



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
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 J Oatley
Councillor T Price (Deputy Town Mayor)
Councillor S Rabey

19 June 2023

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summoned to attend the **Full Council** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 26th June 2023** commencing at **7.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting in person, alternatively the public and press may join the meeting via Zoom.

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

Yours sincerely

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

Melksham Town Council
Full Council
Monday 26 June 2023
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/83669876198?pwd=WlAvY1ZsYVNyUIM3VktqajFzOHhtdz09>

Meeting ID: 836 6987 6198

Passcode: 481965

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

Email: towncouncil@melksham-tc.gov.uk **Web:** www.melksham-tc.gov.uk
Facebook: facebook.com/melksham.town

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 - 18)

To confirm as a correct record the minutes of the Annual Meeting meeting held on Monday 15 May 2023. Members to note that the minutes of the Annual Meeting on 15th May 2023 have been unpublished for the following reasons:

- To allow the numbering of items to be changed from /22 to /23.
- To amend the record of Outside Bodies membership as follows:
 - Neighbourhood Plan sub-group
 - Design Guides Forgacs, S Crundell rather than Forgacs
 - Housing Aves, Mortimer rather than Aves, S Crundell

To confirm as a correct record the minutes of the Full Town Council meeting held on Monday 22 May 2023.

5. Town Mayor's Announcements

6. Reports from Unitary Councillors

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

7. Cheque Signatories and Payment Authorisation

To appoint members, in addition to those appointed at the meeting on 15th May 2023, for the signing of cheques and payment authorisation.

8. Detailed Income & Expenditure Report - Year End 31.3.2023 (Pages 19 - 30)

To note the Income and Expenditure report.

9. Asset Register 2023 (Pages 31 - 32)

To receive and note the Asset Register for 2023-2023.

10. Internal Auditor's Report 2022 - 2023 (Pages 33 - 44)

To receive and adopt the Internal Auditor's Report 2022-2023 and note that the recommendations therein have been acted upon (see attached).

11. External Audit 2022 - 2023 - Approval of the Annual Governance Statement and Accounting Statements (Pages 45 - 50)

11.1 Annual Governance and Accountability Return 2022-2023

Members requested to approve the accounting statements as outlined in Section 1 of the Annual Return. The Annual Return must be signed by the Town Mayor, Councillor S Crundell, or in his absence, by the appointed Chair of the meeting. The document must also be signed by the Town Clerk/RFO. Full statement attached.

11.2 Accounting Statements 2022-2023

Members requested to approve, by formal resolution, the accounting statements as outlined in Section 2 of the Annual Return. The Annual Return must be signed by the Town Mayor, Councillor S Crundell, or in his absence, by the appointed Chair of the meeting. The document must also be signed by the Town Clerk/RFO. Full statement attached.

11.3 The Clerk is setting the commencement date for the exercise of public rights as Wednesday 28 June 2023 and ending on Tuesday 8 August 2023.

12. Insurance Policy Renewal (Pages 51 - 64)

Policy renewed on 1st June 2023 after review as the 2nd year of a 3 year policy.

13. Proposed lighting for Bowmans Court to Forest Community Centre Access Road (Pages 65 - 66)

To consider a proposal from Councillor Oatley to install lights in Bowmans Court to Forest Community Centre Access Road.

14. Remit of Melksham Assembly Hall Working Group (Pages 67 - 80)

On 5 June 2023 the Asset Management and Amenities Committee discussed a proposal from Councillor Ellis (see attached) and resolved as follows.

Minute 163/23.

That the town council register its interest in the Blue Pool site with Wiltshire Council, establish a timeline and find out whether any potential procurement would be pre or post demolition, enquire about access to the site from the Campus end of the site.

That the Assembly Hall Working Group Terms of reference are amended at the next Full Council meeting which will enable input from volunteers in the community on potential proposals for the site which will include the Town Hall, 31 Market Place and the Art House Cafe.

That the Friends of Melksham Assembly Hall are asked to come up with proposals.

That the matter be referred to Full Council to decide on the remit of the working

group.

Current terms of reference are attached.

A further proposal has now been received from Councillor Ellis as follows:

Request to Full Council to reconfigure the Assembly Hall Working Group, with members of the Friends of Melksham Assembly Hall, into a working group of the full council to investigate and progress the future of the Assembly Hall, the linked building currently the Blue Pool and the immediate surrounds bordering the Campus.

Next steps:

1. Authorise the Assembly Hall Working Group, to comprise current members and representatives of the Friends of Melksham Assembly Hall and museum and hub interests, to investigate the possible further with a structural survey leading to an outline business case and costing. We would request a budget of around £5000 for this initial professional work. The group will also be informed by the needs assessment, Cluster 1 research by the neighbourhood plan team, and further user and community interaction.
2. To gain access for members of FoMAH and AHWG already involved to the Blue Pool to help the team evaluate the possible and to get a measure of the building and opportunities so that we can fill in the details
3. To progress liaison with Wiltshire Council concerning the transfer of the Blue Pool to the ownership of the Town Council should an agreement be reached between the parties and that to be fitting with the strategic plans of the Town Council.
4. To allow these groups concerned to meet within the Assembly Hall or other available Town council rooms to progress their work, with internal accounting to cover the costs thereof as with other working groups.

The outcomes from the above will be a feasibility report to full council. Should the group consider option(s) practical and recommendable, it will include a road map to decide and progress the project looking at the ultimate use / needs for Melksham and how we would get there and provide an affordable and sustainable set of facilities into the future, looking ahead at the next 15 years.

A meeting of AHWG/FoMAH is proposed for the evening of Tuesday 4th July (or 5th if better) with an agenda to include composition, terms of reference, appointment of officers, allocation of initial roles and business plan.

15. Christmas Light and Fair Event

To consider and approve the resolution of the Community Development Committee on

Monday 12th June 2023 , namely

“It was proposed by Councillor Oatley seconded by Councillor Rabey and **RESOLVED** to recommend to Full Council an increase in the Christmas Event budget of no more than £5000 to be met from the General Reserve.”

16. Committee Minutes

16.1 Asset Management and Amenities Committee (Pages 81 - 90)

To receive the minutes of the Asset Management and Amenities Committee meeting held on 11 April 2023 and the draft minutes of the meeting held on 5 June 2023.

16.2 Community Development Committee (Pages 91 - 94)

To receive the draft minutes of the Community Development Committee meeting held on 12 June 2023.

16.3 Economic Development and Planning Committee (Pages 95 - 104)

To receive the minutes of the Economic Development and Planning Committee meeting held on 9 May 2023 and the draft minutes of the meeting held on 30 May 2023.

16.4 Staffing Committee (Pages 105 - 110)

To receive the minutes of the Staffing Committee meeting held on 10 May 2023 and the draft minutes of the meeting held on 15 June 2023.

17. Neighbourhood Plan

Update from Town Council representatives on the group.

17.1 Local Green Space designation (Pages 111 - 116)

To note and discuss the letter from The Joint Neighbourhood Plan Group of 8th June 2023.

18. Items for Information

None.

Melksham Town Council

Minutes of the Full Council meeting held on Monday 15th May 2023

PRESENT:

Councillor S Crundell (Town Mayor)
Councillor T Price (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 S Mortimer
Councillor J Oatley
Councillor S Rabey

IN ATTENDANCE: One member of the press and six members of the public were present and three members of the public were present virtually

OFFICERS:	Linda Roberts	Town Clerk
	Andrew Meacham	Committee Clerk

PUBLIC PARTICIPATION:

The Town Mayor invited members of the public to address council.

Mike Saunders remarked on the fact that a couple of officers have left the council who were part of the Environment and Climate Working Group. He was disappointed that the wider membership had not been advised. He asked if it was possible to have a list of officers' names and contact details.

Terri Welch wanted to bring to council's attention the situation with the Weir gate which is currently owned by Cooper Tires. Terri reported that the Environment Agency were not willing to take on the responsibility. Terri thought the town council should be aware as it is a key element in preventing the town centre from flooding.

Robert Carter asked some questions on responsibility for:

- Footpath clearing
- Events and carnivals, particularly the Jubilee Celebrations and the Coronation Event, asking how events were planned

- Public consultation
- The decision to cancel the Sunday (Coronation) event
- Ceremonial aspects of the town
- The union flag on the Town Hall not fitting for the Coronation, adding that it is important that the Town Hall is kept looking at its best
- The planting on the roundabout
- Weeds in the Market Place
- Decisions on weeding and trimming
- The budget spent on lights in the park
- Engaging volunteers to assist with events etc

491/23 Election of Town Mayor

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

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

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

The newly elected Town Mayor assumed the chair.

492/23 Declaration of Acceptance of Office

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

493/23 Outgoing Mayor's Address

The Town Mayor, Councillor S Crundell gave an address which combined the Outgoing Mayor's address and the Newly Elected Mayor's Address.

It is with greatest pleasure that I address you tonight, as my year as your Mayor comes to a close.

This year has not been without significant challenges, as every member in this chamber is aware. But as from every winter comes spring, I have myself in full confidence that, as a team, we are working constructively on a path of recovery. I am extremely grateful to every councillor who has worked to be a part of this, and I hope that we can continue in this cooperative spirit to see all of our recommendations implemented in full.

Community is the foundation upon which we build our town and the driving force behind everything that we do. Our shared commitment to community is what sets us

apart and makes our town a truly special place to call home. My sincere thanks are owed to all councillors who volunteer to make our town's events possible, with special thanks to the councillors who go above and beyond in their volunteering commitment: Aves, Mortimer, Houghton, Rabey, Price, Goodhind, and Ellis. And we must also commend the fantastic work of our officers, particularly Gloria and Sara, who have recently organised yet another wonderful town event to be proud of in the celebrations of the King's Coronation.

As a town, we have shared moments of jubilation and sorrow. The Platinum Jubilee of Her Late Majesty Queen Elizabeth II was a magnificent celebration that brought together thousands of residents in the Market Place. The air was filled with the sounds of laughter and fun as fairground rides, stalls, and live music created a vibrant atmosphere. The Town Hall showcased a Royal photo exhibition, and the Red Arrows surprised us with a spectacular flyover.

But when the news of our Queen's death reached our ears, our hearts were heavy with grief. The loss of such a remarkable monarch touched the souls of many. In the wake of her majesty's death, our community paid heartfelt tributes and sent messages of condolences to Buckingham Palace. It was a poignant moment, one that stirred our emotions and reminded us of the love and admiration we have for the Queen.

The proclamation of King Charles III was a duty that I had hoped I would never have to fulfil as Mayor, but I was proud to witness the sombre reverence and phenomenal community spirit that Melksham displayed. Let us continue to come together in times of joy and sorrow, and cherish the memories that we have shared as a town.

With this in mind, as I reflect on the past year, there is one moment that truly stands out to me - the magical evening of our Christmas lights switch-on. The town was bathed in a warm, twinkling glow, and the air was filled with the joy and excitement of the Christmas period. I am deeply grateful to Paul Weymouth and the Melksham Christmas Lights committee for their tireless dedication and hard work in creating such a spectacular display.

But the beauty of this event runs deeper than the sparkling lights and festive cheer. It is a symbol of the importance of community and the power of coming together to celebrate what truly matters. Christmas is a time of love, of giving, and of hope, and it is events like these that remind us of the goodness and magic that exists in our town.

I want to take this opportunity to express my appreciation for the incredible effort that goes into making events like these possible. The Town Council officers and councillors, and the many volunteers who give their time and energy to bring our town together are the backbone of Melksham. It takes an enormous amount of planning, coordination, and hard work to ensure that these events are a success, and we are lucky to have such dedicated and passionate individuals in our midst.

So, to our Town Council officers, councillors, Melksham Christmas Lights committee, and to all those volunteers numbering more than 40 who played a part in making our Christmas lights switch-on such a memorable occasion, I offer my heartfelt thanks. You have brought light and joy into our town during a dark and damp December, and for that, we are forever grateful.

Amidst the hustle and bustle of our town's events and celebrations, it is easy to overlook the critical work that goes on behind the scenes. To our Finance Officer Mel who has been busy working on our year end accounts. To Reece, Paul, Joe, Dave and

Hugh, we owe a debt of gratitude to their ceaseless commitment to ensuring our town looks clean, beautiful, and vibrant, and that our facilities, such as the much-loved splashpad, are available as an amenity to our residents.

To Kevin, Bruce, and our team of Assembly Hall staff we are grateful for your creativity, and determination to ensure that our town's assembly hall is a welcoming and accessible place to meet.

Our town council has been diligently working to address the pressing issues of our time, including establishing an Avon Tires working group to coordinate this council's work to support our fellow townsfolk in this difficult transition, but also to ensure the legacy of this great company is preserved for generations to come. Particular thanks are owed to Cllr Price for bringing his knowledge, enthusiasm, and experience to this effort.

More broadly, the times in which we live are a pivotal moment in our collective history, and we must act now to preserve the natural world for future generations. Britain is the most biodiversity-deficient country in Europe, and with Wiltshire being an agricultural county, it is more important than ever to ensure that our town adds to the ecological richness of the area, rather than detracting from it.

That is why our town council held its inaugural Climate Fest, where local groups came together to tackle the urgent issues of climate change and biodiversity loss. We distributed free saplings to every interested resident as part of our support for The Queen's Green Canopy, and we developed a tree planting strategy to enhance Melksham's ecological diversity. A huge thanks is owed to Cllrs Rabey, Aves, Ellis, Mortimer, as well as the dedicated group of community representatives on the Environment and Climate Working Group who work so hard to drive our work in the environmental domain.

These initiatives mark the beginning of our renewed focus on the environment, and we are committed to taking further steps to protect our natural world. The health of our planet and the diversity of our ecosystems are not just moral imperatives, but are essential for our survival and well-being. Although Melksham's contribution may be small by global standards, it is crucial that we play our part in addressing the biodiversity crisis, and by doing so, we can have a significant impact on our bit of England and perhaps beyond.

As we look to the future, let us remember that we are all stewards of the Earth, and we must work together to create a sustainable and thriving world. With the determination and dedication of our town council and community, I have myself in full confidence that we can rise to the challenges of our time and leave a positive legacy for generations to come.

This legacy must also be evident in our town's assets, which the council has been busy in improving. We have completed the long-awaited transfer of the Spiritualist Garden, which is now open to all residents to find peace and tranquillity. And we have invested in our playgrounds, with the installation of a new zipwire in King George V, new play equipment for the town's dog owners, and a planned programme of regeneration of our town's playgrounds. Fencing around King George V park will soon be replaced,

securing this vital community amenity for lawful recreation. Further, the Cricketer's Cafe will now be returned as a public amenity, serving residents who make use of our wonderful park. Special thanks are owed to Cllrs Hubbard, Aves, Goodhind and Ellis for their work in selecting the best candidate. This, combined with the demolition of the old maintenance shed, will vastly improve the scenery of the north of the park and make the facility far more welcoming to visitors.

Looking ahead, we will be expanding our CCTV network to ensure that areas prone to anti-social behaviour are safe for all residents, King George V playing fields will see the installation of new lighting, the footpath opposite Texaco on Sandridge road will be widened, and we will be putting our second Joint Neighbourhood Plan to the town in a referendum.

Amidst the hum of progress and the clamour of change, it is easy to lose sight of the importance of careful planning and the tireless work that goes into it. Yet, in Melksham, we know the value of such endeavours. The Melksham Joint Neighbourhood Plan is a colossal undertaking, a testament to the immense effort of our Neighbourhood Planning Team, composed of councillors and residents alike. Working alongside our neighbours, Melksham Without Parish Council, we have been busily working away on this project, for the good of the future of our town and its residents.

Their dedication has yielded an abundance of feedback from the heart of our community, with residents and local businesses alike offering their invaluable insights on how we can best shape the future of our town. The Plan is an opportunity for the people of Melksham to have a say on how developments are shaped in the future. We have received lots of feedback on infrastructure requirements, sustainable energy production, the retail offering and a Town Centre Masterplan, the protection of wild spaces, and so much more.

Neighbourhood Plans are no small feat, but they are a vital one. They provide a means for us to have a say in how our community develops, to determine the infrastructure we need, to shape the contours of our retail spaces, and to protect our wild spaces from the onslaught of development. While we may not have the power to affect the volume of house building, we have the power to shape the character of our community.

As we continue to build new homes and welcome new members to our community, it is crucial that we do so in a way that enhances the ecological diversity of our town, and that promotes community building. The Melksham Joint Neighbourhood Plan allows for community building, not merely housebuilding. Through the Plan, we have an opportunity to create a future that we can be proud of, one that reflects the voices and values of our town, and gives you, the people of Melksham, a voice that is protected in statute as to how our town grows in the coming decades.

I want to express my heartfelt appreciation to my esteemed colleagues on the council, our Clerk Linda Roberts, our dedicated staff, and the selfless volunteers who work tirelessly to make Melksham a town that we can all be proud of. It is because of your unwavering commitment and hard work that we have achieved so much progress this year. We have made progress, but let us not rest on our laurels. There is much more to be done, and we must continue our efforts to build a better, more sustainable future

for our town. We must work tirelessly to protect and preserve our natural environment, to create a community that is safe, welcoming, and prosperous for all.

494/23 Newly Elected Mayor's Address

See above.

495/23 Election of Deputy Mayor

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

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

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

496/23 Declaration of Acceptance of Office

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

497/23 Apologies

There were no apologies.

498/23 Declarations of Interest

There were no declarations of interest.

499/23 Minutes

The minutes of the Town Council meeting held on 27 February 2023 and the Extraordinary Town Council Meeting held on 28 March 2023, having previously been circulated were approved as a correct record and signed by the Town Mayor Councillor S Crundell.

500/23 Signing of Deeds and Legal Documents

It was **UNANIMOUSLY RESOLVED** that the Town Mayor, Councillor S Crundell, the Deputy Town Mayor, Councillor Price, Councillor Forgacs and Councillor Rabey would sign legal documents on behalf of the Council.

501/23 Standing Orders

Councillors discussed Standing Orders and a query was raised by Councillor Hubbard as to figures on the amendment. The Town Clerk to investigate and report back

Standing Orders would therefore stand adjourned until the next Full Council Meeting scheduled for 22 May 2023.

502/23 Financial Regulations 2023

Councillors discussed Financial Regulations 2023 and a query was raised by Councillor Hubbard as to figures on the amendment. The Town Clerk to investigate and report back to the Full Council Meeting scheduled 22 May 2023.

503/23 Investment Report

The Investment Report was noted.

504/23 Terms of Reference

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

UNANIMOUSLY RESOLVED to approve the Committee Terms of Reference.

505/23 Committees

Membership of Committees

Asset Management and Amenities Committee

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

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

Councillors, Aves, Cooke, S Crundell, Ellis, Forgacs, Goodhind, Hubbard, Oatley and Price.

It was **UNANIMOUSLY RESOLVED** to appoint the Deputy Town Mayor, Councillor Price as the Chair of the Committee and appoint Councillor Oatley as the Vice Chair.

Community Development Committee

It was proposed by Councillor Oatley, seconded by Councillor J Crundell and:

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

Councillors, Aves, J Crundell, Goodhind, Houghton, Mortimer, Oatley and Rabey.

It was **UNANIMOUSLY RESOLVED** to appoint Councillor Houghton as Chair of the Committee and appoint Councillor Rabey as Vice Chair.

Economic Development & Planning Committee

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

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

Councillors, Alford, Aves, Cooke, Ellis, Mortimer, Oatley, and Rabey.

It was **UNANIMOUSLY RESOLVED** to appoint Councillor Rabey as Chair of the Committee and Councillor Oatley as Vice Chair.

Finance, Administration and Performance Committee

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

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

Councillors, Cooke, J Crundell, Ellis, Forgacs, Hubbard, Mortimer, and Rabey.

It was **UNANIMOUSLY RESOLVED** to appoint Councillor Mortimer as Chair of the Committee and Councillor Rabey as Vice Chair.

Staffing Committee (to include the Mayor and Deputy Mayor)

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

UNANIMOUSLY RESOLVED to appoint Councillor Oatley to the Staffing Committee, Councillor Alford and Councillor Rabey were appointed as substitutes.

Council agreed to vote for membership of Working Groups en bloc. It was proposed by the Councillor Hubbard, seconded by Councillor Forgacs and

UNANIMOUSLY RESOLVED to appoint membership to the Working Groups as follows:

Assembly Hall Working Group:

Councillors Aves, Cooke, Ellis, Goodhind and Mortimer.

Budget Working Group:

Councillors Aves, Cooke, J Crundell, Ellis, Forgacs, and Mortimer.

Business Review Working Group:

It was **UNANIMOUSLY RESOLVED** to dissolve the working group.

Canal Working Group:

It was **UNANIMOUSLY RESOLVED** to dissolve the working group and to renew if planning for the canal proceeds.

CCTV and Community Safety Working Group:

Councillors Aves, Goodhind, Mortimer and Oatley.

CIL Funding Projects Working Group:

Councillors Alford, Ellis and Hubbard.

Community Arts Working Group:

It was **UNANIMOUSLY RESOLVED** to dissolve the working group and use the Community Development Committee to develop and or progress community art projects.

Environment and Climate Working Group:

Councillors Aves, J Crundell, Ellis and Mortimer.

Events

Councillors Aves, Goodhind, Houghton, Mortimer, Oatley and Price.

Melksham House and Blue Pool Strategy

It was **UNANIMOUSLY RESOLVED** to dissolve the working group.

Melksham House

Councillor Hubbard queried the purpose of this group as he believed the Town Council's bid had been refused. A decision on membership was deferred pending the Town Clerk confirming the situation.

Neighbourhood Plan Joint Steering

Councillors Aves and Ellis.

Councillors Cooke and Mortimer as substitutes

Publicly Owned Assets in Melksham Working Group:

It was **UNANIMOUSLY RESOLVED** to dissolve the working group.

Parks Working Group:

Councillors Goodhind, Hubbard, and Rabey.

Priority for People Working Group:

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

UNANIMOUSLY RESOLVED to rename this group the Town Centre Masterplan Working Group

Councillors Cooke, Ellis and Goodhind were appointed to the working group.

Shurnhold Fields:

Councillors Alford, Aves, Mortimer and Rabey.

Virtual Hub Working Group:

It was **UNANIMOUSLY RESOLVED** to dissolve the working group as the Virtual Hub work can be progressed through the Community Development Committee.

Cooper Tires:

Councillors Alford, S Crundell, Forgacs, Price and Rabey.

507/23 Outside Bodies

Council agreed to vote for membership of outside bodies en bloc. It was proposed by the Town Mayor, Councillor S Crundell, seconded by Councillor Oatley and:

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

Outside Body	Membership
2385 (Melksham) Air Training Corps	S Crundell, Mortimer
Area Board	Cooke
LHFIG	Aves
Carnival Committee	Mortimer
Melksham Adventure Centre	Mortimer
Melksham Almshouses Charities	J Crundell, Rabey
Melksham Community Transport	Ellis
Melksham League of Friends	J Crundell
Neighbourhood Plan	
Neighbourhood Plan sub-group: <ul style="list-style-type: none">• Canal Link• Climate Issues• Design Guides• Housing• Heritage	Goodhind Ellis Forgacs, S Crundell Aves, Mortimer Ellis

<ul style="list-style-type: none"> • Local Green Space • Proposed A350 Bypass • Town Centre 	Ellis Ellis, Hubbard Cooke, Ellis, Goodhind, Oatley and Rabey
North Operational Flood Working Group	
Rachel Fowler Centre Management Committee	S Mortimer
Riverside Club Management Committee	Hubbard
Shurnhold Fields Working Group	
Shurnhold Fields (Friends of)	Aves
Melksham Transport User Group	Aves
Wiltshire Association of Local Councils	S Crundell
Wiltshire, Swindon and Oxfordshire Canal Partnership	Ellis, Goodhind
The Chamber	
West Wiltshire – Elblag – Twinning Association	Aves

Meeting Closed at: 8.35 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Full Council meeting held on Monday 22nd May 2023

PRESENT:

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

IN ATTENDANCE: One member of the press and three members of the public were present, and one member of the public was present virtually

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Head of Operations
	Andrew Meacham	Committee Clerk

PUBLIC PARTICIPATION

The Town Mayor invited members of the public to address council.

Lisa Ellis asked the following questions:

- Can it be confirmed that the purchase of Melksham House by Melksham Town Council is now off the table because of Wiltshire Council's decision to accept their internal offer by SEND on the 14th of February 2023?
- Can it be confirmed that the Melksham Assembly Hall will remain at its present location, with necessary repairs made urgently to fix faults?
- Can it be confirmed that Melksham Town Hall will remain an asset of the Town Council?
- Will the Town Council work with interested community members in an open way to help take forward the town's assets for the benefit of our community including establishing a policy of having at least two members of the public on each working group?

The Town mayor, Councillor S Crundell confirmed that a written response would be provided.

Howard Jones referred to his Freedom of Information Request made 15 April 2023, chased on 17 May 2023 with a reply on 18 May 2023 stating the matter had been referred to the Historical Association. He wished to establish ownership of the Blue Pool and referenced the possibility of Wiltshire Council demolishing the site. He asked the following questions:

- Through Asset Transfer or other means as required would the Town Council consider acquiring the Blue Pool building in order to enhance the attached Assembly Hall with facilities such as an improved entrance and reception area, an increase to the number of men's and women's toilets and an accessible toilet, to establish a museum with the extra space available, to convert the current entrance to an emergency exit, to provide dedicated parking to ease the strain on parking in the Melksham Campus and provide better access to the new museum and Assembly Hall for those bringing equipment and bulky items into and out of the building?
- Can the hand out produced be included into the minutes of this meeting so it can be given full and serious consideration at the next meeting of the appropriate committee?
- Can the three Wiltshire Councillors representing Melksham take this request to Wiltshire Council for consideration?
- Why was my Freedom of Information request passed to a private organisation which is not subject to FOI

The Town Clerk advised Mr Jones that she had not seen his Freedom of Information request and the assets are in the ownership of Wiltshire Council so we would probably not be of much help. The Town Clerk also advised Mr Jones that his proposal document cannot be included in the minutes but that Councillors can read to document and it can be considered as an agenda item at a later date.

Mike Saunders asked the following questions:

- Could he request an answer to the question he raised at the meeting on 15 May 2023?
- Is the Council losing interest on the Environment and Climate Working Group?

Councillor S Crundell, the Town Mayor advised that new membership of the ECWG was elected at the last meeting and it remains an important group.

508/23 Apologies

Apologies were received from Councillor Cooke, Councillor J Crundell, Councillor Hubbard and Councillor Oatley

509/23 Declarations of Interest

There were no declarations of interest.

510/23 Questions from Councillors

There were no questions from Councillors.

511/23 Minutes

Councillor Mortimer's nomination as Deputy Mayor to be recorded.

The Town Mayor, Councillor S Crundell, suggested that future votes for Mayor and Deputy Mayor be by Recorded Vote.

Proposed by Councillor Forgacs, seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED that future votes for Mayor and Deputy Mayor be by recorded vote.

Councillor Ellis asked that when questions from a member of the public cannot be answered at the meeting it be minuted that someone will get back to them. The Town Clerk advised Public Participation was not an agenda item but an advisory note could be made.

Councillor Goodhind felt the minutes did not accurately reflect the questions out by Robert Carter. The Town Mayor and The Town Clerk confirmed a meeting had been held with Mr Carter earlier that evening.

Subject to above the minutes of 15th May 2023 having previously been circulated, were approved as a correct record and signed by The Town Mayor, Councillor S Crundell.

512/23 Town Mayor's Announcements

The Town Mayor announced the death of former Town Clerk Jean Harris. The Town Mayor said she would be remembered for her energy, enthusiasm and outstanding service.

513/23 Police Report

Sgt Rutter introduced herself and reported on recent action and future initiatives and concerns.

514/23 Reports from Unitary Councillors

Members received an update from Councillor Alford on Wiltshire Council's Climate Strategy, including

£3.6 million funding secured to reduce carbon footprint.

90 homes retro fitted to be energy efficient.

£50 million programme to insulate housing stock.

Plans to bring some housing in Wiltshire under the control of Wiltshire Council rather than Housing Associations.

£300000 Government funding for Woodland Area planting

Wiltshire Council's partnership with Solar Direct

Councillor Alford answered members questions relating to his report.

515/23 Accounts

515/23.1 List of Payments

Proposed by Councillor Forgacs, seconded by Councillor Rabey, and

RESOLVED to approve the list of payments circulated with the agenda pack.

515/23.2 Petty Cash

Proposed by Councillor Rabey, seconded by Councillor Forgacs, and

RESOLVED to approve the list of payments circulated with the agenda pack.

515/23.3 Monthly Financial Statement

Proposed by Councillor Forgacs, seconded by Councillor Aves, and

RESOLVED to note the monthly financial statement.

515/23.4 Detailed Income & Expenditure Report as at

Proposed by Councillor Rabbi, seconded by Councillor Forgacs, and

RESOLVED to note the Income and Expenditure Report.

516/23 Committee Minutes

516/23.1 Economic Development and Planning Committee

The minutes were received.

516/23.2 Finance Administration and Performance Committee

The minutes were received.

517/23 Finance Administration and Performance draft Minutes of 9 May 2023

It was proposed by Councillor Rabbi, seconded by The Deputy Town Mayor, Councillor Price, and

RESOLVED to approve the recommendation to add £2000 from the General Grant Budget to the General Reserve.

518/23 Staffing Committee

The minutes were received.

519/23 Working Group Minutes

The notes of The Environment and Climate Working Group were not attached to the agenda pack. This item is deferred to the next meeting

The notes of the Events Working Group meetings on 2 March 2023, 4 April 2023 and 2 May 2023 were received.

520/23 Neighbourhood Plan

Members noted the Neighbourhood Plans part in the refusal of planning permission for 210 houses south of Melksham Town. It was noted for the benefit of the public that the plan does not stop house building but ensures development is on a planned basis.

Regulation 14 protection comes to an end on 8 July 2023. Work is proceeding to get a new plan into place. The Town Clerk advised that the plan should be ready for Regulation 14 submission between July and September 2023.

521/23 Hire Charges

The report on pricing structures for the Town Hall and the Assembly Hall for 2023/2024 financial year was received.

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

RESOLVED to approve the proposed pricing structures.

522/23 For Information

522/23.1 Community Police Reports

The reports for February and March 2023 were received.

523/23 Wilts and Berks Canal Trust

The minutes of 21 February 2023 were received.

524/23 Standing Orders

Proposed by The Town Mayor, Councillor S Crundell, seconded by Councillor Mortimer, and

RESOLVED to approve the updated Standing Orders 2023.

525/23 Financial Regulations 2023

526/23 Procurement - Legal Topic Note 87

Proposed by Councillor Houghton, seconded by Councillor Ellis, and

RESOLVED to approve the updated Financial Regulations 2023.

527/23 Drainage at KGV

Questions were answered by the Head of Operations.

Proposed by Councillor S Crundell, the Town Mayor, seconded by Councillor Rabbi, and

RESOLVED to accept quote A.

Meeting Closed at: 8.45 pm

Signed:

Dated:

12/06/2023

Melksham Town Council LY PREV

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance, Admin & Performance</u>							
<u>101 Central Costs</u>							
4000 Salaries ENI & Pension	19,471	257,587	225,000	(32,587)		(32,587)	114.5%
4005 Temporary Staff	345	345	0	(345)		(345)	0.0%
4021 Stationery	465	1,091	2,750	1,659		1,659	39.7%
4023 Advertising	1,417	1,759	1,750	(9)		(9)	100.5%
4024 Equipment/furniture	0	29	3,000	2,971		2,971	1.0%
4026 Photocopier/copying	127	1,636	1,200	(436)		(436)	136.4%
4027 Telephones and Mobiles	131	2,437	3,000	563		563	81.2%
4028 Postage	40	297	400	103		103	74.2%
4029 Subscriptions	1,459	3,498	4,000	502		502	87.4%
4040 Information Technology/Hardware	646	11,161	17,500	6,339		6,339	63.8%
4042 Licences/Software	281	9,628	4,500	(5,128)		(5,128)	214.0%
4050 Legal	0	3,117	0	(3,117)		(3,117)	0.0%
4058 Insurance	70	37,109	9,750	(27,359)		(27,359)	380.6%
4061 Travel	119	496	500	4		4	99.2%
4075 Training	590	3,603	5,000	1,397		1,397	72.1%
Central Costs :- Indirect Expenditure	25,160	333,794	278,350	(55,444)	0	(55,444)	119.9%
Net Expenditure	(25,160)	(333,794)	(278,350)	55,444			
<u>110 Corporate Costs</u>							
1176 Precept Received	0	966,204	966,204	0			100.0%
Corporate Costs :- Income	0	966,204	966,204	0			100.0%
4017 Bank account fees	83	416	500	84		84	83.2%
4043 HR consultancy	0	19,056	5,000	(14,056)		(14,056)	381.1%
4050 Legal	0	7,880	500	(7,380)		(7,380)	1576.1%
4057 Accountancy and Audit	1,725	10,672	12,000	1,328		1,328	88.9%
4076 Health & Safety	1,020	1,020	2,500	1,480		1,480	40.8%
Corporate Costs :- Indirect Expenditure	2,828	39,045	20,500	(18,545)	0	(18,545)	190.5%
Net Income over Expenditure	(2,828)	927,159	945,704	18,545			
<u>115 Civic and Democratic</u>							
1016 Receipts - Mayors Reception	369	976	0	(976)			0.0%
Civic and Democratic :- Income	369	976	0	(976)			
4030 Town Crier's expenses	0	503	300	(203)		(203)	167.7%
4034 Councillors' training	0	250	2,000	1,750		1,750	12.5%
4062 Election Expenses	0	0	2,000	2,000		2,000	0.0%

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4070 Mayor's Allowance	0	1,000	1,000	0		0	100.0%
4085 Civic and Ceremonial	3,133	7,296	2,500	(4,796)		(4,796)	291.9%
4311 Remembrance Day	0	788	2,000	1,212		1,212	39.4%
Civic and Democratic :- Indirect Expenditure	3,133	9,838	9,800	(38)	0	(38)	100.4%
Net Income over Expenditure	(2,765)	(8,862)	(9,800)	(938)			
151 Grants							
4301 Grants	13,330	28,406	25,000	(3,406)		(3,406)	113.6%
4302 Grant CAB	0	5,000	5,000	0		0	100.0%
4303 Grant-4Youth	0	10,000	10,000	0		0	100.0%
4305 Grant Christmas Lights	0	10,000	10,000	0		0	100.0%
4306 Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%
4310 Grant Food and River Festival	0	3,000	3,000	0		0	100.0%
4317 Grant Carnival	0	2,500	2,500	0		0	100.0%
4330 Grant TIC	0	4,000	4,000	0		0	100.0%
Grants :- Indirect Expenditure	13,330	62,906	62,500	(406)	0	(406)	100.6%
Net Expenditure	(13,330)	(62,906)	(62,500)	406			
Finance, Admin & Performance :- Income	369	967,180	966,204	(976)			100.1%
Expenditure	44,451	445,582	371,150	(74,432)	0	(74,432)	120.1%
Movement to/(from) Gen Reserve	(44,082)	521,597					

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Asset Management & Amenities</u>							
<u>201 Town Hall</u>							
1034 Income Town Hall Bookings	1,930	3,332	1,000	(2,332)			333.2%
Town Hall :- Income	1,930	3,332	1,000	(2,332)			333.2%
4100 Gas	1,187	5,219	4,667	(552)		(552)	111.8%
4101 Electricity	362	4,409	3,334	(1,075)		(1,075)	132.2%
4102 Non Domestic Rates	0	9,356	10,000	644		644	93.6%
4103 Water Rates	0	1,486	1,800	314		314	82.5%
4104 Window Cleaning	0	1,420	1,600	180		180	88.8%
4106 Repairs and Maintenance	7,879	11,666	6,000	(5,666)		(5,666)	194.4%
4108 Service Contracts	730	6,101	10,240	4,139		4,139	59.6%
4109 Trade Waste	0	0	1,200	1,200		1,200	0.0%
Town Hall :- Indirect Expenditure	10,158	39,657	38,841	(816)	0	(816)	102.1%
Net Income over Expenditure	(8,228)	(36,325)	(37,841)	(1,516)			
<u>202 Asset and Amenities</u>							
1027 Income - Amenity Services	827	3,278	4,000	722			81.9%
1950 Sale of Assets	156	1,340	0	(1,340)			0.0%
Asset and Amenities :- Income	983	4,618	4,000	(618)			115.4%
4000 Salaries ENI & Pension	18,464	243,137	225,000	(18,137)		(18,137)	108.1%
4027 Telephones and Mobiles	123	1,721	1,800	79		79	95.6%
4108 Service Contracts	0	1,822	0	(1,822)		(1,822)	0.0%
4150 Uniform/PPE	113	951	2,400	1,449		1,449	39.6%
4151 Tools and Equipment	533	1,466	4,000	2,534		2,534	36.7%
4153 Vehicle Running Costs	(717)	5,137	7,000	1,863		1,863	73.4%
4156 Vehicle Leasing	945	11,834	13,000	1,166		1,166	91.0%
4163 Repairs and Maintenance	0	3,573	12,000	8,427		8,427	29.8%
4167 Street Furniture and Signage	0	2,655	10,000	7,345		7,345	26.5%
4177 Churchyard maintenance	0	340	1,500	1,160		1,160	22.7%
4186 Defibrillators	0	1,794	4,444	2,650		2,650	40.4%
4196 Container storage	0	900	0	(900)		(900)	0.0%
Asset and Amenities :- Indirect Expenditure	19,461	275,331	281,144	5,813	0	5,813	97.9%
Net Income over Expenditure	(18,478)	(270,713)	(277,144)	(6,431)			
<u>203 Allotments</u>							
1045 Income Allotments	1,690	4,640	5,000	360			92.8%
Allotments :- Income	1,690	4,640	5,000	360			92.8%

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4200 Water Rates - Allotments	0	538	1,800	1,262		1,262	29.9%
4201 Maintenance - Allotments	295	367	1,000	633		633	36.7%
Allotments :- Indirect Expenditure	295	905	2,800	1,895	0	1,895	32.3%
Net Income over Expenditure	1,395	3,735	2,200	(1,535)			
204 Pavilion and Car Park							
1046 Income - Pavilion	46	2,628	1,500	(1,128)			175.2%
Pavilion and Car Park :- Income	46	2,628	1,500	(1,128)			175.2%
4250 Telephone - Pavilion	30	366	300	(66)		(66)	122.1%
4252 Electricity	1,156	(4,901)	2,300	7,201		7,201	(213.1%)
4254 Water - Pavilion	0	394	1,200	806		806	32.8%
4255 Fire Safety Checks	0	102	250	148		148	40.8%
4256 Maintenance - Pavilion	1,407	5,964	2,000	(3,964)		(3,964)	298.2%
4257 Insurance - Pavilion	0	0	1,200	1,200		1,200	0.0%
4258 Pavilion Development	0	0	3,000	3,000		3,000	0.0%
4260 Non Domestic Rates - Car Park	0	(1,233)	2,000	3,233		3,233	(61.6%)
4261 Building Condition Reps Works	0	116	0	(116)		(116)	0.0%
Pavilion and Car Park :- Indirect Expenditure	2,592	808	12,250	11,442	0	11,442	6.6%
Net Income over Expenditure	(2,547)	1,820	(10,750)	(12,570)			
205 Public Toilets - Market Place							
1060 Contribution to running costs	4,091	4,091	7,500	3,409			54.5%
Public Toilets - Market Place :- Income	4,091	4,091	7,500	3,409			54.5%
4106 Repairs and Maintenance	0	799	2,000	1,201		1,201	40.0%
4180 Cleaning	1,007	6,923	15,000	8,077		8,077	46.2%
4185 Electricity supply: Toilets	601	2,022	2,133	111		111	94.8%
4913 Water	0	(913)	2,500	3,413		3,413	(36.5%)
Public Toilets - Market Place :- Indirect Expenditure	1,608	8,831	21,633	12,802	0	12,802	40.8%
Net Income over Expenditure	2,483	(4,740)	(14,133)	(9,393)			
206 Public Toilets - Bath Road							
4106 Repairs and Maintenance	350	1,857	0	(1,857)		(1,857)	0.0%
4180 Cleaning	1,230	4,920	0	(4,920)		(4,920)	0.0%
4185 Electricity supply: Toilets	0	605	0	(605)		(605)	0.0%
Public Toilets - Bath Road :- Indirect Expenditure	1,580	7,381	0	(7,381)	0	(7,381)	
Net Expenditure	(1,580)	(7,381)	0	7,381			

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
210 Corporate Properties							
1040 Income 31 Market Place	2,000	7,000	6,900	(100)			101.4%
1048 Income Art House Cafe	(500)	6,000	6,000	0			100.0%
Corporate Properties :- Income	1,500	13,000	12,900	(100)			100.8%
4175 Costs Art House Cafe	130	740	1,000	260		260	74.0%
4178 Costs Roundhouse	19	1,033	4,000	2,967		2,967	25.8%
4191 Costs 31 Market Place	0	485	500	15		15	97.0%
4810 Vat Adjustment Prior Year	493	493	0	(493)		(493)	0.0%
Corporate Properties :- Indirect Expenditure	642	2,751	5,500	2,749	0	2,749	50.0%
Net Income over Expenditure	858	10,249	7,400	(2,849)			
211 Art House Cafe							
4202 Gas	0	0	900	900		900	0.0%
4913 Water	0	0	600	600		600	0.0%
Art House Cafe :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%
Net Expenditure	0	0	(1,500)	(1,500)			
212 Round House							
4102 Non Domestic Rates	0	0	600	600		600	0.0%
4913 Water	0	0	240	240		240	0.0%
Round House :- Indirect Expenditure	0	0	840	840	0	840	0.0%
Net Expenditure	0	0	(840)	(840)			
213 31 Market Place							
4106 Repairs and Maintenance	0	0	1,200	1,200		1,200	0.0%
31 Market Place :- Indirect Expenditure	0	0	1,200	1,200	0	1,200	0.0%
Net Expenditure	0	0	(1,200)	(1,200)			
215 Depot							
4102 Non Domestic Rates	0	230	0	(230)		(230)	0.0%
4103 Water Rates	28	178	250	73		73	71.0%
4106 Repairs and Maintenance	0	155	1,500	1,345		1,345	10.3%
4159 Electric - Unit	153	963	2,400	1,437		1,437	40.1%
4160 Leasing	1,329	18,150	10,850	(7,300)		(7,300)	167.3%
4161 Rates-Unit at Bowerhill	0	2,065	2,472	407		407	83.6%
4184 Fire security: Unit	0	88	300	212		212	29.3%
Depot :- Indirect Expenditure	1,509	21,829	17,772	(4,057)	0	(4,057)	122.8%
Net Expenditure	(1,509)	(21,829)	(17,772)	4,057			

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
220 Play Areas and Open Spaces							
4157 Grasscutting	2,800	17,255	18,000	745		745	95.9%
4158 Replacement Play Equipment	0	9,821	50,000	40,179		40,179	19.6%
4165 Maintenance play areas	1,428	7,001	5,000	(2,001)		(2,001)	140.0%
4179 Tree Planting	0	0	15,000	15,000		15,000	0.0%
4193 Rospa checks: Play areas	995	1,390	1,100	(290)		(290)	126.3%
Play Areas and Open Spaces :- Indirect Expenditure	5,223	35,467	89,100	53,633	0	53,633	39.8%
Net Expenditure	(5,223)	(35,467)	(89,100)	(53,633)			
221 King George V Park							
4101 Electricity	0	40	0	(40)		(40)	0.0%
4106 Repairs and Maintenance	0	2,364	0	(2,364)		(2,364)	0.0%
4108 Service Contracts	0	2,174	0	(2,174)		(2,174)	0.0%
4199 Chemicals	2,461	6,793	10,000	3,207		3,207	67.9%
4313 Sports Roadshow	0	1,263	5,000	3,737		3,737	25.3%
4913 Water	0	0	2,200	2,200		2,200	0.0%
King George V Park :- Indirect Expenditure	2,461	12,632	17,200	4,568	0	4,568	73.4%
Net Expenditure	(2,461)	(12,632)	(17,200)	(4,568)			
405 Solar Farm Projects							
1182 Solar money received	0	44,190	38,620	(5,570)			114.4%
Solar Farm Projects :- Income	0	44,190	38,620	(5,570)			114.4%
4500 Solar Money Projects	0	0	38,620	38,620		38,620	0.0%
Solar Farm Projects :- Indirect Expenditure	0	0	38,620	38,620	0	38,620	0.0%
Net Income over Expenditure	0	44,190	0	(44,190)			
Asset Management & Amenities :- Income	10,240	76,498	70,520	(5,978)			108.5%
Expenditure	45,529	405,591	528,400	122,809	0	122,809	76.8%
Movement to/(from) Gen Reserve	(35,289)	(329,093)					

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Community Development</u>							
<u>302 Projects</u>							
1050 Grants Received	20,000	31,839	0	(31,839)			0.0%
1174 Christmas Income	800	2,642	0	(2,642)			0.0%
Projects :- Income	20,800	34,481	0	(34,481)			
4073 Environmental Projects	110	2,513	1,000	(1,513)		(1,513)	251.3%
4074 Neighbourhood Plan	3,617	24,457	5,000	(19,457)		(19,457)	489.1%
4078 Community Projects	0	16	1,000	984		984	1.6%
4080 Melksham in Bloom Competition	0	502	1,000	498		498	50.2%
4081 Melksham Art Project	0	110	2,000	1,890		1,890	5.5%
4083 Virtual Community Hub	0	0	1,200	1,200		1,200	0.0%
4304 Switch on Event	243	10,711	1,500	(9,211)		(9,211)	714.1%
Projects :- Indirect Expenditure	3,970	38,310	12,700	(25,610)	0	(25,610)	301.7%
Net Income over Expenditure	16,830	(3,829)	(12,700)	(8,871)			
<u>310 East Melksham Community Hall</u>							
4050 Legal	0	500	1,000	500		500	50.0%
East Melksham Community Hall :- Indirect Expenditure	0	500	1,000	500	0	500	50.0%
Net Expenditure	0	(500)	(1,000)	(500)			
Community Development :- Income	20,800	34,481	0	(34,481)			0.0%
Expenditure	3,970	38,810	13,700	(25,110)	0	(25,110)	283.3%
Movement to/(from) Gen Reserve	16,830	(4,329)					

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Economic Development</u>							
403 <u>Economic Dev. and Planning</u>							
1030 Income-Melksham Makers Market	0	2,043	1,000	(1,043)			204.3%
1089 Income-Hanging Baskets	0	1,328	0	(1,328)			0.0%
Economic Dev. and Planning :- Income	0	3,371	1,000	(2,371)			337.1%
4071 Town Floral Displays	835	9,566	10,000	434		434	95.7%
4086 Makers Market	1,442	1,442	0	(1,442)		(1,442)	0.0%
4308 CCTV	0	2,448	12,500	10,052		10,052	19.6%
4309 Newsletter	0	2,022	4,000	1,978		1,978	50.5%
4327 Community Development Support	0	0	750	750		750	0.0%
4354 Parking Scheme	399	985	1,500	515		515	65.7%
4356 Highways projects CATG	0	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	2,676	17,871	53,250	35,379	0	35,379	33.6%
Net Income over Expenditure	(2,676)	(14,500)	(52,250)	(37,750)			
Economic Development :- Income	0	3,371	1,000	(2,371)			337.1%
Expenditure	2,676	17,871	53,250	35,379	0	35,379	33.6%
Movement to/(from) Gen Reserve	(2,676)	(14,500)					

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Assembly Hall							
501 Assembly Hall Central Costs							
1000 Income-Assembly Hall Lettings	4,039	24,408	38,000	13,592			64.2%
1020 Miscellaneous Income	0	30	0	(30)			0.0%
Assembly Hall Central Costs :- Income	4,039	24,438	38,000	13,562			64.3%
4000 Salaries ENI & Pension	6,068	78,679	78,000	(679)		(679)	100.9%
4005 Temporary Staff	513	513	0	(513)		(513)	0.0%
4900 Uniforms	0	0	625	625		625	0.0%
4905 Cleaning Materials	309	1,664	700	(964)		(964)	237.7%
4907 Stationery/Printing/Postage	13	135	600	465		465	22.5%
4909 Licences	0	7,135	3,600	(3,535)	3,500	(7,035)	295.4%
4911 Electricity	1,733	16,935	13,200	(3,735)		(3,735)	128.3%
4912 Gas	13	276	1,000	724		724	27.6%
4913 Water	394	2,842	2,400	(442)		(442)	118.4%
4914 Rates	0	8,608	9,000	392		392	95.6%
4915 Equipment	0	717	0	(717)		(717)	0.0%
4916 Maintenance-Equipment	879	4,829	10,000	5,171		5,171	48.3%
4917 Service Contracts	1,010	11,264	7,200	(4,064)		(4,064)	156.4%
4918 Maintenance	0	1,834	12,000	10,166		10,166	15.3%
4922 Publicity & Marketing	360	3,171	4,800	1,630		1,630	66.1%
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	520	600	80		80	86.7%
4929 AIB	0	0	1,800	1,800		1,800	0.0%
4949 Provision/Hire Stage Lights	0	0	1,800	1,800		1,800	0.0%
4958 Event Security	435	1,489	2,400	911		911	62.0%
Assembly Hall Central Costs :- Indirect Expenditure	11,857	140,610	156,685	16,075	3,500	12,575	92.0%
Net Income over Expenditure	(7,819)	(116,171)	(118,685)	(2,514)			
510 Assembly Hall Events							
1004 Film shows	0	75	2,000	1,925			3.8%
1173 Live Entertainment	11,052	47,607	43,000	(4,607)			110.7%
Assembly Hall Events :- Income	11,052	47,682	45,000	(2,682)			106.0%
4919 Films: expenses and contract	0	12	2,000	1,988		1,988	0.6%
4954 PA and Lighting Costs	850	3,145	6,000	2,855		2,855	52.4%
4960 Live entertainment:	7,616	31,608	40,000	8,392		8,392	79.0%
Assembly Hall Events :- Indirect Expenditure	8,466	34,765	48,000	13,235	0	13,235	72.4%
Net Income over Expenditure	2,586	12,917	(3,000)	(15,917)			

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
520 Assembly Hall Bar and Catering							
1001 Income-Assembly Hall Bar	10,147	49,086	60,750	11,664			80.8%
1003 Income Food and Snacks	0	400	21,500	21,100			1.9%
Assembly Hall Bar and Catering :- Income	10,147	49,486	82,250	32,764			60.2%
4901 Catering Stock Purchases	29	49	10,752	10,703		10,703	0.5%
4903 Bar Stock Purchases	3,582	20,837	30,575	9,738		9,738	68.2%
Assembly Hall Bar and Catering :- Indirect Expenditure	3,611	20,886	41,327	20,441	0	20,441	50.5%
Net Income over Expenditure	6,536	28,600	40,923	12,323			
Assembly Hall :- Income	25,237	121,607	165,250	43,643			73.6%
Expenditure	23,934	196,261	246,012	49,751	3,500	46,251	81.2%
Movement to/(from) Gen Reserve	1,303	(74,654)					

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
901 <u>Earmarked Reserves</u>							
1180 CIL Received	0	317,931	0	(317,931)			0.0%
Earmarked Reserves :- Income	0	317,931	0	(317,931)			
9202 Unplanned Maintenance	(3,322)	6,671	65,780	59,109		59,109	10.1%
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%
9232 Street Furniture	0	0	6,837	6,837		6,837	0.0%
9243 Green Spaces	0	0	10,743	10,743		10,743	0.0%
9244 Major Projects Reserve	3,500	15,503	290,948	275,445		275,445	5.3%
9245 Solar Money	0	0	95,933	95,933		95,933	0.0%
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%
9248 CIL	6	1,472	369,022	367,550		367,550	0.4%
9249 Jubilee Celebrations	68	3,000	3,000	0		0	100.0%
Earmarked Reserves :- Indirect Expenditure	251	26,646	905,093	878,447	0	878,447	2.9%
Net Income over Expenditure	(251)	291,285	(905,093)	(1,196,378)			
<u>902 Sinking Funds</u>							
9203 Recreation Fund	0	0	2,130	2,130		2,130	0.0%
9228 Office Equipment	0	0	4,275	4,275		4,275	0.0%
9233 Equipment Replacement	0	0	21,000	21,000		21,000	0.0%
Sinking Funds :- Indirect Expenditure	0	0	27,405	27,405	0	27,405	0.0%
Net Expenditure	0	0	(27,405)	(27,405)			
Earmarked Reserves :- Income	0	317,931	0	(317,931)			0.0%
Expenditure	251	26,646	932,498	905,852	0	905,852	2.9%
Movement to/(from) Gen Reserve	(251)	291,285					
Grand Totals:- Income	56,646	1,521,067	1,202,974	(318,093)			126.4%
Expenditure	120,811	1,130,761	2,145,010	1,014,249	3,500	1,010,749	52.9%
Net Income over Expenditure	(64,165)	390,306	(942,036)	(1,332,342)			
Movement to/(from) Gen Reserve	(64,165)	390,306					

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Melksham Town Council
Summary of Fixed Assets 31.3.2023

Description	Cost				
	B/fwd	Added	Disp.	Rev	C/fwd
Land and Buildings	4,779,197	0	0		4,779,197
Open Spaces/Play Areas	586,152	0	0		586,152
Grounds Equipment	71,329	0	-2,200		69,129
Office/Town Hall/Assembly Hall	58,337	0	0		58,337
Infrastructure Assets	160,146	3,891	0	0	164,037
Community Assets	34,217	0			34,217
Assemmbly Hall	249,982	0	0	0	249,982
	5,939,360	3,891	-2,200	0	5,941,051

Insurance Values

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MULBERRY & CO

Chartered Certified Accountants
& Chartered Tax Advisors

9 Pound Lane
Godalming
Surrey, GU7 1BX

t + 44(0)1483 423054
e office@mulberryandco.co.uk
w www.mulberryandco.co.uk

Our Ref: MARK/MEL004

Mrs L Roberts
Melksham Town Council
Town Hall
Market Place
Melksham
Wiltshire
SN12 6ES

13 June 2023

Dear Linda

Re: Melksham Town Council
Internal Audit Year Ended 31 March 2023 – Year-End Audit report

Executive summary

Following completion of our year-end internal audit on 13 June 2023 we enclose our report for your kind attention and presentation to the council. This report should be considered alongside the interim audit report issued following our interim audit on 16 December 2022. The audits were conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Melksham Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co, who has over 30 years' experience in the financial sector with the last 13 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2022/23 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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D	BUDGET, PRECEPT AND RESERVES	✓	✓	5
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I	BANK AND CASH	✓	✓	6
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Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments on actions taken since interim visit
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	Although the Register of Members Interests forms are published on the Wiltshire Council site, there does not appear to be a link on the Town Council website, and I recommend this is added.	Website has been updated and I was able to verify a working link at the year-end audit.
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I recommend reviewing the way the information is published on the website of Upper Beeding Parish Council as a best practice example via this link www.upperbeeding-pc.gov.uk/finance-transparency	Council has approved a way to upload the relevant documentation, and this will be reviewed at the next interim visit.
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I noted some anomalies with practices identified elsewhere in this report and recommend that these are aligned during the review of the risk assessment in January 2023.	Policies amended and aligned, and consistency will be reviewed at next interim visit.
RISK MANAGEMENT AND INSURANCE	I recommend the council reviews the level of the Internal Crime insurance to ensure it covers the maximum balance likely to be held by the council during the year.	Council has requested increase in Fidelity Guarantee level to £1.2 million. See comments included in section C of this report.
PETTY CASH	I recommend that the council updates its Financial Regulations to accurately reflect who is authorised to have a debit card, and that procedures are put in place to ensure that the card is only used by the named individual authorised to do so.	Financial Regulations are in the process of being updated and adopted and these will be reviewed at the next interim visit.
BANK AND CASH	Bank reconciliations have not been completed in accordance with the financial regulations for the current financial year, and I will need to see evidence of this practice having been reinstated for me to provide a positive sign-off for this control objective.	Council has put in place practices to ensure this now happens, and compliance with this requirement will be checked at the next interim visit.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS**Internal audit requirement**

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Confirm that the council is compliant with GDPR.

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2023) contains updated guidance on the matter as below:

The importance of secure email systems and GOV.UK

5.205. All authorities except parish meetings must now have an official website. To comply with GDPR, councils should provide official email accounts for their councillors as well as for their clerk and other officers.

5.206. When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the official GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain.

5.207. Using a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security awareness, so a GOV.UK domain can also help to build trust, and credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.

5.208. For the purposes of user management, councils should ensure that the proper officer can add and remove member and staff email accounts. Commercial 'dashboard' email and web systems offer centralised searching of all data contained within the system for effective compliance with GDPR Subject Access Requests and Freedom of Information Requests.

I recommend the council follows the JPAG guidance on emails for councillors and that all councillors continue to use their official email accounts for all council business.

Check that the council's Finance Regulations are being routinely followed.

Sample testing of invoices and payments was completed at the interim audit, and I am satisfied that the council continues to follow its adopted Financial Regulations.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.82 per elector.

The council has adopted the General Power of Competence (GPC) and the section 137 thresholds do not apply.

Confirm that checks of the accounts are made by a councillor.

The system noted above, and the detailed checks completed at the interim visit, confirms that internal review takes place, and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

At the interim audit, I recommended the council reviews the level of the Internal Crime insurance to ensure it covers the maximum balance likely to be held by the council during the year, as it was £1 million at that time.

The council has confirmed this level has been increased to £1.2 million with the insurance company, but year-end balances are over £1.3 million and are likely to be higher during the year based on receipt of the precept instalments, and as such I recommend the council sets this limit at a level to cover the maximum balances held for the year.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

“We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.”

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

There is evidence of regular reviews of budget performance taking place throughout the year, with this documented within the minutes of meetings.

At the end of the financial year, the council held £482,869 in earmarked reserves (EMR), with further amounts specifically set aside for Community Infrastructure Levy (CIL) receipts of £367,550 and from the Solar Farm £95,933. This leaves circa £360,000 in the general reserve.

The Joint Panel on Accountability and Governance (JPAG) Practitioner’s guide states ‘the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority’s general reserve is that this should be maintained at between three and twelve months of net revenue expenditure’ (para 5.33).

The general reserve balance is within the recommended range.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied.

Audit findings

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and confirmed that this includes only salary payments, HMRC payments and pension contributions.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register.

The council has no borrowing nor long-term investments.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

I reviewed the March 2023 bank reconciliation and was able to confirm the balances to the bank statements and found no errors.

As the council's budget exceeds the €500,000 threshold, there is no protection available from the Financial Services Compensation Scheme (FSCS). I note the council has mitigated this risk by opening accounts with different providers.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting. **COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ANNUAL ACCOUNTS).**

Section 1 – Annual Governance Statement

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	<i>'Yes', means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2021/22 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts

Section 2 – Accounting Statements

AGAR box number		2021/22	2022/23	Internal Auditor notes
1	Balances brought forward	857,863	920,205	Agrees to 2021/22 carry forward (box 7)
2	Precept or rates and levies	918,750	966,204	Figure confirmed to central records
3	Total other receipts	218,214	554,863	Agrees to underlying records
4	Staff costs	603,944	579,403	Agrees to underlying records
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	470,678	551,358	Agrees to underlying records
7	Balances carried forward	920,205	1,310,511	Casts correctly and agrees to balance sheet
8	Total value of cash and short-term investments	965,833	1,346,668	Agrees to bank reconciliation
9	Total fixed assets plus long-term investments and assets	5,939,359	5,970,622	Matches asset register
10	Total borrowings	0	0	Verified against PWLB records
11a	Disclosure note re Trust Funds (including charitable)	N/A	NO	No – the council is not a sole trustee
11b	Disclosure note re Trust Funds (including charitable)		N/A	N/A – the council is not a sole trustee

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation explained using the accounting records. I tested the debtors, creditors and accruals with the Clerk and am satisfied that these are all legitimately posted to the accounts.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2021/22.

The variance analysis has been completed to explain the variances exceeding 15% where required, and in my opinion, contains sufficient narrative and quantitative information for the External Auditor.

K. LIMITED ASSURANCE REVIEW**Internal audit requirement**

IF the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2021/22 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION**Internal audit requirement**

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

This internal control objective has changed since last year. Where previously it related to the relevant Transparency Codes, a council with annual turnover exceeding £25,000 was recommended to follow the Local Government Transparency Code 2015, but it was not a statutory requirement.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm the council met the requirements of this control objective.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2021/22 Actual	2022/23 Proposed
Date AGAR signed by council	20 June 2022	26 June 2023
Date inspection notice issued	27 June 2022	27 June 2023
Inspection period begins	28 June 2022	28 June 2023
Inspection period ends	8 August 2022	8 August 2023
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2021/22, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

I was able to confirm that the proposed dates for 2022/23 as discussed with the Clerk during our call meet the statutory requirements.

Achievement of control assertions at year-end audit date

Based on the tests conducted during the year-end audit, our conclusions on the achievement of the internal control objectives are summarised in the table below and are reflected in the completion of the Annual Internal Audit Report within the AGAR.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M	The authority, during the previous year (2021-22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N	The authority has complied with the publication requirements for 2021/22 AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Andy Beams
For Mulberry & Co

Year-End Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
RISK MANAGEMENT AND INSURANCE	The council has confirmed the Internal Crime level has been increased to £1.2 million with the insurance company, but year-end balances are over £1.3 million and are likely to be higher during the year based on receipt of the precept instalments, and as such I recommend the council sets this limit at a level to cover the maximum balances held for the year.	

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Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		✓

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

Melksham Town Council

www.melksham-tc.gov.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

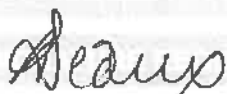
16/12/2022

13/06/2023

Name of person who carried out the internal audit

Andy Beams, Mulberry & Co

Signature of person who carried out the internal audit



Date

13/06/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

El Melksham Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

26/06/2023

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.melksham-tc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

Melksham Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	857,863	920,205	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	918,750	966,204	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	218,214	554,863	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	603,944	579,403	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	470,678	551,358	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	920,205	1,310,511	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	965,833	1,346,668	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5,939,359	5,941,051	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

26/06/2023

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

EM Melksham Town Council TY

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Renewal Premium Summary

The table below represents our recommendations in relation to your requested covers.

Policy Type	Insurer	Effective Date	Quoted / Renewal	Premium (GBP)	Premium Tax (GBP)	VAT (GBP)	Admin Fee (GBP)	Total (GBP)
Commercial Combined	Aviva Insurance Limited	01/06/23	Renewal	30,150.50	3,618.06	0.00	25.00	33,793.56
PA and Business Travel	Aviva Insurance Limited	01/06/23	Renewal	422.04	50.64	0.00	25.00	497.68
Engineering Inspection	Allianz Engineering	01/06/23	Renewal	353.62	70.72	70.72	25.00	449.34
Total				30,926.16	3,739.42	70.72	75.00	34,740.58

Note

Please note that we have incorporated all of the renewal changes you kindly identified and index linking where applicable.

With effect from renewal Aviva have improved the event restriction endorsement as follows:

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 other than where hired in, and operated by the supplier
- (4) Bodily Injury or Damage to Property arising from go-karting, quad biking or motor sports parachute jumping, paragliding or parascending bungee jumping or abseiling ballooning or other flying activities weapons passenger carrying amusement devices remote controlled model aircraft animal rides pyrotechnics.

(5) events where combined numbers of participants and spectators on site exceed 2,000 at any one time

ACTIONS YOU MUST TAKE

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

Inflatable Devices Condition


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 inflatable devices that

- a) You have in place a system of check to ensure that the supplier(s) of the inflatable device(s) has Public and Products Liability insurance and that You keep a written record of their insurer and policy number, and
- b) the limit of indemnity under such policy is at least equivalent to the limit of indemnity under the Public and Products Liability Section of this policy.

the supplier must have sufficient training and knowledge to understand the procedures and rules regarding the safe use and operation of such devices.

the maximum number of persons allowed in or on such devices at any time will not exceed the number outlined in the manufacturers' guidelines or recommendations and such devices are supervised at all times by the supplier

all outdoor devices have adequate anchorage points which must be used at all times.

Approved	
Authorised	
Date	31.5.23
Budget Code	
Payment Method	
Officer Entering Payment	

Proposed Strategy

Policy Type	Notes
Commercial Combined	Aviva Renewal
PA and Business Travel	Aviva Renewal
Engineering Inspection	Allianz Renewal

JAMES HALLAM INSURANCE BROKERS
SPARGO HOUSE
10 BUDSHEAD WAY
PLYMOUTH DEVON
PL6 5FE

ENGINEERING NORTHERN
57 LADYMEAD
GUILDFORD
SURREY, GU1 1DB

Tel: (01483) 265 908
Fax:

Date: 21st April 2023

RE: MELKSHAM TOWN COUNCIL
Policy number: 18/NZ/28723620/6
Renewal of Machinery Options Policy

This Inspection Contract and/or insurance Policy are due for renewal on 1st June 2023. We are pleased to enclose the renewal Schedule which sets out the details of your Inspection Service and/or insurance cover (as requested) with effect from the renewal date.

The renewal Schedule, Inspection Contract and/or insurance Policy wording (as applicable) should be read carefully together to ensure that the Inspection Service and/or insurance cover is as required. If you require a copy of the booklet containing the Inspection Contract and the insurance Policy wording, or a copy of the Policy Overview, please contact us.

The inspection Fee and/or insurance Premium due is £424.34 including tax. VAT documents are enclosed where applicable. The renewal terms have been issued on the basis of the Plant information held by ourselves. The inspection Fee and/or insurance Premium have been calculated based on the attached Plant Schedule for the Period of Cover stated in the renewal Schedule. If, following a subsequent inspection(s) during the Period of Cover, the inspection Fee and/or insurance Premium exceeds or falls short of the renewal inspection Fee and/or insurance Premium based on more or less or different Plant then the Insured shall pay or the Insurers shall refund the difference in the inspection Fee and/or insurance Premium.

We trust these renewal terms are acceptable, however should you wish to discuss any aspect of this renewal including the inspection fee and/or insurance Premium quoted or the terms and conditions or require any assistance in securing renewal then please do not hesitate to contact us.

Please note this Inspection Contract and/or insurance Policy will renew from 0:01 hours on the morning of the 1st June 2023 and will expire at midnight on the evening of 31st May 2024.

If you do not intend to renew, you are required to notify us on or before the renewal date otherwise you will be liable for payment for any inspections completed post renewal. This is detailed in your Inspection Contract under Condition 3.8.

We look forward to renewing with you.

Yours faithfully

Allianz Engineering, Construction & Power

Renewal VAT Invoice



The Insured MELKSHAM TOWN COUNCIL

Client Number C018186650

Registered Address TOWN HALL
MELKSHAM
SN12 6ES

Your Regional Branch is:

ENGINEERING NORTHERN
57 LADYMEAD
GUILDFORD
SURREY, GU1 1DB

Telephone number: (01483) 265 908

Branch fax number:

Account Number 18/16513

VAT Invoice

VAT Invoice number: 28723620/18

Effective date: 1/06/2023

Policy number: NZ/28723620

Inspection Fee: £ 353.62

Value added tax @20.00%: £ 70.72

Insurance Premium: £ 0.00

Insurance Premium Tax @12.00%: £ 0.00

Total Renewal Premium: £ 424.34

VAT Registration number 384 4638 21 **Tax point is the effective date**

Date of Issue: 21st April 2023

Allianz Insurance plc. Registered in England number 84638.
Registered office: 57 Ladymead, Guildford, Surrey, GU1 1DB, United Kingdom.
Allianz Insurance plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Financial Services Register number 121849.

Allianz Engineering Inspection Services Ltd
Registered in England number 5441840
Registered Office: 57 Ladymead, Guildford, Surrey GU1 1DB.
Allianz Engineering, Construction & Power and Allianz Engineering are trading names used by both Allianz Insurance plc and Allianz Engineering Inspection Services Ltd.

Machinery Options Policy Renewal Schedule

Please note that the inspection Fee and/or insurance Premium and the terms and conditions of your Inspection Contract and/or Insurance Policy have been based on the details you have given us. If there have been any alterations to those details it is important that you tell us about them as soon as possible. It may affect your insurance cover and the amount payable in the event of a claim if you fail to do so. If you have any doubts about what you should tell us, please contact your broker or Allianz Engineering. Insurance is only provided for the plant disciplines which are listed in the Plant Schedule. Please ensure these cover your insurance requirements.

Policy Number: 18/NZ/28723620/6 **Client Number:** C018186650
Account Number: 18/16513 **Agent:** JAMES HALLAM INSURANCE BROKERS

The Insured: MELKSHAM TOWN COUNCIL

Registered Address TOWN HALL
MELKSHAM
SN12 6ES

Inspection Fee:	£ 353.62	Annual Premium:	£ 353.62
Value Added Tax:	£ 70.72		(excluding tax)
Insurance Premium:	£ 0.00		
IPT:	£ 0.00		
Total Renewal Fee:	£ 424.34		

Business Description: TOWN COUNCIL AND PROPERTY OWNERS

Period of Cover

(Period of Cover is the Contract Period of Inspection Service or Period of Insurance or both)

Effective Date: 1/06/2023 **Expiry Date:** 31/05/2024
(Both Dates Inclusive)

Clauses

COVER

Cover Option		Limit of Liability	Applies to inspected plant listed below:
1	SUDDEN AND UNFORESEEN DAMAGE	Not Covered	
2	BREAKDOWN / EXPLOSION	Not Covered	
3	ACCIDENTAL DAMAGE	Not Covered	
4	OWN SURROUNDING PROPERTY	Not Covered	
5	OWN SURROUNDING PROPERTY	Not Covered	

ENHANCED COVER

EXTENSIONS

Allianz Insurance plc. Registered in England number 84638.

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Page 1 of 4

Policy number: 18/NZ/28723620/6

Date printed: 21/04/2023

The following Insurance Cover Extensions are added to the Policy

Extension 11 Undamaged Parts or Components

the cost incurred by the Insured of replacing or modifying undamaged parts or components of the Insured Property following loss or damage insured by this Policy.

Provided that

- A. the prior agreement of the Insurers has been obtained
- B. replacement or modification of the undamaged part or component is necessitated solely due to its incompatibility with the part or component replaced as a result of the loss or damage
- C. the liability of the Insurers under this Extension shall not exceed £25,000

Extension 12 Hazardous Substances

the Additional Cost incurred by the Insured in repairing or replacing Insured Property due to contamination by a Hazardous Substance following loss or damage indemnified under this Policy.

This includes the additional expenses to clean up or dispose of such Insured Property.

Hazardous Substance means any substance other than ammonia that has been declared to be hazardous to health by a government agency.

Additional Cost means expense incurred by the Insured beyond what would have been required had no Hazardous Substance been involved.

Provided that the liability of the Insurers under this Extension shall not exceed £25,000.

Extension 13 Environment and Efficiency Improvements

the additional costs incurred by the Insured in replacing Insured Property following loss or damage indemnified under this Policy with Plant or Machinery which is better for the environment or more energy efficient than the Insured Property being replaced.

Provided that

- A. the prior agreement of the Insurers has been obtained
- B. the liability of the Insurers under this Extension shall not exceed 125% of the cost had the repair reinstatement or replacement been carried out with Plant or Machinery of a similar quality to the Insured Property lost or damaged or £25,000 whichever is the lesser.

Extension 14 Cost of Hiring

hire charges incurred for the hire of an item of Plant to replace an item of Insured Property during the period that repair or replacement is carried out following loss or damage insured by this Policy.

Provided that

- A. repair or replacement is carried out without unavoidable delay and
- B. hire of a replacement item of Plant is necessary to continue the Insured's business and
- C. the hire charges are incurred in the period beginning with the occurrence of loss or damage to Insured Property and ending no more than 3 months later
- D. the prior agreement of the Insurers has been obtained and
- E. the liability of the Insurers for hire charges shall not exceed £25,000.

The Insurers will also indemnify the Insured under the terms of Extension 8 of this Policy against sums they become legally liable to pay under the terms of their hiring agreement or otherwise in respect of Hired in Plant.

Provided that

1. Hired in Plant shall mean Plant or Machinery for which the hire charges are indemnified under the terms of this Extension and not as defined in Extension 8.
2. Paragraphs b) and c) of the provisos to Extension 8 are deleted.
3. The liability of the Insurers under this Extension for loss of or damage to Hired in Plant and continued payment of hire charges shall not exceed £25,000.

(Memorandum : E /1079/01)

EXCLUSIONS

This policy does not cover

CONTAGIOUS AND INFECTIOUS DISEASE

The following General Exclusion is added to the Policy

7 Contagious and Infectious Disease

Loss, damage, destruction, cost, expense, or any consequential loss, directly or indirectly caused by, arising out of, attributable to, or contributed to by:

- A. a Contagious or Infectious Disease;

- B. the fear or threat (whether actual or perceived) of a Contagious or Infectious Disease;
- C. the presence or suspected presence of Pathogens at, in or on the premises or property of any person or entity; or
- D. any action taken or advice given (whether or not by a competent authority) to prevent, reduce, control or mitigate the occurrence, outbreak, spread or effects of a Contagious or Infectious Disease or any Pathogens, irrespective of any other cause, occurrence or event operating concurrently, independently or in any sequence to cause the loss.

But this exclusion will not apply to Physical Damage to Insured Property insured under the Policy directly resulting from such Physical Damage.

For the purposes of this exclusion:

Loss includes, but is not limited to financial and business interruption loss, loss of value, marketability or use of property, fines and penalties. Cost or expense includes, but is not limited to any cost to:

1. clean-up, detoxify, decontaminate, or remove Pathogens from any property where the property is or is feared to have been affected by Pathogens or a Contagious or Infectious Disease;
2. monitor or test for Pathogens or a Contagious or Infectious Disease; or
3. provide medical treatment for persons affected by a Contagious or Infectious Disease

Physical Damage means physical loss, physical damage or physical destruction. For the avoidance of any doubt, the presence of a Pathogen on property or contamination of property by a Pathogen does not constitute Physical Damage; Physical Damage does not include any damage, accidental or otherwise, that is not physical, to tangible Insured Property or include any legal liability, compensation or claimants costs for any loss, damage or injury

Malicious persons do not include persons who maliciously, deliberately or recklessly:

1. cause Pathogens to come into contact with the premises or property of any person or entity; or
2. cause or attempt to cause another person or persons to contract a Contagious or Infectious Disease and, in or by so doing, cause Pathogens to come into contact with the premises or property of any person or entity.

Contagious or Infectious Disease means

Any disease, illness or condition affecting humans or animals which is caused by or can be transmitted by means of any Pathogen, where the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms (including from one human to another, one animal to another, from an animal to a human or vice versa, or through contaminated water, faeces or food)

Pathogen means

Any pathogen, including but not limited to a virus, bacterium, parasite, fungus, other organism, micro-organism, any variation or mutation thereof, whether deemed living or not, or any other substance or agent capable of causing a Contagious or Infectious Disease

(Memorandum : E /1112/01)

Cyber Event

The following Exclusion is added to the Policy

4 Cyber Event

- A. Damage to, loss, destruction, distortion, erasure, corruption, alteration, theft or other dishonest, criminal, fraudulent or unauthorised manipulation of Electronic and Digital Data from any cause whatsoever (including, but not limited, to Computer Attack) or loss of use, reduction in functionality, loss, cost, expense and/or fee of whatsoever nature resulting therefrom, regardless of any other cause or event contributing concurrently or in any other sequence to the loss or damage.
- B. However, in the event that an Insured Event listed below results from any of the matters described in A. above, this Policy, subject to all its terms, provisions, conditions, exclusions and limitations, will cover a direct physical damage and/or a consequential loss therefrom occurring during the Period of Insurance to property insured by this Policy directly caused by such an Insured Event to the extent covered and not otherwise excluded under this Policy.

Insured Event:

Any loss or damage other than loss or damage due to or caused by malicious persons

For the purposes of this Exclusion

Electronic and Digital Data means data of any kind including, but not limited to, facts, concepts, or other information in a form useable by computers or other electronic or electromagnetic data processing equipment.

Electronic and Digital Data shall also include computer software and all other coded instructions for the processing or manipulation of data on any equipment.

Computer Attack means any malicious direction of network traffic, introduction of malicious computer code, or other malicious attack directed at, occurring within, or utilising the computer system or network of whatsoever nature.

Exclusion 4 E Risks is deleted from the Policy and of no further use.

(Memorandum : E /1080/01)

*all devices are inspected:
daily prior to use, and
at least annually by a competent person and the records of such inspections checked by You and any
defects or risks to health & safety have been rectified*

Please let us know if you have any queries on the above.

Finally If you were to increase your Business Interruption indemnity periods to 36 months this would result in an additional annual premium of £55.15 inclusive of insurance premium tax.

Please find details of the recommended cover overleaf.

RENEWAL COMPARISON

For your reference, we have summarised below the cost of your renewal for last year. All amounts in the below table include tax and fees where applicable.

	Cover at Start of Last Year (GBP)	Cover at End of Last Year (GBP)	Renewal Quote (GBP)
Commercial Combined	29,447.24	29,867.79	33,793.56
PA and Business Travel	555.08	555.08	497.68
Engineering Inspection	653.93	407.29	449.34
Total (GBP)	30,656.25	30,830.16	34,740.58

Melksham Town Council
Town Hall
Melksham
SN12 6ES

Client Ref: 19580229
Invoice Ref: 523821172
Invoice Date: 16 May 2023

Credit Note

			Amounts (GBP)	Total (GBP)
Engineering Inspection Declaration	Allianz Engineering	Premium	-205.53	-246.64
	Policy Number: NZ/28723620	Value Added Tax	-41.11	
	Period: 01/05/23 - 31/05/23			
TOTAL				-246.64

Payment will be refunded into your bank account, please ensure that we have up to date bank details. This Credit Note is for information purposes only.



Broker at LLOYDS



James Hallam Council Guard
Spargo House, 10 Budshead Way, Plymouth PL6 5FE
Web: www.jameshallam.co.uk
Tel: 01752 670440 | Fax: 01752 229125

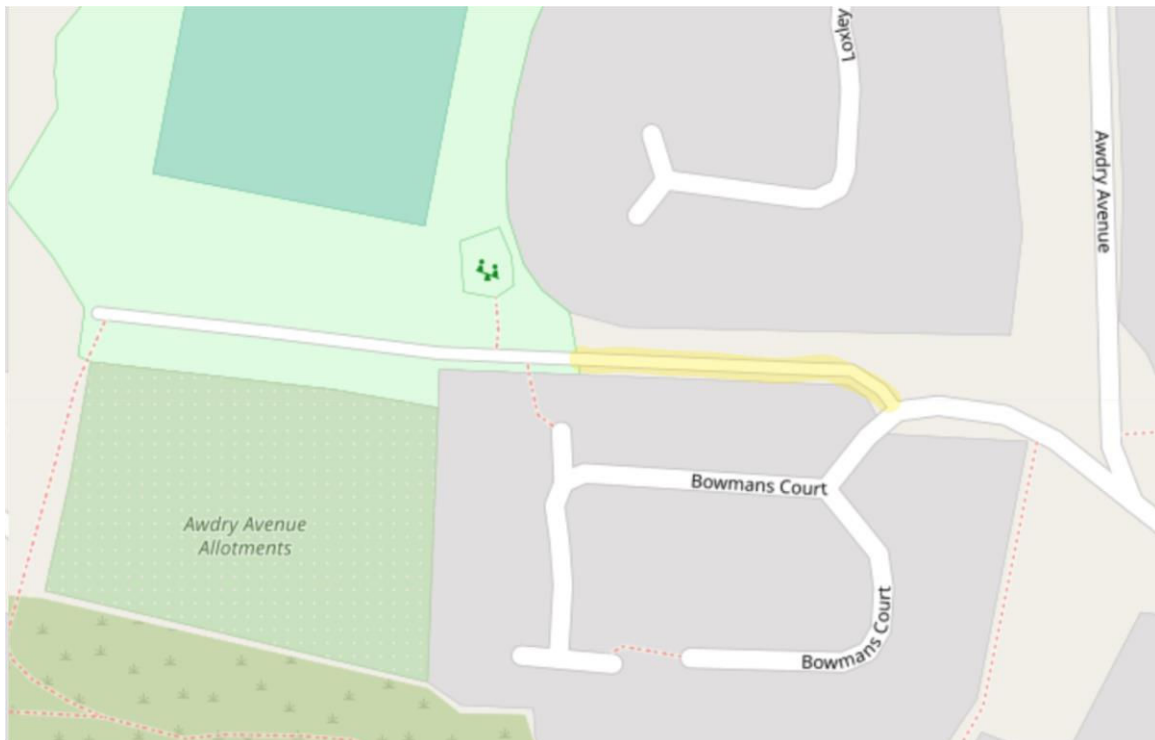
Registered in England Company No. 1632840
Registered office: 156 South Street, Dorking, Surrey RH4 2HF
James Hallam Council Guard is a trading name of James Hallam Limited
James Hallam Limited is authorised and regulated by the Financial Conduct Authority
Registration number 134435

LIGHTING ON ROAD FROM BOWMANS COURT TO THE FOREST COMMUNITY CENTRE

- 1. Location**
- 2. Proposed location of lights**

1. The location

The road is just off Bowmans Court, Melksham Forest, to the Forest Community Centre car park (highlighted road in yellow).



2. Proposed location of lights

I estimate that at least 4-5 lights would be needed to light up the road and have identified potential spots for them to go (marked as yellow circles).

Consideration is needed for the residents that houses/gardens back onto the road, I am cautious of too much light coming onto the property and propose that the lights are placed on the left-hand side of the road (see below image are yellow square), with the light being directed on the road and towards the trees. Currently there is street lighting on Bowmans Court, and Car Park lighting in the Community Centre car park.



MELKSHAM TOWN COUNCIL

MEETING OF THE Assets and Amenities COMMITTEE

5/ June / 2023

Public Owned Assets in and around the Town Hall

Proposed by: Councillor Graham Ellis

Seconded by: Councillor Colin Goodhind

Dated: 29th May 2023

1. Purpose of the motion

I request that we take an urgent, visionary joined-up look to the future of publicly owned assets in and around the Town Hall and Assembly Hall with a view to setting a strategy for Melksham Town Council assets and the amenities they provide for the next ten years. I further request that we then follow that vision before potential opportunities are lost.

2. Background (Including previous resolution/s made and date/s if applicable)

We are here as a Town Council to provide services (directly or indirectly) for the enrichment of our community now and into the future out of a communal funding pot predominantly funded by the Council Tax precept. Those services require infrastructure and staff to support them, of which we also provide or assist with the provision.

Planning for this provision is often long term, and our Visioning Day in the summer of 2021 should have helped set the strategy so that longer term plans are reflected in shorter term decisions.

3. Current Situation

We have a number of potential risks and opportunities at present, relating to the future of the infrastructure of Melksham House, The Blue Pool, The Assembly Hall, and the Town Hall. We also have a number of desires or requirements on the service provision by the Town Council, such as council offices, a council chamber and meeting rooms, a community venue, a museum, parking, and a maintenance depot for our parks and gardens team.

**** On town Aspirations or requirements**

1. Offices for Town Council Staff

2. Public reception desk for the Town Council

3. An events venue to meet current needs, and as appropriate, those identified by the needs analysis survey of last November and December

4. A Council chamber or equivalent for Town Council meetings

5. A Museum for Melksham

6. A maintenance shed / depot for our amenities team

7. Parking for staff and visitors

There may be other requirements within our community that can also be usefully included, such as the Melksham Independent News, The Good News Church and Wiltshire Council's SEMH department / centre. This list is not exclusive - there may be other opportunities

** On existing buildings

1. The Town Hall

2. The Assembly Hall

3. The Cheese Store

4. The Blue Pool (*)

5. Melksham House (*)

6. The Old Fire Station

7. 31 Market Place

* - Also in public ownership / not necessarily Town Council

Question from resident Howard Jones to full council on 22nd May

Howard asked us whether we would consider his proposal at the next appropriate committee meeting and the mayor promised him and all other public questioners a written response. In view of time being of the essence, I am putting his proposal to the Assets and Amenities Committee on 5th June 2023.

Note - this committee is not scheduled to meet again after 5th June for another 9 weeks after than date, and if anything is referred at that point to full council it would not reach them on current schedule until 25th September.

Howard's proposal was circulated in print to all present on 22nd May, and is attached, and is online at <http://melksham.town/Blue>. As a councillor I believe it merits further immediate consideration with a view to its adoption as our vision for our town centre assets. In summary:

* Town Council take on the old Blue Pool building which becomes the new maintenance depot, (pool area), museum (Gym area) and Assembly Hall reception area. Also Town Council's "front desk" for public enquiries

* Assembly Hall Bar area improved and expanded

* Water tanks removed from Cheese Store

* Restore the caretaker's flat

* Town Hall to remain as is, as our iconic offices and council chamber

* Current tenants of the Art House Cafe and 31, Market Place to be unaffected

* Melksham House to be available to SEMH rather than the Town Council entering into any form of bidding war to purchase it.

4. What financial implications are there?

1. There are many questions to be answered (starting with Howard's FOI) and our officers tell us they are overloaded at present. On jobs as routine as fixing leaks in the Assembly Hall we hear "I think numerous roofers have looked at it, got sick of the messing about and heel dragging and some quite rightly now don't want to waste their precious time looking again when it hasn't come to anything" - not sure how true that is, but working within the council structure can be frustrating

2. Funding streams for both museum and event venue / Assembly Hall are limited to a town / parish council - far more so than to other organisations

3. There is a pool of people happy to volunteer / help (one or two with running the thing at the Friends of Melksham Assembly Hall if and when that can be harnessed.

4. The Assembly Hall working group has been struggling. Meetings in members' diaries have not been called, accounting information has been limited, and recommendations with regard fees for this year were "anecdotal" which for a business turning over around £130,000 per annum concerns me. The group's rules of engagement have been bounced back several times, and perhaps it's time to reset.

5. If implemented, the council will no longer need to spend higher figures on the purchase, hire or building of new facilities such as a maintenance shed in the park, at Bowerhill or elsewhere or elsewhere on the Melksham House property.

Suggestion - taking a leaf out of organisation in towns such as Frome and Devizes, move to a structure such as a CIC (Community Interest Company) for the museum and Assembly Hall, relieving council officers of the pressures, and accessing new funding streams and volunteer helpers.

5. How does the motion link to Town Council policies and core values?

The proposal will provide excellent facilities to meet the core objectives of the council to meet the need assessment of last December, the provision of an efficient maintenance shed, a future set of assets and amenities that can be sustained making use of current infrastructure within the town and with the environmental including climate and biodiversity consideration.

6. What risks are there? (Provide a risk assessment)

- The risk of us doing nothing - progressive degradation of the Assembly Hall and officers' time that's not available being called on
- The risk of losing an opportunity with the Blue Pool then having to spend a lot of money elsewhere
- Further risk assessment will be provided within the next phase prior to any further decisions at full councillor

7. What crime and disorder implications are there?

- Removal of the wall between the Blue Pool and Melksham Campus (dating from outdoor swimming pool days) would remove dark corners and opportunities for antisocial behaviour;
- Provision of a less cramped reception area and one which covers multiple disparate facilities allows for more efficient crowd control.

8. What environmental and biodiversity considerations are there?

Depending on works needed, the works would be environmentally considerate - for example any reroof could be open to solar panel roof which would also cut the energy running costs of all the buildings.

9. What safeguarding concerns are there?

- no new issues?

10. Motion

It is resolved that the council staff with volunteer assistance from members of the Assembly Hall Working Group and friends of the Assembly Hall bring a researched proposal to full council prior to any irreversible actions or decisions on the public domain properties.

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

It impacts the decision on 28th March to offer not less than £2.1 million for Melksham House now that we are aware that Wiltshire Council's SEMH decision of February to place their SEMH as the favoured bidder has come to light.

It supports the outcome of the needs assessment consultation of last December in the provision for our electorate.

It supports the decision to demolish rather than replace the maintenance shed

12. Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?

This item has not been discussed by the council within the last six months.

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

The next step is to fill in the overview outline for full council.

We should set up a team (AHWG, FoMAH) to progress this with time likely to be of the essence. It is anticipated that most of the activity will be by volunteers (councillors and community) at this stage rather than adding significantly to staff loading.

We should approach Wiltshire Council to ask about their willingness to discuss the transfer of the Blue Pool to the Town Council and for us to gain access for our overview team and experts to survey the works involved.

V 1.0 GE

Office Use:

Date of receipt by Proper Officer:

Date of proposed council meeting for motion:

Date/s of relevant resolutions:

(record full resolution/s here)

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

Reasons for rejection:

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The Acquisition of Melksham Blue Pool for the Purpose of Combining it with the Melksham Assembly Hall

Wiltshire Council, in their planning application for the building of Melksham Campus, plan to demolish the Blue Pool building, infill the pool, and sell the land for private ownership.

However, there remains an open question as to who actually owns the land where the Blue Pool resides. This needs to be resolved before a full decision as to the next step.

HISTORY

Melksham and Urban District Council bought the land from Avon Indian Rubber Co in 1959 for use as a swimming pool. It then opened under the operation of MUDC.

In 1984, West Wiltshire District Council built the leisure centre in Trowbridge, but the Castle Place site was owned by Norwich Union Group and the property was then leased for 25 years for the sports centre.

In 1988, WWDC ran several advertisements in various newspapers announcing: "Indoor pools at Warminster, Westbury, Bradford-on-Avon, and this summer the new blue pool opening in Melksham." Renovations had been made by WWDC to the Blue Pool; however, the grand opening had been delayed due to a number of failures.

From these reports, it is apparent that WWDC paid for the renovation and/or building of Wiltshire leisure centres. But it is not clear if the Melksham Blue Pool land was actually purchased or leased from MUDC, or, if, in the 1970s, there was simply an asset transfer.

PROPOSAL TO ACQUIRE BLUE POOL

Would it be practical for Melksham Town Council to obtain the Blue Pool and combine it with the Assembly Hall for a vast improvement, at a sensible cost? This could be either by an asset transfer from Wiltshire Council, or claiming its rightful ownership.

Wiltshire Council would not incur the added and costly expense of demolishing the building and removing the large water tanks that are currently within the Assembly

Hall. In view of this cost savings, they might be persuaded to accept an asset transfer agreement or peppercorn purchase price.

COMBINE THE BLUE POOL AND ASSEMBLY HALL

The building of the Blue Pool could then be incorporated into the Assembly Hall to offer several benefits such as:

- A new public entrance with reception desk and reception area
- An easier entrance point into the main hall that does not conflict with the flow of people as it does in the existing Assembly Hall Bar area (this would be achieved by opening a hole in the wall to the right of the entrance)
- Repurposing the existing Blue Pool men's locker room to make male, female and accessible toilets, which would be larger than the existing ones in the Assembly Hall
- Removing the women's locker room and storage area to create a large space that, when combined with the gym, can house a museum that includes an exhibition space and lecture area
- Infilling the pool area could add parking spaces that would be dedicated to the Assembly Hall and relieve the parking at Melksham Campus and provide parking for Melksham Town Council purposes

STAFFING

Staffing for this would solve an existing issue.

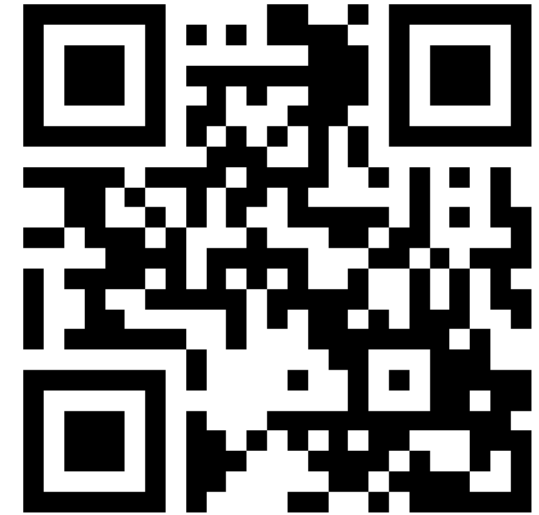
The area behind the reception desk in the Blue Pool is an office of ample size for staff. Hire a full-time person to work as Office Manager, Monday through Friday, 9-5. The responsibilities would include:

- Greeting the public in person and on the phone for the purpose of buying event tickets, booking an event, answering general questions, etc
- Managing the Assembly Hall accounts
- Arranging staff hours and volunteers for events and bar
- Co-ordinating working group meetings and taking minutes
- Overseeing advertising and marketing

As this method would isolate the Assembly Hall as its own entity, this would free up work responsibilities of managers

currently feeling overworked, with this person reporting to and working directly under the Town Clerk.

The Assembly Hall would benefit from having museum volunteers who could, in turn cover for this officer's lunch breaks, etc. Likewise, the reverse.



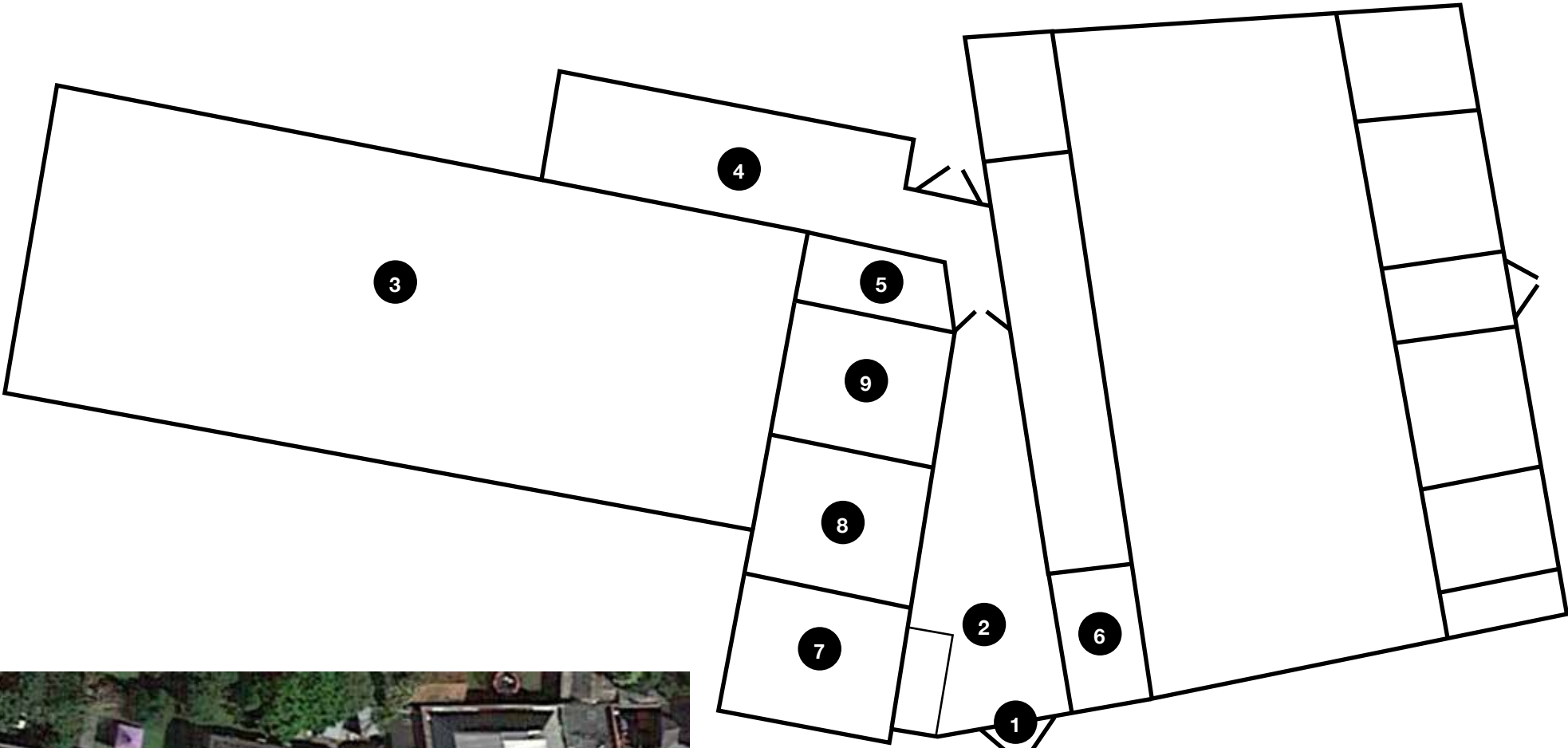
This document can be found at:
<http://Melksham.Town/BluePool>

Proposed by:
Howard Jones
jones.howard289@gmail.com

Researched by:
Lisa Ellis
lisa@sn12.net

EXISTING: Blue Pool (numbered areas) and Assembly Hall

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- | | | | |
|---|--------------------|---|---------------|
| 1 | Blue Pool Entrance | 6 | Water Tanks |
| 2 | Reception | 7 | Staff Office |
| 3 | Swimming Pool | 8 | Mens Locker |
| 4 | Gym | 9 | Womens Locker |
| 5 | Storage | | |

1 FRONT ENTRANCE



2 RECEPTION AREA



3 SWIMMING POOL



Blue Pool as it existed
when still operating

4 GYM AREA

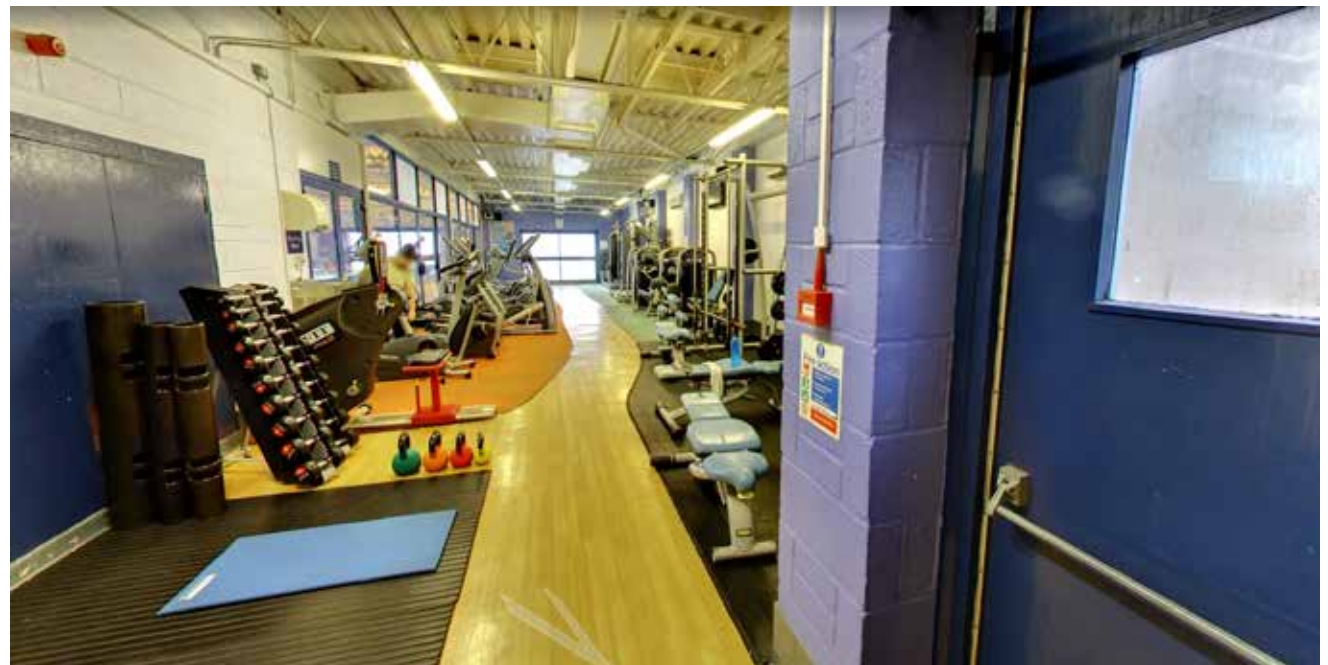


This view is facing the entrance door of the gym, down small hallway on the left. Behind the blue doors is **storage**.

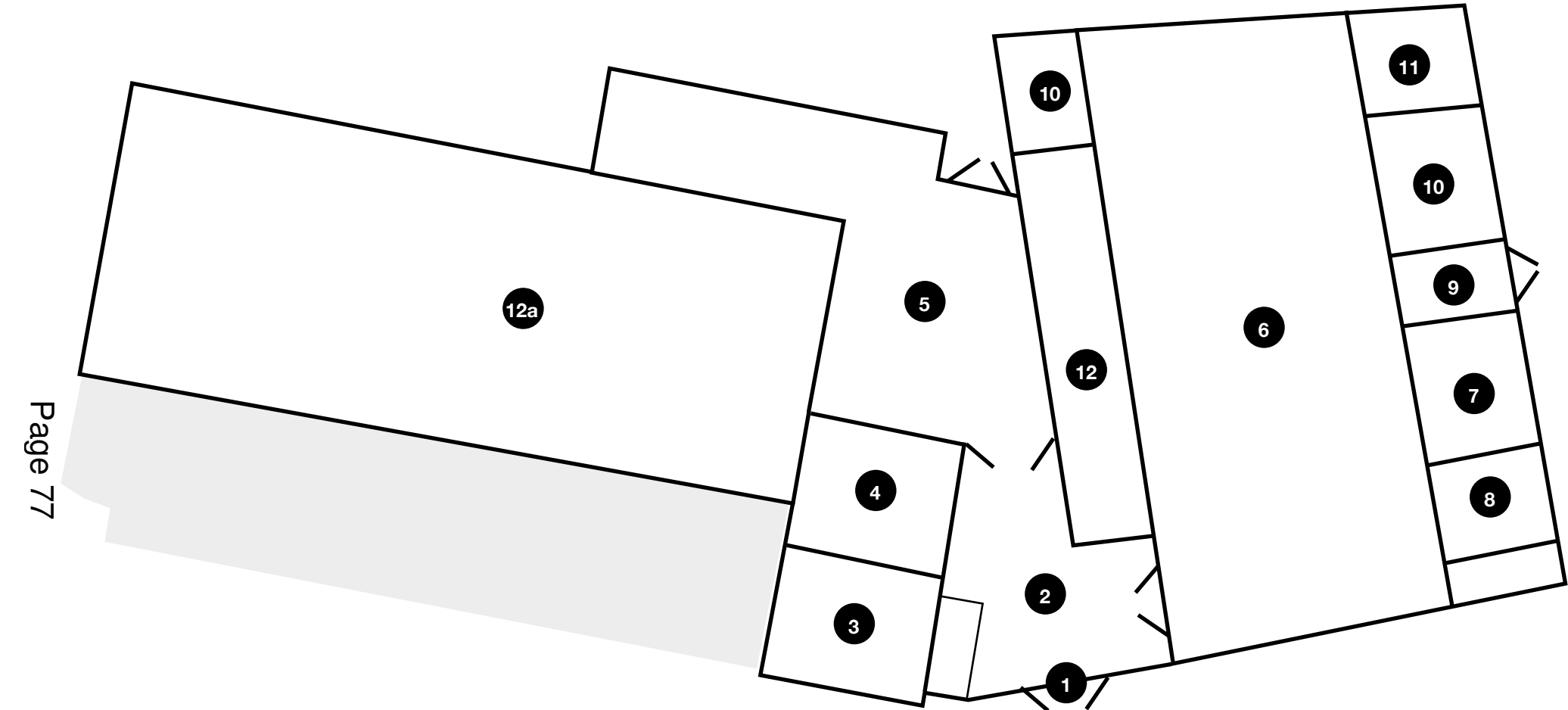
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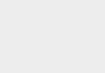













View down the hallway looking toward front entrance doors



PROPOSED: Revised Assembly Hall plus Museum



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- | | | | |
|--|--|--|---|
|  Dedicated car parking for Assembly Hall |  1 New Main Entrance |  5 Museum |  9 Emergency Exit/Staff Entrance |
| |  2 Reception |  6 Assembly Hall (existing) |  10 Storage |
|  12a Storage |  3 Staff Office |  7 Lounge (existing) |  11 Dressing Rooms (existing) |
| |  4 M/F/Universal Loos |  8 Bar (existing) |  12 Kitchen/storage (existing) |

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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~~ Agendas shall be put together 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 202~~23~~

Melksham Town Council

Minutes of the Asset Management and Amenities Committee meeting held on Tuesday 11th April 2023

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

IN ATTENDANCE: One member of the public and one member of the press were present

OFFICERS: Linda Roberts Town Clerk

PUBLIC PARTICIPATION:

151/22 Apologies

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

152/22 Declarations of Interest

There were no declarations of interest.

153/22 Minutes

The Town Clerk advised that the minute agenda item showed the date of the minutes incorrectly, 6/3/2023, the agenda should have stated 6/2/2023.

The minutes of the Asset Management and Amenities Committee meeting held on 6 February 2023, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Cooke.

154/22 Eco Loos - Presentation by Piers Dibben - Healthmatic

Piers Dibben of Healthmatic was present to give members an update on the installation of the Eco Loos.

Piers advised that they were zero composting toilets and would be the first of this type to be installed in the UK adding that Healthmatic were extremely grateful for the opportunity to use Melksham as a showcase. To reflect the gratitude a 50% discount has been offered to make the project work for the Town Council and Healthmatic.

The Eco loos are wooden, fire resistant, up to a point (Piers agreed to check this point for length of time). They are comprised of a galvanised steel frame, with astro cladding on the inside; they are composting toilets developed in France and built to enable a number of uses per day.

The installation date was confirmed as 28 April 2023.

It was **RESOLVED** to suspend Standing Orders to allow Ian Cardy to address the Committee.

Mr Cardy asked how often the toilets needed emptying and is this a cost that will have to be met by the Town Council. Piers replied every two weeks, however Piers advised that Healthmatic would be actively managing the toilet for some considerable time in the future.

Standing Orders were reinstated.

Councillor Hubbard stated this was the first he had heard about an emptying charge and thought it was a composting toilet which did not need emptying. Councillor Hubbard reminded members that the council had been let down so many times over the installation and council was now learning there would be an ongoing cost for emptying. Councillor Hubbard asked how long Healthmatic would be managing the emptying and what is the likely cost of emptying the toilets when it becomes the council's responsibility? Councillor Hubbard asked if there were any other maintenance costs, accepting that there may be some from vandalism and fair wear and tear.

Piers explained that Healthmatic will manage the emptying but an exact cost was unknown.

155/22 Eco Loos - Report of the Head of Operations

The report from the Head of Operations was noted.

Members considered the merits of charging 20-50p for using the Eco Toilets. In answer to a question from Councillor Hubbard it was confirmed that to install charging units in both toilets the cost would be £1200 per unit adding that installation retrospectively would be more.

Councillor Hubbard stated that charging people to use toilets does not stop people setting up camp in them overnight; Councillor Price added his concerns that charging might discourage use by the people the town council are trying to provide the service for and they should be free.

Members then considered locking the units on a timer.

It was proposed by Councillor Hubbard seconded by Councillor Goodhind and

UNANIMOUSLY RESOLVED that Healthmatic procure on the Council's behalf two time lock units, at cost no more than £600.00 per unit.

156/22 Shambles Festival

The Chair, Councillor Cook requested that the agenda item on the Shambles Festival be discussed next as James Wilkins the organiser of the Shambles was present.

The Shambles Festival would take place at King George V park on Saturday 20th May. The Head of Operations requested volunteer support from members at the event which could be done on a rota basis.

Councillors Ellis, Forgacs, Hubbard, Price and Rabey agreed to go on the rota which would commence at 12 noon.

157/22 Sensory Garden - Tender Specification

The specification was noted.

158/22 Review of Sensory garden Tender Document

There was a wide-ranging discussion on aspects of the plan.

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

UNANIMOUSLY RESOLVED to request Expressions of Interest in year one for an initial concept design including examples of what could be added, with the possibility of a contract in year two for such additional works. Year One budget of up to £25000, as previously agreed by Council.

159/22 Good News Church - Lease of Former Art House Cafe

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

RESOLVED to approve a new lease at a rate of £500 per month including taxes.

160/22 KGV Lighting - Returned Tenders

Discussion of item 10 on the agenda was brought forward.

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

RESOLVED that Councillor Hubbard, Councillor Rabey and Councillor Price be appointed to the tender Review Working Group with a meeting scheduled for Monday 17 April 2023.

161/22 1870 KGV Lighting Tender comparison names removed

162/22 KGV Maintenance Building

Discussion of item 12 on the agenda was brought forward. Standing Orders were suspended to allow Ian Cardy to address the meeting. Ian Cardy shared his experience in ecology concerning the presence of bats in the building.

Standing Orders were reinstated.

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

UNANIMOUSLY RESOLVED to proceed with the demolition of the maintenance shed, subject to the Town Clerk referring to the Bat Conservation Trust website for clarification of the law.

163/22 Town Hall as a Wedding.Civil Partnership venue

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

RESOLVED the matter be investigated further with more information on the business case for the proposal and that any decision is deferred until that information is available.

164/22 Health & Safety - Appointment of Councillor/Officer Working Group

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

UNANIMOUSLY RESOLVED to appoint Councillor Cooke, Councillor Ellis and Councillor Forgacs to the Health & Safety Working Group.

Meeting Closed at: 9.30 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Asset Management and Amenities Committee meeting held on Monday 5th June 2023

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

IN ATTENDANCE: Councillor S Mortimer

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Head of Operations
	Andrew Meacham	Committee Clerk

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

165/23 Apologies

No apologies were received.

166/23 Declarations of Interest

There were no declarations of interest.

167/23 Minutes

Councillor Hubbard asked that it be recorded that a guarantee was secured from Piers Dibben of Healthmatic that no charges would ever be made to the Council for emptying the toilets.

Subject to above the minutes of 11 April 2023 having previously been circulated, were approved as a correct record and signed by Councillor Price.

168/23 Shambles Festival

It was proposed by Councillor Price, seconded by Councillor Oatley and **RESOLVED UNANIMOUSLY** to advance this item up the agenda.

A verbal report was received from Head of Operations that the event went well, finished on time and received only one complaint. Several Councillors echoed the sentiment. Councillor Mortimer provided some context for the complaint, advising that the complainant lives next door to a house that is currently being renovated and the

weekend is his respite from the noise. She also stated that some people in Church Walk and Sandridge Road would have appreciated advance notice.

Standing orders were suspended to allow the event organiser, James Wilkins, to speak. He thanked the Council for its support and felt that the event had gone well. He gave special thanks to Hugh Davies and Councillor Goodhind. He advised that the permitted noise limit at nearest residential property was 75db and the maximum recorded at the event was 50db. He also stated that notification had been given to Lowbourn residents. Councillor Crundell stated that any lessons for future events were for the Council to worry about, not the organiser. Councillor Goodhind advised that Wiltshire Council would be happy to send an officer to advise on noise levels for future events.

It was proposed by Councillor Hubbard, seconded by Councillor Crundell and **RESOLVED UNANIMOUSLY** to give a Vote of Thanks to James Wilkins for delivering this event for the community.

169/23 Public Owned Assets in and around the Town Hall

It was proposed by Councillor Price, seconded by Councillor Oatley and **RESOLVED UNANIMOUSLY** to advance this item up the agenda.

Councillor Ellis went over his proposal and advised that Wiltshire Council are willing to open a dialogue on the future ownership of Blue Pool site with the Town Council.

The following matters were discussed:

- The appropriate forum to take this matter forward and the involvement of outside groups. Some felt that this was such a big issue that it should be dealt with by Full Council. Some felt more appropriate for a smaller group to do the initial work.
- The possibility of the site being used as an open-air lido.
- The possibility of involving The Town Hall and former Art Café in the project
- The costs and financing of the project
- Amendment would be required to the Assembly Hall Working Group Terms of Reference which will need approval of Full Council
- Arrange a site visit of the Blue Pool
- Request FoMAH to come up with proposals, and note this is not the council's only route
- the Assembly Hall Terms of reference do not cover the redevelopment of the Assembly Hall, this would mean a radical change to those terms of reference
- Full Council should determine who is best to work on the project

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

UNANIMOUSLY RESOLVED that the town council register its interest in the Blue Pool site with Wiltshire Council, establish a timeline and find out whether any potential

procurement would be pre or post demolition, enquire about access to the site from the Campus end of the site.

That the Assembly Hall Working Group Terms of reference are amended at the next Full Council meeting which will enable input from volunteers in the community on potential proposals for the site which will include the Town Hall, 31 Market Place and the Art House Cafe.

That the Friends of Melksham Assembly Hall are asked to come up with proposals.

That the matter be referred to Full Council to decide on the remit of the working group.

170/23 King George V Park

171/23 KGV Lighting

There was a full and frank discussion with some members wishing to explore alternatives to the current plans and others feeling there had been sufficient discussion and the project needed to be advanced.

Standing Orders were suspended to allow Paul Weymouth to address the committee. He expressed his view that the current plans should not be proceeded with.

It was proposed by Councillor Price, seconded by Councillor Crundell and RESOLVED by a vote of 4 in favour, 1 against and 3 abstentions that the project proceed with funding of £8000 from the Major Project Reserve, with a working budget of £3000 and £5000 contingency reserve, with the reserve to fall back into the Major Project Reserve if not used.

Councillor Goodhind asked that his vote against the proposal be recorded.

172/23 KGV Maintenance Building

R&D Report submitted to the three potential contractors bidding for the contract. There will be one more Bat Survey and The Town Clerk is preparing a section 80 demolition notice to be registered with Wiltshire Council. Subject to the Bat Survey, ready to go and hoped to be completed before the Food & River Festival. Wiltshire Council to cover half the costs, including Bat Survey.

173/23 KGV Fencing

The KGV fencing deposit has been signed off. There is an additional deposit for the knee railing. Work should be commencing shortly to secure the park, dog area and replace rotten knee rail.

173/23.1 ECO Loos

These have now been installed, soft launched and final handover this week. Usage has been high, saving approximately 6000l of water. Head of Operations noted that the situation has not been without problems due to underestimate of usage.

Councillor Goodhind expressed concerns about the departure of the installation from original expectations. Head of Operations advised there had been a site visit from Healthmatic today and he would report back on the way forward. Councillor Hubbard expressed his view that no additional costs should be allowed.

Standing Orders were suspended to allow the public to address the meeting.

Joe McCann asked how much power the Eco -Loos used and, with the ecological effects in mind, how often they were emptied. Head of Operations confirmed it was a 12 volt system, collections would need to be more frequent than anticipated and Healthmatic used electric vehicles He would report back on power usage.

Paul Weymouth expressed his concerns on the process.

174/23 Good News Church - Lease of Former Art House Cafe

Members were advised that the Good News Church would be signing a new 2 year lease on Wednesday. Councillor Crundell asked if a two year lease was appropriate, in view of the earlier discussions on redevelopment. The Town Clerk advised the lease included 6 month break clauses.

175/23 Town Hall as a Wedding & Civil Partnership venue

Head of Operations advised that there had been no progress on this as yet.

176/23 Awdry Avenue Play Area

Broad support for the proposal was expressed and the question of funding was discussed.

Councillor Hubbard suggested extending the motion to include appointing an outside consultant to report on a plan for all play areas in the town.

Councillor Crundell suggested the Amenities Team be asked for their input.

Councillor Goodhind asked that the safety aspect be considered. The Town Clerk confirmed that play areas are inspected yearly and the Amenities Team visit weekly.

Councillor Ellis asked for confirmation that the question of what items were installed would come back to the committee. Councillor Price and The Town Council confirmed it would be a tender process and the matter would come back to committee.

Councillor Mortimer raised the question of inclusivity. The Town Clerk confirmed that all new installations must comply with DDA and include elements of inclusivity.

It was proposed by Councillor Price, seconded by Councillor Oatley and **RESOLVED UNANIMOUSLY** to set aside £50000 from Major Projects to fund the project, with upto £5000 allocated to the consultant's report.

177/23 Goal posts for Foresters Park

Councillor Price advised that the projected cost for removal of the existing goalpost and installing 2 complete goalposts was £1610 + VAT.

It was proposed by Councillor Price, seconded by Councillor Crundell and **UNANIMOUSLY RESOLVED** to take the project forward, to be funded from the Major Project Reserve.

178/23 Resurfacing of Hazelwood Court

Councillor Price noted that Councillor Hubbard has been working on a similar proposal. At Councillor Price's request the item was deferred pending the report in 176/23.

179/23 Confidential Session

179/23.1 Work Stream and Priorities

This item was deferred to the next Asset Management and Amenities meeting on 7 August 2023. The item will not be in confidential session.

Meeting Closed at: Time Not Specified

Signed:

Dated:

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Melksham Town Council

Minutes of the Community Development Committee meeting held on Monday 12th June 2023

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

IN ATTENDANCE: Councillor S Crundell

OFFICERS: Linda Roberts Town Clerk

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

73/23 Apologies

There were no apologies.

74/23 Declarations of Interest

There were no declarations of interest.

75/23 Minutes

The minutes of Community Development Meeting held on Monday 23rd January 2023, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Houghton.

76/23 Melksham in Bloom

The report of the Community Development Officer was noted.

The Chair, Councillor Houghton stated that it is a great event and would not want to see it go, the council should investigate what sponsorship can be attracted to the event. We should take up the offer from Terri Welch to work alongside the working group Terri has established.

The judging day would be Wednesday 19 July 2023, the week prior to the Open Gardens weekend.

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

UNANIMOUSLY RESOLVED to run the Melksham in Bloom event in conjunction with the Bloom Working group. Councillors Aves, Rabey and Mortimer were appointed to work with the Bloom group.

77/23 Community Arts Projects

78/23 Action on Underpass

The report on actions and ideas back to 2020 on the Underpass project was noted.

79/23 Presentation from Natalie Remington

Natalie Remington presented to the committee some fledgling ideas about artwork in the underpass; Natalie suggested one idea which was to involve the local schools, each pupil would decorate a tile which would build a lovely mural. Natalie advised that to float ideas a public consultation/survey could be conducted to see what residents would like to see, it would be important to include as many young people as possible in the consultation. Workshops could be organised which may be funded from sponsorship. Councillor Mortimer advised that she believed the Coop had pledged money some time ago. It was then suggested that the local nursing and care homes could get involved.

Councillor Aves reminded members that artists worked with residents on the George Ward estate and there are several art installations around the estate.

Councillor Rabey suggested that Natalie and the Town Clerk meet up to discuss moving the idea forward and to also investigate sponsorship for the workshops and art work.

RESOLVED to suspend Standing Orders to allow the press (Joe McCann) to address the committee.

Joe suggested approaching house building companies and some of the larger employers on Bowerhill Industrial Estate.

Standing Orders were reinstated.

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

UNANIMOUSLY RESOLVED that the Town Clerk starts negotiations with Natalie Remington to move the project forward.

80/23 Events Working Group

The notes of the Events Working Group meetings held on 2 February, 2 March 2023, 21 March 2023, 6 April 2023, 4 May 2023 and 1 June 2023 were noted.

81/23 Christmas Market Stall Prices

It was proposed by the Chair Councillor Houghton, seconded by Councillor Aves and to approve the recommendation from the Events Working Group to increase stall prices at the Christmas Fayre.

It was noted that Evie's Mac & Cheese, the proprietor working outside of the pavilion in KGV would have a pitch on a 10% percentage of receipts on the day.

81/23.1 Events Strategy - Appointment of Bricks

The letter of appointment to Bricks was noted. Members felt it would be good to build events around what the community wants.

The Town Clerk advised that the first draft of the survey had been received and once finalised would be circulated to all members and community groups.

82/23 Christmas Event

The draft of the itinerary for the Christmas Event was noted and the importance of the event for Melksham.

It was proposed by Councillor Oatley seconded by Councillor Rabey and

RESOLVED to recommend to Full Council an increase in the Christmas Event budget of no more than £5000 to be met from the General Reserve.

Members discussed arrangements for the Christmas Grotto and several ideas suggested including, the Assembly Hall Stage, Assembly Hall dressing rooms and to revisit the Art House Café.

Officers and the Events Working Group would bring back some firm plans to the next meeting.

Meeting Closed at: 7.50 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Tuesday 9th May 2023

PRESENT: Councillor G Ellis (Chair)

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

IN ATTENDANCE:

OFFICERS:	Linda Roberts	Town Clerk
	Andrew Meacham	Committee Clerk

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

392/22 Apologies

Apologies were received from Councillor Cooke. Councillor Ellis expressed his good wishes to Councillor Cooke for his recovery.

393/22 Declarations of Interest

There were no declarations of interest.

394/22 Minutes

The minutes of the meeting held on 17 April 2023 and the meeting held on 24 April 2023 having previously been circulated, were approved as a correct record and signed by Councillor Ellis.

395/22 Planning Considerations

Members had due regard to the Melksham Joint Neighbourhood Plan, the Wiltshire Core Strategy and the National Planning Policy Framework (NPPF) when considering the following planning applications.

396/22 Planning Applications

Members made the following comments on the planning applications listed below:

397/22 PL/2023/02986

PL/2023/02986 - Works to a Listed Building

Address: 17 CHURCH WALK, MELKSHAM, SN12 6LY

Proposal: New glazed canopy over rear door. . Changing one ground floor window to pair of double doors.. Replacing garden shed with garden room / home office.

The Town Mayor, Councillor Crundell expressed concern about the canopy being attached to bath stone wall.

Councillor Aves expressed the opinion that the committee needed to consider the balance between listed buildings and modern living.

Approved, subject to the concern regarding canopy

Proposed Councillor Aves

Seconded Councillor Rabey

Unanimously approved

398/22 PL/2023/02647

PL/2023/02647 – Householder Application

Address: 17 CHURCH WALK, MELKSHAM, SN12 6LY

Proposal: New glazed canopy over rear door. . Changing one ground floor window to pair of double doors.. Replacing garden shed with garden room / home office.

The Town Mayor, Councillor Crundell expressed concern about the canopy being attached to bath stone wall.

Councillor Aves expressed the opinion that the committee needed to consider the balance between listed buildings and modern living.

Approved, subject to the concern regarding canopy

Proposed Councillor Aves

Seconded Councillor Rabey

Unanimously approved

399/22 PL/2023/02074

PL/2023/02074 -Householder planning permission

Single storey annexe to the rear of the house.

16 St Margarets Gardens, MELKSHAM, SN12 7BT

Councillor Crundell noted that there was nothing in Planning Law on which to base an objection. The committee expressed its concern regarding the possible commercial letting of the annex.

Approved, subject to concern re letting.

Proposed Councillor Crundell
Seconded Councillor Oatley
Unanimously approved

400/22 Planning Decisions

Members noted the following planning decisions:

401/22 PL/2023/02507

Councillor Rabey commented that she was not aware of having seen details of the application previously. Councillor Ellis advised that the committee is not notified of Lawful Development Certificate applications. The committee expressed concern on this point.

402/22 PL/2023/02499

Noted.

403/22 PL/2023/00919

Noted

404/22 PL/2023/02021

Noted.

404/22.1 PL/2023/01624

Noted.

404/22.2 PL/2022/08504

It was noted that the Joint Melksham Neighbourhood Plan was referred to in refusing this application.

405/22 Local Highways and Footpath Improvement Group (LHFIG) Issues

Councillor Aves asked for an update on Maple Close. The Town Clerk confirmed nothing had been heard and she would chase.

The Committee noted that the questions of the high pavement and waiting restrictions were ongoing.

Councillor Crundell requested that there be a chase up on redesignating the one-way in the Market Place.

406/22 Neighbourhood Plan

The Town Clerk gave a verbal report covering the following points.

Regulation 14: An extension is not likely, but on target for July.

Town Center Masterplan: A summary and action plan will be produced.

Site Allocation: Being analysed. There will be consultation when made public. It was noted that Wiltshire Council are not sharing Site Allocation details.

The Town Clerk will update members by email as and when.

Councillor Ellis stated that the work done by The Town Clerk was impressive.

407/22 Market Towns Initiative

Members noted the funding obtained and expressed their thanks to The Town Clerk for her work on the application.

Ideas for Gateway Signage were requested.

408/22 Temporary Road Closure Notifications

It was noted that there were no Temporary Road Closure Notifications.

409/22 Sparkle Team and Parish Steward

Councillor Rabey asked that the walkway at the back of the Campus and passed the Cricket Pavilion be cleared.

Councillor Aves asked that the dead leaves on Lowbourne be cleared.

Councillor Goodhind asked that the rotting leaves by the skate park be cleared.

Councillor Crundell asked if the previous two items could be dealt with by the roadsweeper.

Councillor Crundell asked if the bath stone slabs could be pressure-washed.

Councillor Oatley mentioned the grass leading to Forest Community Centre.

It was suggested that councillors take ownership of the issues they raise.

Meeting Closed at: 8.25 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Tuesday 30th May 2023

PRESENT: Councillor S Rabey (Chair)

Councillor P Aves
Councillor G Ellis
Councillor S Mortimer

IN ATTENDANCE: Two members of the public were present, and one member of the public was present virtually. Councillor Goodhind was present as a guest.

OFFICERS:	Linda Roberts	Town Clerk
	Andrew Meacham	Committee Clerk

PUBLIC PARTICIPATION

The Chair invited members of the public to address the committee

Annie Benham-Taylor asked if the bowser purchased with money from Sainsburys was still in use. The Town Clerk will check with Head of Operations as to its whereabouts.

Annie Benham-Taylor and Councillor Goodhind raised the matter of planting and maintenance in the campus. It was agreed that the Town Clerk would follow up with Wiltshire Council.

410/23 Apologies

Apologies were received from Councillor Oatley and Councillor Cooke.

411/23 Declarations of Interest

There were no declarations of interest.

412/23 Minutes

The minutes of 9th May 2023, having previously been circulated, were approved as a correct record and signed by Councillor Rabey, the chair.

413/23 Planning Considerations

Members had due regard to the Melksham Joint Neighbourhood Plan, the Wiltshire Core Strategy and the National Planning Policy Framework (NPPF) when considering the following planning applications.

414/23 Planning Applications

Members made the following comments on the planning applications listed below:

415/23 PL/2023/03807

PL/2023/03807 - Householder application.
Address: 2 Martigny Road, Melksham, SN12 7PG
Proposal: 2 storey side extension
Respond By 12/06/2023

Approved., and the committee noted and agreed with the Highway Department's comments.

Proposed Councillor Aves
Seconded Councillor Ellis
Unanimously approved.

416/23 Planning Decisions

Members expressed concern that they were not getting notification of some applications. Clerk to check with Wiltshire Council.

417/23 PL/2023/01859

Noted.

418/23 PL/2023/02537

Noted.

418/23.1 PL/2023/01919

Noted.

419/23 PL/2023/01854

Noted.

420/23 PL/2023/03284

Noted.

421/23 PL/2023/01721

Noted.

422/23 PL/2023/02519

Noted.

423/23 Local Highways and Footpath Improvement Group (LHFIG) Issues

Maple Close. The Town Clerk advised the legals were nearly finalised and there was some tree work that needed to be done. Hoped to have more information for the next meeting.

Market Place. The Town Clerk advised this had not been followed up yet.

Pedestrian Crossing. The Town Clerk will check the situation.

424/23 Neighbourhood Plan

The Town Clerk advised that the next meeting of the Steering Group was Wednesday 6th June and it was hoped the first draft plan would be ready for approval at the meeting.

425/23 Temporary Road Closure Notifications

The Temporary Road Closure Notification for A350 (part), Melksham; from its junction with Avon Road to its junction with A350 Lackham College to Lackham Roundabout was noted.

426/23 Sparkle Team and Parish Steward

Councillor Rabey asked that the walkway at the back of the Campus and passed the Cricket Pavilion be cleared.

Councillor Rabey asked that the area around the Unicorn pub and Cooper Tyres be cleared.

Councillor Mortimer asked that the nettles on the walkway from Union Street to the park be cleared.

Councillor Ellis asked that tree debris in Orchard Gardens be cleared.

Councillor Aves asked that Lowbourne be tidied.

Councillor Rabey suggested that a list of regular requests be compiled to be put on the agenda as permanent items. Councillors to submit their suggestions to her or the Town Clerk.

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

UNANIMOUSLY RESOLVED that Standing Orders be suspended to allow Joe Reece to address the committee on the subject of street cleaning.

After a brief discussion it was agreed that the proposal details would be forwarded to the Town Clerk and the matter put on the agenda for the next meeting on 20 June 2023.

Meeting Closed at: 7.30 pm

Signed:

Dated: 20 June 2023

Melksham Town Council

Minutes of the Staffing Committee meeting held on Wednesday 10th May 2023

PRESENT: Councillor S Crundell (Chair)

Councillor S Mortimer

Councillor P Aves

OFFICERS: Linda Roberts Town Clerk

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

6/22 Apologies

Apologies were received from Councillor J Crundell.

7/22 Declarations of Interest

There were no declarations of interest.

8/22 Minutes

The minutes of meetings held on 12 January 2023, 10 March 2023, 17 March 2023, 27 March 2023, and 12 April 2023 having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

9/22 Confidential Session

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

UNANIMOUSLY RESOLVED that in view of the confidential nature of the business to be transacted that the press and public be instructed to withdraw.

10/22 Staffing Matters

The results of the investigation were noted. Confidential Papers Investigation - 10 May 2023 refer.

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

UNANIMOUSLY RESOLVED to delegate the matter to the Town Clerk and that the Town Clerk reports back to the Committee at key stages.

Confidential Papers dated 10 May 2023 refer.

Meeting Closed at: 7.45 pm

Signed:

Dated:

Melksham Town Council

**Minutes of the Staffing Committee meeting held
on Thursday 15th June 2023**

PRESENT: Councillor S Crundell (Chair)

Councillor P Aves
Councillor J Crundell
Councillor J Oatley
Councillor T Price

IN ATTENDANCE:

OFFICERS: Linda Roberts Town Clerk

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

11/23 Apologies

There were no apologies.

12/23 Declarations of Interest

There were no declarations of interest.

13/23 Minutes

The minutes of the meeting held on 10 May 2023 having previously been circulated were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

14/23 Confidential Session

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

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

15/23 Action Plan - Progress

The Town Clerk advised on progress from the Action Plan.

- Mental Health First Aid Training – providers currently being researched.

Councillor Oatley advised that Wiltshire First Aid Training do a one day Mental Health First Aid course. Town Clerk would seek a quotation.

- HR policies, documents and staff handbook – work has begun updating and reviewing all HR documentation. All documents will be loaded up onto Worknest's Peoplenest page; staff will have access to all documents from this site. The site will also be used to keep records of annual leave and sickness
- The staff family tree had been completed. The Town Clerk advised that the roles of vacant posts were currently being evaluated.
- Supervision of Team members – one to ones are still going ahead and more formal supervision meetings will take place once there is a full complement of staff
- Team Meetings are scheduled and occurring regularly
- Town Clerk booked onto a Management in Action Conference as part of her continuing professional development
- Team building event – a theme has been chosen now to arrange a date around everyone's annual leave.
- Audit of Staffing Committee – quotations sought
- Role based emails – not yet implemented would introduce for new staff. Town Clerk to establish whether it can be done with Outlook without increasing licences so each member of staff can have a personal email address and a role based email address
- Audit of the induction process to be done two recent employees. All staff will be given the opportunity to comment on the process.
- Counselling Service – Currently a service which the town council funds through Worknest, it is a telephone service. It was suggested that face to face counselling could be arranged on a case by case basis. Keep under review.

16/23 Staffing Matters

Amenities Team/Town Hall Team Recruitment

The Town Clerk updated the Committee on the recruitment process and the interim plan to ensure the business of the town council continues. Roles based at the town hall were currently being evaluated.

Members did offer their services to assist the Amenities Team where possible; offers of help will now be included in a work plan.

The committee commended Councillor Ellis who had volunteered to work one day a week at the Splashpad and previously for the sterling efforts of Councillor Mortimer and Goodhind who had litter picked around the skatepark and removed the dead leaves.

A progress report on other staffing matters was made, the actions and advice were noted. (Confidential notes dated 15.6.2023 refer)

Meeting Closed at: 8.50 pm

Signed:

Dated:

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First Floor
Melksham Community Campus,
Market Place, Melksham,
Wiltshire, SN12 6ES
Tel: 01225 705700

Email: clerk@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

Linda Roberts
Town Clerk
Melksham Town Council
Market Place
MELKSHAM SN12 6ES

8 June 2023

Dear Linda

Re: Melksham and Melksham Without Neighbourhood Plan: Local Green Spaces

As you know, Melksham and Melksham Without Parish/Town Councils are working on a Neighbourhood Development Plan (NDP). Once formally in place, the NDP will inform and shape future development of our area, and become part of the statutory Development Plan which Wiltshire Council will use for determining planning applications in the area.

One aspiration for the Steering Group, as part of this work is to identify and protect important green space within the neighbourhood area. One way that the NDP can do this is to identify 'Local Green Spaces' for protection by a planning policy. For a Local Green Space to be eligible for designation, it must be:

- in reasonably close proximity to the community it serves;
- demonstrably special to the local community and hold particular significance, for example, because of its beauty, historic significance recreational value (including playing fields), tranquility or richness of wildlife, and
- local in character and not an extensive tract of land.

Designation of land as a Local Green Space would mean that policies for managing development of the land would be consistent with that of land in the green belt i.e. inappropriate development of the space would not be allowed except for in very special circumstances (National Planning Policy Framework 2021, para 101-103)¹.

The NDP Steering Group has been working on an initial list of potential Local Green Spaces and with

¹
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf

support from their planning consultants have assessed the long list of suggestions against the national planning policy criteria outlined above.

We are writing to inform you that Dorset Crescent play area and green, as well as Heather Avenue play area and green (on the attached plan), and believed to be maintained by the Town Council, have been identified as potentially suitable for Local Green Space designation.

Although an initial assessment has been undertaken on this land, a decision has not yet been made in relation to whether the space is suitable for designation.

Please get in touch with any comments or concerns about the potential designation of this space as a Local Green Space before 7 July 2023. Your comments will be considered and included as part of the evidence base of the NDP. As mentioned, although an initial assessment has been undertaken on this land, a decision has not yet been made in relation to whether the space is suitable for designation.

Comments received from landowners and the wider community will be taken into account to decide on which Local Green Spaces will be proposed for designation in the draft Neighbourhood Plan. The draft NDP will be consulted on formally for 6 weeks (a stage known as Regulation 14 consultation), during which, should your land go forward as a proposed Local Green Space, you will be contacted again and given the chance to record your formal comments.

Yours sincerely,



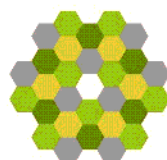
Clerk

Melksham Without Parish Council

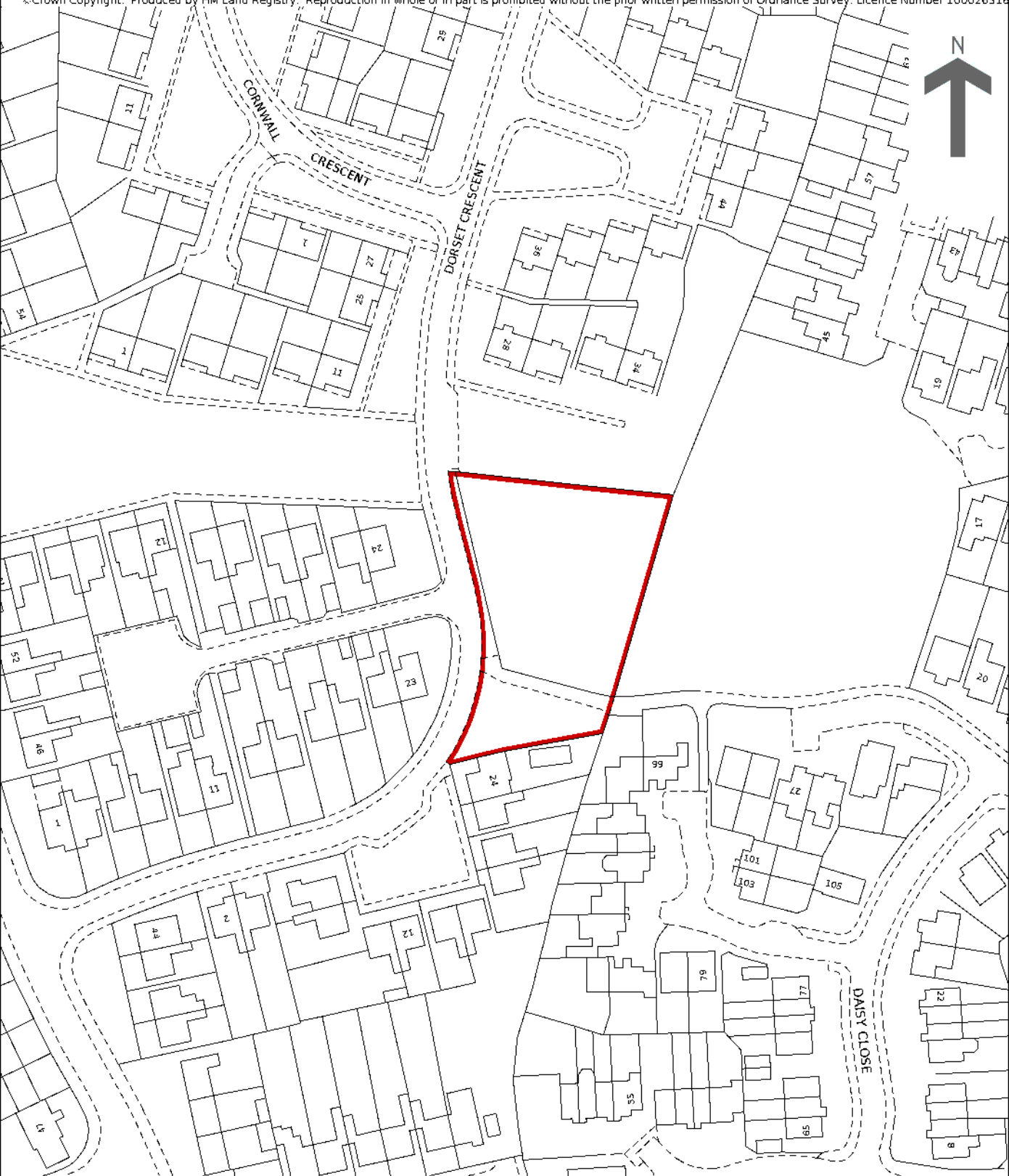
HM Land Registry

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Administrative area **Wiltshire**



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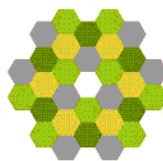
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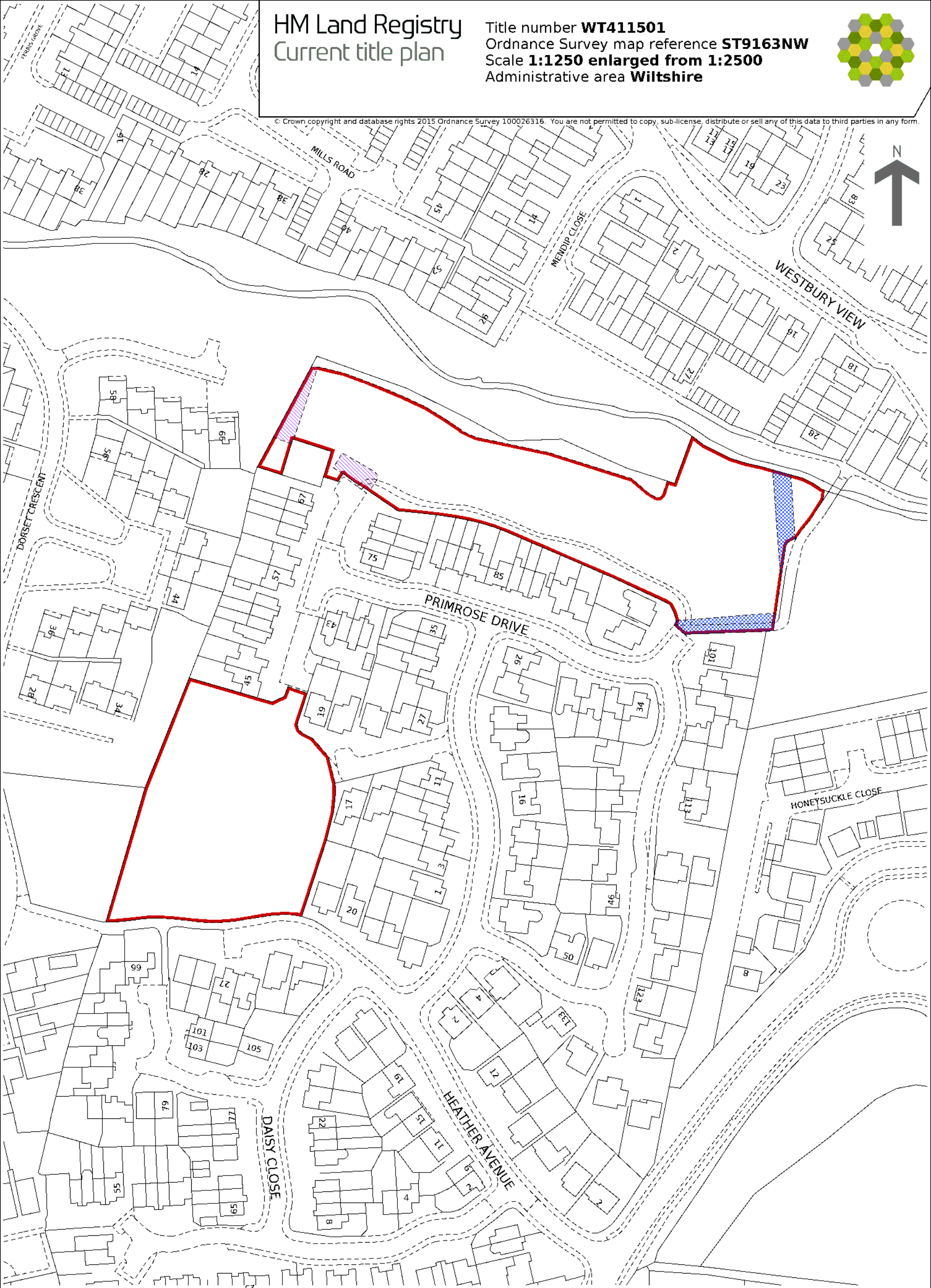
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HM Land Registry
Current title plan

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Administrative area **Wiltshire**



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