** Linda Roberts Town Clerk

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

#### **124/22 Apologies**

Apologies for absence were received from Councillor Aves.

#### **125/22 Declarations of Interest**

There were no declarations of interest.

#### **126/22 Minutes**

The minutes of the Staffing Committee Meeting held on 12 September 2022, having previously been circulated, were approved as a correct record and signed by the Town Mayor and Chair of the Committee Councillor S Crundell.

#### **127/22 Engagement of an Environmental Officer**

Members discussed the appointment of an Environmental Officer and raised the following points:

- It was acknowledged that no officers currently engaged by the Town Council had botanical knowledge.
- It would be ideal if an Environmental Officer was engaged that they straddle the Amenities Team and the Community Development Team.
- It was agreed that biodiversity, which the Town Council has a duty to consider should be at the front and centre of everything the Town Council does
- The Council should focus on what it can do to enhance biodiversity such as; more green spaces, living walls, living bus stop roofs, more wildflower planting in play areas and the cemetery, move away from monoculture grass where possible, drought tolerant planting, a movement towards dry gardens and increased sustainable planting.

- It was acknowledged that the workload of the Community Development Committee was huge and the structure of that team needs to be reviewed.
- Establish the skills gaps so that the Council can put more resources into biodiversity, and explore training through Lackham College for the Amenities Team.
- To be clear about the responsibilities of the Environmental Officer through an action plan.
- Trial the role.
- To grasp the opportunity to lead as a Council on biodiversity matters.

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

**RESOLVED** to request the Town Clerk to discuss the ideas with the Community Development Officer and the Manager of the Amenities Team.

Councillor Price left the meeting.

#### **128/22 Confidential Session**

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

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

#### **129/22 Staffing Matters**

The Town Clerk reported on the outcome of a staffing matter. Confidential notes of 8 November 2022 refer.

##### **Working Pattern for Town Hall Team**

Following questions from the Town Clerk who had sought clarification about the changes in the working pattern of Town Hall Officers, Members requested that the Town Clerk consulted with the Officer Team to establish their thoughts on using accumulated TOIL.

Members expressed concern that the Town Hall telephone would not be answered for three days and suggested this was not part of the move to close the Town Hall to visitors on Fridays.

Members confirmed that the idea to close the Town Hall on Fridays was not a move to enable officers to work from home on Fridays.

Members confirmed that the idea behind closing the Town Hall on Fridays was to give officers who regularly attended evening meetings during the week to use the accumulated TOIL on Fridays.

The Town Clerk left the meeting before the next agenda item was discussed.

**Appointment of Appeal Panel**

It was proposed by Councillor Houghton seconded by Councillor J Crundell and

**UNANIMOUSLY RESOLVED** that Councillors Ellis, Cooke and Forgacs would form an appeal panel.

Meeting Closed at: 7.10 pm

**Signed:** .....

**Dated:**

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## **Melksham Town Council**

### **Minutes of the Staffing Committee meeting held on Wednesday 16th November 2022**

**PRESENT:** Councillor S Crundell (Chair)  
Councillor S Mortimer  
Councillor J Crundell  
Councillor C Houghton

<b>OFFICERS:</b>	Linda Roberts	Town Clerk
	Hugh Davies	Head of Operations
	Patsy Clover	Deputy Town Clerk

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

#### **130/22 Apologies**

Apologies were received from Councillor Aves.

#### **131/22 Declarations of Interest**

There were no declarations of interest.

#### **132/22 Minutes**

Before approval of the minutes, the Town Mayor clarified the intentions on the future engagement of an Environmental Officer. The appointment would follow after a programme of training in bio diversity had taken place within the existing team so they would be equipped with the knowledge to support the role of an Environmental Officer. The appointment of an Environmental Officer would then go through a trial process before making it a permanent position. It is anticipated that the timescale of such an appointment would be early in 2024.

Following this clarification the minutes of the Staffing Committee held on Wednesday 8<sup>th</sup> November 2022, having previously been circulated were approved as a correct record.

#### **133/22 Confidential Session**

It was proposed by the Town Mayor, 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.

#### **134/22 Staffing Matters**

**Support for the Head of Operations**

The Head of Operations talked members through his current workload and advised that some temporary assistance was required.

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

**UNANIMOUSLY RESOLVED** to approve additional support for the Head of Operations for up to three months.

Meeting Closed at: Time Not Specified

**Signed:** .....

**Dated:**



## Melksham Town Council

### Notes of the Assembly Hall Working Group meeting held on Tuesday 27th September 2022

**PRESENT:** Councillor G Ellis (Chair)  
Councillor P Aves  
Councillor C Goodhind

**IN ATTENDANCE:** Councillor S Mortimer

**OFFICERS:** Christine Hunter Committee Clerk  
Linda Roberts Town Clerk

5/22 Apologies

Apologies were received from Councillor Houghton.

6/22 Declaration of Interest

There were no declarations of interest.

7/22 Notes of Previous Meeting

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

**UNANIMOUSLY RESOLVED** that the notes of the previous Assembly Hall Working Group meeting held on 1 August 2022 were agreed as a correct record.

8/22 Objectives

The Working Group discussed the proposed objectives and considered the new hire rates charged to groups providing events for the benefit of the Melksham Community. The Working Group agreed to accept the proposed objectives with an additional objective as follows:

That a proposal is taken to the Full Council to delegate authority to the Town Clerk to use her discretion in hire fees charged for Assembly Hall and Town Hall bookings, when a hire is for the benefit and use of the Melksham town community, even if the booker lives outside Melksham.

It was suggested that a set of guidelines be produced to use when amending the hire rates to ensure uniformity of charges made to hirers.

9/22 Business under the new pricing structure

Kevin Farrow, The Deputy Facilities Manager explained that the update report contained all charges made to the band/hirer and explained the costing documents attached. Councillor Ellis asked for the Kevin to provide a fuller explanation of all costs for events held at the Assembly Hall in future, including bar takings etc. Councillor Ellis confirmed that all costs for staff time attending functions outside the Assembly Hall were costed to the Assembly Hall budget.

10/22      Public consultation

The Town Clerk confirmed progress on the consultation following several meetings with Community First. The questionnaire will be a needs analysis on the Assembly Hall, and will be online and in hard copy. The survey will be produced next week and circulated to Councillors, which will be a premium survey, with Community First's branding and will provide quantitative and qualitative data.

Once agreed, the survey will cover a 4-6 week consultation period which would be monitored for responses and may be adjusted or extended. It is then suggested that a further consultation will be face-to-face using Community First's Community Organisers to drill down into what the Assembly Hall might look like in the future to suit the needs identified.

11/22      Promotion and business development

Kevin explained current advertising via mail shots, in local publications and press and on the website. He reported on time constraints on staff and the effect of the new pricing on hirers. Councillor Goodhind suggested that the effectiveness of advertising could be monitored by using feedback forms. Councillor Goodhind asked for Kevin to remove the three signs on the Assembly Hall door and amalgamate into one sign on how to buy tickets. Councillor Ellis stated the volunteers would soon be hand delivering fliers locally.

12/22      Accounting systems

Councillor Goodhind asked for more in-depth information to be provided by the Finance Officer, to show income and expenditure for specific shows including staff time. This would enable an accurate picture for each show and provide actions to make improvements. The Town Clerk confirmed she would be willing to set up from 1<sup>st</sup> April 2023 a package that apportioned salaries and costings to different areas of the council's services to identify more accurately the full cost of services.

13/22      Friends of Melksham Assembly Hall (FoMAH)

The notes of the FoMAH meeting held on 25 August 2022 were noted. Councillor Ellis suggested for example that if the Assembly Hall were run on a Community Interest basis it could attract funding not available to the Town Council. He confirmed that a leaflet had been produced and would be hand delivered

showing the next three months of shows at the Assembly Hall. Councillor Ellis agreed to notify Councillors about the leaflet drop.

14/22 Options for the Assembly Hall

It was agreed to defer this item to the next meeting.

15/22 Neighbourhood Plan and Town Centre Master Plan

Councillor Ellis explained that the Town Centre Masterplan, part of the Neighbourhood Plan included options and uses for the Assembly Hall.

16/22 Invitees to next meeting

It was agreed to invite Paul Seemayer, Leo Goodhind and Howard Jones to the next Working Group meeting to provide input on lighting, sound and suggest ideas to look at the future of the Assembly Hall.

17/22 Date and time of next meeting

The date and time of the next Assembly Hall Working Group would be Thursday 3 November 2022 at 7.00 pm at Melksham Town Hall.

Meeting Closed at: 9.15 pm

**Signed:** .....

**Dated:**

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## Melksham Town Council

### Notes of the Assembly Hall Working Group meeting held on Tuesday 15th November 2022

**PRESENT:** Councillor G Ellis (Chair)  
Councillor G Cooke  
Councillor C Goodhind  
Councillor J Oatley

**OFFICERS:** Linda Roberts Town Clerk

18/22 Apologies

Apologies for absence were received from Councillor Aves.

19/22 Declaration of Interest

There were no declarations of interest.

20/22 Notes of Previous Meeting

The notes of the meeting held on 27<sup>th</sup> September 2022 having previously been circulated were approved as a correct record.

21/22 Amended Terms of Reference

It was noted that the Working Group should report to Full Council as the Working Group had been set up by Full Council.

Members noted that the remit of the Working Group set by the Full Council on 12 May 2022 was included in the Terms of Reference.

Members also felt that meetings should be more regular than every two months as the Working Group had been given a timeframe of six months to complete its work and once the businesses assigned to the working group had been completed the Working Group would dissolve.

The lead officer would be the Town Clerk.

Following these amendments it was proposed by Councillor Oatley, seconded by the Chair Councillor Ellis and

**UNANIMOUSLY RESOLVED** to recommend the revised Terms of Reference to the Full Council meeting scheduled for Monday 28<sup>th</sup> November 2022.

22/22 Scope of Works re Assembly Hall Hire Charges

It was noted that a comparison with other venues had been undertaken by the Head of Operations before recommending the new pricing structure which was approved by Full Council on 12<sup>th</sup> May 2022 so it was not necessary to undertake this work again.

The Town Clerk reported that the Head of Operations was in the process of improving the kerb side appeal of the Assembly Hall and that a refurbishment of the bar was imminent.

Councillor Oatley advised members present that he had offered to assist with the modernisation of the bar. The Town Clerk agreed to remind the Head of Operations of this offer.

#### 22/22.1 Hire Charge Comparisons

It was agreed that it would be sensible to review the new hire charges for the Assembly Hall in the Spring of 2023; this would allow time for the new hire rates to have bedded in and allow for a more meaningful assessment.

#### 22/22.2 Historic Data of Assembly Hall Hires

The accounts for the Assembly Hall for 2018/2019 and 2019/2020 were received.

#### 22/22.3 Assembly Hall Needs Analysis - Public Consultation

Members endorsed the format of the presentation but had a couple of suggestions.

When beginning the survey users are advised to click the continue button, this button actually gives the option to continue. This should be changed.

Members requested that the age range should be expanded to allow under 18's to take the survey.

It was also suggested that it might be a good idea to pay for an advertisement through the Town Council's Social media account.

That posters should be distributed to venues in town to promote the survey.

Meeting Closed at: 8.45 pm

Signed: .....

Dated:

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## Melksham Town Council Assembly Hall Working Group

### Terms of Reference

1. Reporting to the Asset Management and Amenities Committee, ~~the a temporary~~ Working Group will ~~be created to~~ meet on an 'as required' ~~, but at least once every two months~~ basis. The meetings cannot exceed ~~2~~ hours.

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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.

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3. **Delegated Business**

The Working Group has delegated authority to discuss and debate the following items as specified by ~~the Asset Management and Amenities Committee~~ Full Council:

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- 3.1 ~~No working group shall have powers to make decisions on policy or budget commitment.~~ To obtain comparisons of charges with other local similar sized venues.

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- 3.2 To obtain historic data of Assembly Hall hires.

- 3.3 To gather evidence of what the public require from the Assembly Hall to suggest an informed revision of the hire rates agreed by Full Council on 16 May 2022.

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- ~~3.4~~ Recommendations regarding hire rates shall be put before ~~the Asset Management and Amenities Committee~~ Full Council for ratification.

- 3.5 The Working Group will be disbanded once the above scope of works has been completed.

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3.63 ~~The Lead Officer would be the Town Clerk who Agendas shall be put together Agendas in by the lead officer in~~ conjunction with the Chair and members.

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3.74 Notes of the Working Group will be received at Town Council meetings. They will be prepared by the lead officer.

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3.85 The Terms of Reference can be reviewed by the Working Group and recommended for adoption by Full Council.

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Adopted 2022

## Melksham Town Council

### Notes of the Events Working Group meeting held on Thursday 3rd November 2022

**PRESENT:** Councillor T Price (Chair)  
Councillor C Goodhind  
Councillor C Houghton

**IN ATTENDANCE:** Rev Charlie Thomson - Remembrance Sunday  
Trevor Paterson - Remembrance Sunday

**OFFICERS:** Christine Hunter Committee Clerk  
Miriam Zaccarelli Community Development Officer  
Gloria Delves Communications Officer

24 Apologies

Apologies were received from Councillors Price and Aves, Greg McKay, Sara Land, Hugh Davies, Paul Weymouth and Bruce Bury.

25 Declaration of Interest

There were no declarations of interest.

26 Notes of the Previous Meeting

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

**UNANIMOUSLY RESOLVED** that the notes of the Events Working Group meeting held on 6 October 2022 were a correct record.

27 Remembrance Sunday

Christine Hunter tabled an action sheet regarding the Remembrance Parade and Wreath Laying Ceremony.

Actions required for Remembrance are as follows:

Action in Advance	By who
Confirm with Revd Charlie Thomson:  1. the final number of seats required at the church. 2. Whether Melksham Without Parish Council Chair will do a reading at the church.	Christine

3. What the readings will be for the Town Mayor and the Melksham Without Parish Chair.	
Confirm with Dave Elms of the Amenities Team: <ol style="list-style-type: none"> <li>Names of helpers to move the steps and Gazebo are Carl, Tom, Colin, Miriam and Gloria.</li> <li>If the gazebo is needed on Sunday and that four people are required to erect the gazebo.</li> </ol>	Christine

28

### Christmas Event

Actions and updates required for Christmas Lights event are as follows:

In Advance	By Who	Action/Update
<b>Entertainment</b>		
Arrange for a stage	Hugh	Melksham Scaffolding have offered to construct a stage for free.
Confirm Stilt-Walker elves	Gloria	Book stilt-walker elves.
Contact schools re choir and other groups to help at event.	Sara/Gloria	Contact schools.
Live animals – not appropriate for the Switch On event	Gloria	Research the cost of hiring donkeys and smaller animals for the Carol service on 16 <sup>th</sup> December instead.
Costumes for people to walk through the crowd.	Gloria	Investigate the cost of purchasing Christmas themed costumes. Budget to be no more than £1,000 but try to come in cheaper. Borrow costumers where possible.
Music	Gloria	Contact Funk'd Up to book.
P.A. System	Miriam	Check whether the P. A. speakers are wireless then they can be moved so the music can be heard from further away
Pop up screen	Gloria/Miriam	<p>Unanimously Resolved to research the cost of providing an LED screen from InfoLED for outside. Maybe for the World Cup if England are playing on the 3<sup>rd</sup>.</p> <p>Use the big screen in the Assembly Hall in small time slots between live music to show Christmas films on silent.</p>
<b>Fireworks</b>		

Confirm with Trevor of Distant Thunder Fireworks.	Miriam	Fireworks Booked
The Tavern to confirm in writing they will donate £500 towards the fireworks.	Tom	To speak to the Tavern to organise.
Snow Machine	Paul	To confirm he will provide as previously.
<b>Road Closure</b>		
<ul style="list-style-type: none"> <li>• The Campus</li> <li>• The Tavern</li> <li>• Crown House</li> <li>• The Kings Arms</li> <li>• The Factory Shop</li> <li>• Takeaway Restaurants</li> <li>• Refa</li> </ul>	Tom/Miriam	Need to speak to them individual regarding the road closures.
Code Word for residents.	Miriam	To notify appropriate residents of the code word to be able to access via a vehicle.
Bus marshals	Miriam	Find bus marshals to help people find their relocated buses – ask Graham
<b>Premises Licence</b>		
If not approved on 22 <sup>nd</sup> we have 10 days to apply for a temporary events cover notice up to 5.30 pm.	Miriam	Miriam to complete paperwork early in case approval not received by 22 <sup>nd</sup> .
<b>Stalls</b>		
Find more stalls	Miriam	<p>Assembly Hall stalls all booked. Need to find outdoor stall holders by:</p> <ul style="list-style-type: none"> <li>• Emailing all councillors and staff to see if they know possible stall bookers.</li> <li>• Possible NHP stall.</li> <li>• Ask the Makers Market.</li> <li>• Put a request in the Melksham Independent News.</li> </ul>
Christmas themed		<p>Ensure stalls look Christmassy – offer a prize for the most festive stall.</p> <p>Have a box of emergency decorations to help stalls if needed.</p>
Light Up Toys	Sara	Contact light up toy vendors to

		explain they would not be needed.
Empty shops	Miriam	Check whether empty shops would be available to use for stalls in case of bad weather.
Whitehall and Leekes	Colin	To contact about having a stall
Electricity supply for outside stalls	Colin/Paul	To advise how to access electricity Paul has the Key.
<b>Budget</b>		
Full costed budget to Full Council	Miriam	Budget to Full Council
<b>Advertising</b>		
Podcast	Carl/Paul/Miriam	Carl to interview Miriam and Paul re Christmas event for a podcast to be released 18 November 2022.
<b>Santa's Grotto</b>		
Create Grotto advertising	Gloria	
Get Elf costumes	Gloria	
Confirm the price at £1 per child		
Arrange sponsorship for grotto	Paul Weymouth	Paul will arrange sponsorship to cover the rest of the cost of the presents
Microphone for Santa	Miriam/ Sara	
Breaks for Santa	Miriam/Sara	
Ticket system to include ages of children	Gloria	
Grotto decoration	Paul Weymouth	Paul will take care of the grotto decoration and lights.
<b>Decorations</b>		
TH and AH Decorations	Miriam/Gloria/Sara	Go through current Christmas decorations and discard old/broken ones. Buy new decorations up to £1000 including new long lasting artificial tree for foyer
<b>Help</b>		
Help required for the event	Gloria  Carl	<ul style="list-style-type: none"> <li>• Contact the Air Cadets and other local groups to ask if they can provide help on the day, possibly dressing up in costume.</li> <li>• Contact the Children's' centre to ask if they want a stall and could provide a person wearing their bear costume.</li> </ul>
Councillors' roles at the event	Miriam	Email all councillors with a list of job roles and allocate to those who can help - Bus marshal, Character dress

		up etc. Use Teams
Ask community groups to help	Miriam	

29

### Christmas Carols

There were no further updates, but Councillor Goodhind requested confirmation that the event would be a Christmas Carols event not a religious Christmas Carols service.

Meeting Closed at: 7.27 pm

**Signed:** .....

**Dated:**

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## Melksham Town Council

### Notes of the Events Working Group meeting held on Thursday 6th October 2022

#### PRESENT:

Councillor P Aves  
Councillor C Goodhind

#### IN

#### ATTENDANCE:

Sara Land - Events Assistant  
Andy Lister - Prosec Limited  
Paul Weymouth - Melksham Christmas Lights  
Gloria Delves

#### OFFICERS:

Hugh Davies	Head of Operations
Dave Elms	Amenities Team Manager
Christine Hunter	Committee Clerk
Miriam Zaccarelli	Community Development Officer

#### 18 Choose a Chair for the Meeting

Round table introductions were made. It was agreed that Councillor Aves would Chair the meeting.

#### 19 Apologies

Apologies were received from Councillors Price and Houghton and Bruce Bury.

#### 20 Declaration of Interest

There were no declarations of interest.

#### 21 Notes of Previous Meeting

It was proposed by Councillor Aves, seconded by Sara Land and

**UNANIMOUSLY RESOLVED** that the notes of the Events Working Group meeting held on 1 September 2022 were a correct record.

#### 22 Remembrance Sunday

Christine Hunter explained that:

- the road closures had been applied for to Wiltshire Council.
- a Church Service would be held on Sunday 13 November 2022 at St Michael and All Angels church at 10.00 am, and would be followed by a memorial service at the War Memorial.

- the memorial service should take approximately 30 minutes, and service sheet would be distributed to members of the public.
- the raised platform for the War Memorial had been sourced and a sound system would be provided by the Church.
- Air Vice Marshall D Couzens would be deputising for the Lord Lieutenant.
- refreshments would be provided as usual at the Assembly Hall after the Parade returned to King Street car park.

## 23 Christmas Event

Councillor Aves explained that the Town Council had approved increased funding for Christmas Lights event of up to £10,000.

Councillor Price had made suggestions for the event and asked that details of businesses who were providing refreshments with the amount raised going to charity to be published on the Town Council's website and social media.

Miriam confirmed that Councillor Price had arranged for the Market Tavern to agree a donation of £500 towards the fireworks which could be match funded as part of the switch on. Paul Weymouth suggested that Distant Thunder Fireworks could provide a short firework burst at a cost minimum of £1,000.

Sara Land confirmed the Major Wrecks would provide entertainment for free. The Rock Choir if available would charge £60 and the Decibelles would charge £350.

It was agreed that the event would commence at 1.00 pm to enable businesses to benefit from more custom. Additional times for road closures were agreed and the switch on of the lights was agreed initially to be at 6.30 pm.

It was agreed that prices would be investigated from professional P.A. suppliers to provide a robust sound system.

Andy Lister explained that the suggestion was to have more stalls in the market place making a bigger road closure to include the roundabout the whole afternoon.

local Emergency Services would need to be notified of road closures.

Paul Weymouth agreed to speak to the Campus to ask if they would request their staff to park in King Street car park.

Purchasing light up toys to be handed out to children was considered, rather than having the professional light up toy distributors because of cost to parents. Gloria Delves suggested having carols with battery candles before the lights switch-on followed by fireworks.

It was agreed that:

- Wiltshire Council would be contacted to request a total road closure as permitted in other town centres for local events.
- more than one advert would be placed in the local press and that local businesses would be notified about the road closures.
- the current Christmas decorations would be sorted through with new ones being purchased for the Town Hall and Assembly Hall
- Paul Weymouth would help with lighting for the Assembly Hall and would have overall control of decorating Santa's Grotto.
- elf costumes would be required for Santa's Grotto helpers.
- a voucher would be purchased by Sara Land for Santa as a thank you.
- all stalls would be 6 ft. Assembly Hall stalls would be charged at £20 for small businesses stalls and £10 for charity stalls. Outside stalls charges would be £10 for charity stalls with businesses ranging from £30 to £130 including electricity
- Non-alcoholic mulled wine would be sold at the Assembly Hall.

Councillor Aves reported that there would be a Christmas Carol Service on 16 December 2022 in the Market Place. Paul Weymouth had agreed to project the words of the carols onto the Town Hall Screen. Gloria suggested purchasing battery candles for the choir.

Meeting Closed at: 7.28 pm

**Signed:** .....

**Dated:**

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## Budget for Christmas Market an Saturday December 3rd 2022

EXPENSES	
Item	Cost ex vat
<b>Security and Road Closure</b>	
Marshals and first aid	£1,766.00
Barriers x 35	£75.00
Heras Fencing x 14	£61.60
Sign changes	£250.00
<b>Entertainment</b>	
Music 1	£350.00
Music 2	£650.00
Music 3	£100.00
Music 4	£140.00
PA system	£450.00
Stage construction	£0.00
Stage boards etc	£308.00
Fireworks	£1,000.00
Stilt-walkers	£400.00
Giveaway lights	£141.05
Photobooth	£280.00
Facepainting	£140.00
<b>Advertising</b>	
West Wilts Magazine	£149.00
Your Wiltshire Magazine	£30.00
<b>Santa's Grotto</b>	
Presents	£250.00
Elf costumes	£100.00
Santa's thank you gift	£15.00
<b>Misc</b>	
Premises licence	£100.00
Scaffold Licence	£85.00
Cherry Picker Licence	£85.00
Temporary Events Notice	£21.00
New decorations - Town Hall	£600.00
New decorations - A. Hall	£400.00
Stalls insurance	£253.00
Event Insurance	£500.00
Misc	£500.00
<b>TOTAL EXPENSES</b>	<b>£9,199.65</b>

INCOME	
<b>STALLHOLDER INCOME</b>	<b>£1,415.00</b>
<b>Santa's Grotto</b>	
Approx 130 x £1	£130.00
Grotto Sponsorship	£260.00
<b>Sponsorship</b>	
Firework Sponsorship	£500.00
<b>TOTAL INCOME</b>	<b>£2,305.00</b>

<b>Total Cost of Event</b>	<b>£6,894.65</b>
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**MELKSHAM TOWN COUNCIL  
MEETING OF THE FULL COUNCIL**

**28/NOV/ 2022**

***LIGHTING FOR THE EAST WARD***

**Proposed by: Councillor Louisa Lewis**

**Seconded by: Councillor Carl Houghton**

**Dated: 19 November 2022**

- **Purpose of the motion**

To address the issue of limited lighting in the East Ward

- **Background (Including previous resolution/s made and date/s if applicable)**

Lighting hasn't previously been put in by The council or Persimmons, The housing development was built in 2009 . Section 106 agreement did not agree to put lighting in the ward. The local neighbourhood Policing team support the introduction of lighting in the area.

- **Current Situation**

Having put a survey into the MIN asking residents opinions on various items, the lighting was highlighted. The survey highlighted that resident would like to have lighting put in the East Ward. Lighting could help with the anti social behaviour and the residents have said they will feel safer.

- **What financial implications are there?**

We could use the CIL money and/or we could up next years precept to cover the £41718 or use annual income from the Sandridge solar farm.

- **How does the motion link to Town Council policies and core values?**

Melksham Town Council aims to strengthen the sense of community within Melksham, create and promote inclusivity, improve the quality of life for all Melksham residents solar Lighting is environmentally friendly, by lighting the area we are encouraging cycling and walking it will increase the safety of our residents' and be an appropriate use of CIL funding.

- **What risks are there? (Provide a risk assessment)**

Groundwork tripping hazard etc. The lights are solar and so there will be limited groundwork. Vandalism, the lights are vandal proof,

- **What crime and disorder implications are there?**

Attempt to Vandalise the lights is a high possibility. the introduction of the mobile CCTV units will help. We have the complete support of the local police, there has been a study that if an area is well lit , crime is reduced by 21%. Visibility can also reduce anti-social behaviour

- **What environmental and biodiversity considerations are there?**

There is no detrimental areas of the solar lights that cause problems to the environment or biodiversity

- **What safeguarding concerns are there?**

There are no safeguarding issues

- **Motion**

To use the CIL money and or increase the precept next year to cover the cost of the lights or annual funds received from Sandridge solar farm. To ask Patsy how much we would need to increase the precept by.

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

It has never been raised before

- **Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?**

N/A

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


Office Use:

Date of receipt by Proper Officer: 19/11/2022

Date of proposed council meeting for motion: 28 November 2022

Date/s of relevant resolutions:

(record full resolution/s here)

Motion accepted by Proper Officer: 21/11/2022

Motion rejected by Proper Officer:

Reasons for rejection:

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## MELKSHAM TOWN COUNCIL

### Notice of Motion to next full Council on 28/11/2022

#### *To agree in principle to apply to join the Warminster CCTV Partnership*

**Proposed by: Councillor Colin Goodhind**

**Seconded by: Councillor Sue Mortimer**

**Dated: 21<sup>st</sup> November 2022**

- **Purpose of the motion**

To further the provision of effective and proportionate CCTV coverage for the Melksham area within a few months of this motion being passed. This coverage is primarily for the prevention and detection of crime and for the safety of the community as a whole. The need and appetite for this has been expressed by the wider community and the Police over the past few years and it would be irresponsible for us to delay it any longer.

- **Background (Including previous resolution/s made and date/s if applicable)**

Melksham has been served by various levels of CCTV over the past twenty-five years or so but has fallen behind in terms of technology and effectiveness of the system and its operation. A decision to purchase portable Rapidly Deployable Cameras (RDCs) was made in January but for reasons that can be explained later this has not gone ahead.

- **Current Situation**

It was brought to our attention back in July that Warminster had embarked on a CCTV partnership with Westbury and West Wilts Trading Estate and that there could be an opportunity for us to get involved. Mark Chalmers (CCTV Control Room Manager) and Stuart Legg (Estates Manager) from Warminster Town Council were invited to a meeting of the CCTV Working Group on 25<sup>th</sup> October and presented a summary of where they were with CCTV, including their investment of £85k in a new Control Room, and outlining how we could benefit from joining them.

- **What financial implications are there?**

There are significant financial implications but effective CCTV cover is long overdue and our budget anticipates this. Costings will be obtained once the principle of joining the partnership is agreed. As a member of a partnership likely costs will be recurring amounts related to the number of cameras involved and a contribution towards the operation of the Control Room.

- **How does the motion link to Town Council policies and core values?**

Effectively representing the community we serve and listening to and acting upon their suggestions and concerns.

- **What risks are there? (Provide a risk assessment)**

These will be addressed as and when appropriate during the planning process and with installers prior to commencing work.

- **What crime and disorder implications are there?**

Preventing and/or reduction.

- **What environmental and biodiversity considerations are there?**

Disturbance during installation and any additional lighting required to be kept to a minimum along with power required to run the system. Modern technology reduces all these issues by design.

- **What safeguarding concerns are there?**

Several, all comprehensively addressed by CCTV legislation and codes of conduct which will be overseen and adhered to by suitably trained and qualified system managers and operators.

- **Motion**

To consider and agree in principle to officially apply to join the Warminster CCTV Partnership subject to any questions and concerns relating to technical, operational and costs being acceptable and/or satisfactorily answered/addressed/resolved. Points to be dealt with include those detailed on the attached sheet of this date and showing a schematic of the inter-town linking. Also to give our Clerk authority to meet the cost of commissioning a consultant recommended by Warminster to confirm a baseline inventory to ensure compatibility of any existing equipment he feels is appropriate for a fee not exceeding £2,000.

Once the above has been adequately resolved and agreed by the CCTV/Community Safety Working Group a follow-up motion proposing going ahead and supported by relevant confirmation/explanation will be put forward to full Council. Mark and Stuart are prepared to visit to answer any final questions.

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

Yes. The resolution to purchase RDCs still stands and it would be premature to consider reversing this but it does make sense to delay the purchase of these until we are certain they fit with the Partnership approach. The scope-of-works element of the project may influence this.

- **Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?**

A change of circumstances in that we have an opportunity to join a Partnership that has made good progress covering aspects of CCTV cover that we would otherwise need to address on our own.

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

The area covered needs to be considered and agreed. Do we consider and refer to it as a 'Town' system or a 'Town and surrounding area' system.

Start discussions with Warminster and the Police particularly re. the mechanics and technical issues of working with a control room remotely located, namely communication and exchange of data. Warminster have impressive security in place along with audit trail recording of all activity etc. but we need to be absolutely certain that our local Police can still work as closely as necessary with the control room.

Sgt James Twyford is providing revised Demand data and this valuable information will be used to guide the Scope-of Works stage.

***Office use:***

**Date of receipt by Proper Officer: 21/11/2022**

**Date of proposed council meeting for motion: 28/11/2022**

**Date/s of relevant resolutions:**

**(record full resolution/s here)**

**Motion accepted by Proper Officer: 21/11/2022**

**Motion rejected by Proper Officer:**

**Reasons for rejection:**

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## MELKSHAM TOWN COUNCIL

### Notice of Motion to next full Council on 28/11/2022

#### ***To agree to fund an update on the feasibility of Hydro-Generation on the River Avon here in Melksham***

**Proposed by: Councillor Colin Goodhind**

**Seconded by: Councillor Saffi Rabey**

**Dated: 21<sup>st</sup> November 2022**

- **Purpose of the motion**

To agree funding an update to the 2012 'Initial Analysis of the Potential for a Hydro-Generation Scheme at the Melksham Gate' – This was produced by Potential Energy Projects Limited for Ken Oliver, then Canal Officer, at Wiltshire Council and accompanies this Motion as an Appendix.

- **Background (Including previous resolution/s made and date/s if applicable)**

This project was originally considered by the Wilts & Berks Canal Trust as part of the plans for the Melksham Link, a new canal linking the Kennet and Avon Canal to the original Wilts & Berks Canal north of Melksham via the River. The Hydro-Generation and Melksham Link projects are not inter-dependent and were paired simply for construction cost-effectiveness and both being on Wiltshire Council-owned land.

- **Current Situation**

The Melksham Link project is progressing at a slower pace than was hoped so as Hydro-Generation is a project in its own right the canal Trust felt that it was something that presented a great opportunity for Melksham. The potential economic and environmental benefits are especially important and topical now and advances in hydro turbine technology are likely to produce even better results. The 2012 study makes many references to the canal but ignoring those references to locks etc. leaves a very informative and highly relevant document. The reference to an additional weir downstream can also be ignored as that isn't now considered necessary.

- **What financial implications are there?**

The overall cost of the project is likely to be around £500k but the cost of the study update has been quoted at £3,600 + vat.

- **How does the motion link to Town Council policies and core values?**

The Motion has strong links to the Council's desire to address climate change, biodiversity and the environment.

- **What risks are there? (Provide a risk assessment)**

These will be addressed as and when appropriate during the planning process and with installers prior to commencing work.

- **What crime and disorder implications are there?**

N/A

- **What environmental and biodiversity considerations are there?**

Pages 14 and 15 of the study address conservation and fish and eel welfare. The Environment Agency has a 'Fish pass manual' and EA approval will be required for this and no doubt other aspects of the project. There's an obvious typo under the 'Location' heading on page 14 where it refers to turbines being located so they're an impediment to flood flows, the word **not** is missing!

- **What safeguarding concerns are there?**

N/A

- **Motion**

To agree to fund an update to the 2012 'Initial Analysis of the Potential for a Hydro-Generation Scheme at the Melksham Gate' at a cost of **£3,600** to be carried out by Stroud-based Renewables First for the Wilts & Berks Canal Trust to potentially directly benefit Melksham.

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

Supports our commitment to environmentally-friendly projects and actions.

- **Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?**

Voiced in general terms which attracted wide verbal support.

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

Confirm decision to the Wilts & Berks Canal Trust via Paul Lenaerts and confirm anticipated completion date for the update\*.

Read the very informative Appendix and look forward to the update!

I've responded to an invitation to an on-line meeting at 10:00 on Wed 7<sup>th</sup> December organised by Ken Oliver. Taking part will be Ariane Crampton (Head of W.C. Climate Team) and John Lancaster (SW Net Zero Hub Project Manager) - <https://www.swenergyhub.org.uk/> This was the first date that could be arranged so no time to see who else was available. Will determine and share next steps to all.

\*FYI Renewables First who are providing the update installed a hydro scheme for Cotswold Canal Trust at Dudbridge - <https://cotswoldcanals.org/dudbridge-hydro-scheme-complete-2/>

**Date of receipt by Proper Officer: 22/11/2022**

**Date of proposed council meeting for motion: 28/11/2022**

**Date/s of relevant resolutions:**

**(record full resolution/s here)**

**Motion accepted by Proper Officer: 22/11/2022**

**Motion rejected by Proper Officer:**

**Reasons for rejection:**

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