



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

18 September 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 25th September 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 25 September 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 - 14)

To confirm as a correct record the minutes of the Extraordinary Full Town Council meeting held on Monday 17 July 2023, commencing at 18:45 and the Full Council meeting held on Monday 17 July 2023, commencing at 19:00 and the Extraordinary Full Town Council meeting held on Thursday 17 August 2023.

5. Conclusion of audit year ended 31 March 2023

Members are requested to resolve to approve the final External Auditor Report and Certificate for the 2022/2023 financial year and approve for publication (to follow).

6. Town Mayor's Announcements

7. Police Report (Pages 15 - 24)

To note the Melksham Community Policing Team report for September 2023

8. Reports from Unitary Councillors

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

9. Accounts

9.1 Detailed Income & Expenditure by Budget Heading 31/07/2023 (Pages 25 - 34)

To receive the detailed Income & Expenditure by Budget Heading 31/07/2023

9.2 Monthly Financial Statement 31 July 2023 (Pages 35 - 36)

To receive the monthly Financial Statement 31 July 2023

9.3 Unity Payments (Pages 37 - 46)

To receive lists of payments for April, May, June and July 2023

9.4 Unity Receipts (Pages 47 - 54)

To receive lists of receipts for April, May, June and July 2023

9.5 Lloyds Payments (Pages 55 - 62)

To receive lists of payments for April, May, June and July 2023.

9.6 **Lloyds Receipts** (Pages 63 - 74)

To receive lists of receipts for April, May, June and July 2023.

9.7 **Petty Cash Payments** (Pages 75 - 82)

To receive lists of payments for April, May, June and July 2023.

9.8 **Petty Cash Receipts** (Pages 83 - 84)

To receive list of receipts for June. There are no receipts for April, May or July

10. Motion to create a Project Scrutiny Subcommittee (Pages 85 - 88)

To consider and for decision on Councillor Westbrook's motion to establish a Project Scrutiny Subcommittee.

11. Policy Review and Adoption

11.1 **Grants Application Policy** (Pages 89 - 92)

To review and consider for adoption the updated Grant Application Policy.

11.2 **Awarding Freedom of Town Policy** (Pages 93 - 96)

To review and consider for adoption Awarding Freedom of the Town Policy.

12. Dog Agility Area

Decision required on where funding is to come from for a resolution made at the Extraordinary Full Council meeting held on Tuesday 28th March 2023.

480/22 Motion from Councillor Houghton - Dog Park - King George V Playing Field

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

RESOLVED to allocate no more than £20,000 for the installation of a Dog Agility Area.

13. Joint Panel Accountability and Government Practitioners' guide (Pages 97 - 174)

Members are asked to receive and note the Joint Panel Accountability and Government Practitioners' guide (JPAG) Revised March 2023

14. Lighting to Forest Community Centre (Pages 175 - 176)

To receive an update on the resolution to install lighting leading to Forest Community

Centre.

For decision.

15. BMX Pump Track (Pages 177 - 178)

To receive the report of the committee clerk updating this project.

16. Appointment of Councillor Westbrook to Committee

To consider appointing Councillor Westbrook to replace Councillor Houghton on Community Development Committee and Councillor Mortimer on Economic Development & Planning Committee.

17. Report to Accompany Financial Statements

From the recommendation of the Finance, Administration and Planning Committee 4 September 2023

47/23 Detailed Income & Expenditure by Budget Heading 31/07/2023

Councillor Hubbard queried the increase in stationery spending. The Town Clerk advised this was down to mis-coding and that the problem was often a question of interpretation or incomplete information. Mid-coding, and the problems caused to councillors when signing off accounts, was discussed. Two suggestions were made to tackle the problem.

a) When time permits, a crib-sheet of codes is produced.

b) Statements be accompanied with a report highlighting variances and what has caused them. Councillor Hubbard asked that it be recommended to Full Council to discuss what needs to be done to implement this.

For discussion and decision on point b)

18. Committee Minutes

18.1 Asset Management and Amenities Committee (Pages 179 - 194)

To receive the minutes of the Asset Management and Amenities Committee meetings held on 11 April 2023 and 5 June 2023 and the draft minutes of the meeting held on 7 August 2023.

18.2 Community Development Committee (Pages 195 - 202)

To receive the minutes of the Community Development Committee meeting held on 12 June 2023 and the draft minutes of the meeting held on 11 September 2023.

18.3 Economic Development and Planning Committee (Pages 203 - 230)

To receive the minutes of the Economic Development and Planning Committee meetings held on 9 May 2023, 30 May 2023, 20 June 2023, 11 July 2023 and 1 August 2023, 22 August 2023 and the draft minutes of the meeting held on 12 September 2023.

18.4 Finance Administration and Performance Committee (Pages 231 - 232)

To receive the minutes of the Finance and Administration and performance Committee meeting held on 31 July 2023.

18.5 Staffing Committee (Pages 233 - 244)

To receive the minutes of the Staffing Committee meetings held on 10 May 2023, 15 June 2023, 3 July 2023 and 24 July 2023 and the draft minutes of the meeting held on 7 August 2023.

19. Working Group Minutes

19.1 Assembly Hall Working Group (Pages 245 - 246)

To receive the notes of the Assembly Hall Working Group meeting held on 20 April 2023

19.2 Environment & Climate Working Group (Pages 247 - 260)

To receive the notes from the Environment & Climate Working Group meetings held on 19 April 2023, 21 June 2023, 11 July 2023, 1 August 2023 and 22 August 2023 and the draft notes of the meeting held on 12 September 2023.

19.3 Events Working Group (Pages 261 - 270)

To receive the notes of the Events Working Group meetings held on 1 June 2023 & 6 July 2023 and the draft minutes of 7 September 2023.

20. Confidential Session

Members are requested to discuss the following items in Confidential session pursuant to Section 1 (2) of the Public Bodies Admission to Meetings) Act 1960; the Council, by resolution, may exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings. In view of the sensitive nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw.

21. Neighbourhood Plan

Update from Town Council representatives on the group.

21.1 Local Green Space Designation (Pages 271 - 276)

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

Wiltshire Council comment/response.

Dorset Crescent – No restrictions on title, but currently leased to MWTC. Not supportive.

Heather Avenue – Title is restricted to open space. Supportive in part.

21.2 Approval of Neighbourhood Plan

To approve in principle the Neighbourhood Plan without the final site wording. Members have had an online copy but it is not yet in the public domain. An extraordinary meeting of the council is scheduled for 10 October 2023 to approve the final draft of the Neighbourhood Plan.

22. Assembly Hall & Blue Pool

22.1 Updating report (Pages 277 - 282)

To receive an updating report on progress.

22.2 Asset Transfer (Pages 283 - 314)

For decision – Whether to accept the transfer of the Blue Pool on the terms suggested.

22.3 RIBA Competition (Pages 315 - 342)

For decision – Whether to hold a RIBA Competition for design of the Assembly Hall/Blue Pool site.

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Melksham Town Council

Minutes of the Full Council meeting held on Thursday 17th August 2023

PRESENT:

Councillor T Price (Deputy Town Mayor)
Councillor P Aves
Councillor G Ellis
Councillor C Goodhind
Councillor S Mortimer
Councillor S Rabey
Councillor J Westbrook

IN ATTENDANCE: Councillor Hubbard was present virtually

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

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

Howard Jones. With the increases in the cost of repairs to the Assembly Hall roof, is the Council going to get further quotes? The Town Clerk advised Mr Jones that the matter had gone to tender and only one quote had been submitted.

Mr Jones asked if the council would look further afield. The Town Clerk explained that the matter had gone through Contract Finder and expressions of interest advertised in the local press and social media. Three expressions of interest were received but only one of those ultimately quoted.

Mr Jones asked how many contractors were on the list. The Town Clerk advised that Contract Finder is national and Europe wide.

Joe McCann – Melksham Independent News - Asset Management & Amenities Committee signed off on a budget of £68000 for KGV lighting but reported at next meeting that cost was higher. Did the agreed amount not meet the tender or did something else occur to increase costs? It was confirmed that a written response would be supplied at the same time as a response to Joe McCann's Freedom of Information Request.

Joe McCann asked if the Council could list the open projects it currently has. A summary was displayed on screen but was not clear. A copy will be emailed to Joe McCann.

Joe McCann asked if the Council had enough money to cover the open projects. It was confirmed that the Council does have sufficient funds.

562/23 Apologises

Apologises were received from The Town Mayor Councillor S Crundell, Councillor Alford, Councillor Cooke, Councillor J Crundell, Councillor Forgacs and Councillor Oatley.

563/23 Declarations of Interest

There were no declarations of interest.

564/23 Cricketers Cafe - Pavilion KGV

Councillor Goodhind asked if the order of items for discussion could be reversed to allow Councillor Hubbard to get to a place where he could safely join the meeting virtually and because a member of the public was present who had raised the matter in public participation. Councillor Ellis said that he would prefer the order to remain as published as he would be raising a point under item 4 which referred back to item. Deputy Town May and Chair of the meeting Councillor Price stated that in that case the running order should remain as published.

Standing Orders were suspended during the discussion to allow Councillor Hubbard to speak.

There was a discussion of Councillor Goodhind and Councillor Hubbard's report and the budget for repairs and refurbishments. The budget for repairs/remedial work is a responsibility the council must take on as landlords. The Town Council will invest the sum of £25000 for refurbishment and the tenant will invest the sum of £25000 and rent payments will include a sum to reflect the Town Council's investment. Councillor Rabey commented that, as stated in the report, the council would retain possession of all improvements, should the tenant break the lease.

There was discussion on the time line of repairs.

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

UNANIMOUSLY RESOLVED to authorise the spend of £29500 to undertake remedial repairs, to be paid from Unplanned Maintenance and £25000 towards refurbishment, to be paid from major projects.

565/23 Assembly Hall Roof

It was generally agreed that £90000 was a lot of money to spend when the Assembly Hall and Blue Pool may be redeveloped but that something needed to be done. Councillors put forward their views on what action to take. At one point standing orders were suspended to allow Councillor Hubbard to speak.

It was suggested to draw a line under the current quote and engage with local contractors. The difficulty experienced so far in getting contractors to quote was pointed out. A question was asked about the terms of the tender and whether a contractor could be asked to quote on bare minimum repairs for differing lengths of time. Members were reminded that the one quote was from a local contractor and discussions could be held with them on the terms suggested.

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

RESOLVED to speak to the contractors who had quoted to obtain quotes for bare minimum patching requirements over differing lengths of time.

It was proposed by The Deputy Mayor and Chair of the meeting Councillor Price, seconded by Councillor Rabey, and

RESOLVED to spend up to £10000 to get a Structural Engineer to analyse the future feasibility of the Assembly Hall and The Blue Pool and come back with their findings as soon as possible.

Meeting Closed at: 8.10 pm

Signed:

Dated:

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Public Document Pack

Melksham Town Council

Minutes of the Full Council meeting held on Monday 17th July 2023

PRESENT:

Councillor S Crundell (Town Mayor)
Councillor S Mortimer
Councillor P Alford
Councillor P Aves
Councillor J Crundell
Councillor G Ellis
Councillor C Goodhind
Councillor J Hubbard
Councillor J Oatley
Councillor J Westbrook

IN ATTENDANCE: 7 Members of the Public
1 Member of the Public virtually
1 Press

OFFICERS: Heather Parks Locum

PUBLIC PARTICIPATION

Natasha Gardner spoke on item 12.1 Social Media and Electronic Communication Policy.

‘I would like to ask that you consider the sincerity of this proposal, Section 8 states Councillors are expected to abide by the Code of Conduct & uphold the Civility & Respect Pledge 2022. I question if this proposal & section 8 applies to officers also?

Is this proposal to protect you online or is it to silence those of you who keep the lines of communication open to keep the residents informed? If sincere, officers need to conduct themselves properly first before dictating to you, as councillors who do your work voluntarily for the residents of Melksham’.

A Westbrook – on line, asked a question about the Parks working group. ‘There do not appear to be any minutes available on the website. When did they last meet? Why are there no minutes? The desktop optimization for the website is poor and it does not appear to be accessible’.

J McCann MIN - outlined that he had put a question to Councillor Goodhind about CCTV and so far had not received an answer – Councillor Goodhind did respond that he needed another couple of days to deal with this.

549/23 Apologies

Apologies were received from Councillors Cooke, Forgacs, Price and Rabey

550/23 Declarations of Interest

Councillor Goodhind declared that the quotation in item 10 on the agenda related to his son's company but this was not a pecuniary interest and he would stay in the room and take part in the debate.

551/23 Questions from Councillors

Councillor Hubbard had submitted one question in five parts to the Town Clerk and the Locum Clerk answered the first four and would provide a written response for the final part and send to all members.

552/23 Minutes

Councillor Goodhind wanted it to be minuted that he was not able to look at the recording of the meeting held on 26th June 2023 because it had been taken down within 24 hours, from social media. I wanted to be absolutely certain what had taken place.

Councillor Ellis said he would abstain from the vote. I am raising my concerns about the recording not being available. 'I like to check back and it was unusual for it to be taken down.'

Councillor Hubbard 'it is a policy of this council for the meeting to be published live and available. Councillors would like to review as an aide memoir because we can. I'm not going to vote against the minutes but who has made a decision to change the policy without giving an explanation?'

It was proposed by Councillor Aves that the minutes of 26th June 2023, having previously been circulated, were approved as a correct record, seconded Councillor Oatley and to be signed by the Town Mayor, Councillor Simon Crundell.

There was a recorded vote on this item:

Councillor S Crundell – For
Councillor Mortimer – For
Councillor Aves – For
Councillor Alford – For
Councillor Ellis – Abstain
Councillor Goodhind – Abstain
Councillor Hubbard – For
Councillor Oatley – For
Councillor J Crundell – For
Councillor Westbrook – Abstain

Total: For 7 Against Nil Abstain 3

553/23 Town Mayor's Announcements

A warm welcome was extended to newly elected Councillor Jennie Westbrook, who was in attendance at her inaugural meeting.

The Mayor wished to extend a thank you to the Assembly Hall Team who had managed the BBC's Any Questions event on Friday night. The event was a real success and showed Melksham in its best light.

554/23 Police Report

Members received an update report from Sgt Gemma Rutter and she spoke to the detail included in the agenda pack.

Councillors had questions relating to the data which were answered and we were reminded that the figures do include Swindon.

Councillor Alford asked about modern slavery. 30 sites had been visited in the area recently, no problems were identified and what the police did find, was employers displaying clear help and advice particularly on building sites. Information packs for those who did not have relevant material were provided.

Councillor J Crundell thanked the police for their help at the Friends of Melksham Hospital Summer fete.

The junior good Citizens programme has been delivered to year 5 & 6 Pupils which has been very rewarding.

Sgt Rutter outlined their focus for the summer:

Promote a town centre Shop Watch initiative, similar to Pub Watch using radios, to support driving down business crime and theft, using closer and clearer communication.

A spate of shoplifting meant that four juveniles were arrested. 'We don't like to arrest juveniles, but serious situations do mean we have to.'

The police have received complaints about the shopping precinct area which is going to take longer to fix.

It was suggested that the town council make an application for a 'No Alcohol Zone' for this area. A number of males drinking and being loud and intimidating, whilst utilising the benches, is making it difficult for regular users. The police are going to need assistance from multi agencies to remedy this issue.

Members wanted to know how a no alcohol zone would work? Would it create more work? Does it have an impact?

The issues are appearing during the day, there is not a problem at night.

Standing Orders were suspended at 7.40pm to allow a question from the press.

'You have more PCOS's than police, is a no alcohol enforceable by PCSO's? Yes, if the legislation is written properly.

Standing Orders were re-instated at 7.42pm.

Speeding and road safety in Bowerhill.

Sgt Rutter was thanked for her attendance and she left the meeting at 7.43pm.

555/23 Reports from Unitary Councillors

Members received an update from Councillors Alford, Oatley and Hubbard on the following matters affecting Melksham which had been discussed at Wiltshire Council meetings:

Local Plan Review 18th July 2023 WC Full Council

The plan and suggestions for Melksham were highlighted. Three allocations, Melksham East, houses and environmental enhancements. Five hectares of employment land and two schools.

The vote is to support the plan but the next phase is public consultation, before going to the planning inspector.

Large development led plans are the best way to get CIL monies which gives opportunities to put infrastructure in place.

Capital Program – £10M earmarked for housing from the authority, 75% additional money borrowed, which gives a pot of £40M to build 250 homes for people with specific needs. This housing is for those where a need isn't met by present affordable homes.

30 homes acquired for refugees and these are moving through conveyancing.

Councillor Oatley advised that funds are in the budget to complete the path by Melksham Oak which should be completed by 2024.

Councillor Hubbard attended the LGA conference recently. NALC held group discussions on tier three councils and the level of delegation of services to be delivered by Towns and Parishes.

Potential changes to councillor training and clerks maybe having a different role in the future.

Children and Family Services - WC will be adopting a family hub model, delivering children's services through centres. A single provider for ages -9 months – 18. Delivered through community buildings, for Melksham, the Campus, with all information available in one place.

School Contributions – the declining birth-rate is lowering the contributions made from Section 106 monies received with new development. Schools need to demonstrate a need for places before developers will give a contribution. A real challenge for small rural school. Towns where no development taking place can't get investment.

556/23 Melksham Gate - Hydropower System Feasibility Study

The feasibility study report was received by members. The report is finished and its findings are open for discussion.

A general discussion took place on options to move this forward and use the report to establish what might be possible for future delivery in Melksham.

Wiltshire wildlife Trust have a partner organisation who are specialising in Carbon Neutral Energy – would this be something to pass onto them?
What about working with the Wilts & Berks Canal Trust?

It was pointed out that the picture on page 7 shows a car park that is no longer there, could this be fed back to the authors.

Overall it was felt that MTC should not be the lead for this project but keen to share the information.

The report would be discussed at the next Flood Group meeting on 27th July and any comments brought back to council.

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

UNANIMOUSLY RESOLVED to share the report with Wiltshire Wildlife Energy, and any agent who takes on the Avon site.

557/23 Local Plan

Councillor Hubbard reiterated that the Local Plan was expected to be adopted at WC on 18th July and this will be followed by further consultation. Advantages of plan led development are huge and hopefully this will bring in the infrastructure needed.

The frustration on the non-provision of GP surgeries and dentists which did not seem to come with all the proposed development was evident and it was accepted that the lack of practitioners was a factor.

The Local Plan was **NOTED**

558/23 Motion to update CCTV

Councillor Goodhind's motion issued in the agenda and supported by Councillor Mortimer, requested funding of £3,245 to add more equipment to the CCTV provision. Questions were raised about £10k spent on equipment recently which has still not been delivered to the council and protocols have not been followed. Discussions seemingly had taken place with outside agencies about the provision of mobile cameras which had not been agreed with council. However Councillor Goodhind outlined that he had waited for over a year to purchase these and now had got things moving. The cameras have been on test, being set up in a private area but he would ensure these are back at the council offices within two days.

It was agreed that the council wanted to have the right kit in place but adding more equipment like this is piecemeal and overall this project needs work. The council needs a vision.

Councillor Goodhind withdrew his motion.

Councillor Hubbard proposed, seconded Councillor Aves

That as a matter of urgency, officers meet with the police and experts to bring a fully costed report back to council with a vision of a CCTV system so that a plan can be considered and the council can decide if we progress the system or not. This should be prepared by 31st December 2023.

A recorded vote was requested:

Councillor S Crundell – Against

Councillor Mortimer – Abstain

Councillor Alford – Against

Councillor Aves – For

Councillor J Crundell – Against

Councillor Ellis – Abstain

Councillor Goodhind – For

Councillor Hubbard – For

Councillor Oatley – For

Councillor Westbrook – For

Totals. For 5, Against 3, Abstain 2.

Councillor J Crundell left the meeting at 8.50pm

559/23 Blue Pool Update

Councillor Ellis gave a presentation on work he had undertaken with the Friends of Melksham Assembly Hall.

Following this Councillor Alford felt that this project was to be considered by the Full Council working group of the Assembly Hall and this has missed out any connection with the town council. It is great to see ideas for the project but as a town council we have not followed the proper process.

Questions were asked about getting the views of an architect, quantity surveyor or structural engineer and which order that should be in. Why was a quantity surveyor chosen?

There was a feeling that officers had not moved quickly enough to set up working group meeting.

It was proposed by Councillor Ellis, seconded Councillor Alford and

RESOLVED that a meeting of the Full Council working group be set up immediately which would include the Friends of Melksham Assembly Hall.

Councillor Aves left the meeting at 9.30pm

Standing Orders were suspended at 9.31pm to enable members of Friends of Melksham Assembly Hall to comment.

Q. Can the town council obtain ownership of the Blue Pool? – A. Yes.

Q. MS felt that this is a proposal is very well put together. Councillors haven't got a good track record for getting things done and why can't we get on with it?

A. the original motion put in place by the council was to have a working group meeting take place to discuss options, we can't delegate responsibility to others outside the council.

Overall the 'Friends of' felt that more urgency should be given to the project

Standing Orders were reinstated at 9.45pm

Councillor Alford left the meeting at 9.45pm

560/23 Lease - Cricketers Cafe

IT WAS RESOLVED to bring forward a discussion about the Cricketers Café to enable Craig Froud to present to members.

Standing orders were suspended at 9.46pm

Craig Froud explained that he had been involved with a food service for the café since Easter. The pavilion needs work but it needs to be open all year round, make it busy and with a variety of offerings. It is not a cheap place to run. 'My ideas are to run evening events, open for Parkrun and generally work with the town but run the business with my vision.' 'I'm excited and see this as a long term plan.'

Standing orders were reinstated at 9.50

Councillor S Crundell proposed, seconded Councillor Oatley and

RESOLVED to defer items 12 – 15 and item 17, until a future meeting.

561/23 Confidential Session

Members are requested to discuss the following items in Confidential session pursuant to Section 1 (2) of the Public Bodies Admission to Meetings) Act 1960; the Council, by resolution, may exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings. In view of the sensitive nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw.

The recording of the meeting was stopped at 9.55pm

Councillor Hubbard proposed offering the lease to Craig Froud on the terms outlined for a period of 10 years. Seconded Councillor Oatley and

UNANIMOUSLY RESOLVED TO APPROVE. Until the lease can be prepared and signed, the Clerk is to issue a letter of intent.

Meeting Closed at: 10.08 pm

Signed:

Dated:

Melksham Town Council

**Minutes of the Full Council meeting held
on Monday 17th July 2023**

PRESENT:

Councillor S Crundell (Town Mayor)
Councillor S Mortimer
Councillor P Alford
Councillor P Aves
Councillor J Crundell
Councillor G Ellis
Councillor C Goodhind
Councillor J Hubbard
Councillor J Oatley
Councillor J Westbrook

IN ATTENDANCE: 4 Members of the public and 1 press

OFFICERS: H Parks

546/23 Apologies

Apologies were received from Councillors Cooke, Forgacs, Price and Rabey.

547/23 Declarations of Interest

There were no declarations of interest.

548/23 Freedom of Melksham

IT WAS UNANIMOUSLY RESOLVED that Melksham Town Council award the Freedom of the Town to Peter Dauncey for his service to Melksham whilst carrying out the role of Town Crier. The town Council to prepare a suitable scroll and medallion to mark the occasion.

Meeting Closed at: 6.50pm

Signed:

Dated:

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WILTSHIRE POLICE



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Melksham Town Council Meeting

Melksham Community Policing Team

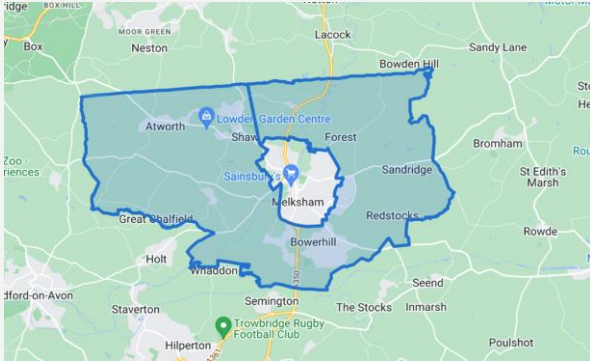
September 2023

Author- SGT 2315 RUTTER



Agenda Item 7

Melksham Neighbourhood Policing Team



MELKSHAM NORTH



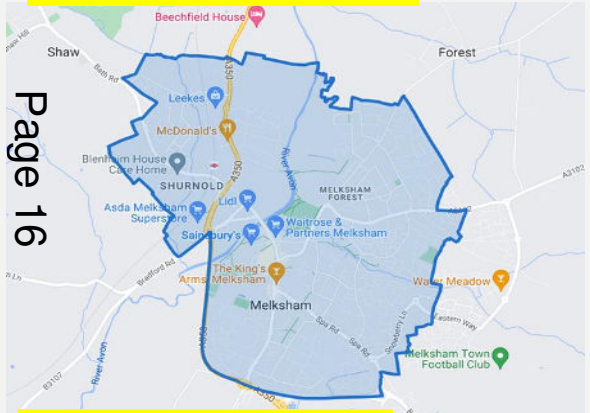
PC JEN MILLER



PCSO MEL CULLIFORD



INSP Andy LEMON



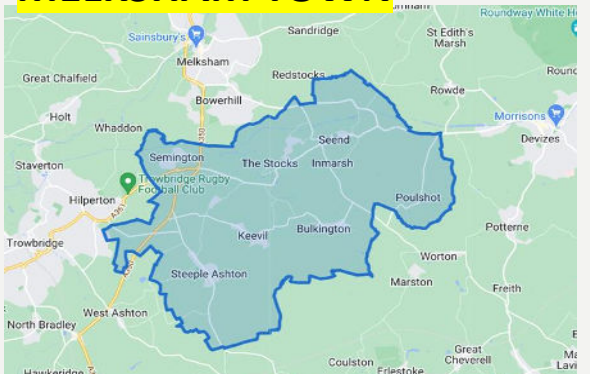
MELKSHAM TOWN



PC BEN COOMBS



PCSO LUKE HOSKEN



MELKSHAM SOUTH



PCSO VICKY ROLPH



SGT GEMMA RUTTER

Melksham Neighbourhood Policing Team

Our Vision:

We recognise how important it is for our communities to see us, speak to us and find out what we are doing. Over the coming months we will be focusing on efforts on the following areas:

- To hold a rota of rural village drop in centres.
- To hold a rota of Melksham Town supermarket police surgeries
- To carry out pulse patrols in crime and ASB hotspot areas
- To increase community messaging within our neighbourhood
- To support local festivals and events with visibility, educational tools and preventative tools such as bike stamping, purse chains by working with our colleagues in community safety, community speed watch, The Bobby Van and Rural policing teams.



Community Engagement

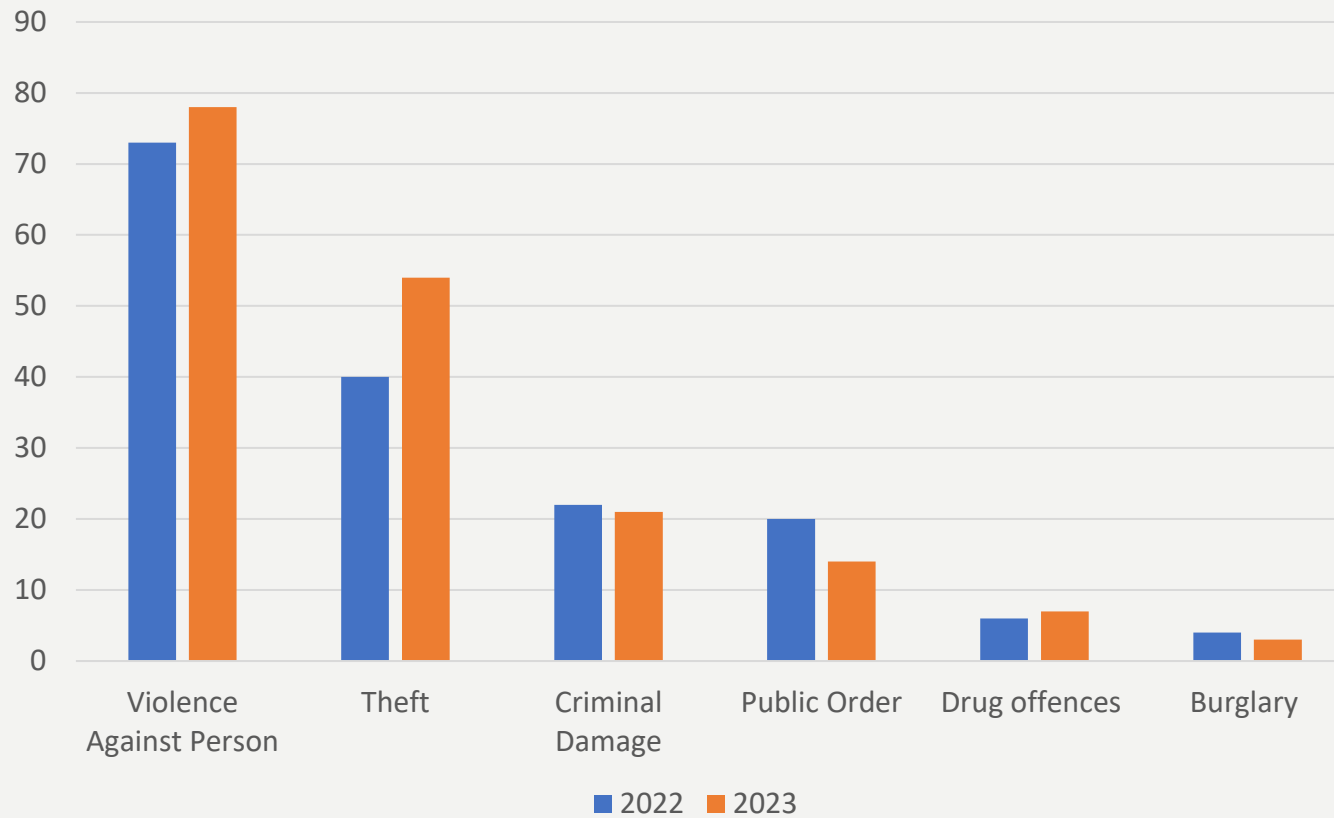
COMMUNITY ENGAGEMENT

This Summer:

- 6 Fetes
- 10 drop in surgeries
- 56 drop in sessions
- 4 Junior good citizens inputs
- 3 warrants in the last two months
- 3 Operations in the last two months
(Op Scepter- Knife Crime
Op Aident- Human slavery)
- 4 speed operations in the last two months
- One bike stamp event
- One baby car seat fitting event
- One day of action for in company with immigration



Melksham Town Crime Stats July/Aug 2022 v July/Aug 2023



In line with the Nationwide picture, there is still an increase in thefts and violence.

Violence offences will also include malicious comms and include DA/DV stats.

Melksham Neighbourhood Team Progression



SGT RUTTER- is over seeing future planning for Halloween, night time economy events and licencing, public engagement events, the forming of a listening circle to discuss Violence Against Women and Girls and the introduction of Store Watch and CCTV with Melksham Town to decrease the statistic trend upwards in theft.



PC COOMBS- is developing days of action in Bowerhill to combat vehicular ASB and offences alongside the DVLA, Road Policing Unit and Community Speed Watch, tackling ASB in the Avon Place shopping precinct in the town centre and working on the introduction of a No Alcohol Zone in town. He is also working alongside youths requiring crime diversion measuring through the SWIFT programme.

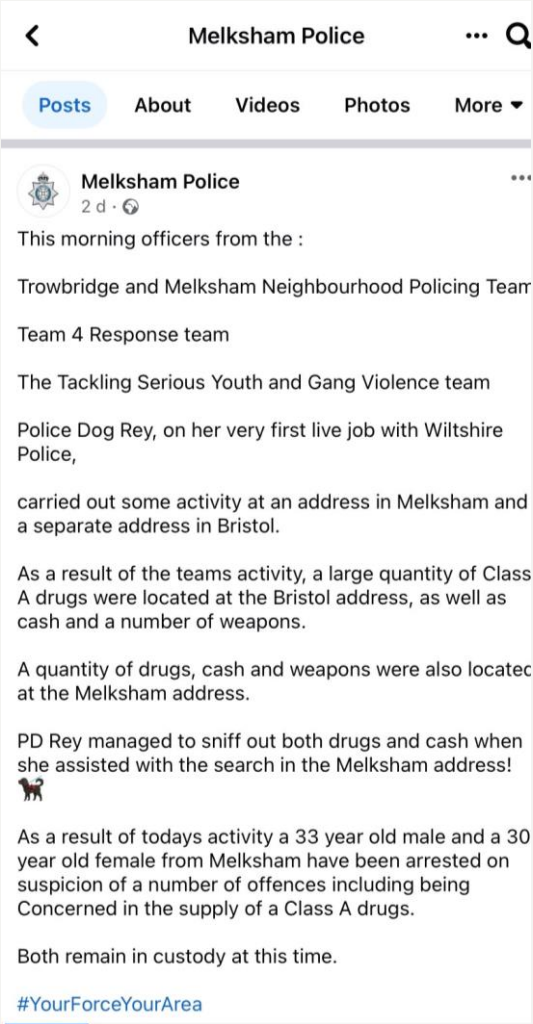


PC MILLER- is working on ASB in Church Walk with our crime prevention officers whilst seeking closure orders on addresses causing us issues with drugs and economic theft. She is also working alongside the Rural Crime Team to seek an increased presence in our rural Melksham Communities.

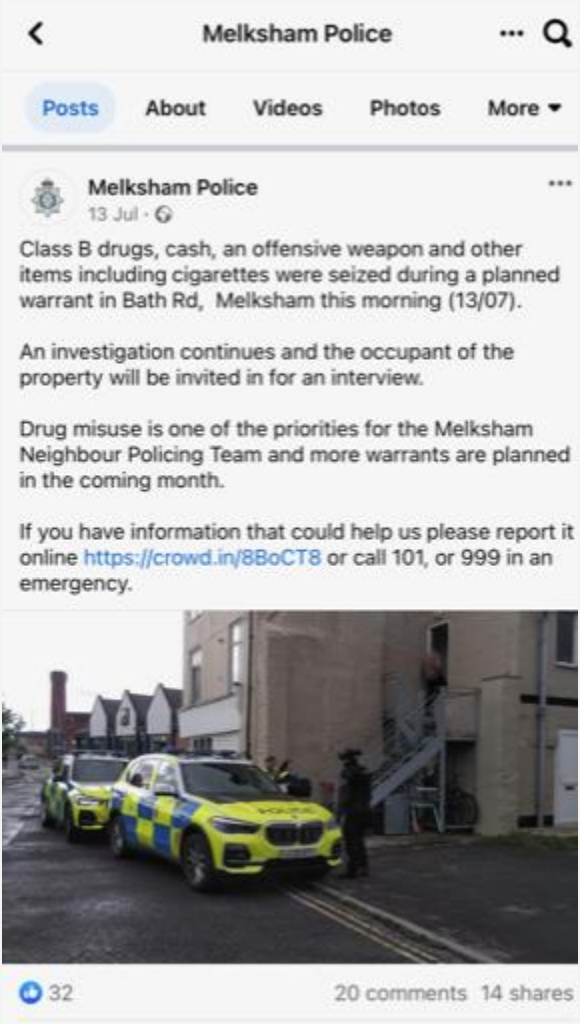
Getting Results



Class A and B located in address in Littlejohn- suspects arrested.



Class A and B located; weapons and cash- x2 arrested



Class B and weapons located- x1 suspect interviewed.

Get Involved

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

www.wiltsmessaging.co.uk



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Follow your CPT on social media

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

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

The screenshot shows the Wiltshire Police website. At the top is a blue header with the Wiltshire Police crest and logo on the left, and a search bar on the right with the text "How can we help you?". Below the header is a navigation bar with five links: "Report", "Tell us about", "Apply or register", "Request", and "Feedback". Below this is a breadcrumb trail: "Home > About us > CPTs". The main heading is "Trowbridge CPT". The content area contains the following text:

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

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

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

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

Useful Links

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

- PCC's Website - <https://www.wiltshire-pcc.gov.uk/>
- HMICFRS Website - <https://www.justiceinspectorates.gov.uk/hmicfrs/police-forces/wiltshire/>
- For information on what crimes and incidents have been reported in the Trowbridge Community Policing Team area, which Melksham is part of, visit <https://www.police.uk/pu/your-area/wiltshire-police/>

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16/08/2023

Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance, Admin & Performance</u>							
<u>101 Central Costs</u>							
4000 Salaries ENI & Pension	17,812	72,565	300,500	227,935		227,935	24.1%
4021 Stationery	49	1,036	500	(536)		(536)	207.2%
4023 Advertising	364	48	500	452		452	9.5%
4024 Equipment/furniture	0	665	1,000	335		335	66.5%
4026 Photocopier/copying	198	451	750	299		299	60.1%
4027 Telephones and Mobiles	80	690	3,000	2,310		2,310	23.0%
4028 Postage	0	54	500	446		446	10.8%
4029 Subscriptions	0	1,763	3,500	1,737		1,737	50.4%
4040 Information Technology/Hardware	378	578	20,000	19,422		19,422	2.9%
4042 Licences/Software	2,030	13,054	7,000	(6,054)		(6,054)	186.5%
4058 Insurance	34,741	34,741	38,000	3,259		3,259	91.4%
4061 Travel	208	368	500	133		133	73.5%
4075 Training	785	3,571	6,000	2,429		2,429	59.5%
Central Costs :- Indirect Expenditure	56,644	129,582	381,750	252,168	0	252,168	33.9%
Net Expenditure	(56,644)	(129,582)	(381,750)	(252,168)			
<u>110 Corporate Costs</u>							
1026 Income Interest	0	193	400	207			48.1%
1176 Precept Received	0	499,892	999,784	499,892			50.0%
Corporate Costs :- Income	0	500,084	1,000,184	500,100			50.0%
4017 Bank account fees	9	102	500	398		398	20.4%
4043 HR consultancy	0	3,660	7,500	3,840		3,840	48.8%
4050 Legal and Professional Fees	3,062	3,131	7,000	3,869		3,869	44.7%
4057 Accountancy and Audit	600	1,200	12,000	10,800		10,800	10.0%
4076 Health & Safety	0	1,696	3,500	1,804		1,804	48.5%
Corporate Costs :- Indirect Expenditure	3,671	9,789	30,500	20,711	0	20,711	32.1%
Net Income over Expenditure	(3,671)	490,295	969,684	479,389			
<u>115 Civic and Democratic</u>							
1016 Receipts - Mayors Reception	0	538	0	(538)			0.0%
Civic and Democratic :- Income	0	538	0	(538)			
4030 Town Crier's expenses	0	0	300	300		300	0.0%
4034 Councillors' training	0	0	1,000	1,000		1,000	0.0%
4062 Election Expenses	0	0	2,000	2,000		2,000	0.0%
4070 Mayor's Allowance	0	0	1,000	1,000		1,000	0.0%

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4085 Civic and Ceremonial	0	305	3,500	3,195		3,195	8.7%
4311 Remembrance Day	0	0	1,000	1,000		1,000	0.0%
Civic and Democratic :- Indirect Expenditure	0	305	8,800	8,495	0	8,495	3.5%

Net Income over Expenditure	0	233	(8,800)	(9,033)
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<u>151 Grants</u>							
4301 Grants	0	0	16,000	16,000		16,000	0.0%
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	0	10,000	10,000		10,000	0.0%
4306 Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%
4310 Grant Food and River Festival	0	5,000	3,000	(2,000)		(2,000)	166.7%
4317 Grant Carnival	0	0	2,500	2,500		2,500	0.0%
4330 Grant TIC	0	4,000	4,000	0		0	100.0%
Grants :- Indirect Expenditure	0	24,000	53,500	29,500	0	29,500	44.9%

Net Expenditure	0	(24,000)	(53,500)	(29,500)
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Finance, Admin & Performance :- Income	0	500,622	1,000,184	499,562			50.1%
Expenditure	60,315	163,677	474,550	310,873	0	310,873	34.5%
Movement to/(from) Gen Reserve	(60,315)	336,946					

Asset Management & Amenities

<u>201 Town Hall</u>							
1034 Income Town Hall Bookings	26	363	2,000	1,637			18.2%
Town Hall :- Income	26	363	2,000	1,637			18.2%
4100 Gas	67	2,482	6,000	3,518		3,518	41.4%
4101 Electricity	277	1,217	5,000	3,783		3,783	24.3%
4102 Non Domestic Rates	1,060	4,244	10,000	5,756		5,756	42.4%
4103 Water Rates	3	514	2,000	1,486		1,486	25.7%
4104 Window Cleaning	200	992	1,600	608		608	62.0%
4106 Repairs and Maintenance	0	2,990	6,000	3,010		3,010	49.8%
4108 Service Contracts	761	3,175	10,500	7,325		7,325	30.2%
4109 Trade Waste	0	0	1,400	1,400		1,400	0.0%
4261 Building Condition Reps Works	2,880	2,880	70,000	67,120		67,120	4.1%
Town Hall :- Indirect Expenditure	5,249	18,494	112,500	94,006	0	94,006	16.4%
Net Income over Expenditure	(5,223)	(18,131)	(110,500)	(92,369)			

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
202 Asset and Amenities							
1027 Income - Amenity Services	1,106	2,861	3,000	139			95.4%
Asset and Amenities :- Income	1,106	2,861	3,000	139			95.4%
4000 Salaries ENI & Pension	9,681	59,863	275,000	215,137		215,137	21.8%
4027 Telephones and Mobiles	143	584	1,500	916		916	38.9%
4150 Uniform/PPE	0	(36)	1,000	1,036		1,036	(3.6%)
4151 Tools and Equipment	191	372	2,000	1,628		1,628	18.6%
4153 Vehicle Running Costs	185	1,302	5,000	3,698		3,698	26.0%
4156 Vehicle Leasing	979	3,950	5,800	1,850		1,850	68.1%
4163 Repairs and Maintenance	306	442	8,000	7,558		7,558	5.5%
4167 Street Furniture and Signage	375	375	7,500	7,125		7,125	5.0%
4177 Churchyard maintenance	0	0	1,000	1,000		1,000	0.0%
4186 Defibrillators	0	770	4,000	3,230		3,230	19.3%
Asset and Amenities :- Indirect Expenditure	11,860	67,622	310,800	243,178	0	243,178	21.8%
Net Income over Expenditure	(10,754)	(64,761)	(307,800)	(243,039)			
203 Allotments							
1045 Income Allotments	40	140	5,000	4,860			2.8%
Allotments :- Income	40	140	5,000	4,860			2.8%
4200 Water Rates - Allotments	53	53	1,200	1,147		1,147	4.4%
4201 Maintenance - Allotments	0	607	1,000	393		393	60.7%
Allotments :- Indirect Expenditure	53	660	2,200	1,540	0	1,540	30.0%
Net Income over Expenditure	(13)	(520)	2,800	3,320			
204 Pavilion and Car Park							
1046 Income - Pavilion	18	81	5,000	4,919			1.6%
Pavilion and Car Park :- Income	18	81	5,000	4,919			1.6%
4250 Telephone - Pavilion	34	102	500	398		398	20.4%
4252 Electricity	2,037	4,851	3,000	(1,851)		(1,851)	161.7%
4254 Water - Pavilion	0	0	1,000	1,000		1,000	0.0%
4255 Fire Safety Checks	0	0	250	250		250	0.0%
4256 Maintenance - Pavilion	1,093	2,361	4,500	2,139		2,139	52.5%
Pavilion and Car Park :- Indirect Expenditure	3,163	7,315	9,250	1,935	0	1,935	79.1%
Net Income over Expenditure	(3,146)	(7,233)	(4,250)	2,983			

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
205 Public Toilets - Market Place							
1060 Contribution to running costs	0	6,000	7,500	1,500			80.0%
Public Toilets - Market Place :- Income	0	6,000	7,500	1,500			80.0%
4101 Electricity	0	840	1,800	960		960	46.7%
4103 Water Rates	171	426	3,000	2,574		2,574	14.2%
4106 Repairs and Maintenance	0	150	1,000	850		850	15.0%
4180 Cleaning	503	1,510	7,000	5,490		5,490	21.6%
Public Toilets - Market Place :- Indirect Expenditure	674	2,926	12,800	9,874	0	9,874	22.9%
Net Income over Expenditure	(674)	3,074	(5,300)	(8,374)			
206 Public Toilets - Bath Road							
4101 Electricity	234	521	1,400	879		879	37.2%
4103 Water Rates	0	0	2,000	2,000		2,000	0.0%
4106 Repairs and Maintenance	0	0	1,000	1,000		1,000	0.0%
4180 Cleaning	615	2,963	7,000	4,037		4,037	42.3%
Public Toilets - Bath Road :- Indirect Expenditure	849	3,484	11,400	7,916	0	7,916	30.6%
Net Expenditure	(849)	(3,484)	(11,400)	(7,916)			
210 Corporate Properties							
1040 Income 31 Market Place	583	2,333	6,900	4,567			33.8%
1048 Income Art House Cafe	500	2,000	6,000	4,000			33.3%
Corporate Properties :- Income	1,083	4,333	12,900	8,567			33.6%
Net Income	1,083	4,333	12,900	8,567			
211 Art House Cafe							
4100 Gas	0	0	1,000	1,000		1,000	0.0%
4175 Costs Art House Cafe	411	496	0	(496)		(496)	0.0%
Art House Cafe :- Indirect Expenditure	411	496	1,000	504	0	504	49.6%
Net Expenditure	(411)	(496)	(1,000)	(504)			
212 Round House							
4101 Electricity	56	(1,430)	500	1,930		1,930	(285.9%)
4103 Water Rates	0	55	240	185		185	22.8%
4106 Repairs and Maintenance	0	0	1,000	1,000		1,000	0.0%
Round House :- Indirect Expenditure	56	(1,375)	1,740	3,115	0	3,115	(79.0%)
Net Expenditure	(56)	1,375	(1,740)	(3,115)			

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
213 31 Market Place							
4108 Service Contracts	0	0	1,000	1,000		1,000	0.0%
31 Market Place :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%
Net Expenditure	0	0	(1,000)	(1,000)			
215 Depot							
4101 Electricity	112	180	2,000	1,820		1,820	9.0%
4102 Non Domestic Rates	241	964	2,500	1,536		1,536	38.6%
4103 Water Rates	13	50	250	200		200	20.0%
4106 Repairs and Maintenance	0	0	4,000	4,000		4,000	0.0%
4159 Electric - Unit	0	1,008	0	(1,008)		(1,008)	0.0%
4160 Leasing	1,029	4,117	12,350	8,233		8,233	33.3%
4184 Fire security: Unit	0	0	300	300		300	0.0%
Depot :- Indirect Expenditure	1,394	6,319	21,400	15,081	0	15,081	29.5%
Net Expenditure	(1,394)	(6,319)	(21,400)	(15,081)			
220 Play Areas and Open Spaces							
4157 Grasscutting	5,508	14,095	30,000	15,905		15,905	47.0%
4158 Replacement Play Equipment	0	7,564	0	(7,564)		(7,564)	0.0%
4165 Maintenance play areas	0	8,193	5,000	(3,193)		(3,193)	163.9%
4169 Maintenance of trees	0	1,155	2,000	845		845	57.8%
4179 Tree Planting	0	0	10,000	10,000		10,000	0.0%
4193 Rospa checks: Play areas	0	252	1,600	1,348		1,348	15.8%
Play Areas and Open Spaces :- Indirect Expenditure	5,508	31,259	48,600	17,341	0	17,341	64.3%
Net Expenditure	(5,508)	(31,259)	(48,600)	(17,341)			
221 King George V Park							
4101 Electricity	27	44	5,000	4,956		4,956	0.9%
4106 Repairs and Maintenance	310	310	0	(310)		(310)	0.0%
4108 Service Contracts	317	336	5,000	4,664		4,664	6.7%
4199 Chemicals	0	396	2,000	1,604		1,604	19.8%
4313 Sports Roadshow	0	749	5,000	4,251		4,251	15.0%
4913 Water	0	0	7,000	7,000		7,000	0.0%
King George V Park :- Indirect Expenditure	653	1,835	24,000	22,165	0	22,165	7.6%
Net Expenditure	(653)	(1,835)	(24,000)	(22,165)			

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
405 Solar Farm Projects							
1182 Solar money received	0	0	40,000	40,000			0.0%
Solar Farm Projects :- Income	0	0	40,000	40,000			0.0%
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%
Solar Farm Projects :- Indirect Expenditure	0	0	40,000	40,000	0	40,000	0.0%
Net Income over Expenditure	0	0	0	0			
Asset Management & Amenities :- Income	2,273	13,779	75,400	61,621			18.3%
Expenditure	29,871	139,036	596,690	457,654	0	457,654	23.3%
Movement to/(from) Gen Reserve	(27,598)	(125,257)					
Community Development							
302 Projects							
1050 Grants Received	0	2,500	0	(2,500)			0.0%
1052 Switch on Event - Stalls	120	162	0	(162)			0.0%
Projects :- Income	120	2,662	0	(2,662)			
4073 Environmental Projects	1,106	1,134	2,500	1,366		1,366	45.4%
4074 Neighbourhood Plan	7,563	9,857	2,000	(7,857)		(7,857)	492.8%
4078 Community Projects	0	0	1,000	1,000		1,000	0.0%
4080 Melksham in Bloom Competition	0	0	500	500		500	0.0%
4081 Melksham Art Project	0	0	1,000	1,000		1,000	0.0%
4304 Switch on Event	1,233	1,233	6,000	4,767		4,767	20.6%
4321 Coronation	0	6,857	4,500	(2,357)		(2,357)	152.4%
4322 Age UK Project Worker	5,271	5,271	0	(5,271)		(5,271)	0.0%
Projects :- Indirect Expenditure	15,172	24,352	17,500	(6,852)	0	(6,852)	139.2%
Net Income over Expenditure	(15,052)	(21,690)	(17,500)	4,190			
Community Development :- Income	120	2,662	0	(2,662)			0.0%
Expenditure	15,172	24,352	17,500	(6,852)	0	(6,852)	139.2%
Movement to/(from) Gen Reserve	(15,052)	(21,690)					
Economic Development							
403 Economic Dev. and Planning							
1030 Income-Melksham Makers Market	0	198	2,000	1,802			9.9%
1089 Income-Hanging Baskets	0	0	1,300	1,300			0.0%
Economic Dev. and Planning :- Income	0	198	3,300	3,102			6.0%

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4071 Town Floral Displays	0	423	10,000	9,577		9,577	4.2%
4309 Newsletter	0	0	5,000	5,000		5,000	0.0%
4328 Electric/ Climate Development	0	0	1,000	1,000		1,000	0.0%
4354 Parking Scheme	69	180	500	320		320	36.0%
4356 Highways projects CATG	0	0	10,000	10,000		10,000	0.0%
4922 Publicity & Marketing	0	0	1,500	1,500		1,500	0.0%
4925 Town Development	0	688	15,000	14,313		14,313	4.6%
Economic Dev. and Planning :- Indirect Expenditure	69	1,291	43,000	41,709	0	41,709	3.0%
Net Income over Expenditure	(69)	(1,093)	(39,700)	(38,607)			
Economic Development :- Income	0	198	3,300	3,102			6.0%
Expenditure	69	1,291	43,000	41,709	0	41,709	3.0%
Movement to/(from) Gen Reserve	(69)	(1,093)					
Assembly Hall							
<u>501 Assembly Hall Central Costs</u>							
1000 Income-Assembly Hall Lettings	1,999	11,088	50,000	38,912			22.2%
Assembly Hall Central Costs :- Income	1,999	11,088	50,000	38,912			22.2%
4000 Salaries ENI & Pension	7,056	28,454	85,000	56,546		56,546	33.5%
4900 Uniforms	0	0	500	500		500	0.0%
4905 Cleaning Materials	293	453	2,000	1,547		1,547	22.7%
4907 Stationery/Printing/Postage	(1)	(1)	150	151		151	(0.7%)
4909 Licences	0	0	4,500	4,500	3,500	1,000	77.8%
4911 Electricity	1,345	5,489	13,500	8,011		8,011	40.7%
4912 Gas	24	87	350	263		263	24.9%
4913 Water	150	391	2,600	2,209		2,209	15.1%
4914 Rates	861	3,442	9,500	6,058		6,058	36.2%
4916 Maintenance-Equipment	0	5,701	7,500	1,799		1,799	76.0%
4917 Service Contracts	1,267	3,483	12,000	8,518		8,518	29.0%
4918 Maintenance	0	4,932	7,000	2,068		2,068	70.5%
4922 Publicity & Marketing	446	1,685	5,000	3,315		3,315	33.7%
4924 Telephone: security alarms	0	0	300	300		300	0.0%
4927 Stocktaking	0	130	600	470		470	21.7%
4929 AIB	0	0	2,000	2,000		2,000	0.0%
4958 Event Security	0	270	1,500	1,230		1,230	18.0%
Assembly Hall Central Costs :- Indirect Expenditure	11,442	54,515	154,000	99,485	3,500	95,985	37.7%
Net Income over Expenditure	(9,442)	(43,428)	(104,000)	(60,572)			

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
510 Assembly Hall Events							
1004 Film shows	21	138	600	462			22.9%
1173 Live Entertainment	7,660	8,827	2,000	(6,827)			441.3%
Assembly Hall Events :- Income	7,680	8,964	2,600	(6,364)			344.8%
4919 Films: expenses and contract	0	10	300	290		290	3.3%
4954 PA and Lighting Costs	870	1,020	1,000	(20)		(20)	102.0%
4960 Live entertainment:	4,757	5,023	1,000	(4,023)		(4,023)	502.3%
Assembly Hall Events :- Indirect Expenditure	5,627	6,053	2,300	(3,753)	0	(3,753)	263.2%
Net Income over Expenditure	2,054	2,911	300	(2,611)			
520 Assembly Hall Bar and Catering							
1001 Income-Assembly Hall Bar	4,104	11,733	55,000	43,267			21.3%
Assembly Hall Bar and Catering :- Income	4,104	11,733	55,000	43,267			21.3%
4903 Bar Stock Purchases	16	3,401	24,750	21,349		21,349	13.7%
Assembly Hall Bar and Catering :- Indirect Expenditure	16	3,401	24,750	21,349	0	21,349	13.7%
Net Income over Expenditure	4,088	8,333	30,250	21,917			
Assembly Hall :- Income	13,784	31,785	107,600	75,815			29.5%
Expenditure	17,084	63,969	181,050	117,081	3,500	113,581	37.3%
Movement to/(from) Gen Reserve	(3,300)	(32,184)					

Earmarked Reserves

901 Earmarked Reserves							
1180 CIL Received	0	1,140	0	(1,140)			0.0%
Earmarked Reserves :- Income	0	1,140	0	(1,140)			
9202 Unplanned Maintenance	0	0	67,109	67,109		67,109	0.0%
9204 Town Team Project	0	0	5,000	5,000		5,000	0.0%
9218 Election expenses	0	0	14,830	14,830		14,830	0.0%
9235 Market Town Initiative	0	3,500	20,000	16,500		16,500	17.5%
9241 Cil Eadt Melksham Comm Hall	0	0	315,030	315,030		315,030	0.0%
9243 Green Spaces	0	2,314	10,743	8,429		8,429	21.5%
9244 Major Projects Reserve	717	5,058	278,945	273,887		273,887	1.8%
9245 Solar Money	0	41,959	95,933	53,974		53,974	43.7%
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%
9248 CIL	0	0	52,520	52,520		52,520	0.0%
Earmarked Reserves :- Indirect Expenditure	717	52,832	905,110	852,278	0	852,278	5.8%
Net Income over Expenditure	(717)	(51,692)	(905,110)	(853,418)			

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<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%
9232 Street Furniture	0	0	13,837	13,837		13,837	0.0%
9233 Equipment Replacement	0	0	21,000	21,000		21,000	0.0%
Sinking Funds :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>41,242</u>	<u>41,242</u>	<u>0</u>	<u>41,242</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(41,242)</u>	<u>(41,242)</u>			
Earmarked Reserves :- Income	0	1,140	0	(1,140)			0.0%
Expenditure	717	52,832	946,352	893,520	0	893,520	5.6%
Movement to/(from) Gen Reserve	<u>(717)</u>	<u>(51,692)</u>					
Grand Totals:- Income	16,177	550,186	1,186,484	636,298			46.4%
Expenditure	123,229	445,156	2,259,142	1,813,986	3,500	1,810,486	19.9%
Net Income over Expenditure	<u>(107,052)</u>	<u>105,030</u>	<u>(1,072,658)</u>	<u>(1,177,688)</u>			
Movement to/(from) Gen Reserve	<u>(107,052)</u>	<u>105,030</u>					

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Melksham Town Council
Monthly Financial Statement 31 July 2023

Cash and Bank Balances:

Unity Bank	248,587	
Cambridge B S	85,053	
Assembly General Account	744,520	
Lloyds Short Term Fixed Deposit	51,957	
Lloyds Fixed Term Deposit	315,030	
CCLA Investment	118	
Credit/Debit Card Control	3,138	
Petty Cash	360	
Bar Float	1,100	
		1,449,863

Debtors (monies owed to council)

H M Customs - Vat recoverable	35,522	
Bar Stock	3,329	
Debtors and Prepayments	3,555	
		42,406
		1,492,269

Less: Creditors (monies owed by council)

Suppliers of goods and services	49,019	
Retention Due	8,065	
Other Creditors	5,129	
Salaries Control	10,661	
Paye, Ni and Pension Due		
Events Control	3,855	
		76,729

Net Cash Available 1,415,540

Represented by:

General Fund

Current Year Surplus	105,029	
Earmarked Reserves Used in year	<u>52,832</u>	
	157,861	
Contribution to Earmarked Reserves	<u>1,140</u>	156,721
General Reserve balance at beginning of year		364,159

Earmarked Reserves

Balance at 1st April 2023	797,899	
Plus; Added in Year	<u>797,899</u>	
Less: Used to Fund Expenditure	<u>10,873</u>	787,026

Specific Reserves

CIL

Balance at 1st April 2023	52,520	
Plus: Received in Year	<u>1,140</u>	
	53,660	
Less: Used to Fund Expenditure		53,660

Solar Farm

Balance at 1st April 2023	95,933	
Plus Received in Year	<u>95,933</u>	
	41,959	
Less:Used to Fund Expenditure		53,974

1,415,540

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Date: 28/07/2023

Time: 10:47

Melksham Town Council Current Year

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Unity Bank

List of Payments made between 01/04/2023 and 30/04/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/04/2023	Water2business	03042023	185.87		Water rates - depot
05/04/2023	Grenke Leasing	05042023	177.98		Lease - photocopier
11/04/2023	Rose Hoskins	11042023	90.00		Mayor's Reception - vouchers
11/04/2023	Miriam Zaccarelli	11042023/1	314.32		Various
11/04/2023	Kevin Farrow	11042023/2	21.33		Various
11/04/2023	Hugh Davis	11042023/3	129.00		Various
11/04/2023	Sara Land	11042023/4	75.30		Mayor's Reception
11/04/2023	Turvec Solutions Ltd	11042023/5	70.80		Pump gasket
13/04/2023	Enterprise Flex-E-Rent	13042023	1,195.30		Van leasing
13/04/2023	West Mercia Energy	13042023/1	166.77		Electricity
14/04/2023	WPF	DD	8,598.98		Pensions
14/04/2023	Mainstream Digital	14042023	94.39		Phones
17/04/2023	Lloyds Bank	DD	313.00		Debit card
17/04/2023	Lloyds Bank	DD	2,002.59		Debit card
17/04/2023	Wiltshire Council	DDR	241.17		Rates - Bow erhill
17/04/2023	Wiltshire Council	DDR	1,063.75		Rates - TH
17/04/2023	Office Evolution Ltd	17042023	129.74		Photocopying
18/04/2023	British Gas	18042023	2,678.81		Electricity - Bow erhill
18/04/2023	Fuel Genie	18042023/1	325.26		Fuel
18/04/2023	Oakwood	18042023/2	135.00		Container
19/04/2023	Daisy Communications	19042023	40.80		Wifi - Pavilion
20/04/2023	Wiltshire Council	DD	28,758.35		Salaries
21/04/2023	HMRC	DD	9,159.43		PAYE/NI
24/04/2023	EE	24042023	169.24		Mobile phones
24/04/2023	Redhorn Holdings Ltd	24042023/1	1,234.99		Rent - Unit May 23
28/04/2023	ICO	28042023	55.00		GDPR/Data Protection
Total Payments			57,427.17		

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Date: 28/07/2023

Melksham Town Council Current Year

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Unity Bank**List of Payments made between 01/05/2023 and 31/05/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/05/2023	Zen International Ltd	02052023	31.20		Wifi - Art House
02/05/2023	Water2business	30344676	12.50		Water rates - Bow erhill
02/05/2023	Water2business	30344676/2	227.57		Water rates - Mkt Pl toilets
02/05/2023	British Gas	02052023/1	651.96		Electricity - Pavilion
02/05/2023	Water2business	30344676/3	224.57		Water rates - Mkt Pl toilets
04/05/2023	Melksham Without Parish Council	122127253	2,098.13		NHP - shared costs
04/05/2023	Microshade Business Consultant	732923378	11,411.34		Annual renewal - Mod.Gov
04/05/2023	Playsafety Ltd	722225971	1,193.40		Annual ROSPA checks
04/05/2023	Trade UK	26240222	603.63		Stepladders
04/05/2023	Vysion Ltd	692681852	327.90		Online back-up services
04/05/2023	Wiltshire Publications Ltd	25859038	1,626.91		Advertising - various
04/05/2023	Acer Tree Surgeons Ltd	241882091	990.00		Tree works - Friends Garden
04/05/2023	Castle Water Ltd	665732370	92.84		Water - Roundabout
04/05/2023	Civica UK Ltd	884006523	1,496.40		Mod.Gov training
04/05/2023	Compliance Training Products	162935294	372.00		Training - data security
04/05/2023	Donna Wilson	274224306	695.00		Mayors Reception
04/05/2023	Shred-on-Site	245979412	115.20		Paper shredding
04/05/2023	D&M Gompels Ltd	942260731	110.20		Parking redemption
04/05/2023	Gonjo Cafe & Bakehouse	651737141	1,000.00		Coronation - picnic lunch
04/05/2023	Homemaker	950094908	679.00		Dishwasher - TH
04/05/2023	J. H. Jones & Sons	537077241	3,466.80		Grasscutting - KGV
04/05/2023	Microsoft	104598473	234.19		Online services
04/05/2023	Midori Services	36337685	2,953.31		Service contract - Splashpad
04/05/2023	PA to Go Ltd	771390685	345.00		Committee Clerk
04/05/2023	Place Studio Ltd	731181658	5,573.12		NHP - support/expenses
04/05/2023	Shane Hallett	293016121	210.00		Connect dishwasher
04/05/2023	Sylvia Novak	536045106	150.00		Coronation - musical act
04/05/2023	Sara Land	195106098	32.43		Refreshments
10/05/2023	Enterprise Flex-E-Rent	10052023	562.90		Van lease
11/05/2023	Office Evolution Ltd	65041	716.16		Stationary
11/05/2023	British Gas	11052023/1	900.60		Gas - TH
11/05/2023	British Gas	11052023/2	15.57		Gas - AH
11/05/2023	British Gas	811204325	22.36		Electricity - Mkt Traders
12/05/2023	WPF	BACS	9,265.21		WPF
15/05/2023	Wiltshire Council	DD	1,060.00		Rates - TH
15/05/2023	Wiltshire Council	DD	241.00		Rates - Bow erhill
15/05/2023	Mainstream Digital	15052023/1	403.63		Phones
15/05/2023	Mainstream Digital	15052023/2	37.96		Phones
15/05/2023	Mainstream Digital	15052023/3	34.43		Phones
15/05/2023	Daisy Communications	15052023/4	40.80		Wifi - Pavilion
16/05/2023	Lloyds Bank	DDR	9.00		Monthly charge x 3
16/05/2023	Lloyds Bank	DDR	892.33		Zoom
16/05/2023	Fuel Genie	8828402	188.36		Fuel
17/05/2023	Office Evolution Ltd	65252	83.91		Photocopying
17/05/2023	British Gas	833608896	35.11		Electricity - Mkt Pl toilets
18/05/2023	West Mercia Energy	11345455	153.55		Electricity - Bath Rd toilets
18/05/2023	Office Evolution Ltd	65060	1,800.00		Picnic blankets - Coronation

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Date: 28/07/2023

Melksham Town Council Current Year**Page 2**

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Unity Bank**List of Payments made between 01/05/2023 and 31/05/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/05/2023	Oakwood	18052023	135.00		Container storage
19/05/2023	Wiltshire Council	BACS	25,219.84		Salaries
19/05/2023	British Gas	975769886	811.27		Gas - TH
19/05/2023	British Gas	975765887	14.96		Gas - AH
19/05/2023	British Gas	864012885	36.15		Electricity - Roundhouse
22/05/2023	HMRC	BACS	9,930.61		PAYE/NI
22/05/2023	British Gas	827211117	290.52		Electricity - TH
22/05/2023	British Gas	827211118	1,495.42		Electricity - AH
22/05/2023	Redhorn Holdings Ltd	273	1,234.99		Rent - Bow erhill Jun 23
24/05/2023	EE	24052023	169.24		Mobile phones
24/05/2023	Zen International Ltd	41045483	7.81		Wifi - Art House
26/05/2023	Comax UK Ltd	15266035	137.90		Cleaning products
26/05/2023	Elite Promotions	885884582	285.00		DJ & Disco - Coronation
26/05/2023	Kan Connections	157887852	6,862.80		Electrical work - Pavilion
26/05/2023	Mr. Steve HOLDER	336074315	450.00		Sound system - Coronation
26/05/2023	T H White Installations Ltd	6866512345	232.80		Fire alarm - TH
26/05/2023	UK Media Solutions	383369347	23.98		Posters - Civility/Respect
26/05/2023	Avon IT systems	789722183	168.00		IT support - Jan - April 2023
26/05/2023	Embroidery UK Ltd	75917102	423.00		Blanket embroidery
26/05/2023	IDverde Limited	908934164	4,025.82		Cleaning - Bath Rd toilets
26/05/2023	Light Fantastic	283949745	1,146.00		Lighting - Confetti gun Corona
26/05/2023	Microshade Business Consultant	243864392	239.34		Hosting services
26/05/2023	Prosec Consultancy Ltd	657059994	651.00		Security - Coronation
26/05/2023	Rialtas Business Solutions Ltd	24609634	638.74		Omega licence
26/05/2023	Trade UK	359371568	194.76		Epoxy tubes
26/05/2023	S J Aplin Playgrounds Ltd	654805858	9,831.60		Swings
26/05/2023	SLCC Enterprises Ltd	459258259	84.00		Training - Agendas & Minutes
26/05/2023	Wiltshire Publications Ltd	706017958	831.60		Advertising - Coronation
26/05/2023	AquaAid Southcoast	191431248	80.36		Water
26/05/2023	Castle Water Ltd	704318139	6.32		Water - Mkt Pl
26/05/2023	Dave Elmes	139167798	30.10		Various
26/05/2023	Friends of Melksham Hospital	461656372	42.00		Tables - Coronation
26/05/2023	D&M Gompels Ltd	476282308	103.60		Parking redemption
26/05/2023	Hawkins Insulation Ltd	719448431	2,026.80		Management survey
26/05/2023	Hugh Davis	112762298	74.25		Mileage
26/05/2023	Industrial Door & Gate Solutio	221778763	180.00		6 mthly PPM visit
26/05/2023	J. H. Jones & Sons	612238978	4,345.68		Scalpins - KGV
26/05/2023	Wiltshire Association of Local	152396400	2,115.89		WALC - annual subs
26/05/2023	Louma Events	153593067	60.00		Mascots - Coronation
26/05/2023	Mel Rolph	87961323	86.39		Postage
26/05/2023	Microsoft	563061022	226.50		Licences
26/05/2023	Pat Aves	129399978	60.00		Coronation flow ers
26/05/2023	PA to Go Ltd	132186738	135.00		Committee Clerk 3/170423
26/05/2023	Golden Coast	331200911	475.68		Splashpad chemicals
26/05/2023	Rob Beale Ltd	466351356	276.00		Toilets - Coronation
26/05/2023	SASS Events Ltd	467717039	275.00		Face-painting - Coronation
26/05/2023	Shiners Commercial Ltd	717437295	200.00		Window cleaning

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Date: 28/07/2023

Melksham Town Council Current Year

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Unity Bank

List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/05/2023	The Sunnies	282670149	180.00		Coronation - Music
26/05/2023	Sunlite Group Ltd	269903743	34,654.80		Lighting - East of Melksham
26/05/2023	Wilts & Berks Canal Trust	574936244	3,500.00		Cont - Hydro feasibility
26/05/2023	IC2 CCTV Security Specialists	186785963	15,696.00		Remote CCTV
26/05/2023	4YOUTH (South West)	26052023	10,000.00		Grant
26/05/2023	Melksham Tourist Information C	26052023/2	4,000.00		Grant
26/05/2023	Citizens Advice	26052023/3	5,000.00		Grant
26/05/2023	Food & River Festival	26052023/4	5,000.00		Grant
26/05/2023	Gloria Delves	26052023/5	61.91		Coronation items (Carnival)
26/05/2023	Mant Leisure Ltd	26052023/6	9,077.15		Dog agility (dep)
26/05/2023	Kan Connections	3628	379.20		PAT - AH May 2022
26/05/2023	1st Aid Fencing Ltd	BACS	3,830.11		Metal fencing - Agility (dep)
30/05/2023	Zen International Ltd	41210015	31.20		Wifi - Art House
31/05/2023	Enterprise Flex-E-Rent	31052023	612.00		Van lease
31/05/2023	British Gas	809616446	71.91		Electricity - Bow erhill
Total Payments			<u>221,853.48</u>		

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Date: 30/08/2023

Melksham Town Council Current Year**Page 1**

Time: 08:20

Unity Bank**List of Payments made between 01/07/2023 and 31/07/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/07/2023	Water2business	03072023	53.32		Water rates - Dorset allotmts
03/07/2023	Water2business	03072023/2	12.50		Water rates - Bow erhill Unit
03/07/2023	Water2business	03072023/3	171.03		Water rates - Mkt Pl toilets
03/07/2023	West Mercia Energy	04072023	152.37		Electricity
06/07/2023	Grenke Leasing	06072023	177.98		Lease - photocopier
10/07/2023	Enterprise Flex-E-Rent	10072023	562.90		Van leasing
10/07/2023	Office Evolution Ltd	12072023	59.05		Photocopying
13/07/2023	British Gas	13072023	1,860.03		Electricity - Pavilion
14/07/2023	WPF	BACS	5,940.53		Pensions
14/07/2023	Mainstream Digital	14072023	96.43		Phones
14/07/2023	British Gas	14072023/2	58.73		Electricity - Roundhouse
17/07/2023	Wiltshire Council	BACS	1,060.00		Rates - TH
17/07/2023	Wiltshire Council	BACS	241.00		Rates - Bow erhill Unit
17/07/2023	Lloyds Bank	BACS	9.00		Debit card
17/07/2023	Lloyds Bank	BACS	901.91		Debit card
17/07/2023	Daisy Communications	17072023	40.80		Wifi - Pavilion
17/07/2023	Redhorn Holdings Ltd	17072023/2	1,234.99		Rent - Bow erhill Aug 23
18/07/2023	Fuel Genie	18072023	86.00		Fuel
18/07/2023	Oakwood	18072023/2	135.00		Container
18/07/2023	British Gas	19072023	70.02		Gas - TH
19/07/2023	British Gas	19072023/2	24.82		Gas - AH
20/07/2023	Wiltshire Council	BACS	21,363.96		Salaries
20/07/2023	West Mercia Energy	20072023	121.11		Electricity - Bath Rd toilets
20/07/2023	British Gas	20072023/2	584.30		Electricity - Pavilion
20/07/2023	British Gas	20072023/3	24.83		Electricity - Market Traders
21/07/2023	British Gas	21072023	266.18		Electricity - TH
21/07/2023	British Gas	21072023/2	1,614.43		Electricity - AH
24/07/2023	EE	24072023	171.36		Mobile phones
26/07/2023	Microsoft	211125488	238.60		Licences
26/07/2023	Place Studio Ltd	125552144	5,574.12		NHP - support
26/07/2023	The Community Heartbeat Trust	492030699	924.00		Annual renewal - Defibs
26/07/2023	Imagin Products Ltd	270680563	55.32		Photo ID badges
26/07/2023	Shiners Commercial Ltd	13177667	392.00		Window cleaning
26/07/2023	AJs Training Ltd	136418305	468.00		Training - NRSW2 HD/DE
26/07/2023	D&M Gompels Ltd	578025649	97.70		Pkg redemption - May
26/07/2023	Royal United Hospital	560662287	300.00		Occ Health services
26/07/2023	Castle Water Ltd	739218247	0.56		Water rates - Mkt Pl
26/07/2023	SLCC Enterprises Ltd	487465841	47.50		Clerks Manual
26/07/2023	Neptune Aquatics Solutions	547170439	1,134.00		Training - water treatment
26/07/2023	Raymond Mills	45333.819	560.00		Shelving
26/07/2023	Kingspan Water & Energy Ltd	354400342	728.40		Water troughs
26/07/2023	R. B. Poolman Ltd	80306118	276.00		Tap & ball valve
26/07/2023	Playsafety Ltd	116804203	474.00		Training ROSPA play areas
26/07/2023	IDverde Limited	108858256	1,341.94		Cleaning - Bath Rd toilets
26/07/2023	Microshade Business Consultant	828704887	720.00		Accounting support - Feb 23
26/07/2023	J. H. Jones & Sons	65756135	429.00		Grasscutting - KGV
26/07/2023	Worknest Ltd	843173262	4,032.00		Employment - year 1

Continued on Page 2

Date: 30/08/2023

Melksham Town Council Current Year

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Time: 08:20

Unity Bank

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/07/2023	Trow bridge Town Council	608109034	748.70		Sports Roadshows
26/07/2023	Joe McCann	577921859	76.30		Mayor's picture
26/07/2023	Hugh Davis	623455113	189.49		Various
26/07/2023	Stage Events	457225022	625.00		Xmas - Trailer stage hire
26/07/2023	James Hallam Council Guard	100764947	34,740.58		Insurance - PA & Business Trav
26/07/2023	Providence Ecological Ltd	182442567	1,106.00		KGV - Bat survey
27/07/2023	Stannah Lift Services Ltd	543861178	533.52		Service - Lift
28/07/2023	British Gas	28072023	134.13		Electricity - Bow erhill Unit
31/07/2023	Enterprise Flex-E-Rent	31072023	612.00		Van lease
31/07/2023	Zen International Ltd	31072023/2	31.20		Wifi - Art House
Total Payments			<u>93,684.64</u>		

Date: 28/07/2023

Melksham Town Council Current Year

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Time: 10:52

Unity Bank

List of Payments made between 01/06/2023 and 30/06/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2023	British Gas	01062023	1,041.46		Electricity - Bow erhill
01/06/2023	British Gas	01062023/1	415.62		Electricity - Pavilion
01/06/2023	British Gas	01062023/2	1,675.65		Electricity - Pavilion
01/06/2023	British Gas	01062023/4	30.07		Electricity - Pavilion
01/06/2023	Water2business	01062023/3	12.50		Water rates - Bow erhill
01/06/2023	Water2business	01062023/5	30.07		Water rates - Mkt Pl toilets
01/06/2023	Water2business	01062023/6	510.12		Water rates - TH
01/06/2023	Water2business	01062023/7	54.67		Water rates - Roundhouse
01/06/2023	Office Evolution Ltd	01062023/8	57.00		Business cards
01/06/2023	Office Evolution Ltd	01062023/9	70.20		Photocopying
02/06/2023	HMCTS	DD	31.84		Arson payment
02/06/2023	HMCTS	DD	-31.84		Arson payment
08/06/2023	Enterprise Flex-E-Rent	08062023	562.90		Van lease
12/06/2023	British Gas	12062023	557.60		Electricity - Pavilion
12/06/2023	West Mercia Energy	12062023/3	5.57		Electricity - KGV store
13/06/2023	British Gas	13062023	26.82		Electricity - Market Traders
14/06/2023	WPF	DD	7,494.29		Pensions
14/06/2023	Mainstream Digital	14062023	161.48		Phones
15/06/2023	Wiltshire Council	DD	1,060.00		Rates - TH
15/06/2023	Wiltshire Council	DD	241.00		Rates - Bow erhill
15/06/2023	Daisy Communications	15062023	40.80		Wifi - Pavilion
16/06/2023	Lloyds Bank	DD	9.00		Debit card
16/06/2023	Lloyds Bank	DD	725.45		Debit card
16/06/2023	Fuel Genie	16062023	182.33		Fuel
16/06/2023	British Gas	16062023/2	112.90		Electricity - Mkt Pl toilets
19/06/2023	Sonova UK Ltd	797896159	1,603.49		Hearing loop
19/06/2023	Microshade Business Consultant	726130118	1,349.34		Hosting services
19/06/2023	Playsafety Ltd	128236902	302.40		Annual Insp - Skatepark
19/06/2023	SLCC Enterprises Ltd	135677892	495.80		Management conference - LR
19/06/2023	T H White Installation Ltd	598246447	556.76		Alarm monitoring - TH
19/06/2023	1st Aid 4 Fencing Ltd	818119781	2,777.07		Wooden fencing - Dog area
19/06/2023	Acer Tree Surgeons Ltd	761975212	396.00		Tree work - Church St
19/06/2023	AquaAid Southcoast	756889635	29.76		Environmental charge
19/06/2023	Community First Trading Ltd	18339362	1,380.00		Survey software
19/06/2023	The MOT Centre & The Garage on	759197246	256.00		VW - MOT/work
19/06/2023	J. H. Jones & Sons	978877704	5,154.60		Grasscutting - Queensway
19/06/2023	J. P. Lennard Ltd	709017848	159.72		Splashpad chemicals
19/06/2023	Microsoft	322598235	234.87		Licences
19/06/2023	phs Group	414602390	747.56		Sanitary stock - TH
19/06/2023	Piggotts Flags & Branding Ltd	634554069	1,596.00		UJ flag
19/06/2023	Shiners Commercial Ltd	872862956	200.00		Window cleaning
19/06/2023	Bricks Tarding Ltd	135554093	4,200.00		Market Towns Initiative
19/06/2023	Oakwood	19062023	135.00		Container
19/06/2023	Redhorn Holdings Ltd	19062023/1	1,234.99		Rent - Bowerhill - July
20/06/2023	Wiltshire Council	DD	23,940.60		Salaries
20/06/2023	British Gas	20062023	240.48		Gas - TH
20/06/2023	British Gas	20062023/1	31.33		Gas - AH

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Date: 28/07/2023

Melksham Town Council Current Year

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Time: 10:52

Unity Bank

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/06/2023	British Gas	21062023	292.43		Electricity - TH
22/06/2023	HMRC	DD	7,015.33		PAYE/NI
22/06/2023	British Gas	22062023	27.04		Electricity - Market Traders
22/06/2023	British Gas	22062023/1	1,467.50		Electricity - AH
26/06/2023	EE	26062023	169.94		Mobile phones
28/06/2023	British Gas	28062023	506.40		Electricity - Mkt Pl toilets
30/06/2023	Unity Bank	DD	7.30		Handling charge
30/06/2023	Unity Bank	DD	58.50		Service charge
30/06/2023	British Gas	30062023	81.37		Electricity - Bowerhill
30/06/2023	Enterprise Flex-E-Rent	30062023/1	632.40		Van lease
30/06/2023	Zen International Ltd	30062023/2	31.20		Wifi - Art House
Total Payments			<u>72,388.68</u>		

30/08/2023

Melksham Town Council Current Year

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Cashbook 1

User: MEL

Unity Bank

Receipts received between 01/04/2023 and 30/04/2023

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
BACS Banked: 05/04/2023		15.92					
BACS HMCTS		15.92			1046	204	15.92 Arson payments
ME11A Banked: 11/04/2023		20.00					
ME11A Jarman		20.00			1045	203	20.00 Allotment rent
BACS Banked: 14/04/2023		487.21					
BACS DJ Cooper		487.21		81.20	1027	202	406.01 Factory Shop caretaking
ME28/29 Banked: 14/04/2023		80.00					
ME28/29 Jacklin		80.00			1045	203	80.00 Allotment rent
DC3A Banked: 14/04/2023		20.00					
DC3A Pratt		20.00			1045	203	20.00 Allotment rent
ME17A Banked: 18/04/2023		20.00					
ME17A Coe		20.00			1045	203	20.00 Allotment rent
SB27A Banked: 18/04/2023		20.00					
SB27 MacDonald		20.00			1045	203	20.00 Allotment rent
ME12B Banked: 19/04/2023		20.00					
ME12B Chu		20.00			1045	203	20.00 Allotment rent
SB30B Banked: 25/04/2023		20.00					
SB30B Noyes		20.00			1045	203	20.00 Allotment rent
BACS Banked: 26/04/2023		583.33					
BACS Wiltshire Publications		583.33			1040	210	583.33 Rent - 31 Mkt Pl
BACS Banked: 26/04/2023		499,891.86					
BACS Wiltshire Council		499,891.86			1176	110	499,891.86 Pre-cept
BACS Banked: 27/04/2023		4,091.17					
BACS MWOPC		4,091.17			1060	205	4,091.17 Mkt Pl toilets - 21/22
BACS Banked: 27/04/2023		421.20					
BACS MWOPC		421.20			1027	202	421.20 C'taking - Shurnhd 21/22
Total Receipts:		505,690.69	0.00	81.20			505,609.49

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Melksham Town Council Current Year

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Cashbook 1

User: MEL

Unity Bank

Receipts received between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	BACS Banked: 03/05/2023	112.00					
	BACS Wiltshire Council	112.00		18.67	1000	501	93.33 Room hire - AH
	BACS Banked: 04/05/2023	15.92					
	BACS HMCTS	15.92			1046	204	15.92 Arson payments
	BACS Banked: 09/05/2023	18,909.48					
	BACS HMRC	18,909.48			105		18,909.48 VAT refund
	BACS Banked: 12/05/2023	833.88					
	BACS Wiltshire Council	833.88		138.98	1000	501	694.90 Room hire - AH
	Cheque Banked: 16/05/2023	18.00					
	Cheque C. Forgacs	18.00			1016	115	18.00 Mayor's Reception
	BACS Banked: 22/05/2023	1,139.90					
	BACS Wiltshire Council	1,139.90			1180	901	1,139.90 CiL - Littlejohn/Forest
	Cheque Banked: 24/05/2023	1,546.83					
	Cheque British Gas	1,546.83			4101	212	1,546.83 Refund - Roundhouse
	BACS Banked: 26/05/2023	583.33					
	BACS Wiltshire Publications	583.33			1040	210	583.33 Rent - 31 Mkt Pl
	ME12A Banked: 30/05/2023	20.00					
	ME12A Haworth	20.00			1045	203	20.00 Allotment rent
	BACS Banked: 30/05/2023	1,404.00					
	BACS MWOPC	1,404.00			1027	202	1,404.00 Caretaking - Shurnhold
	BACS Banked: 30/05/2023	6,000.00					
	BACS MWOPC	6,000.00			1060	205	6,000.00 Mkt Pl toilets - 23/24
	BACS Banked: 30/05/2023	2,500.00					
	BACS MWOPC	2,500.00			1050	302	2,500.00 MCS Senior Project
	BACS Banked: 30/05/2023	351.00					
	BACS MWOPC	351.00			1027	202	351.00 Caretaking - Shurnhold
Total Receipts:		33,434.34	0.00	157.65			33,276.69

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08:23

Melksham Town Council Current Year
Cashbook 1
Unity Bank

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User: MEL

Receipts received between 01/07/2023 and 31/07/2023

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	BACS Banked: 04/07/2023	503.94					
	BACS Wiltshire Council	503.94		83.99	1000	501	419.95 Room hire - AH
	BACS Banked: 05/07/2023	17.52					
	BACS HMCTS	17.52			1046	204	17.52 Arson repayment
	BACS Banked: 10/07/2023	120.00					
	BACS Joanne Beaney	120.00			1052	302	120.00 Stalls - Xmas Fayre
	ME13B Banked: 10/07/2023	20.00					
	ME13B Whitbread	20.00			1045	203	20.00 Allotment rent
	AA52B Banked: 20/07/2023	20.00					
	AA52B Cooke	20.00			1045	203	20.00 Allotment rent
	BACS Banked: 24/07/2023	487.21					
	BACS DJ Coopers	487.21		81.20	1027	202	406.01 Caretaking - Factory Shop
	BACS Banked: 26/07/2023	583.33					
	BACS Wiltshire Publications	583.33			1040	210	583.33 Rent - 31 Market Place
	BACS Banked: 28/07/2023	840.00					
	BACS James Wilkins Events	840.00		140.00	1027	202	700.00 Rent - KGV
Total Receipts:		2,592.00	0.00	305.19			2,286.81

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Melksham Town Council Current Year

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Cashbook 1

User: MEL

Unity Bank

Receipts received between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount Transaction Detail
ME9A	Banked: 01/06/2023	20.00				
BACS	Parslow	20.00			1045 203	20.00 Allotment rent
BACS	Banked: 02/06/2023	31.84				
BACS	HMCTS	31.84			1046 204	31.84 Arson payment
BACS	Banked: 21/06/2023	50.00				
BACS	Zippy Sw eets	50.00		8.33	1052 302	41.67 Stall hire - Xmas
MA4	Banked: 21/06/2023	40.00				
MA4	Thomas	40.00			1045 203	40.00 Allotment rent
AA57A	Banked: 26/06/2023	20.00				
AA57A	Gurd	20.00			1045 203	20.00 Allotment rent
BACS	Banked: 26/06/2023	583.33				
BACS	Wiltshire Publications	583.33			1040 210	583.33 Rent - 31 Market Place
BACS	Banked: 26/06/2023	1,187.28				
BACS	MWOPC	1,187.28			4074 302	1,187.28 NHP
BACS	Banked: 30/06/2023	198.00				
BACS	Melksham Makers Market	198.00			1030 403	198.00 Stalls
Total Receipts:		2,130.45	0.00	8.33		2,122.12

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Date: 28/07/2023

Melksham Town Council Current Year

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Time: 10:53

Bank Assembly Hall A/c

List of Payments made between 01/04/2023 and 30/04/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/04/2023	Water2Business	BACS	192.84		Water rates - AH
03/04/2023	Water2business	03042023	192.84		Water rates - AH
03/04/2023	Water2Business	BACS	192.84		Water rates - AH
03/04/2023	Water2Business	BACS	-192.84		Water rates - AH
03/04/2023	Water2Business	BACS	-192.84		Water rates - AH
11/04/2023	Tolchards	BACS	995.92		Bar stock
11/04/2023	Tolchards Ltd	11042023	995.92		Bar stock
11/04/2023	Tolchards	BACS	-995.92		Bar stock
14/04/2023	Guns n Roses	3710	2,263.32		Show
17/04/2023	Wiltshire Council	BACS	858.75		Rates - AH
18/04/2023	Market Place Merchants	DD	25.16		Till
18/04/2023	Market Place Merchants	18042023	25.16		Cash till
18/04/2023	Market Place Merchants	18042023	-25.16		Till
28/04/2023	Hills Waste	28042023	575.78		Wate collection
30/04/2023	Paul Seemayer	3714	300.00		Lighting - History of Soul
30/04/2023	Soul Street Productions Ltd	3716	6,422.78		History of Soul
30/04/2023	The Publishing House	3717	163.80		Advertising - AH
30/04/2023	Prosec Consultancy Ltd	3719	162.00		Security - 230323
30/04/2023	Wiltshire Publications Ltd	3720	138.60		Advertising - AH
30/04/2023	Bailey Employment Services Ltd	3712	944.49		Cleaner - 20/260323
30/04/2023	United EPoS Solutions	3713	60.00		Touchpoint
30/04/2023	Mr. Steve HOLDER	3715	550.00		Sound - History of Soul
30/04/2023	Wired Publishing	3718	93.60		Advertising - AH
30/04/2023	R. B. Poolman Ltd	3721	3,546.00		Radiator/cisterns/pipew ork
30/04/2023	Your Wiltshire	3722	36.00		Advertising - AH
Total Payments			<u>17,329.04</u>		

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Date: 28/07/2023

Melksham Town Council Current Year**Page 1**

Time: 10:54

Bank Assembly Hall A/c**List of Payments made between 01/05/2023 and 31/05/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/05/2023	Water2business	1048604901	241.30		Water rates - AH
12/05/2023	Tolchards Ltd	TRIA0285	679.76		Bar stock
15/05/2023	Wiltshire Council	DDR	861.00		Rates - AH
17/05/2023	Market Place Merchants	1281730Z1B	25.16		Till
24/05/2023	A V Parts Master Ltd	3723	798.00		Projector
24/05/2023	Bailey Employment Services Ltd	3724	574.91		Cleaning - 080523/140523
24/05/2023	Comax UK Ltd	3725	349.85		Cleaning products
24/05/2023	United EPoS Solutions	3726	60.00		Till
24/05/2023	Psychic Medium Nikki Kitt	3727	320.08		Show - Psychic Medium
24/05/2023	The Publishing House	3728	163.80		Advertising - AH
24/05/2023	Wired Publishing	3729	93.60		Advertising - AH
24/05/2023	Wiltshire Publications Ltd	3730	138.60		Advertising - AH
24/05/2023	R. B. Poolman Ltd	3731	1,328.40		Water heater - AH
24/05/2023	Your Wiltshire	3732	36.00		Advertising - AH
26/05/2023	Tolchards Ltd	TRIA5025	714.22		Bar stock
31/05/2023	Hills Waste	31052023/1	149.52		Waste collection
31/05/2023	Hills Waste	31052023/2	159.52		Waste collection
31/05/2023	Hills Waste	31052023/3	216.80		Wate collection
Total Payments			<u>6,910.52</u>		

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Date: 30/08/2023

Melksham Town Council Current Year

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Time: 08:26

Bank Assembly Hall A/c

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/07/2023	Water2business	03072023	150.02		Water rates - AH
03/07/2023	Market Place Merchants	19072023	25.16		Till - AH
03/07/2023	Hills Waste	31072023	995.78		Waste collection
17/07/2023	Wiltshire Council	BACS	861.00		Rates - AH
31/07/2023	Houseman Environmental Ltd	3750	190.00		KGV - w ater hygiene
31/07/2023	Houseman Environmental Ltd	3750	760.00		Water hygiene - TH
Total Payments			<u>2,981.96</u>		

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Date: 28/07/2023

Melksham Town Council Current Year

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Time: 10:54

Bank Assembly Hall A/c

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/06/2023	Tolchards Ltd	09062023	1,116.13		Bar stock
12/06/2023	Bailey Employment Services Ltd	3744	492.78		Cleaner
12/06/2023	Denman Electrical Wholesalers	3735	5.49		Bulb
12/06/2023	United EPoS Solutions	3736	60.00		Till
12/06/2023	Hunt Management Solutions	3737	156.00		Stock take
12/06/2023	Paul Seemayer	3738	150.00		Lighting - GM Live
12/06/2023	The Publishing House	3739	163.80		Advertising - AH
12/06/2023	Wired Publishing	3740	93.60		Advertising - AH
12/06/2023	Prosec Consultancy Ltd	3741	324.00		Security - 010423
12/06/2023	Mrs. L.J. Ellis	3742	552.00		Printing - AH leaflets
12/06/2023	Your Wiltshire	3743	36.00		Advertising - AH
15/06/2023	Wiltshire Council	BACS	861.00		Rates - AH
16/06/2023	Tolchards Ltd	16062023	10.26		Bar stock
19/06/2023	Market Place Merchants	19062023	25.16		Cash till
22/06/2023	Preston Water Services	3745	650.00		Stop cock/tap - AH
26/06/2023	Rentokil Initial	26062023	329.17		Pest control
30/06/2023	Tolchards Ltd	300623	995.99		Bar stock
30/06/2023	Hills Waste	30062023	680.44		Waste collection
Total Payments			<u>6,701.82</u>		

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30/08/2023		Melksham Town Council Current Year					Page 1
08:27		Cashbook 2					User: MEL
Bank Assembly Hall A/c							
Receipts received between 01/04/2023 and 30/04/2023							
Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	BACS Banked: 03/04/2023	500.00					
	BACS Good New s Church	500.00			1048	210	500.00 Rent - Art House
	BACS Banked: 05/04/2023	59.00					
	BACS Ticketsource	24.00		4.00	1173	510	20.00 George Michael
	BACS Ticketsource	35.00		5.83	1173	510	29.17 Quiz Night
	BACS Banked: 05/04/2023	226.80					
	BACS Arts Society	226.80		37.80	1000	501	189.00 Room hire - AH
	BACS Banked: 12/04/2023	60.00					
	BACS Ticketsource	60.00		10.00	1004	510	50.00 Film - Peter Rabbit
	BACS Banked: 14/04/2023	56.00					
	BACS Daybreak Family	56.00			1034	201	56.00 Room hire - TH
	BACS Banked: 17/04/2023	135.00					
	BACS Tiger Martial Arts	135.00		22.50	1000	501	112.50 Room hire - AH
	BACS Banked: 19/04/2023	30.00					
	BACS Ticketsource	30.00		5.00	1004	510	25.00 Film - Peter Rabbit
	BACS Banked: 19/04/2023	567.00					
	BACS All Star Dance	567.00		94.50	1000	501	472.50 Room hire - AH
500714/715	Banked: 24/04/2023	1,084.00					
500714/715	Stalls	140.00		23.33	1000	501	116.67 Room hire - AH
500714/715	Quiz Team	20.00		3.33	1173	510	16.67 Quiz Team
500714/715	Film	50.00		8.33	1004	510	41.67 Film
500714/715	Room hire - AH	856.00		142.67	1000	501	713.33 Room hire - AH
500714/715	Room hire - TH	18.00			1034	201	18.00 Room hire - TH
500714(B)	Banked: 25/04/2023	1,047.40					
500714(B)	Quiz Night	70.70		11.78	1001	520	58.92 Quiz Night
500714(B)	Mayor's Reception	64.00		10.67	1001	520	53.33 Mayor's Reception
500714(B)	WWMCC	8.50		1.42	1001	520	7.08 WWMCC
500714(B)	Film - Peter Rabbit	6.20		1.03	1001	520	5.17 Film - Peter Rabbit
500714(B)	Film - Peter Rabbit 2	4.40		0.73	1001	520	3.67 Film - Peter Rabbit 2
500714(B)	Roller Disco	49.80		8.30	1001	520	41.50 Roller Disco
500714(B)	Rock n Roll	818.60		136.43	1001	520	682.17 Rock n Roll
500714(B)	Record Fayre	25.20		4.20	1001	520	21.00 Record Fayre
	Banked: 30/04/2023	1,432.99					
AIB	Credit/Debit Card Control Acco	1,432.99			213		1,432.99 AIB - card payments
Total Receipts:		5,198.19	0.00	531.85			4,666.34

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Melksham Town Council Current Year

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Cashbook 2

User: MEL

Bank Assembly Hall A/c

Receipts received between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	BACS Banked: 02/05/2023	243.00					
	BACS Mortimer	243.00		40.50	1000	501	202.50 Room hire - AH
	BACS Banked: 02/05/2023	108.00					
	BACS D. Ilin	108.00		18.00	1000	501	90.00 Room hire - AH
	BACS Banked: 03/05/2023	500.00					
	BACS Good News Church	500.00			1048	210	500.00 Rent - Art House
	BACS Banked: 03/05/2023	15.00					
	BACS TicketSource	15.00		2.50	1173	510	12.50 Quiz Night
	BACS Banked: 09/05/2023	226.80					
	BACS Arts Society	226.80		37.80	1000	501	189.00 Room hire - AH
	BACS Banked: 09/05/2023	99.72					
	BACS Melksham MDNA	99.72			1034	201	99.72 Room hire - TH
	BACS Banked: 09/05/2023	54.00					
	BACS Tiger Martial Arts	54.00		9.00	1000	501	45.00 Room hire - AH
	BACS Banked: 09/05/2023	377.00					
	BACS TIC	69.00			1173	510	69.00 Giants of Rock
	BACS TIC	57.00			1173	510	57.00 Giants of Rock
	BACS TIC	25.00			1173	510	25.00 Giants of Rock (Earlybird)
	BACS TIC	216.00			1173	510	216.00 History of Soul
	BACS TIC	10.00			1173	510	10.00 Quiz Night (April)
	BACS Banked: 16/05/2023	1,058.40					
	BACS Masons	1,058.40		176.40	1000	501	882.00 Room hire - AH
	BACS Banked: 16/05/2023	736.30					
	BACS Room hire - AH	736.30		122.72	1000	501	613.58 Masons
	500716(B) Banked: 23/05/2023	1,004.20					
	500716(B) WWMCC	12.40		2.07	1001	520	10.33 WWMCC
	500716(B) Quiz Night	79.90		13.32	1001	520	66.58 Quiz Night
	500716(B) Tea Dance	113.50		18.92	1001	520	94.58 Tea Dance
	500716(B) Masons	216.20		36.03	1001	520	180.17 Masons
	500716(B) 4Star Dance	43.30		7.22	1001	520	36.08 4Star Dance
	500716(B) WWMCC	7.20		1.20	1001	520	6.00 WWMCC
	500716(B) Nikki Kitt	175.20		29.20	1001	520	146.00 Nikki Kitt
	500716(B) Air Cadets	345.30		57.55	1001	520	287.75 Air Cadets
	500716(B) WWMCC	11.20		1.87	1001	520	9.33 WWMCC
	500716/717 Banked: 23/05/2023	635.00					
	500716/717 Stalls	30.00		5.00	1000	501	25.00 Room hire
	500716/717 Dreamers	66.00		11.00	566		55.00 Dreamers
	500716/717 Quiz Team	20.00		3.33	566		16.67 Quiz Team
	500716/717 Room hire - AH	519.00		86.50	1000	501	432.50 Room hire - AH
	BACS Banked: 24/05/2023	732.00					
Subtotal Carried Forward:		5,789.42	0.00	680.13			4,377.29

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Melksham Town Council Current Year

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Cashbook 2

User: MEL

Bank Assembly Hall A/c

Receipts received between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis							
Receipt Ref_	Name of Payer	£ Amnt Received	£ Debtors,	£ VAT_	A/c_ Centre_	£ Amount	Transaction Detail
BACS	TicketSource	732.00		122.00	1173 510	610.00	Nikki Kitt
BACS	Banked: 31/05/2023	15.00					
BACS	TicketSource	15.00		2.50	1173 510	12.50	Quiz Night
	Banked: 31/05/2023	2,683.05					
AIB	Credit/Debit Card Control Acco	2,683.05			213	2,683.05	AIB
Total Receipts:		8,487.47	0.00	804.63		7,682.84	

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Melksham Town Council Current Year

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Cashbook 2

User: MEL

Bank Assembly Hall A/c

Receipts received between 01/07/2023 and 31/07/2023

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	BACS Banked: 03/07/2023	500.00					
	BACS Good New s Church	500.00			1048	210	500.00 Rent - Art House
500719(B)	Banked: 04/07/2023	618.00					
500719(B)	Masons	280.10		46.68	1001	520	233.42 Masons
500719(B)	Historical Association	84.40		14.07	1001	520	70.33 Historical Association
500719(B)	WWMCC	7.60		1.27	1001	520	6.33 WWMCC
500719(B)	Pride	123.80		20.63	1001	520	103.17 Pride
500719(B)	Quiz Night	112.20		18.70	1001	520	93.50 Quiz Night
500719(B)	Film Club	7.20		1.20	1001	520	6.00 Film Club
500719(B)	WWMCC	2.70		0.45	1001	520	2.25 WWMCC
500719	Banked: 04/07/2023	380.50					
500719	Seven Wonders	19.50		3.25	566		16.25 Seven Wonders
500719	Everything Changes	50.00		8.33	566		41.67 Everything Changes
500719	Variety Rules	-40.00		-6.67	566		-33.33 Variety Rules
500719	Quiz Team	25.00		4.17	566		20.83 Quiz Team
500719	Unravelling Wilburys	36.00		6.00	566		30.00 Unravelling Wilburys
500719	Film	5.00		0.83	1004	510	4.17 Film
500719	Room hire - AH	285.00		47.50	1001	520	237.50 Room hire - AH
	BACS Banked: 05/07/2023	20.00					
	BACS Ticketsource	20.00		3.33	1004	510	16.67 Film Club
	BACS Banked: 05/07/2023	40.00					
	BACS Ticketsource	40.00		6.67	1173	510	33.33 Quiz Night
	BACS Banked: 06/07/2023	226.80					
	BACS Arts Society	226.80		37.80	1000	501	189.00 Room hire - AH
	BACS Banked: 06/07/2023	108.00					
	BACS Tiger Martial Arts	108.00		18.00	1000	501	90.00 Room hire - AH
	BACS Banked: 06/07/2023	91.50					
	BACS Eleven Roller	91.50		15.25	1000	501	76.25 Room hire - AH
	BACS Banked: 10/07/2023	14.00					
	BACS Ordinary Life	14.00			1034	201	14.00 Room hire - TH
	BACS Banked: 12/07/2023	2,280.00					
	BACS Ticketsource	2,280.00		380.00	1173	510	1,900.00 Simon & Garfunkel
	BACS Banked: 12/07/2023	2,150.00					
	BACS Ticketsource	2,150.00		358.33	1173	510	1,791.67 Take That
	BACS Banked: 19/07/2023	2,866.50					
	BACS Ticketsource	2,866.50		477.75	1173	510	2,388.75 Fleetwood Mac
500720/21	Banked: 19/07/2023	662.00					
500720/21	Simon & Garfunkel	40.00		6.67	566		33.33 Simon & Garfunkel
500720/21	Quiz Team	5.00		0.83	566		4.17 Quiz Team
500720/21	New Jersey Boys	42.00		7.00	566		35.00 New Jersey Boys
Subtotal Carried Forward:		9,957.30	0.00	1,478.04			7,904.26

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Melksham Town Council Current Year

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Cashbook 2

User: MEL

Bank Assembly Hall A/c

Receipts received between 01/07/2023 and 31/07/2023

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
500720/21	Room hire - AH	563.00		93.83	1000	501	469.17 Room hire - AH
500720/21	Room hire - TH	12.00			1034	201	12.00 Room hire - TH
500720(B)	Banked: 19/07/2023	875.50					
500720(B)	Simon & Garfunkel	190.10		31.68	1001	520	158.42 Simon & Garfunkel
500720(B)	Everything Changes	192.30		32.05	1001	520	160.25 Everything Changes
500720(B)	WWMCC	3.40		0.57	1001	520	2.83 WWMCC
500720(B)	Any Questions	34.70		5.78	1001	520	28.92 Any Questions
500720(B)	Seven Wonders	455.00		75.83	1001	520	379.17 Seven Wonders
BACS	Banked: 21/07/2023	550.00					
BACS	TIC	24.00			1173	510	24.00 Nikki Kitt
BACS	TIC	10.00			1173	510	10.00 Quiz Night
BACS	TIC	140.00			1173	510	140.00 Simon & Garfunkel
BACS	TIC	25.00			1173	510	25.00 Everything Changes
BACS	TIC	351.00			1173	510	351.00 Seven Wonders
BACS	Banked: 24/07/2023	40.00					
BACS	Amy Boddy	40.00		6.67	1000	501	33.33 Room hire - AH (Lego)
BACS	Banked: 28/07/2023	300.00					
BACS	BBC	300.00		50.00	1000	501	250.00 Room hire - AH
BACS	Banked: 31/07/2023	16.00					
BACS	N. Fox	16.00		2.67	1000	501	13.33 N. Fox
	Banked: 31/07/2023	4,708.20					
AIB	Credit/Debit Card Control Acco	4,708.20			213		4,708.20 AIB
Total Receipts:		16,447.00	0.00	1,777.12			14,669.88

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Melksham Town Council Current Year

Page 1

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Cashbook 2

User: MEL

Bank Assembly Hall A/c

Receipts received between 01/06/2023 and 30/06/2023

		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	BACS Banked: 05/06/2023	500.00					
	BACS Good New s Church	500.00			1048 210	500.00	Rent - Art House
	BACS Banked: 08/06/2023	226.80					
	BACS Carer Support	226.80		37.80	1000 501	189.00	Room hire - AH
	BACS Banked: 12/06/2023	682.00					
	BACS Carlton Entertainment	682.00		113.67	1000 501	568.33	Room hire - AH
	BACS Banked: 12/06/2023	108.00					
	BACS Tiger Martial Arts	108.00		18.00	1000 501	90.00	Room hire - AH
	BACS Banked: 12/06/2023	226.80					
	BACS GW Burgess	226.80		37.80	1000 501	189.00	Room hire - AH
	BACS Banked: 12/06/2023	21.17					
	BACS Ordinary Life	21.17			1034 201	21.17	Room hire - TH
500718(B)	Banked: 12/06/2023	1,368.00					
500718(B)	GM Live	283.50		47.25	1001 520	236.25	GM Live
500718(B)	Quiz Night	56.10		9.35	1001 520	46.75	Quiz Night
500718(B)	Kickboxing	996.60		166.10	1001 520	830.50	Kickboxing
500718(B)	WWMCC	4.80		0.80	1001 520	4.00	WWMCC
500718(B)	Roller Disco	27.00		4.50	1001 520	22.50	Roller Disco
500718	Banked: 12/06/2023	235.00					
500718	Variety Rules	40.00		6.67	566	33.33	Variety Rules
500718	Quiz Team	5.00		0.83	566	4.17	Quiz Team
500718	Room hire - AH	190.00		31.67	1001 520	158.33	Room hire - AH
	BACS Banked: 19/06/2023	932.40					
	BACS PGL	932.40		155.40	1000 501	777.00	Room hire - AH
	BACS Banked: 19/06/2023	639.40					
	BACS PGL	639.40		106.57	1000 501	532.83	Room hire - AH
	Banked: 30/06/2023	2,707.05					
AIB p'mts	Assembly Hall Bar A/c	2,707.05			252	2,707.05	
	BACS Banked: 30/06/2023	92.40					
	BACS Thera	92.40			1034 201	92.40	Room hire - TH
Total Receipts:		7,739.02	0.00	736.41		7,002.61	

Date: 30/08/2023

Time: 08:32

Melksham Town Council Current Year

Petty Cash

Page 1

List of Payments made between 01/04/2023 and 30/04/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/04/2023	L. Lew is	TRANS	36.00		Refund - Mayor's Reception
04/04/2023	M. Rolph	TRANS	6.00		Stamps
12/04/2023	S. Land	TRANS	9.50		Refs
12/04/2023	S. Land	TRANS	5.98		Cards
20/04/2023	Hale Vets	TRANS	20.00		Parking redemption
24/04/2023	L. Roberts	TRANS	13.00		Keys
25/04/2023	L. Roberts	TRANS	2.49		Diary
Total Payments			92.97		

Date: 30/08/2023

Melksham Town Council Current Year

Page 1

Time: 08:33

Petty Cash

List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/05/2023	S. Land	TRANS	2.55		Refs
15/05/2023	S. Land	TRANS	7.00		Refs
19/05/2023	S. Land	TRANS	6.00		Sanitiser
20/05/2023	B. Burry	TRANS	5.85		Bar stock
22/05/2023	H. Davies	TRANS	9.99		Diary
22/05/2023	A. Meacham	TRANS	3.55		Refs
22/05/2023	H. Davies	TRANS	3.85		Gutter hooks
25/05/2023	B. Burry	TRANS	2.55		Refs
30/05/2023	S. Land	TRANS	1.80		Refs
31/05/2023	S. Land	TRANS	3.88		Cards
Total Payments			<u>47.02</u>		

Date: 30/08/2023

Melksham Town Council Current Year

Page 1

Time: 08:34

Petty Cash

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/07/2023	K. Farrow	TRANS	5.80		Bar stock
10/07/2023	S. Land	TRANS	7.95		Refs
12/07/2023	S. Randall	TRANS	8.48		Funnel
13/07/2023	S. Land	TRANS	23.98		Laminating pouches
14/07/2023	S. Land	TRANS	16.77		Refs
18/07/2023	S. Land	TRANS	8.60		Milk/w ipes
22/07/2023	K. Farrow	TRANS	6.00		Bar stock
24/07/2023	S. Land	TRANS	1.19		Cards
Total Payments			<u>78.77</u>		

Date: 30/08/2023

Melksham Town Council Current Year

Page 1

Time: 08:34

Petty Cash

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/06/2023	S. Land	TRANS	18.00		Stamps
05/06/2023	K. Farrow	TNSFR	3.55		Refs
05/06/2023	S. Land	TRANS	4.00		Refs
07/06/2023	S. Land	TRANS	4.70		Refs
08/06/2023	S. Land	TRANS	1.55		Refs
20/06/2023	K. Farrow	TRANS	2.55		Refs
20/06/2023	R. Collett	TRANS	40.00		Fuel
20/06/2023	S. Land	TRANS	27.74		Refs
22/06/2023	S. Land	TRANS	6.43		Refs
26/06/2023	L. Roberts	TRANS	83.70		Mileage
26/06/2023	D. Elmes	TRANS	3.99		Door cushions
30/06/2023	L. Roberts	TRANS	1.55		Milk
30/06/2023	B. Burry	TRANS	7.60		Bar stock
Total Payments			<u>205.36</u>		

30/08/2023		Melksham Town Council Current Year				Page 1	
08:36		Cashbook 9				User: MEL	
		Petty Cash					
		Receipts received between 01/06/2023 and 30/06/2023					
Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Cash Banked: 30/06/2023	502.00					
	Cash H4H	502.00			4085	115	502.00 Charity - Mayors reception
	Cash Banked: 30/06/2023	-502.00					
	Cash H4H	-502.00			4085	115	-502.00 Charity - Mayors reception
	Cash Banked: 30/06/2023	502.00					
	Cash H4H	502.00			1016	115	502.00 Charity - Mayors reception
	Cash Banked: 30/06/2023	18.00					
	Cash Mayors Reception	18.00			1016	115	18.00 Tickets
Total Receipts:		520.00	0.00	0.00			520.00

MELKSHAM TOWN COUNCIL

Proposed by: **Cllr Jennie Westbrook**

Dated: **14-08-23**

Purpose of the motion

To allow councillors and officers to have an open dialogue through a Project Scrutiny Subcommittee. The subcommittee will publish all agendas, minutes and project plans (excluding confidential information(e.g finances) to allow for complete transparency within the council with regards to projects.

The Project Scrutiny Subcommittee Chair will meet regularly with officers to produce project plans, and to discuss blockers and make sure that decisions made by council are being moved forward. This committee is there to make sure that our decisions as a council are adhered to and allows officers to discuss any blockers they may have (such as contractor availability or staff holidays) which may have an adverse effect on moving a project through to completion. We need to have our projects in the open to make sure that the people of Melksham see those projects, which are there to make our town better, are moving forward.

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

There is a perception in the town that the council is not doing any work to get projects off the ground and that as a council we are stagnating with these projects. It has become increasingly clear that communication between councillors and officers is a major factor in this. We need to allow for swift action to move projects forward with lines of communication from motion to next steps, through to completion. Some projects are falling off the roadmap, with the community having no idea as to the status of projects that they believe should have been completed.

Current Situation

Projects are not moving forward and get returned to council time and time again even when resolutions have been made. No one is completely sure of where projects are and what next steps need to be taken to progress. Projects have just fallen off the radar and councillors don't always know where a current project is in its lifecycle.

What financial implications are there?

None

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

Looking over our core values there is a feeling in the town that we are not keeping to many of them. By creating a Project Scrutiny Subcommittee we will be able to show that we are making strides towards keep to the below values.

Accountable - We are accountable to the residents with council decisions and finances

Communication - We listen and communicate openly and regularly in simple language

Effective - We make good use of our assets and resources

Efficient - We offer value for money in our services and facilities. We are organized, resourceful and collaborate for efficiency

Realistic - We have a realistic approach to what can be achieved within our

Parameters

Teamwork - We welcome the variety of skills, experience and opinions of staff and councillors to achieve best results

And most importantly

Integrity - We are true to our word and deliver on promises to the community

Transparent - We are honest and open with the community

What risks are there? (Provide a risk assessment)

No risk

What crime and disorder implications are there?

None

What environmental and biodiversity considerations are there?

None

What safeguarding concerns are there?

None

Motion

To create a Project Scrutiny Subcommittee, to allow for council projects to progress in an open, honest and transparent manner.

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

The motion supports all decisions made by councillors by making sure that projects are moved forward through a roadmap and decisions made by council are upheld and projects continue through to completion.

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 has not been discussed whilst this council has been sitting

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

- Set up a sub-committee to meet for the first time within one month
- Move to create project plans for every project
- Assist with setting up project boards to keep track of all projects
- Publish project plans (excluding confidential information e.g finances) to allow for transparency within the community

Office Use:

Date of receipt by Proper Officer:

Date of proposed council meeting
for motion:

Date/s of relevant resolutions:
(record full resolution/s here)

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

Reasons for rejection:

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MELKSHAM TOWN COUNCIL GRANT APPLICATION POLICY 2023-2024

1. Introduction

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

2. Process

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

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

There are three grant types:

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

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

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

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

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

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

3. Eligible organisations

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

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

4. Eligibility criteria

To be eligible for funding, applicants must:

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

5. Ineligibility

Grants will not be awarded to:

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

6. Content of grant application

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

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

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

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

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

7. Bid outcome and conditions

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

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

The following conditions must be satisfied by successful applicants:

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

8. Grant Rounds 2022-2023

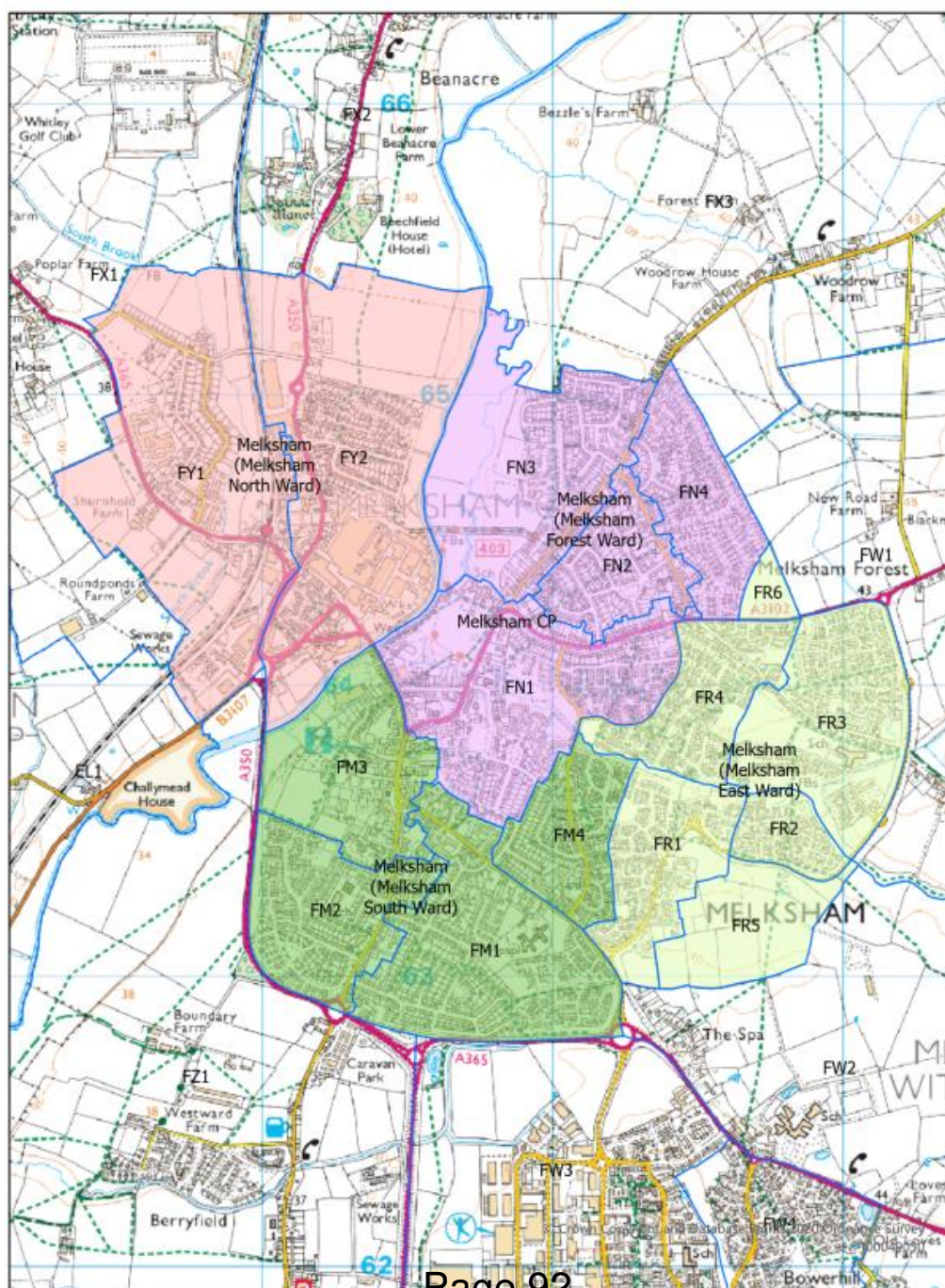
Round	Open	Deadline	Finance, Admin and Performance Meeting Date
2	8 July	21st August	4th September
3	18 th September	30 th October	20th November
4	8 th January 2024	19 th February	11 th March 2024

Please send completed application forms by email to

grants@melksham-tc.gov.uk or by post to Melksham Town Hall, Melksham, SN12 6ES.

Map of Melksham Town Boundaries.

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





AWARDING THE FREEDOM OF THE TOWN POLICY

1. Introduction

The origins of Freemen in England go back in history to the guilds of the medieval merchants and craftsmen whose influence helped to found and stabilise urban communities. Freemen enjoyed a special status in boroughs which usually included the right to trade and vote at elections for, and sitting on, the Borough Council. The power to vote at parliamentary elections was usually confined to Freemen - the right to become a Freeman being dependent upon birth, purchase or by apprenticeship to a master craftsman who was himself a Freeman. The Municipal Corporations Act 1835 removed these privileges.

The Honorary Freedom of Boroughs Act 1885, (now replaced by the Local Government Act of 1972, section 249), permitted Councils to give the title of Honorary Freeman to 'persons of distinction and any persons who have rendered eminent services to the Borough'. This is the authority for the election of such Honorary Freemen today.

The title of Honorary Freeman is the highest honour that a Council can bestow although it carries no privileges and is purely an honour to recognise the significant and valuable services rendered to the Town by that person. However, those successful will be able to use the title of 'Freeman' and receive invitations to major civic events. Their name will also be displayed on a roll of honour in a prominent position in a civic building.

2. Procedure

- 2.1 A nomination can be made by a councillor or any resident of Melksham by sending notification to the Town Clerk. Nominations can be submitted by post or email.
- 2.2 Councillors will be notified of the nomination and asked to advise if they are in agreement and if they will be attending the special meeting.
- 2.3 Nominee to be contacted to make sure they would accept the honour.
- 2.4 A special meeting of the full council will be arranged, far enough ahead for a scroll to be ordered.
- 2.5 Agenda will be advised in the normal way through Modern.Gov
- 2.6 The nominee will be invited to attend the meeting.

3. At the meeting

- 3.1 The Town Mayor or Deputy Mayor will read out the motion and seek a proposer and seconder.
- 3.2 Members will vote on the proposal in the usual way.

- 3.3 Once approved, the scroll will be signed by the Mayor and the Town Clerk and presented to the nominee.
- 3.4 Pictures can be taken following the presentation for publication on the Council's social media and, if appropriate, releasing to the press.

Application form attached as Appendix A

Appendix A

MELKSHAM TOWN COUNCIL

Freedom of the Town Nomination Form

Nominators Details

Name & Full Address:

Telephone

email

Nominees Details

Name & Full Address:

Other Details

Category of nomination (charity/voluntary/former councillor etc) and dates of service:

Are you related to the person you are nominating? Y/N

Reasons for Nomination

Please explain, in as much detail as possible, why you feel the nominee should receive this honour. Please complete on a separate sheet and attach to the completed application form.

Submit the form to Melksham Town Council, The Town Hall, Melksham SN12 6ES

Email: linda.roberts@melksham-tc.gov.uk

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Joint Panel on Accountability and Governance **Practitioners' Guide**

March 2023

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INTRODUCTION

The Joint Panel on Accountability and Governance (JPAG) is responsible for issuing proper practices about the governance and accounts of smaller authorities. Its membership consists of sector representatives from the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and the Association of Drainage Authorities (ADA). Together with stakeholder partners representing the Department for Levelling Up, Housing and Communities (DLUHC), the Department of Environment, Food and Rural Affairs (DEFRA), the Chartered Institute of Public Finance and Accountancy (CIPFA), the National Audit Office (NAO), and a representative of the external audit firms appointed to smaller authorities.

JPAG's members are as follows:

- Derek Kemp, National Association of Local Councils (chair)
- Phil Camamile, Water Management Alliance
- Alan Mellor, Society of Local Council Clerks
- Karen Daft, Association of Drainage Authorities
- Matthew Hemsley, Department for Levelling Up, Housing and Communities
- Paul Lambert, Department of Environment, Food and Rural Affairs
- Laura Deery, Chartered Institute of Public Finance and Accountancy
- Andrew Kendrick, National Audit Office
- Jane Sheridan, Smaller Authorities' Auditors Group
- Mike Attenborough-Cox, Smaller Authorities' Audit Appointments Ltd (independent member)

NALC provides the secretariat to the JPAG.

JPAG's terms of reference can be found in Section 6.

All queries should be sent to nalcmailbox@nalc.gov.uk.

FOREWORD

The Practitioners' Guide ('the guide') is issued by the Joint Panel on Accountability and Governance (JPAG) to support the preparation by smaller authorities in England of statutory annual accounting and governance statements found in the Annual Governance and Accountability Return.

This 2023 edition of the Guide applies in respect of financial years commencing on or after 1 April 2023. Thus the 'proper practices' laid down in Sections 1 and 2 of this edition of the Guide must be applied in the financial year ending 31 March 2024 and the Annual Governance and Accountability Return ('AGAR') for the year ending 31 March 2024 ('the 2024 AGAR') must be prepared in accordance with Sections 1 and 2 of this edition of the Guide. Note that the comparative figures (the figures for the year ended 31 March 2023 included in the 2024 AGAR) must be stated on the same basis as the figures for the year ending 31 March 2024.

The 'proper practices' in this edition of the guide may be applied in preparing the AGAR for the year ending 31 March 2023 but this is not mandatory. Again, comparative figures must be stated on the same basis.

In accordance with Section 6 of the Local Audit and Accountability Act 2014, an authority is a 'smaller authority' if the higher of the authority's gross income for the year and its gross expenditure for the year does not exceed £6.5m. For the purposes of the Accounts and Audit Regulations 2015, a smaller authority may also be referred to as a 'Category 2 authority'. This guide uses the term 'authority' to refer to all types of smaller authority. For the purposes of the Practitioners' Guide, this will include local councils (parish and town councils), parish meetings, internal drainage boards and 'other' authorities (including charter trustees, conservation bodies, port health authorities, harbour boards and crematorium boards).

Smaller authorities with no financial transactions meet their responsibility to produce accounts by completing Form 1 of the Annual Governance and Accountability Return.

Smaller authorities where the higher of gross income or gross expenditure was £25,000 or less, that meet the eligibility criteria set out in Regulation 9(3) of the Local Audit (Smaller Authorities) Regulations 2015, and that wish to certify themselves as exempt from a limited assurance review should complete Form 2 of the Annual Governance and Accountability Return.

All remaining smaller authorities should complete Form 3 of the Annual Governance and Accountability Return.

It is important to complete these returns on time and in line with the requirements set out here and in the AGAR.

Section 1, 2 and 3 of this guide represents the proper accounting and governance practices ('proper practices') referred to in statute. They set out for responsible financial officers the appropriate standard of financial and governance reporting for smaller authorities and are mandatory. Although a parish meeting is a relevant authority, there are some circumstances where legislative requirements differ. As a result, JPAG has agreed on the way in which proper practices set out in this Practitioners' Guide apply differently to parish meetings, and separate AGARs (suffixed PM) have been produced for this purpose:

- a) The chair of the parish meeting should sign the Annual Governance and Accountability Return and Exemption Certificate where appropriate
- b) It will be acceptable for parish meetings with no website to publish their notices on a noticeboard for a period of 14 days, as required by 22(5)(b)(ii) of the Accounts and Audit Regulations 2015, in relation to public rights and exemption from a limited assurance review.

Section 4 of the guide sets out the non-statutory best practice guidance relating to internal audit which authorities are required to consider.

Section 5 of the guide provides supporting information and practical examples to assist smaller authority officers to manage their governance and financial affairs and is not mandatory.

The guide is intended as a working tool for smaller authorities, providing not only the common 'rules' for completing an Annual Governance and Accountability Return for use by responsible financial officers, but also as a reference work for auditors, both internal and external, councillors, other officers, and the public to aid understanding of the Annual Governance and Accountability Return and the reporting on the smaller authority's governance and finances within it.

For this reason, the guide is written with the intention to be as widely accessible as possible to all users within the constraints of it also representing the appropriate standards for public reporting by smaller authorities.

JPAG is committed to a regular review of the guide to ensure that it remains fit for purpose for all smaller authorities in England. The guide is supported by the technical support teams at NALC, SLCC and ADA where you may address any questions about the content of the guide or suggestions for its improvement.

SECTION ONE — PROPER PRACTICES ANNUAL GOVERNANCE STATEMENT

Introduction

- 1.1 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.
- 1.2 This guide represents the proper practices in relation to accounts those smaller authorities need to follow in preparing their annual governance statement.
- 1.3 The purpose of the annual governance statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.
- 1.4 Smaller authorities prepare their annual governance statement by completing Section 1 of the Annual Governance and Accountability Return. This is in the form of a number of statements, known as assertions, to which the authority needs to answer, 'Yes' or 'No'. This guide follows the order of Section 1 of the Annual Governance and Accountability Return and sets out the actions that authorities need to have taken either during the financial year or after the financial year-end to answer 'Yes' to each assertion.
- 1.5 The authority needs to have appropriate evidence to support a 'Yes' answer to an assertion, for example, a reference in a set of formal minutes.
- 1.6 If an authority is not able to respond 'Yes' to any assertion, it needs to provide an explanation to the external auditor on a separate sheet describing how the authority will address the weaknesses identified. These explanations must be published along with the completed AGAR.
- 1.7 To assist practitioners, a Pro-forma Annual Governance and Accountability Return is available alongside this guide.

Annual Governance Statement assertions

Assertion 1 — Financial management and preparation of accounting statements

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. To warrant a positive response to this assertion, the following processes need to be in place and effective:

- 1.8 Budgeting — The authority needs to prepare and approve a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial year. It needs to monitor actual performance against its budget during the year, taking

corrective action where necessary. A financial appraisal needs to be undertaken before the authority commences any significant project or enters into any long-term commitments.

- 1.9 Accounting records and supporting documents — All authorities, other than parish meetings where there is no parish council, need to appoint an officer to be responsible for the financial administration of the authority in accordance with section 151 of the Local Government Act 1972. Section 150(6) of the same Act makes the chair of a parish meeting (where there is no parish council) responsible for keeping its accounts. The authority needs to have satisfied itself that its Responsible Finance Officer (RFO) has determined a system of financial controls and discharged their duties under Regulation 4 of the Accounts and Audit Regulations 2015. The RFO needs to have put in place effective procedures to accurately and promptly record all financial transactions and maintain up to date accounting records throughout the year, together with all necessary supporting information. The accounting statements in Section 2 of the Annual Governance and Accountability Return need to agree to the underlying records.
- 1.10 Bank reconciliation — Statements reconciling each of the authority's bank accounts with its accounting records need to be prepared on a regular basis, including at the financial year-end and reviewed by members of the authority.
- 1.11 Investments — Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to DLUHC's statutory Guidance on local government investments. If total investments are to exceed the threshold specified in DLUHC's statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the DLUHC guidance.
- 1.12 Statement of accounts — The authority needs to ensure that arrangements are in place to enable the preparation of an accurate and timely statement of accounts in compliance with its statutory obligations and proper practices.
- 1.13 Reserves — The authority needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves. Supporting information on financial management and the preparation of accounting statements can be found in Section 5.

Assertion 2 — Internal control

We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

To warrant a positive response to this assertion, the following processes need to be in place and effective:

- 1.14 Standing Orders and Financial Regulations. The authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the way tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to.
- 1.15 Safe and Efficient Arrangements to Safeguard Public Money. Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments, and handles receipts. Authorities need to have in place safe and efficient arrangements to safeguard public money. Where doubt exists over what constitutes money, the presumption is that it falls within the scope of this guidance.
 - 1.15.1 Authorities need to regularly review the effectiveness of their arrangements to protect money. Every authority needs to arrange for the proper administration of its financial affairs and ensure that one of its officers (the RFO) has formal responsibility for those affairs (see paragraph 1.9 above).
 - 1.15.2 Authorities need to ensure controls over money are embedded in Standing Orders and Financial Regulations. Section 150(5) of the Local Government Act 1972 required cheques or orders for payment to be signed by two elected members. Whilst this requirement has now been repealed, the ‘two-member signatures’ control needs to remain in place until such time as the authority has put in place safe and efficient arrangements in accordance with paragraphs 1.15.3 to 1.15.6 of this guide.
 - 1.15.3 Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions. Authorities also need to approve any decisions to enter ‘pooling’ or ‘sweep’ arrangements whereby the bank periodically aggregates the authority’s various balances via automatic transfers.
 - 1.15.4 If held, corporate credit card accounts need to have defined limits and be cleared monthly by direct debit from the main bank account. Credit card balances are not acceptable reconciling items for bank reconciliation purposes.
 - 1.15.5 The authority needs to approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.
 - 1.15.6 Risk assessment and internal controls need to focus on the safety of the authority’s assets, particularly money. Those with direct responsibility for money need to undertake appropriate training from time to time.
- 1.16 Employment — The remuneration payable to all employees needs to be approved in advance by the authority. In addition to having robust payroll arrangements which cover the accuracy and legitimacy of payments of salaries and wages, and associated liabilities, the authority needs to ensure that it has complied with its duties under employment legislation and has met its pension obligations.
- 1.17 VAT — The authority needs to have robust arrangements in place for handling its responsibilities regarding VAT.

- 1.18 Fixed Assets and Equipment — The authority's assets need to be secured, properly maintained, and efficiently managed. Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt.
- 1.19 Loans and long-term liabilities — Authorities need to ensure that any loan or similar commitment is only entered into after the authority is satisfied that it can be afforded and that relevant approvals have been obtained. Proper arrangements need to be in place to ensure that funds are available to make repayments of capital and any associated interest and other liabilities.
- 1.20 Review of effectiveness — Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct a financial year review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement.
- 1.21 Supporting information on internal control can be found in Section 5.

Assertion 3 — Compliance with laws, regulations and proper practices

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 smaller authority to conduct its business or on its finances.

To warrant a positive response to this assertion, the following processes need to be in place and effective:

- 1.22 Acting within its powers — All authorities' actions are controlled by statute. Therefore, appropriate decision-making processes need to be in place to ensure that all activities undertaken fall within an authority's powers to act. Authorities need to have robust procedures in place to prevent any decisions or payments being made that are ultra vires, i.e. that the authority does not have the lawful power to make. The exercise of legal powers needs always to be carried out reasonably. For that reason, authorities making decisions need always to understand the power(s) they are exercising in the context of their decision making.
- 1.23 General power of competence — An authority seeking to exercise a general power of competence under the Localism Act 2011 needs to ensure that the power is fully understood and exercised in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.
- 1.24 Regulations and proper practices — Procedures need to be in place to ensure that an authority's compliance with statutory regulations and applicable proper practices is regularly reviewed and that new requirements, or changes to existing ones, are reported to members and applied. Authorities need to have particular regard to the requirements of the Accounts and Audit Regulations 2015.

- 1.25 Actions during the year — An authority needs to have satisfied itself that it has not taken any decision during the year, or authorised any action, that exceeds its powers or contravenes any laws, regulations, or proper practices.
- 1.26 Email management - every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a .gov.uk or .org.uk address or could be an address linked to the council website.
- 1.27 Supporting information on compliance with laws, regulations and proper practices can be found in Section 5.

Assertion 4 — Exercise of public rights

We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

In order to warrant a positive response to this assertion the authority needs to have taken the following actions in respect of the previous year's Annual Governance and Accountability Return:

- 1.28 Exercise of public rights. The authority provided for the exercise of public rights is set out in Sections 26 and 27 of the Local Audit and Accountability Act 2014. Part 5 of the Accounts and Audit Regulations 2015 requires the RFO to have published, including on the authority's website or another website:
 - Sections 1 and 2 of the Annual Governance and Accountability Return;
 - a declaration that the status of the statement of accounts is 'unaudited'; and
 - a statement that sets out details of how public rights can be exercised, as set out in Regulation 15(2)(b), which includes the period for the exercise of public rights.
- 1.29 External Auditor's Review — A notice of the conclusion of the external auditor's limited assurance review of the Annual Governance and Accountability Return, together with relevant accompanying information, was published (including on the authority's website or other website) in accordance with the requirements of Regulation 16 the Accounts and Audit Regulations 2015.
- 1.30 A parish meeting may meet the publication requirements by displaying the information in question in a conspicuous place in the area of the authority for at least 14 days.
- 1.31 Supporting information on the exercise of public rights can be found in Section 5.

Assertion 5 — Risk management

We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

In order to warrant a positive response to this assertion, the authority needs to have the following arrangements in place:

- 1.32 Identifying and assessing risks — The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.
- 1.33 Addressing risks — Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.
- 1.34 Supporting information on risk management can be found in Section 5.

Assertion 6 — Internal Audit

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

In order to warrant a positive response to this assertion, the authority needs to have taken the following actions:

- 1.35 Internal audit — The authority needs to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities.
- 1.36 Provision of information — The authority needs to ensure it has taken all necessary steps to facilitate the work of those conducting the internal audit, including making available all relevant documents and records and supplying any information or explanations required.
- 1.37 Non-statutory guidance on internal audit can be found in Section 4.

Assertion 7 — Reports from Auditors

We took appropriate action on all matters raised in reports from internal and external audit.

- 1.37. To warrant a positive response to this assertion, the authority needs to have considered all matters brought to its attention by its external auditor and internal audit and taken corrective action as appropriate.
- 1.38. Supporting information on reports from auditors can be found in Section 5.

Assertion 8 — Significant events

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 smaller authority and, where appropriate have included them in the accounting statements.

To warrant a positive response to this assertion, the authority needs to have taken the following actions where necessary:

- 1.39. Significant events — The authority needs to have considered if any events that occurred during the financial year (or after the year-end), have consequences, or potential consequences, on the authority's finances. If any such events are identified, the authority then needs to determine whether the financial consequences need to be reflected in the statement of accounts.
- 1.40. Supporting information on significant events can be found in Section 5.

Assertion 9 — Trust Funds (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.

- 1.41. Where a local authority acts as a sole managing trustee for a trust or trusts, to warrant a positive response to this assertion the authority needs to have made sure that it has discharged all of its responsibilities with regard to the trust's finances. This needs to include financial reporting and, if required, independent examination or audit. This is notwithstanding the fact that the financial transactions of the trust do not form part of the authority's accounts and are therefore not included in the figures reported on Section 2 of its Annual Governance and Accountability Return (see paragraph 2.30 below).
- 1.42. Supporting information on trust funds can be found in Section 5.

Approval process

- 1.43. The authority needs to approve the annual governance statement by resolution of members of the authority meeting as a whole, in advance of the authority approving the accounting statements in Section 2 of the Annual Governance and Accountability Return. The Chair of the meeting and the Clerk need to sign and date the annual governance statement and a minute reference entered.

SECTION TWO — PROPER PRACTICES THE STATEMENT OF ACCOUNTS

Introduction

- 2.1. The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require all authorities to prepare a statement of accounts for each financial year in accordance with proper practices. This guide presents the proper practices in relation to accounts that smaller authorities need to follow in preparing their annual accounts and follows the order set out in Section 2 of the Annual Governance and Accountability Return. To assist practitioners, a Pro-forma Annual Governance and Accountability Return is available alongside this guide.
- 2.2. For smaller authorities, the statement of accounts needs to be prepared in accordance with, and in the form specified in, any Annual Governance and Accountability Return required by these proper practices in relation to accounts. Smaller authorities with no financial transactions meet their responsibility to produce accounts by completing Form 1 of the Annual Governance and Accountability Return.
- 2.3. Section 2 of the Annual Governance and Accountability Return is a smaller authority's statement of accounts and takes the form of a summary income and expenditure account and a statement of balances. Where an authority's gross income or expenditure is not more than £200,000 for that year, or for either of the two immediately preceding financial years, the statement may take the form of a summary receipts and payments account.
- 2.4. An authority's statement of accounts needs to be in the form set out in Section 2 of the Annual Governance and Accountability Return. The figures entered in the relevant cells are the authority's receipts and payments for the year, or its income and expenditure, as appropriate. This guide assumes that most authorities maintain current records on a receipts and payments basis and convert these to income and expenditure at the year end, if necessary. Information and examples on the conversion process from receipts and payments to income and expenditure is provided in Section 5 and does not form part of proper practices.
- 2.5. All highlighted cells of the Annual Governance and Accountability Return need to be completed, including writing 'nil' or '0' in any cell that does not apply. Leaving cells blank may lead to questions by readers who may not be sure if the compiler intended a nil balance or whether an omission or error has occurred.
- 2.6. All figures in Section 2 of the Annual Governance and Accountability Return need to agree to the authority's primary accounting records. The RFO needs to be able to show how the figures in the Annual Governance and Accountability Return reconcile to those in the cashbook and other primary accounting records. Members need to see this reconciliation when they are asked to approve the statement of accounts in the Annual Governance and Accountability Return. Interested persons inspecting the accounts have a legal right to inspect the accounting records and all books, deeds,

- contracts, bills, vouchers, receipts and other documents relating to those records, including this reconciliation.
- 2.7. The accounting statements present two years' accounts for the authority, side by side. The prior-year figures can be taken directly from the previous year's Annual Governance and Accountability Return or, if this is the first year of accounts, the prior-year figures will all be £0.
 - 2.8. The figures for the preceding financial year are shown in the first column so that members, local electors, residents and other interested parties can easily see any significant changes that have occurred during the current year and help to set the context in which the accounts need to be viewed.
 - 2.9. Where an error has been identified in the prior year's accounts, after the external auditor's review, which has resulted in the carried forward figure in Line 7 being amended, then the corrected figure needs to be carried forward to the current year's Annual Governance and Accountability Return. The authority must clearly indicate that the prior year column in the accounting statements is 'Restated' and inform the external auditor.
 - a) Authorities that change the basis on which their accounts are presented, i.e. from income and expenditure to receipts and payments (or vice versa), need to ensure that the comparative accounts in the Annual Governance and Accountability Return are shown on a consistent basis and are reported in Section 2 of the Annual Governance and Accountability Return by adding the word 'Restated' at the top of the prior year column and explained by means of a note to the auditor.

Treatment of amounts refunded/reimbursed

Receipts and payments reporting

Refund/reimbursement of amounts paid or received must always be reported gross in R & P reporting in the AGAR.

Income and expenditure reporting

Refund/reimbursement of amounts paid or received should only be reported net where the refund is paid to/received from the original payee/payer.

Refunds/reimbursements from third parties (e.g. insurance providers) should never be netted off but always reported gross.

- 2.10. Authorities that participate in joint arrangements/committees must ensure that their own accounting records fully and accurately reflect the authority's appropriate share of joint arrangement/committee reserves, income, expenditure, assets and liabilities. Detailed guidance is given in Section 5.

Accounting statements

Line 1 — Balances brought forward

2.11. This cell shows the opening figure for the summary of the smaller authority's annual accounts. It is the closing balance carried forward from the previous year's accounting statements – see paragraph 2.19 below. The amount in the current year cell in Line 1 should be the same figure as the 'balances carried forward' figure in the prior year column at Line 7.

Line 2 — Precept or rates and levies

2.12. For precepting authorities, this cell shows the total precept received or receivable in the year. For internal drainage boards this cell shows the total of rates and special levies received or receivable in the year. This cell should contain only the value of precepts or rates and levies received or receivable in the year. Any other receipts, including grants, are to be included in Line 3.

Line 3 — Total other receipts

2.13. This cell shows the authority's total income or receipts for the year, less the precept or rates and levies figure shown in Line 2. It will therefore include any repaid investments and loans, any monies borrowed to finance projects, proceeds from the sale of fixed assets, fees, charges, and grants such as council tax support grants.

2.14. Compilers of the accounting statements must exclude from the figure shown in Line 3 the value of any transactions recorded in the authority's accounting records arising from daily cash management activities. These transactions include transfers between bank current and deposit accounts and other short-term deposits. It is correct to record such transactions in the cash book for control and reconciliation purposes. However, they are not reported in the accounting statements because these transfers do not represent either receipts or payments or income or expenditure for the authority.

2.15a. 'Total other receipts' for the year should include the Community Infrastructure Levy passed to a local council under Regulation 59A of the Community Infrastructure Regulations 2010 and received by the authority, in the year in which it is received by the authority.

2.15b. 'Total other receipts' for the year should include all grants received by the authority, in the year in which they are received by the authority. Income should only be accrued for where receipt is 'reasonably certain', for example where a principal authority has confirmed in writing its intention to provide a grant.

Line 4 — Staff costs

2.15. This cell shows all the costs to the authority relating to the employment of its staff.

Staff costs for the purpose of Line 4 include the gross salary of employees, employer's national insurance contributions, employers pension contributions, gratuities for employees or former employees and severance or termination payments to employees. The following are not staff costs for the purpose of Line 4; mileage and other travelling and subsistence allowances, "Homeworking allowance" that is, an allowance paid to cover the extra costs of working from home, the provision of work-related training, the reimbursement of childcare or other carers costs, the reimbursement of a staff members subscription to the Society of Local Council Clerks, the provision of office supplies such as laptop, scanner or stationery and consultants and agency staff. The definition of "staff costs" for the purposes of Line 4 may differ from what is, or is not, treated as taxable earnings by HMRC. In as much as this is a change of reporting basis, corresponding figures from the preceding year must be restated in a similar basis.

Line 5 — Loan interest/capital repayments

2.16. This cell shows the total of capital and interest payments made by the authority in the year. It includes repayment of loan principal, whether as part of a scheduled repayment plan or as a special payment, and interest arising from any borrowing including bank overdrafts and credit cards.

2.17. Authorities preparing income and expenditure accounts need to make a provision in their accounts for any accrued interest payable at the year-end in accordance with the terms of any loan. The accrued value of unpaid interest due would be shown in this cell.

Line 6 — All other payments

2.18. This cell shows the authority's total expenditure or payments made in the year, less the total of the specific expenditure amounts shown in Lines 4 and 5. It will include the costs of purchasing fixed assets and undertaking capital projects and the costs of providing day to day services. Payments made regarding investments and long-term loans need to be included, but not entries that result from daily cash management activities, such as transfers between bank current and deposit accounts or the making of short-term investments – see 2.12 above.

Line 7 — Balances carried forward

2.19. This cell shows the closing figure for the balances of the authority after all of its financial transactions has been accounted for. The cell value is calculated by adding the amounts in Lines 2 and 3 to the balances brought forward in Line 1 and then deducting the sum of the amounts in Lines 4, 5 and 6.

Line 8 — Total value of cash and short-term investments

2.20. This cell shows the actual value of the authority's cash and short-term investments in the form of cash held, current and deposit accounts plus any short-term investments. The figure should be equal to the corresponding figure in the authority's cash book(s).

2.21. Users of proprietary accounting software may choose to account for credit card transactions through a cashbook mechanism. Notwithstanding such arrangements, amounts owing on Credit Cards must not be included within Line 8, but are to be treated as creditors and thus included within the reconciliation between Lines 7 and 8.

2.22. Short-term investments, which mainly include deposit and savings accounts typically provided by banks, are those that display the following characteristics:

- a) are denominated in pounds Sterling;
- b) have a maturity of 12 months or less;
- c) the whole of the original sum invested can, from the time that the investment is made, be accessed for use by the authority without any reduction; and
- d) the authority has assessed the counterparty and is satisfied that the original sum invested is not subject to unreasonable risk.

2.23. For authorities preparing accounts on a receipts and payments basis, the figure in Cell 8 will be the same as that shown in Cell 7. For other authorities a statement needs to be prepared to explain the difference by reference to the adjustments that have been made to convert the accounts to an income and expenditure basis, particularly accounting for debtors, creditors, and provisions. Further information and examples on converting accounts from receipts and payments to income and expenditure are provided in Section 5.

2.24. The authority will need to reconcile this figure to its year-end bank account statements and submit the reconciliation to the external auditor. Further information on bank reconciliations can be found in Section 5.

Line 9 — Total fixed assets plus long-term investments and assets

2.25. This cell shows the value of all the fixed assets and long-term investments the authority owns. It is made up of its fixed assets and long-term investments. The term fixed assets mean the property, plant and equipment used by the authority to deliver its services. A long-term investment arises where the authority invests money in anything other than a short-term investment.

- 2.26. Authorities need to maintain a register of the fixed assets, long-term investments and other non-current assets that they hold.
- 2.27. The value of the cell at Line 9 is taken from the authority's asset register which is up-to-date at 31 March and includes all acquisition and disposal transactions recorded in the cash-book during the year. Long term loan assets should be included at the amount originally advanced, less any subsequent repayments. Authorities need to apply a reasonable approach to asset valuation which is consistent from year to year. Where an authority changes its method of asset valuation it will need to restate the prior year's figure in line 9 of the AGAR.
- 2.28. Further information on fixed assets and long-term investments can be found in Section 5.

Line 10 — Total borrowings

- 2.29. This cell shows the outstanding capital balance of all borrowings from third parties at the end of the year, including all loans but excluding bank overdrafts. Authorities need to maintain a record of all borrowings and similar credit arrangements entered into, other than temporary bank overdrafts. Further information can be found in Section 5.

Line 11 — Disclosure note re trust funds (local councils only)

- 2.30. Cell 11a requires a local council only to answer 'yes' or 'no' to whether it acts as sole trustee for, and is responsible for managing, Trust funds or assets. The council then needs to ensure that the accounting statements in Section 2 of the Annual Governance and Accountability Return do not include any Trust transactions or balances (see paragraph 1.41 above) and confirm this statement with a yes or no response at cell 11b. Where cell 11a is answered No then it would be anticipated that cell 11b would be answered N/A.

Signature of responsible finance officer

- 2.31. Notwithstanding who prepared the statement of accounts, it is the responsibility of the authority's RFO to certify it as either presenting fairly the financial position of the authority or properly presenting its receipts and payments, as the case may be. In so certifying the RFO confirms that proper practices have been followed in preparing the statement of accounts.

Signature of chair

- 2.32. After the RFO has signed the statement of accounts, the members of the authority meeting as a whole need to consider it and approve it by resolution. Alongside the

RFO's certificate, the person presiding at the meeting at which the statement of accounts is approved needs to confirm, by signing and dating the statement at the bottom of Section 2 of the Annual Governance and Accountability Return, that the accounts have been approved by the authority in accordance with the Accounts and Audit Regulations 2015.

- 2.33. The authority needs to ensure that the accounting statements are signed by the RFO and approved by the authority, by the latest date in order for the RFO to comply with the duty to commence the period for the exercise of public rights so that it includes the first ten working days of July.

Accompanying information

- 2.34. There is no provision in the Annual Governance and Accountability Return (AGAR) for additional notes to explain and expand on the figures shown in the accounting statements. To address this, authorities need to provide the following accompanying information to the external auditor, where Form 3 of the AGAR is subject to review by the external auditor.

Explanation of variances

- 2.35. Authorities need to understand the changes in income and expenditure from year to year and their significance. The RFO needs to produce an explanation of significant variances in annual levels of income, expenditure and balances shown in Section 2 of the Annual Governance and Accountability Return that provides a sufficiently detailed and meaningful analysis and explanation of the reasons for the change.

Bank reconciliation

- 2.36. The year-end bank reconciliation (see paragraph 1.10 above) needs to be provided to the external auditor together with the Annual Governance and Accountability Return and other accompanying documentation.
- 2.37. The external auditor may request that other information is provided to support their review of the Annual Governance and Accountability Return. The authority needs to comply with any such requests.
- 2.38. Supporting information on completion of the accounting statements can be found in Section 5.

Certificate of exemption

- 2.39. Where an authority meets the criteria for certifying itself exempt in the year of account to which the AGAR relates and wishes to certify itself exempt from a limited assurance review, it needs to complete the Declaration of No Accounts and Certificate of

Exemption in AGAR Form 1 or Certificate of Exemption in AGAR Form 2 following a meeting of the authority after 31 March; return a copy of the exemption certificate to the external auditor by 30 June and publish a copy on the authority's website before the 1 July immediately following the financial year end.

SECTION THREE — PROPER PRACTICES IN ACCOUNTS FOR A SMALLER AUTHORITY

Introduction

- 3.1. Regulation 8(1) of the Local Audit (Smaller Authorities) Regulations 2015 allows smaller authorities with annual turnover exceeding £25,000 to decide to prepare a statement of accounts and be audited as if it were a relevant authority that is not a smaller authority. This is defined in the Regulations as a ‘full audit authority’.
- 3.2. For the purposes of the Accounts and Audit Regulations 2015, a full audit authority is treated as a Category 1 authority.
- 3.3. Regulation 7 of the Accounts and Audit Regulations 2015, requires a Category 1 authority to prepare a statement of accounts in accordance with the regulations and proper practices in relation to accounts. Regulation 5 requires a Category 1 authority to prepare an annual governance statement in accordance with proper practices in relation to accounts.
- 3.4. The proper practices in relation to accounts for a full audit authority are set out in this guidance issued by JPAG.

Proper practices – statement of accounts

- 3.5. JPAG recommends that a full audit authority should follow the proper accounting practices found in UK GAAP (FRS 102) issued by the Financial Reporting Council (unless modified by this guide).
- 3.6. Alternatively, a full audit authority may adopt as proper practices the Code of Practice on Local Authority Accounting in the UK issued by CIPFA/LASAAC.

Proper practices – annual governance statement

- 3.7. JPAG recommends that a full audit authority should follow Delivering Good Governance in Local Government: Framework, published by CIPFA and SOLACE in 2007 and its subsequent addendum, published in 2012, which provides an updated example annual governance statement. A full audit authority may also wish to refer to Delivering good governance in local government: A guidance note for English authorities, published by CIPFA/SOLACE in 2012, which is intended to assist authorities in reviewing their governance arrangements and can be used in conjunction with the Framework and the addendum.
- 3.8. Alternatively, a full audit authority may use the annual governance statement in Section 1 of the Annual Governance and Accountability Return (see Section 1 of this guide and the pro-forma Annual Governance and Accountability Return available alongside this guide).

SECTION FOUR — BEST PRACTICE GUIDANCE FOR INTERNAL AUDIT

Introduction

- 4.1. This section intends to provide members and officers of smaller authorities as well as those offering to provide internal audit services to such authorities, details of the legal framework, regulations and guidance to be followed.
- 4.2. Smaller authorities are required by 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'.
- 4.3. The public sector internal audit standards have not been applied to smaller authorities. The information in this section is therefore guidance and should be considered by smaller authorities in undertaking a best practice effective internal audit.
- 4.4. It is not the purpose of either internal or external audit to detect or prevent fraud. However if internal auditors identify concerns as part of the review, they may wish to contact the authority's external auditor who are a 'prescribed body' under the Public Interest Disclosure Act.
- 4.5. It is not the role of any internal auditor to complete Section 1 or Section 2 of the AGAR, that is the responsibility of the authority.

Selecting and appointing an internal audit provider

- 4.6. In addition to ensuring the appointed internal auditor has relevant knowledge of the public sector, there are two key principles an authority must follow in appointing an internal audit provider: independence and competence.
- 4.7. There are various ways for an authority to source an internal audit service, for example:
 - Purchasing an internal audit service from a local firm or specialist internal audit practice with an understanding of the local government legal framework
 - Purchasing an internal audit service from a principal local authority
 - Engaging a competent internal auditor with sufficient organisational independence to undertake the role
 - Appointing a local individual or a member of a panel of individuals administered by a local association affiliated to NALC, SLCC or ADA.
- 4.8. There is no requirement for a person providing the internal audit role to be professionally qualified, however essential competencies to be sought from any internal audit service should include:
 - understanding basic book-keeping and accounting processes; where an authority exceeds the £200,000 threshold, this understanding must include accrual accounting and balance sheets

- understanding the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management
- awareness of relevant principles and practice of financial and other risk management
- understanding proper practices in relation to governance and accounting requirements within the legal framework and powers of smaller authorities, as set out in Sections 1 and 3 of this guide (knowledge of which is a prerequisite)
- awareness of the most recent model Standing Orders and model Financial Regulations as published by NALC and how they are adopted by authorities
- awareness of the relevance of VAT and PAYE/NIC rules as applied to the authority
- for larger authorities, a clear understanding of the risks and controls associated with 'cut off' procedures, particularly with respect to revenue-generating activities

Independence

- 4.9. Independence requires the absence of any actual or perceived conflict of interest. It means that whoever carries out the internal audit role does not have any involvement in, or responsibility for, the financial decision making, management or control of the authority, or for the authority's financial controls and procedures.
- 4.10. A current or recent authority member, who cannot demonstrate independence from decisions in the year to be audited, cannot be its internal auditor. Similarly, it would not be appropriate for any individual or firm with a personal connection to a member or officer of the authority to be appointed. Conflicts of interest must be avoided, such as in cases where an external provider of accounting software or services to the authority, also offers internal audit services through an associate company, firm or individual.
- 4.11. There is no requirement to rotate auditors but the independence of the appointed person or firm should be reviewed every year with regard to; personal independence, financial independence, and professional independence.

Competence

- 4.12. Evidence as to competence might include letters of recommendation from other similar authorities.

Engagement

- 4.13. Every authority should ensure that they have a letter of engagement which would normally include:
- roles and responsibilities
 - audit planning and timing of visits

- reporting requirements
 - rights to access to information, members and officers
 - period of engagement
 - remuneration
 - any other matters required for the management of the engagement by the authority
- 4.14. Most internal auditors will have professional indemnity insurance cover which provides both the authority and the person or firm engaged, with protection and assurance.

Planning and oversight

- 4.15. It is a matter for the authority to determine how best to meet the statutory requirement for internal audit, having regard to its size, scope of services and complexity of financial arrangements.
- 4.16. Authorities should, at least annually, carry out a review of the effectiveness of their overall internal audit arrangements. It should be designed to provide sufficient assurance for the authority that standards are being met and that the work of internal audit is effective. Authorities should judge the extent and scope of the review by reference to their own individual circumstances.
- 4.17. As with any review, it should be evidence based.
Wherever possible this should be gathered throughout the year.
Sources may include:
- previous review and action plan
 - annual report by internal audit
 - other reports from internal audit, including internal audit plan, monitoring reports, and the results of any investigations
 - any reports by the external auditor
 - the results of any other external reviews of internal control
- 4.18. As part of the review the internal auditor should produce a report to the authority highlighting areas for improvement or development. An action plan should be produced setting out the areas of improvement required, any proposed remedial actions, the members or officers responsible for delivering improvement, and the deadlines for completion of the actions.
- 4.19. Internal auditors should be aware of the National Audit Office guidance to external auditors regarding the additional work expected in respect of authorities with income or expenditure in excess of £2,000,000

Internal Audit Checklist

- 4.20. The following sets out the basic requirements for conduct of an effective internal audit review of an authority's financial and governance records and controls facilitating the completion of the Internal Audit Report in an authority's Annual Governance and

Accountability Return (AGAR). The detail is not exhaustive but aims to provide Proper Officers and internal auditors with a basic guide to the controls that should ideally be in place and physical checks/testing that should be applied. Where records examined include personal detail, such as in the case of staff salaries, allotment records and detail of hall hirers on invoices, care should be taken to ensure compliance with the requirements of the General Data Protection Regulations (GDPR).

- 4.21. Internal auditors should also, as part of the overall check on the authority's governance arrangements, review all full authority and committee minutes (and supporting papers) to gain an overview of the authority's financial and governance controls, monitoring that no actions of a potentially unlawful nature are being considered or any such decisions have been taken and that approval of all minutes is in accordance with the legislation.

This particular facet does not align to an individual section of the internal audit report in the AGAR but serves to give a degree of high-level indication as to the effectiveness of an authority's overall controls and decision-making process.

AGAR certificate reference	Internal Audit action for expected controls
<p>A. Appropriate accounting records have been properly kept throughout the year.</p> <p>AND</p> <p>I. Periodic bank account reconciliations were properly carried out during the year.</p>	<ul style="list-style-type: none"> • Ensure the correct roll forward of the prior year cashbook balances to the new financial year • Check a sample of financial transactions in cashbooks to bank statements, etc: the sample size dependent on the size of the authority and nature of accounting records maintained • Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members • Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, section 2, line 8. • Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy.
<p>B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.</p>	<ul style="list-style-type: none"> • Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the <u>SOs and FRs</u> which should be based on the latest version. • Ensure that consistent values are in place for the acquisition of formal tenders between SOs and FRs (frequently different limits are recorded in the two documents) • Review the procedures for receipt of invoices,

	<p>agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation</p> <ul style="list-style-type: none"> • Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments • Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements • Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place
<p>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<ul style="list-style-type: none"> • Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc • Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security • Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation • Review the effectiveness of internal control carried out by the authority
<p>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</p>	<ul style="list-style-type: none"> • Ensure that the full Authority, not a committee, has considered, approved and adopted the annual precept for the coming year in accordance with the required parent Authority timetable • Ensure that current year budget reports are prepared and submitted to Authority / Committees periodically during the year with appropriate commentary on any significant variances • Review the budget performance either during the year or

	<p>at the financial year-end seeking explanations for any significant or unanticipated variances</p> <ul style="list-style-type: none"> • Ensure that the Authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process • Ensure that the precept received in the accounts matches the prior year submission form to the relevant authority and the <u>public record of precepted amounts</u>
<p>E. Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.</p>	<ul style="list-style-type: none"> • Review “Aged debtor” listings to ensure appropriate follow up action is in place • Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored. • Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (<u>Authorities should also acquire and retain copies of Burial / Cremation certificates</u>) • Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised • Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time • Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income • Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked
<p>F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for</p>	<ul style="list-style-type: none"> • A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a “Not covered” response is frequently required in this area. • Review the systems in place for controlling any petty

	<p>cash and also cash floats (used for bar, catering, etc)</p> <ul style="list-style-type: none"> • Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held • Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held • Ensure that VAT is identified wherever incurred and appropriate • Physically check the petty cash and other cash floats held • Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till “Z” total readings
<p>G. Salaries to employees and allowances to members were paid in accordance with the authority’s approvals, and PAYE and NI requirements were properly applied.</p>	<ul style="list-style-type: none"> • Ensure that, for <u>all staff</u>, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract • Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability • Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the <u>NJC</u> scale or hourly rate, if off-scale, and also with the contracted hours • Ensure that appropriate tax codes are being applied to each employee • Where <u>free</u> or <u>paid for</u> software is used, ensure that it is up to date. • For the test sample of employees, ensure that tax is calculated appropriately • Check the correct treatment of Pension contributions • For NI, ensure that the correct deduction and employer’s contributions are applied: NB. The <u>employers allowance</u> is not available to councils but may be used by other authorities • Ensure that the correct employers’ pension percentage contribution is being applied • Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies.

H. Asset and investment registers were complete and accurate and properly maintained.

This section/assurance should be extended to include loans to or by the authority

Tangible Fixed Assets:

- Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets
- Physically verifying the existence and condition of high value, high risk assets may be appropriate
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement
- Additions and disposals records should allow tracking from the prior year to the current
- Ensure that the asset value to be reported in the AGAR at section 2, line 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and / or disposals
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the Authority

Fixed asset investments:

- Ensure that all long-term investments (i.e., those for more than 12 month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at section 2, line 9.

Borrowing and Lending:

- Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired
- Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt
- Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at section 2 line 5
- Ensure that the outstanding loan liability as at 31st March each year is correctly recorded in the AGAR at section 2, line 10 (value should be verified via the DMO website)
- Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the

	recipient body, or their members, agreeing to underwrite the loan debt
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.	<p>Whilst IAs are not required to verify the accuracy of detail to be disclosed in the AGAR, this assertion, together with the expectation of most Authorities, effectively requires IAs to ensure that the financial detail reported at <u>section 2 of the AGAR</u> reflects the detail in the accounting records maintained for the financial year. Consequently, IAs should</p> <ul style="list-style-type: none"> • Ensure that, where annual turnover exceeds <u>£200,000</u>, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein • Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end
K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.	<p>IAs should ensure that, <u>all relevant criteria are met</u> (receipts and payments each totalled less than £25,000)</p> <ul style="list-style-type: none"> • the correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline • that it has been published, together with all required information on the Authority's website and noticeboard
L. The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with the relevant legislation	IAs should review the Authority's website ensuring that all required documentation is published in accordance with the relevant legislation.
M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	<p>IAs should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory <u>30 working day period when the Authority's records are available for public inspection</u>.</p> <p>IAs may also check whether councils have minuted the relevant dates at the same time as approving the AGAR</p>
N. The authority complied with the publication requirements for the prior year AGAR.	IAs should ensure that the statutory disclosure / publication requirements in relation to the prior year's AGAR have been met as detailed on the front page of the current year's AGAR.

<p>O. Trust funds (including charitable) - the Council met its responsibilities as a trustee</p>	<ul style="list-style-type: none"> • Confirm that all charities of which the council is a Trustee are up to date with CC filing requirements • that the council is the sole trustee on the <u>Charity Commission register</u> • that the council is acting in accordance with the <u>Trust deed</u> • that the Charity meetings and accounts recorded separately from those of the council • review the level and activity of the charity and where a risk based approach suggests such, review the <u>Independent Examiners</u> report
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Reporting on Internal Audit

- 4.22. The duties of internal audit relate to reporting on the adequacy and effectiveness of an authority's system of internal control. The minimum reporting requirement for internal audit to the smaller authority is met by completing the annual internal audit report on the Annual Governance and Accountability Return.
- 4.23. In most cases, particularly for larger authorities, an additional narrative report to the full council would be expected and then be published with the AGAR along with any comments from the external auditor.
- 4.24. Any narrative report should have conclusions that are compatible with the entries on the AGAR.
- 4.25. The annual internal report will inform the authority's response to Assertion 2 and Assertion 6 in the annual governance statement.
- 4.26. An authority should minute their review and actions planned from the outcomes of the AGAR tests and content of any narrative reports from Internal Auditors.

SECTION FIVE — SUPPORTING INFORMATION FOR OFFICERS

Introduction

- 5.1. Sections 1, 2 and 3 of this guide represent the 'proper practices' referred to in statute. They set out for smaller authority clerks and RFOs the appropriate standard of financial and governance reporting. They are mandatory.
- 5.2. Section 4 sets out best practice guidance relating to internal audit which smaller authorities are required to take into account.
- 5.3. This section contains information and practical examples to support Finance and Proper Officers in complying with proper practices to complete their Annual Governance and Accountability Return (AGAR) Form 2 or Form 3 submissions.
- 5.4. It cannot and does not set any mandatory requirements in respect of the AGAR. It does however include references to statutory requirements where appropriate.
- 5.5. General information about smaller authorities and their responsibilities can be found on the following websites; [National Association of Local Councils](#), [Society of Local Council Clerks](#) and [Association of Drainage Authorities](#).
- 5.6. In accordance with [Section 6 of the Local Audit and Accountability Act 2014](#), an authority is a 'smaller authority' for a financial year if the higher of the authority's gross income for the year and its gross expenditure for the year does not exceed £6.5m for that year or either of the two previous years (three consecutive years). This section of the guide uses the term 'authority' to refer to all types of smaller authority.
- 5.7. Authorities whose activity puts them near the £6.5m limit should monitor their compliance needs during the year rather than waiting until the year end date.

Annual Governance Statement (AGS)

- 5.8. For all assertions, an authority should aim to be able to answer "Yes". Where a "No" answer is required, supporting information and explanations will need to be published and provided to the external auditor to allow them to assess whether an 'other matter' or a 'qualification' is required.
- 5.9. Best practice and examples for each of the assertions in Section 1 of the AGAR are as follows

AGS Assertion 1 — Financial management and preparation of accounts

Accounting Records and supporting documents:

- 5.10. All authorities, other than parish meetings where there is no parish council, need to appoint an officer, the RFO, to be responsible for the financial administration of the authority in accordance with [section 151 of LGA 1972](#).

- 5.11. The RFO is responsible for determining, on behalf of the authority, the form of its accounting records and supporting records and its financial control systems. The RFO must also ensure that the financial control systems are observed and that the accounting records of the authority are kept up to date.
- 5.12. The accounting records must contain entries from day to day of all sums of money received and expended by the authority and the matters to which its income and expenditure or receipts and payments relate; and a record of the assets and liabilities of the authority.
- 5.13. It is good practice for the accounting records to contain a record of income and expenditure in relation to claims made for contribution, grant or subsidy from a government department or other public body.
- 5.14. The financial control systems must include:
 - measures to ensure that the financial transactions of the authority are recorded as soon as, and as accurately as, reasonably practicable
 - measures to enable the prevention and the detection of inaccuracies and fraud, and the reconstitution of any lost records
 - measures to ensure that risk is appropriately managed
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers.
- 5.15. Books of account, manual or computerised, provide the basis for the accounting statements.
A good set of books will allow an authority to quantify at any time:
 - the amounts that it has spent in the year, the income it has received and its financial commitments
 - whether, in the light of this information, its spending plans for the rest of the year are still affordable
 - the assets that it owns (for example, land, buildings, vehicles, investments, cash)
 - the liabilities that it owes (for example, outstanding payments for goods/services, borrowings).
- 5.16. The record of the assets and liabilities of the authority required by regulation means in practice the asset and investment register and record of loans and other debts. This applies whether the council holds its records on a receipt and payments or income and expenditure basis.

Bank reconciliation:

- 5.17. The most important accounting record maintained by authorities will be the cash book which is a register of all the payments made and receipts taken in by the authority. Electronic payments and receipts are instant, but there can be considerable timing differences on cheques paid out and received. For this reason the bank statement alone is not a sufficient record.

- 5.18. It is a requirement of the current model financial regulations that bank reconciliations be prepared regularly, approved by members and signed as part of the regular minute record.
- 5.19. The year-end bank reconciliation is a key financial control as it will provide evidence to support the total cash and short-term investments balance shown in Line 8 in Section 2 of the authority's AGAR. As bank statements may be made up to different dates in the month, care should be taken, particularly at year-end, to ensure that the statement being reconciled includes balances as at 31 March.
- 5.20. Direct debits and standing orders should always be accounted for on the date they clear the bank. They should never appear on a bank reconciliation.
- 5.21. Electronic payments should only appear on the reconciliation if they have been scheduled for a date on or before that of the reconciliation in the banking system. Payments scheduled for after the reconciliation date remain creditors.
- 5.22. Unpaid invoices are trade creditors for I&E accounts or following year transactions for R&P accounts. They should not appear on the bank reconciliation.
- 5.23. A standard layout for a consolidated year-end bank reconciliation is below. Reconciliations may alternatively be provided for each individual account whilst ensuring that the total equates to Box 8.

Bank Reconciliation		As at 31 March 2022			
Authority Name					
Balance as per bank statement on 31 March 2022					
		Account No.		£	£
Current account	Mybank Plc	12345678		10,000.00	
Instant Access	Mybank Plc	24681357		3,000.00	
Savings account	Former Bld Society Plc	97538642		10,000.00	
Petty cash tin				100.00	
					23,100.00
Less uncleared cheques					
	154			-60.00	
	157			-350.00	
					-410.00
Add unbanked cash and income					
	Allotment fees			50.00	
					50.00
Accounting system cash book balance as at 31 March 2022					22,740.00
Prepared by	(Name of RFO)			on	
Approved by	(Minute reference of council approval)			on	

Budget setting:

- 5.24. The budget has two main purposes:
- It results in the authority setting the precept for the year (or rates and special levies for IDBs) and provides a basis for monitoring progress during the year by comparing actual spending and income against planned spending and income.
 - The budget thus sets the legal limit of spending pre-authorised by the authority, as required by LGA 1972.
- 5.25. It is essential that authority members understand how the budget is put together and how it is used in the running of the authority. Reviewing the budget against actual expenditure at least quarterly gives members an early warning about the likelihood of a shortfall (or surplus) and helps them to decide what to do.
- 5.26. For larger authorities, it is prudent to develop a multi-year medium-term financial plan as well as the basic precept budget. This should include consideration of projected reserve levels, particularly of the general reserve.
- 5.27. The key stages in the budgeting process are
- decide the form and level of detail of the budget;
 - review the current year budget and spending;
 - determine the cost of spending plans;
 - assess levels of income;
 - bring together spending and income plans;
 - provide for contingencies and consider the need for general and earmarked reserves;
 - approve the budget;
 - confirm and submit the precept or rates and special levies;
 - review progress against the budget regularly throughout the year - at least quarterly in all but exempt authorities - including a year end projection and a clear minuted commentary of likely significant variances from the budget;
 - virements (transfers between budget lines) are permitted but not required - they should be used to clarify the situation of the authority alongside budget variances arising from unforeseen circumstances.

Investments:

- 5.28. Most authority reserves are held in instant or notice bank accounts or other short-term investments (see paragraph 2.22 for a definition). Occasionally, circumstances necessitate authorities to make other types of investment, for example when saving for a future capital project or while deciding how to apply the proceeds of an asset sale or a donation.
- 5.29. In deciding whether it is appropriate to make long-term investments, the authority should follow the Ministry Guidance on local government investments.

Reserves:

- 5.30. As with any financial entity, it is essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans.
- 5.31. Smaller authorities have no specific right to accumulate funds via the precept. All reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level and rationale of all reserves.

General reserves:

- 5.32. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.
- 5.33. 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.
- 5.34. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.
- 5.35. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.
- 5.36. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

Earmarked and other reserves:

- 5.37. None of the above in any way affects the level of earmarked and/or capital receipts reserves that an authority may or should hold.
- 5.38. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting), and should be separately identified and enumerated. Significant levels of EMRs in particular may give rise to enquiries from internal and/or external auditors.

AGS Assertion 2 — Internal control

Standing orders and financial regulations:

- 5.39. Model versions of Standing Orders and Financial Regulations are provided by NALC and ADA. Authorities should ensure that they are working from the latest model and that it has been appropriately adapted for their size and requirements. This should be reviewed and minuted annually.
- 5.40. Financial Regulations should include a limit for the purchase of goods and services above which three estimates or quotes should be invited from persons or firms competent to do the work. Standing Orders will state a higher value above which competitive tenders by sealed bid should be invited.
- 5.41. It is the responsibility of authorities to determine their own limits but they should not exceed the model except in the very largest authorities.
- 5.42. As far as possible, a fully priced official order should be sent to suppliers in advance of delivery of goods. Official orders both commit a supplier to a price and help prevent unauthorised credit being granted in the authority's name. Officers and practitioners should keep up to date with VAT Guidance issued by HM Revenue and Customs.

Safe and efficient arrangements to safeguard public money:

- 5.43. Accounts for payment - The payments process should always be carried out in accordance with the authority's Financial Regulations. All payments made since the last meeting should be reported to the next authority meeting. Members should never sign blank cheques or authorise funds transfers which are presented to them unsupported by the appropriate documentation.
- 5.44. Petty cash should be kept to a minimum and should not be used when a traceable payment method is available. Complete records of the receipts and payments should be maintained including VAT analysis, and regular reconciliation performed, and reported at each authority meeting.
- 5.45. Where a credit note or refund is issued to a customer or received from a supplier, the two amounts may be "netted off" to reduce the value of the original budget line (for example hall hire or equipment repairs). This 'netting off' only applies to accounts prepared using the income and expenditure method and not the receipts and payments method. The principle is, that in Receipts and Payments reporting, all transactions through Bank/Cash are reportable gross. Set off would only be appropriate where it occurs at the same time as original settlement, thereby only resulting in one Bank/Cash transaction for recording. Refunds received/paid after initial settlement always result in a second Bank/Cash transaction and thus should not be set off.

Where a refund is received from a third party (for example as part of an insurance claim) the transactions are not linked and may not be “netted off”.

- 5.46. Effective debt collection is an essential part of proper financial management. Authorities should ensure that invoices raised are paid promptly or that appropriate recovery action has been taken. Authorities whose records are kept on an R&P basis will not have a record of non payment in their accounts, but should note where it arises.
- 5.47. Irrecoverable debts should be written off, after full consideration of the possibilities for, and the likely costs of, pursuing the debt. Uncollectable amounts, including bad debts, should only be written off with the approval of members, or under delegated authority, by the RFO. The approval should be shown in the accounting records.

Employment:

- 5.48. Authorities are, by definition, employers. The clerk of any Local Council is always an employee if they are remunerated for the role. Authorities are required to be registered with HMRC
- 5.49. Authorities should pay particular attention to situations where contractors are engaged to carry out the authority’s services. Occasions may arise when contractors cease to be self-employed and become employees for tax purposes. Authorities should refer to HMRC’s Employment Status Indicator Tool for further information.
- 5.50. All employers are required by law to take out employers’ liability insurance and decide the appropriate level of fidelity guarantee insurance. All cover should be risk-based and kept under constant review to make sure it adequately reflects changes in circumstances.
- 5.51. Authorities should have regard to guidance on employment matters issued jointly by NALC and SLCC, or by ADA.

VAT:

- 5.52. This can be a complex area and authorities are advised to refer to guidance issued by HMRC.
- 5.53. Smaller authorities with little self-generated income will most likely recover VAT using the VAT126 form.
- 5.54. Those authorities which are VAT registered, submitting quarterly returns, are, from April 2022, included within the MTD regulations. It would be expected that all such authorities are using HMRC compliant software to prepare their returns.
- 5.55. Authorities carrying out building projects or managing income generating properties need to ensure that they seek up to date advice about Opting to Tax and Partial Exemption each time they undertake a project.

Fixed assets and equipment:

- 5.56. An asset register is the starting point for any system of financial control over tangible assets as it:
 - facilitates the effective physical control over assets
 - provides the information that enables the authority to make the most cost-effective use of its capital resources
 - supports the AGAR entry for fixed assets by collecting the information on the cost or value of assets held
 - forms a record of assets held for insurance purposes.
- 5.57. The key information needed in the asset register is: date of acquisition, cost of acquisition, useful life estimate and location along with value held for investments.
- 5.58. Assets should be first recorded in the asset register at their actual purchase cost.
- 5.59. Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community.
- 5.60. Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such.
- 5.61. Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost.
- 5.62. Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as 'community assets'. Authorities should record community assets in the asset register in the same way as gifted assets.
- 5.63. The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register.
- 5.64. For authorities covered by this guide, the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced.
- 5.65. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.
- 5.66. The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's AGAR. Authorities should be able to track and explain fully any changes in the asset register from year to year.

Loans and long-term liabilities:

- 5.67. Long-term loans will normally be associated with capital projects and these require borrowing approval before they can be arranged. For local councils, this is obtained by applying to the DMO through their county association. The process for IDBs to secure public works loans is similar to that of parish councils – they need to apply to the DMO after obtaining ministerial consent to borrow the money from the Defra Secretary of State, in accordance with S55 of the Land Drainage Act 1991.

AGS Assertion 3 — Compliance with laws, regulations and proper practices

Acting with its powers:

- 5.68. Authorities in England operate within a legal framework which provides them with the necessary statutory powers and authority to deliver local public services. Authorities and their clerks/chief executives/RFOs should always be aware of, and have regard to, the legal power they are exercising when deciding on any action including to spend public money.
- 5.69. Those councils eligible to apply the General Power of Competence (GPC) should ensure that it is clearly minuted.
- 5.70. Those without GPC should ensure that all activities are within their duties and powers.

Regulations and proper practices:

- 5.71. The Transparency Code for Smaller Authorities requires parish councils, internal drainage boards, charter trustees and port health authorities with an annual turnover not exceeding £25,000 to publish certain information set out in the code. This enables local electors and local taxpayers to access relevant information about the authority's accounts and governance.
- 5.72. Authorities with total turnover or expenditure between £25,001 and £199,999 are not covered by either transparency code, but are still subject to the requirements of the Freedom of Information Act.
- 5.73. Parish and town councils with annual turnover in excess of £200,000 should as best practice comply with the Local Government Transparency Code 2015.
- 5.74. Monitoring an authority's compliance with the relevant transparency code is not part of the external auditor's limited assurance review of the AGAR. It would however be expected that internal auditors would review this control area.

AGS Assertion 4 — Exercise of public rights

- 5.75. A key aspect of public accountability is provided for by rights given to the public to inspect the accounts and accounting records contained in the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015
- 5.76. The obligations of authorities are very specific, with key dates and periods of inspections laid out in legislation. These **must** be complied with and the details of the public's rights, as well as key parts of the AGAR must be published.
- 5.77. Publication is deemed to be made available on the authority's website. Website publication is a requirement. Posting on a noticeboard is in addition to a website.
- 5.78. Parish meetings **must** publish information on their noticeboard.
- 5.79. There is guidance to help authorities comply with the legal requirements, including support from external auditors' websites.
- 5.80. Proper practices and the flow charts in Section 6 include guidance for this area but the key points are:
 - a 30 working day inspection period (this excludes weekends and public holidays), with accounts and supporting records being made available at reasonable times;
 - the notice period should commence as soon as possible after approval of the accounts by the authority and must include the first 10 working days of July;
 - the announcement of public rights should be as soon as practicable after the approval of the AGAR
 - it must give at least one day's notice of commencement and be published together with sections 1 and 2 of the AGAR.
- 5.81. Assertion 4 in the AGS refers to the exercise of public rights during the year under review in respect of the prior year, not the period following the end of the year subject to AGAR submission.
- 5.82. By no later than 30 September the authority must publish the AGS, the statement of accounts and if it has received it, the external auditor's certificate and report. If the external auditor has not yet concluded and provided their final certificate and report, the authority will be issued an interim certificate which it should publish.
- 5.83. As soon as reasonably practicable, after the conclusion of the external audit, an authority must publish a statement
 - that the audit has been concluded and that the accounts have been published;
 - of the rights of inspection (under S.25 of LAAA) relating to the accounts, auditor's opinion and audit recommendations and
 - the address and hours during which those rights may be exercised.

AGS Assertion 5 — Risk management

- 5.84. In order to warrant a positive response to this assertion, an authority must have appropriate arrangements in place. As a minimum, an authority must identify and assess risks, and address those identified risks by mitigating or managing them.
- 5.85. Appropriate arrangements will vary and need to be proportionate to the size and nature of the operations of an authority.
- 5.86. Smaller authorities should identify both financial and operational risks. The record should include controls/ mitigation and be formally reported and considered by the authority annually.
- 5.87. Larger authorities are likely to adopt more extensive procedures, which, whilst reflecting the basic principles above, may utilise a risk assessment matrix and undertake more extensive risk arrangements (eg a working party to consider risks) and/or a full risk register.
- 5.88. Risks are uncertain events or conditions (not just financial) that if they occur, will affect the authority's ability to achieve its objectives. The authority generally, and members individually are responsible for risk management.
- 5.89. Typical categories of risks include:
- financial – loss of money;
 - security – fraud, theft, embezzlement;
 - property – damage to property;
 - legal – breaking the law or being sued;
 - IT – failure of IT systems or misuse or data loss; and
 - reputational – actions taken could harm the authority's public reputation.
- 5.90. Risks are unavoidable, but they need to be managed either by mitigation or controls such that they are tolerated, treated, transferred or terminated.
- 5.91. Insurance is a significant way of managing and reducing risks relating to property, cash and legal liability (amongst other things).
- 5.92. Authorities could use a simple risk assessment matrix as follows:

Priority of risk management				
Likelihood of occurrence	Highly Likely (score 3)	Medium (3 x 1)	High (3 x 2)	Very High (3 x 3)
	Possible (score 2)	Low (2 x 1)	Medium (2 x 2)	High (2 x 3)
	Unlikely (score 1)	Very low (1 x 1)	Low (1 x 2)	Medium (1 x 3)
		Negligible (score 1)	Moderate (score 2)	Severe (score 3)
Impact				

- 5.93. A proforma risk assessment template that authorities can adapt for their own use is included in section 6.

AGS Assertion 6 — Internal audit

- 5.94. Section 4 of the Guide sets out the best practice guidance and needs to be considered by smaller authorities in undertaking an effective internal audit process.
- 5.95. Authorities should note that it is not part of the internal auditor's responsibility to review or 'sign off' the completed AGAR.
- 5.96. Internal audit report(s) should inform the authority's responses to Assertions 2 and 6 in the AGS.
- 5.97. Internal audit reports should therefore be made available and published to support and inform members considering the authority's approval of the AGS.

AGS Assertion 7 — Reports from auditors

- 5.98. Authorities will receive reports from both their internal and external auditors. An authority should consider the matters included in these reports and decide what action it needs to take to prevent recurrence of the issues raised. The consideration and decisions should be included in formal minutes.
- 5.99. External auditors are required to carry out their work in accordance with the Code of Audit Practice and supporting guidance issued by the National Audit Office.
- 5.100. Auditor Guidance Note 2 explains the procedures that auditors follow when undertaking limited assurance engagements at smaller authorities.
- 5.101. If an authority has not taken actions required in the previous year by the external auditor, they should answer 'No' to this assertion.

AGS Assertion 8 — Significant events

- 5.102. The authority needs to have considered if any events that occurred during the financial year (or after the year-end), have consequences, or potential consequences, on the authority's finances. If any such events are identified, the authority then needs to determine whether the financial consequences need to be reflected in the statement of accounts.
- 5.103. For authorities accounting on a receipts and payments basis, the review of significant events should cover events that occurred during the financial year to ensure that they have been included in the accounting statements where appropriate.
- 5.104. For authorities accounting on an income and expenditure basis, the review of significant events should also cover events that occurred after the financial year-end but before the accounting statements are approved by the authority.

AGS Assertion 9 — Trust funds (local councils only)

- 5.105. Certain local councils have powers to be appointed as trustee of local, usually charitable, trusts and fulfil this role as either custodian or managing trustee.

- 5.106. Charitable trusts in England are regulated by the Charity Commission which sets out minimum standards of accounting and audit requirements where these are not covered by the Trust Deed. The Charity Commission also requires annual reporting by registered charities.
- 5.107. The same requirements apply to charities that have re registered as CIOs (Charity Incorporated Organisations). Authorities need to make sure that all returns for all entities are correctly managed.
- 5.108. A CIC (Community Interest Company) is not a Charity.
Authorities undertaking projects and activities with CICs must be very clear about the separate legal framework that covers these bodies.
- 5.109. If the authority has disclosed that it is a sole managing trustee it must also complete the associated assertion in the annual governance statement.
- 5.110. Authorities should ensure that each trust or charity has its own bank account. Only amounts paid and received through that account should appear in the accounts of the charity.
- 5.111. If, exceptionally, the authority's bank account is used to receive monies intended for the trust or to pay for any expenditure on behalf of a trust (prior to recovery from the trust account), then these transactions, including any irrecoverable VAT, must be included in the AGAR of the authority as being its own receipts/income and payments/expenditure during the year and to the extent that they are yet to be recovered or paid over reconciled as debtor and creditor amounts.
- 5.112. Where, following legal advice, authorities are wholly managing the assets of a charity, a Memorandum of Understanding should be in place.
- 5.113. Meetings of the authority when it is acting as charity trustee must take place separately from those of the authority acting as the authority. Separate minutes must be kept. In order to avoid confusion, trust business should always be minuted separately from authority business. Separate notices and agendas for meetings should be issued.
- 5.114. Charity VAT is covered by VAT Notice 701 which is entirely separate from Notice 749 for smaller authorities. Advice should be sought if there is uncertainty.
- 5.115. The value of trust property must not be shown in the authority's books of account and on the AGAR as authority property. Trust assets held by the authority as custodian or managing trustee should, however, be recorded in the authority's asset register and identified there as 'charity assets held by the authority as trustee' with their value excluded from the total.

AGS confirmation — website

- 5.116. It is a requirement of the Freedom of Information Act that public bodies publish certain information on their website.
- 5.117. All local authorities, regardless of turnover, are covered by the FOIA.
- 5.118. The website address stated on the AGS is a requirement for all authorities.

5.119. Very small authorities, whether or not they are exempt from external audit, are required to comply with their Transparency Code.

Those authorities with receipts or payments over £25,000 are not required to comply with the Transparency Code(s) but should be aware that FOI requests and AGAR challenges are often linked to a perceived lack of transparency.

Accounting statements

Best practice and examples for each of the lines in Section 2 of the AGAR are as follows:

Reporting on income and expenditure basis

5.120. Current rules require authorities where the gross income or expenditure for the year (whichever is the higher) has exceeded the threshold of £200,000 for a period of three continuous years, to report their financial details on an income and expenditure (I&E) basis, from the third year onwards. Authorities operating below the £200,000 threshold have the option to report either on an income and expenditure basis or on a receipts and payments (R&P) basis.

5.121. For authorities with annual turnovers between £200,000 and £6.5 million the AGAR must be prepared on an I&E basis. In I&E accounts, the transactions for the year comprise all those instances in the twelve months where the authority has received economic benefits or given others economic benefits (irrespective of the year in which they are paid for).

5.122. Authorities producing I&E accounts with debtors, creditors and year end cut-off will generally operate their accounting system using proprietary accounting software. This will enable accurate tracking of transactions that straddle two accounting periods.

5.123. When preparing year-end adjustments, authorities need to take into account

- deciding on a level of materiality for adjustments – income and expenditure needs to be shown fairly, but excessive accuracy is not beneficial
- making sure that a record is retained of the adjustments that were made in preparing the income and expenditure accounts for the previous financial year
- examining entries in the cash book before 31 March for possible receipts in advance and prepayments and entries after 31 March for possible debtors and creditors
- examining invoices after 31 March for possible debtors and creditors
- considering whether the authority has any other obligations arising from events that took place before 31 March that mean it will not be able to avoid making a payment at some time after 31 March.

5.124. In I&E accounts the amounts of VAT collected from customers, paid to suppliers, and payable to, or repayable from, HMRC will be posted to a balance sheet account

which will result in a creditor due to, or debtor from, HMRC. In this situation, all entries on the AGAR will be net of VAT (goods value only).

- 5.125. If officers are unclear, they should seek advice at the time from membership bodies and professional advisers.

Reporting on receipts and payments basis

- 5.126. The R&P basis requires authorities only to consider their actual bank and cash transactions. The entries for the AGAR will usually be taken straight from the summary totals in the cash book
- 5.127. In R&P accounts, any VAT charged to customers and the VAT refund received from HMRC will be included in Line 3 (total other receipts).
- 5.128. The amount of VAT paid to suppliers and any paid to HMRC will be included in Line 6 (all other payments).
- 5.129. VAT reclaims submitted to HMRC but not received will not appear anywhere on the AGAR.

Joint committees and arrangements

- 5.130. Some authorities share responsibility for areas of operation such as Burial Grounds. Until 31 March 2015 these committees submitted their own AGAR and all transactions relating to them were excluded from the holding or other controlling authorities.
- 5.131. This has changed and now each authority is required to include the share of both receipts or income (line 3) and payments or expenditure (line 6) applicable to them according to the joint agreement percentage. It is not acceptable to net the amounts and include only a share of surplus or deficit.
- 5.132. This percentage may not be equal but should ensure that committee balances are reported in full between the authorities without duplication or omission. It may be beneficial to annually minute the share to ensure that electors and external auditors are informed.
- 5.133. Authorities also need to account for their share of the bank balance (in line 8) and the reconciliation figure in either earmarked reserves (line 7) or for those using an I&E basis as a debtor or creditor in the line 7 to line 8 reconciliation.
- 5.134. Joint arrangements are not bodies corporate and may not own assets, hold bank accounts in their own name, have employees or enter into any form of contract.
- 5.135. Fixed Assets of joint arrangements and committees should be included in the register of the holding or managing authority as at 1st April 2015, or that of the authority that purchased them subsequently.
- 5.136. All authorities in a joint arrangement need to communicate with one another. If an original formation document cannot be found, the constituent bodies need to make and record proper decisions about how the arrangement is set up and how the

income, expenditure, assets and liabilities are owned and accounted for in each participating body's AGAR.

5.137. An example of the accounting treatment is as follows (see next page):

Joint committee accounting						
		Large council AGAR I&E	65% share	Committee accounts 100%	35% share	Small council AGAR R&P
Line 1	Brought forward	506,500		10,000		63,500
Line 2	Precept	450,000	0	0	0	30,000
Line 3	Other income	163,000	13,000	20,000	7,000	7,000
Line 4	Wages	160,000	0	0	0	15,000
Line 5	Loan repayments	12,000				
Line 6	Other Payments	359,100	9,100	14,000	4,900	15,250
Non AGAR	Surplus / (deficit) for year			6,000		
Line 7	Carried Forward	588,400	3,900	16,000	2,100	70,250
Reconcile	Committee Creditor / debtor	10,400	3,900			
	Committee EMR				2,100	5,600
Line 8	Bank	598,800		16,000		70,250
Line 9	Fixed assets	4,000,000				150,000
Line 10	Borrowings	90,000				

AGAR Accounting Statements

AGAR Line 1 - Balances brought forward

5.138. This entry should always equal line 7 of the year before.

5.139. This entry should always agree with the final figure confirmed by the external auditor.

5.140. If for any reason (such as accounting basis change) it has been restated or adjusted, this should be noted and an explanation included with the variances.

5.141. Note that where entries are restated, comparatives must also be restated.

AGAR Line 2 - Precept or Rates and Levies

- 5.142. This entry should include only the precept or levy.
- 5.143. It should not include any grants or other receipts, even if they are received at the same time from the same source as the precept or levy.
- 5.144. If there is any doubt about the amount to be included, it should be cross referenced against the figures published by DLUHC.

AGAR Line 3 - Total other receipts

- 5.145. All receipts that are not the precept go in line 3. This will include grants, self generated income and sundry income. The total of lines 2 and 3 should agree to the total income on the cash book (R&P) or income summary (I&E).
- 5.146. Proceeds from the disposal of fixed assets by local councils are known as capital receipts and are subject to statutory controls. Such proceeds cannot be used for revenue purposes and can only be used for capital purposes - that is the purchase of fixed assets, the significant enhancement of fixed assets, the making of capital grants, or the repayment of long-term loans. Authorities should keep separate records so that they can demonstrate compliance with this requirement.
- 5.147. Where the total proceeds from the sale of a fixed asset is below a specified amount, currently £10,000, it is deemed to be de minimis and these requirements do not apply.
- 5.148. This does not affect the requirement to include such amounts in line 3 when they are received, but is necessary to ensure that the authority complies with the appropriate statutory provisions.
- 5.149. Proper practices in respect of any Community Infrastructure Levy ('CIL') passed to a local council are set out in Section 2.
- 5.150. Regulation 62A of the 2010 Regulations sets out special reporting requirements (separate from the AGAR) in respect of CIL receipts and expenditure. In addition, the principal authority may (but need not) recover CIL not spent by the local council within five years of receipt.
- 5.151. Local councils should therefore keep records of the date and amount of CIL receipts and account for expenditure on a 'first in, first out' basis. CIL and any grants received that are unspent at the year-end should be taken to an earmarked reserve.

AGAR Line 4 - Staff Costs

- 5.152. Every authority that has any paid officers or staff is required to be registered as an employer with HMRC. Parish Clerks in receipt of remuneration are always employees.

- 5.153. The amount in line 4 should comprise gross salary, employer's National Insurance, employer's pension contributions and any taxable allowances processed through the payroll.
- 5.154. Expenses paid to clerks who work from home that would go through line 6 if the council had an office (stationery, mileage etc) should not be included in line 4.
- 5.155. Payments for agency staff and other contractors should go into box 6.

AGAR Line 5 - Loan interest/capital repayments

- 5.156. For those authorities with no borrowing, £0 should always be entered in this line.
- 5.157. For those that have borrowed from the PWLB, the figure will be the capital and interest payments made in the year in accordance with the PWLB repayment schedule. For those authorities accounting under the income and expenditure basis, the amount in Line 5 should be adjusted for the impact of interest accrued (but not paid) at the respective year ends, if material.
- 5.158. Interest paid on assets held on leases and hire purchase agreements should also be included, but not operating lease fees.

AGAR Line 6 - All other payments

- 5.159. Every payment made by the authority that is not included in line 4 (wages) or line 5 (loan repayments) should be included in line 6.
- 5.160. Only payments made by the authority should be included in line 6 – payments made through the bank account of a charity or other body should never be included.
- 5.161. The total of lines 4, 5 and 6 should agree with the total movements out of the cash book (R&P) or the expenditure summary (I&E) for the year.

AGAR Line 7 - Balances carried forward

- 5.162. For an authority which prepares its AGAR on the R&P basis, line 7 will always equal line 8. There are no circumstances where they will differ.
- 5.163. Where an authority prepares its accounts on the I&E basis, the balance sheet total of reserves will not match the bank reconciliation due to debtors, prepayments, creditors and accruals.
- 5.164. A reconciliation between lines 7 and 8 should be prepared that will always agree to the accounting records.

AGAR Line 8 - Total value of cash and short-term investments

- 5.165. Short-term investments are defined in paragraph 2.22 of the guide.
- 5.166. Where an authority holds short-term investments such as deposit or savings accounts, all year-end balances must be reported in detail within the bank

reconciliation and be included in the sum of line 8. Auditors will seek to confirm these account balances from time to time.

5.167. The legal framework for Local Government investments does not categorise individual providers, but at present the CCLA LAPE is classified as a revenue investment.

5.168. If there is any uncertainty as to whether an account classifies as a short- or long-term investment, written advice should be sought in advance of the year-end.

AGAR Line 9 - Total fixed assets plus long-term investments and assets

Fixed assets:

5.169. The term 'fixed assets' mean property, plant and equipment with a useful life of more than one year used by the authority to deliver its services. Fixed assets are also known as non-current assets.

5.170. Fixed assets acquired in any year should be added to the asset register for management purposes. For accounting purposes, acquisitions and disposals of fixed assets should be treated as any other purchase or sale and recorded as part of annual payments or receipts, expenditure, or income.

5.171. Section 2 states that the value of the cell at line 9 is taken from the authority's asset register which is up to date at 31 March and includes all capital acquisition and disposal transactions recorded during the year.

5.172. If for some reason the authority decides that the basis of valuation should be changed, the change must be applied consistently to all relevant classes of fixed assets. In such an event, the value shown in line 9 for the previous year should also be changed to the new basis and clearly marked as 'RESTATED'.

5.173. The authority should provide a justification and explanation for the change in the basis of reporting, which should be recorded in the minutes of the authority. It is not expected that the basis would change more than once or possibly twice.

5.174. Where assets have been revalued either during the year or between the year-end date and the date of approval of the AGAR using an existing basis, the prior year will not need to be restated.

5.175. Assets sited on third party property remain assets of the authority. It is essential that authorities are in possession of documentary evidence of permission to site such assets on third party land. This evidence may consist of a formal lease or simply permission to occupy.

Long-term investments:

5.176. An authority may hold assets in the form of long-term investments. Long-term investments are defined in paragraph 2.25. On acquisition, long-term investments should be recorded in the cash book as expenditure and therefore appear as part of the total in line 6 (all other payments). Any asset created in this way should also be

- recorded on the asset register at its purchase cost. At year-end the asset will also appear within the sum at line 9.
- 5.177. When an authority sells a long-term investment and returns the funds to the bank account, this is treated as income on the AGAR. Such realisations (other than from CCLA's LAPF) if exceeding £10,000, will constitute Useable Capital Receipts. Authorities undertaking such transactions should assess the annual turnover implications before carrying out the transaction.
 - 5.178. Where an authority acquires an investment with a fixed maturity date (for example, a three-year savings bond), the investment should be accounted for as expenditure in the year (line 6) and as an increase in assets and long-term investment (line 9) until its maturity. At maturity, the total (gross) proceeds should be recorded as income in line 3 (total other receipts) and the asset removed from the register. A reinvestment should result from an affirmative decision (whether of council or delegated) and thus constitutes a new transaction.
 - 5.179. Any transaction costs should be recorded as other expenditure in line 6. At maturity, the original acquisition value of the investment asset (which will remain unchanged over its term for the purposes of the AGAR) should be removed from the total in line 9.
 - 5.180. Long-term investments should be recorded in the asset and investments register at original cost at acquisition (the purchase price) which for accounting purposes will remain unchanged until disposal. It is recognised that the market value of long-term investments may change over time; therefore, at each year end, the RFO should make a note in the asset register of the notional market value of each investment as at 31 March to inform readers.
 - 5.181. Any real (crystallised) gain or loss compared to purchase cost will only ever be accounted for at the time of disposal when the total proceeds from the investment will be included in line 3.
 - 5.182. Dividend or interest received should be included in line 3 once received into the bank account or added to the value in line 9 if reinvested.
 - 5.183. When the authority has incurred expenditure by making a loan, grant or other financial assistance to a third party, this transaction should be recorded as an expenditure item in the cash book. Any loan or other repayable amount should be added to the asset and investments register.
 - 5.184. The outstanding amount of any third-party loan at 31 March each year, excluding interest, should be reported in the sum of line 9.
 - 5.185. Any repayment of a loan or part of it, or any interest received should be recorded as an income item in the cash book when received and reported in line 3. This receipt will also be reflected as an increase in line 7 (balances carried forward). Any repayments of loan principal must also be applied to reduce the amount of the loan outstanding on the asset and investments register.

AGAR Line 10 - Total borrowings

5.186. This figure will be the total amount outstanding at 31 March. If the balance includes PWLB loans, total PWLB borrowings at 31 March should agree with the published record.

5.187. The capital value of instalment finance, including HP or leases which have not been classed as borrowing by DLUHC, should not be included here.

AGAR Accompanying information

5.188. Authorities are required to provide to the external auditor certain supporting documentation for the accounting statements in section 2 of the AGAR, where the AGAR is subject to review by the external auditor.

5.189. Each external auditor will specify the information they require and the expected format and communicate directly with the authority. Officers should ensure that their contact details are up to date for this purpose.

Bank reconciliation:

5.190. The template included in this section is acceptable.

5.191. Authorities with more complicated affairs may wish to include more detail.

Explanation of significant variances:

5.192. 'Significant' is defined as "being worthy of attention".

A significant variance is one that would be of interest to the authority and to the public when looking at the figures in Section 2 of the AGAR. As per NAO AGN02, that is more than 15% or over £100,000.

5.193. The purpose of showing comparative values in financial statements is so that the reader can observe and note any changes in levels of activity from one year to the next. The absence of significant variances from one year to the next implies that the authority has continued to provide budgeted services at the same level and approximately at the same cost as previously.

5.194. The reason for providing the explanation of significant variances to the external auditor is to support the auditor's review of the figures in Section 2 and to demonstrate the authority's understanding of its accounts and their movements. Where there are significant differences, the external auditor may be concerned that the figures for the current year could be incorrect.

Authorities will be able to remove this doubt by providing clear and complete narrative and numerical explanations for the differences.

5.195. For example, it is a reasonable expectation that staff costs would rise each year only by the level of wage inflation. Thus, if the entry in line 4 had risen by around the RPI,

this could reasonably be assumed to be attributable to a cost of living increase. However, if the change was significantly higher, then the authority would need to explain the reason for the increase, to demonstrate that a mistake had not been made in recording staff costs.

If the explanation was that the authority had employed more staff or changed officer hours, this should be set out in a summary to be provided to the auditor.

- 5.196. Any change, or even the absence of change when one might be expected, can be considered as significant and the RFO should be prepared to explain any figure presented in the accounting statements.
- 5.197. Where the value in line 7 does not equal the value in line 8, this difference should be explained. This difference will only occur in cases where the authority's accounts are presented on an I&E basis.
- 5.198. In deciding what needs to be explained, authorities should think about noting the following:
 - One-off items of spending or income from last year and this year
 - Regular items of spending and income where the relevant activity has risen or fallen between the two years or where prices have not changed in line with inflation
 - Items of spending and income that used to be regular but which were made for the last time last year and do not feature in the current year (ceased activities and facilities)
 - Items of spending and income that were made for the first time in the current year and will be made regularly in future years (new activities and facilities).
- 5.199. As authorities have no legal powers to hold revenue reserves other than those for reasonable working capital needs, or for specifically earmarked purposes, whenever an authority's year-end general reserve is significantly higher than the annual precept or rates and special levies, an explanation should be provided to the auditor.

Exemption Certificate from External Audit

- 5.200. Where an authority meets the criteria and wishes to certify itself exempt from a limited assurance review, it will fill out Form 2 of the AGAR which includes the exemption certificate
- 5.201. The exemption certificate is subject to the same deadlines as all other parts of the AGAR and authorities claiming exemption must ensure that they have approved and published their full AGAR in accordance with the transparency code.
- 5.202. The exemption certificate is a summary of the figures in the main part of the AGAR. No netting off is permitted to reduce the balances to below the £25,000 limit. Where expenditure has been funded by items such as grants or donations, the receipts and payments may not be netted off.
- 5.203. Total annual gross income is the sum of lines 2 and 3.
- 5.204. Total annual gross expenditure is the total of lines 4, 5 and 6.

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.

Merged or sub-divided authorities

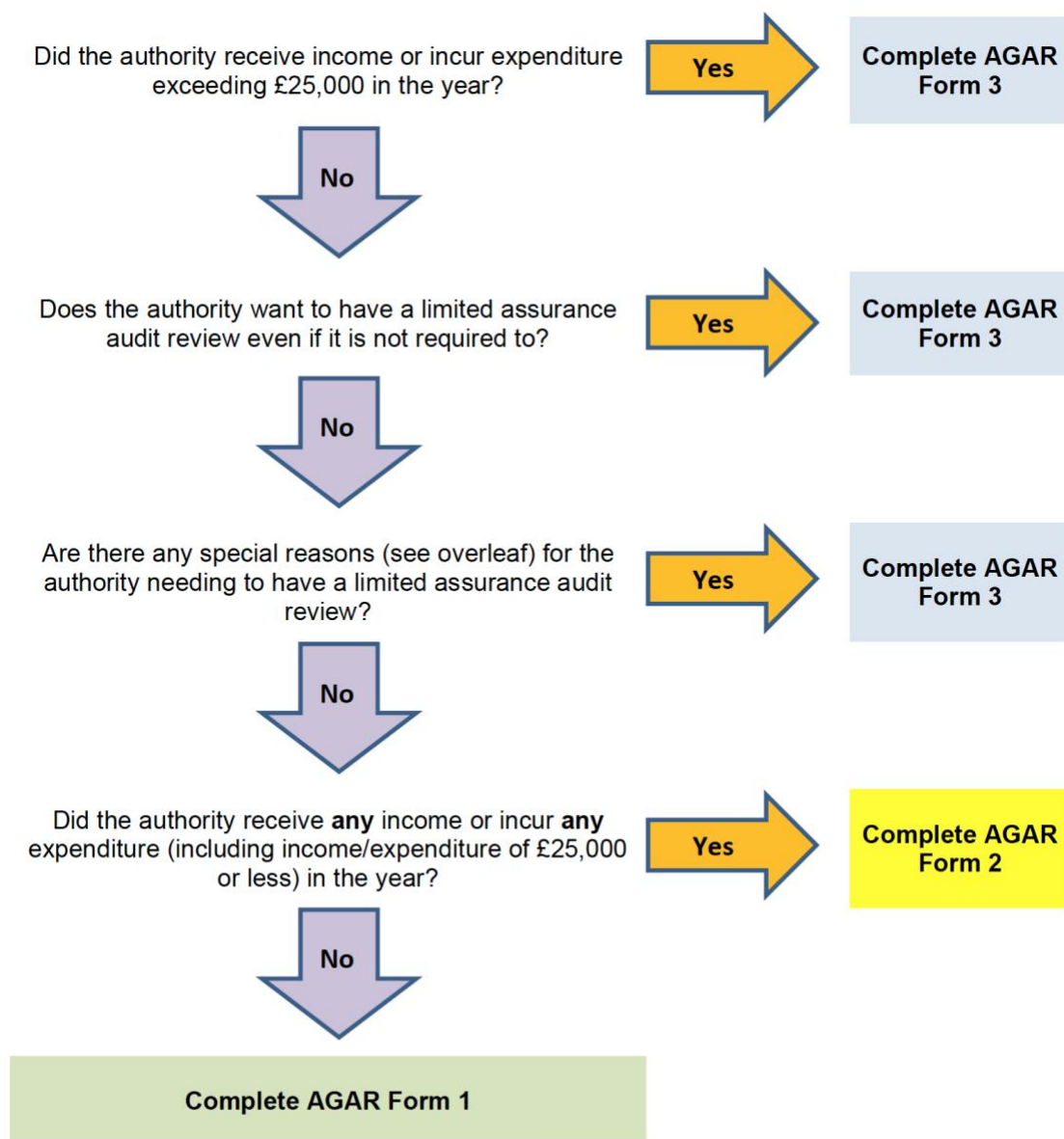
- 5.209. For information on reporting for merged or sub-divided authorities refer to the information on Combinations of Public Sector Bodies taken from CIPFA's "Code of practice on local authority accounting in the United Kingdom Guidance notes for practitioners' 2020/21." It is provided for guidance only and is not intended to be prescriptive in any way. Authorities should seek their own advice when considering such arrangements.

SECTION SIX — APPENDIX

Annual Governance Statements

Flow chart one — All other authorities

Annual Governance and Accountability Return



Please note that where an authority chooses or is required to complete AGAR Form 3 a fee will be payable

SPECIAL REASONS

If any of these statements is true, the authority must complete AGAR Form 3

1. The financial year is one of the first 3 years of the authority's existence;
2. In relation to the previous financial year, the external auditor:
 - a. has issued a public interest report in respect of the authority or any entity connected with it;
 - b. has made a statutory recommendation to the authority, relating to the authority or any entity connected with it;
 - c. has issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act") (other than a notice that has subsequently been withdrawn);
 - d. has commenced judicial review proceedings under section 31(1) of the Act; or
 - e. has made an application under section 28(1) of the Act for a declaration that an item of account is unlawful (other than an application that has been withdrawn or in respect of which the court has refused to make the declaration); or
3. In relation to the previous financial year, the court has declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

AGAR Form 1 for authorities other than parish meetings with no income or expenditure

The authority must ensure that before 1 July its Chairman or Responsible Financial Officer (RFO):

- 1) completes the certificate of exemption and declaration of no accounts (Part 1a, page 2), including:
 - a) a confirmation that no income was received nor expenditure incurred;
 - b) a statement of annual gross income in the year (0);
 - c) a statement of annual gross expenditure in the year (0);
 - d) a statement of balances held as at 31 March;
 - e) the Chairman's or RFO's signature;
 - f) the date on which the certificate of exemption was signed;
 - g) the date on which the certificate of exemption was approved (with minute reference);
 - h) the Chairman's or RFO's name, address, telephone number and email address; and
 - i) the name and address of the external auditor;
- 2) sends the completed certificate of exemption to the external auditor; and
- 3) publishes the completed certificate of exemption on a suitable website.

AGAR Form 2 for authorities (other than parish meetings) with neither income nor expenditure exceeding £25,000

The authority must ensure that before 1 July:

- 1) the certificate of exemption (page 3) is completed and includes:
 - a) a statement of annual gross income in the year;
 - b) a statement of annual gross expenditure in the year;
 - c) the Chairman's and Responsible Financial Officer (RFO)'s signatures;
 - d) the date(s) on which the certificate of exemption was signed;
 - e) the date on which the certificate of exemption was approved (with minute reference);
 - f) a contact telephone number and email address for the authority; and
 - g) its website address;
- 2) the completed certificate of exemption is sent to the external auditor;
- 3) the internal audit report for the year (page 4) is completed, signed and dated by the internal auditor;
- 4) the annual governance statement (page 5: Section 1) is:
 - a) completed;
 - b) formally approved at a meeting of the authority, with date and minute reference inserted; and
 - c) signed by the Chairman and Clerk;
- 5) summary accounting statements (page 6: Section 2) are
 - a) completed;
 - b) signed and dated by the RFO prior to being presented for approval;
 - c) formally approved at a meeting of the authority with date and minute reference inserted; and
 - d) signed by the Chairman; and
- 6) copies of:
 - a) the completed certificate of exemption;
 - b) the completed, signed and dated annual internal audit report;
 - c) the completed, approved, dated and signed annual governance statement;
 - d) the completed, approved, dated and signed summary accounting statements;
 - e) an analysis of variances
 - f) a bank reconciliation;
 - g) notice of the period for the exercise of public rights; and
 - h) other information required by Regulation 15 (2) of the Accounts and Audit Regulations 2015

are published on the authority's website or another suitable website.

AGAR Form 3 for smaller authorities not seeking or not eligible for exemption from audit

The authority must ensure that, before 1 July:

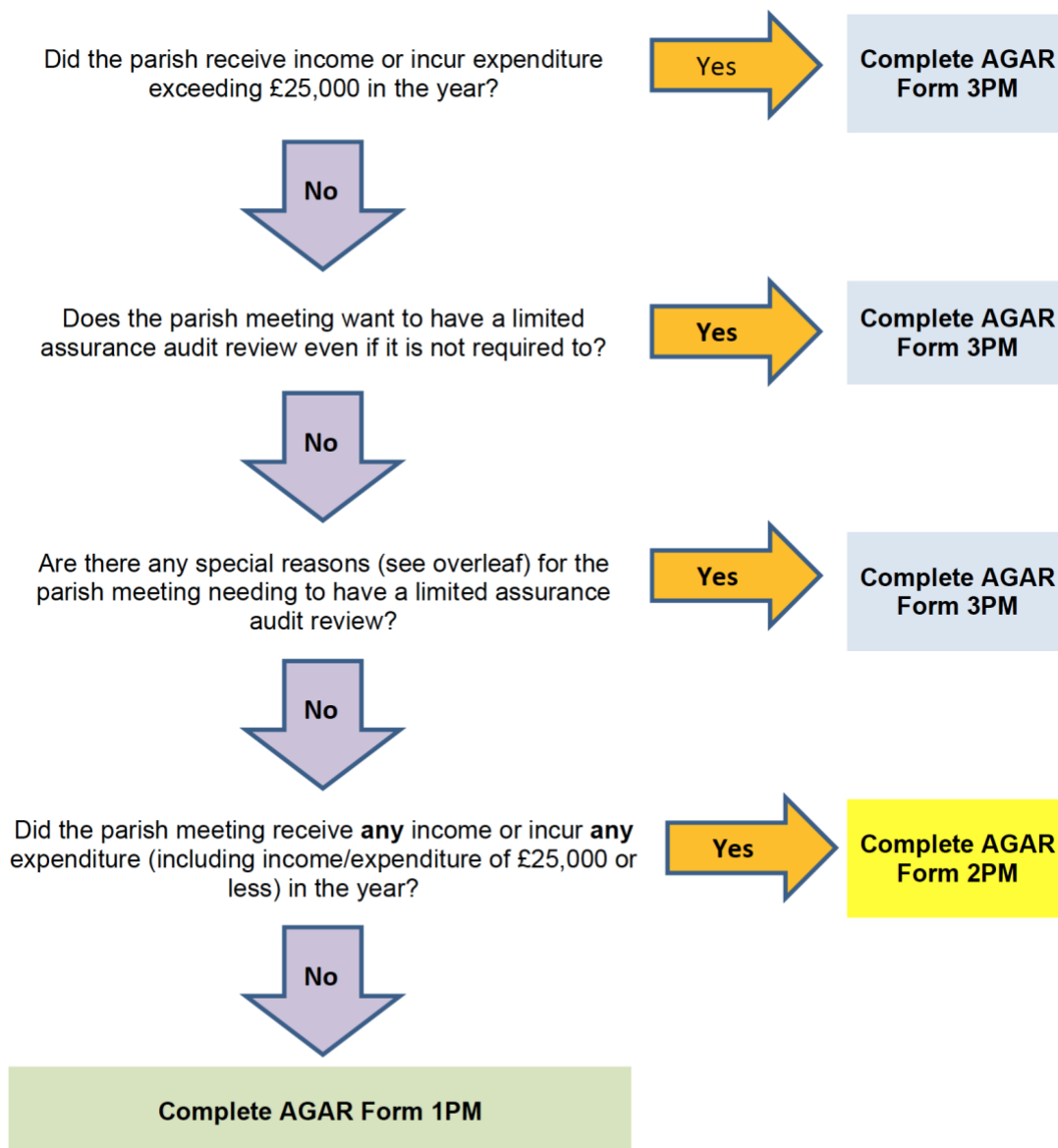
- 1) the internal audit report for the year (page 3) is completed, signed and dated by the internal auditor;
- 2) the annual governance statement (page 4: Section 1) is:
 - a) completed, with an explanation of any 'No' responses and a description of how the authority will address the weaknesses identified;
 - b) formally approved at a meeting of the authority, with date and minute reference inserted; and
 - c) signed by the Chairman and Clerk;
 and includes the authority's website address, where other information not forming part of the annual governance statement but required by the Transparency Codes may be found;
- 3) the accounting statements (page 5: Section 2) are
 - a) completed;
 - b) signed and dated by the Responsible Financial Officer (RFO);
 - c) subsequently approved at a meeting of the authority with date and minute reference inserted; and
 - d) signed by the Chairman; and
- 4) the authority's name is entered in the box at the head of the External Auditor Report and Certificate (page 6: Section 3) ; and
- 5) the RFO has set a date for the commencement of the period for the exercise of public rights;
- 6) copies of:
 - a) the completed annual governance statement (Section 1), signed by the Chairman and Clerk;
 - b) the accounting statements (Section 2) signed and dated by the RFO and Chairman;
 - c) the External Auditor Report and Certificate (Section 3) showing the name of the authority only;
 - d) a bank reconciliation as at 31 March;
 - e) an explanation of any significant year-on-year variances in the accounting statements;
 - f) notification of the period for the exercise of public rights;
 - g) the Annual Internal Audit Report; and
 - h) any other documents requested by the auditor
 are sent to the external auditor.
- 7) copies of:
 - a) the completed annual governance statement (Section 1), signed by the Chairman and Clerk; and
 - b) the accounting statements (Section 2) signed and dated by the RFO and Chairman are published on the authority's website or another publicly accessible website, together with:
 - c) notice of the period for the exercise of public rights; and
 - d) a declaration that the accounting statements are as yet unaudited.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including a completed Section 3 will be returned to the authority. The authority must then ensure publication on its website (or another suitable website) not later than 30 September of the complete Annual Governance and Accountability Return, comprising Sections 1, 2 and 3, including notice of the conclusion of audit and any amendments made to the accounting statements as a result of the limited assurance review.

Publication of the Internal Audit Report is also recommended.

Flow chart two — Parish meetings

Annual Governance and Accountability Return



Please note that where a parish meeting chooses or is required to complete AGAR Form 3PM a fee will be payable

SPECIAL REASONS

If any of these statements is true the parish meeting must complete AGAR Form 3PM

1. The financial year is one of the first 3 years of the parish's existence;
2. In relation to the previous financial year, the external auditor:
 - a) has issued a public interest report in respect of the parish meeting or any entity connected with it;
 - b) has made a statutory recommendation to the parish meeting, relating to the parish or any entity connected with it;
 - c) has issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act") (other than a notice that has subsequently been withdrawn);
 - d) has commenced judicial review proceedings under section 31(1) of the Act; or
 - e) has made an application under section 28(1) of the Act for a declaration that an item of account is unlawful (other than an application that has been withdrawn or in respect of which the court has refused to make the declaration); or
3. In relation to the previous financial year, the court has declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

AGAR Form 1PM for parish meetings with no income or expenditure

Before 1 July the Chairman of the parish meeting must:

- 1) complete the certificate of exemption and declaration of no accounts (Part 1, page 2), including:
 - a) a confirmation that no income was received nor expenditure incurred in the year;
 - b) a statement of annual gross income in the year (0);
 - c) a statement of annual gross expenditure in the year (0);
 - d) a statement of balances held as at 31 March;
 - e) the Chairman's signature;
 - f) the date on which the certificate of exemption was signed;
 - g) the Chairman's name, address, telephone number and email address; and
 - h) the name and address of the external auditor;
- 2) send the completed certificate of exemption to the external auditor; and
- 3) ensure that a copy of the completed certificate of exemption is published on an appropriate website or placed on public display in the local area for a period of at least 14 days.

AGAR Form 2PM for parish meetings with neither income nor expenditure exceeding £25,000

Before 1 July the Chairman of the parish meeting must ensure that:

- 1) the certificate of exemption (page 3) is completed and includes:
 - a) a statement of annual gross income in the year;
 - b) a statement of annual gross expenditure in the year;
 - c) the signature of the Chairman;
 - d) the date on which the certificate of exemption was signed;
 - e) the date on which the certificate of exemption was approved (with minute reference); and
 - f) the telephone number and email address of the Chairman;
- 2) the completed certificate of exemption is sent to the external auditor;
- 3) the internal audit report for the year (page 4) is completed, signed and dated by the internal auditor;
- 4) the annual governance statement (page 5: Section 1) is:
 - a) completed;
 - b) formally approved at a parish meeting, with date and minute reference inserted; and
 - c) signed by the Chairman;
- 5) summary accounting statements (page 6: Section 2) are
 - a) completed;
 - b) signed and dated by the Chairman as Responsible Financial Officer (RFO) prior to being presented for approval;
 - c) formally approved at a parish meeting with date and minute reference inserted; and
 - d) signed by the Chairman to certify that they have been approved; and
- 6) copies of:
 - a) the completed certificate of exemption;
 - b) the completed, signed and dated annual internal audit report;
 - c) the completed, approved, dated and signed annual governance statement;
 - d) the completed, approved, dated and signed summary accounting statements;
 - e) an analysis of variances
 - f) a bank reconciliation;
 - g) notice of the period for the exercise of public rights; and
 - h) other information required by Regulation 15 (2) of the Accounts and Audit Regulations 2015

are published on an appropriate website or placed on public display in the local area for a period of at least 14 days.

AGAR Form 3PM for parish meetings not seeking or not eligible for exemption from audit

The Chairman of the parish meeting must ensure that, before 1 July:

- 1) the internal audit report for the year (page 3) is completed, signed and dated by the internal auditor;
- 2) the annual governance statement (page 4: Section 1) is:
 - a) completed, with an explanation of any 'No' responses and a description of how the authority will address the weaknesses identified;
 - b) formally approved at a parish meeting, with date and minute reference inserted; and
 - c) signed by the Chairman;
- 3) the accounting statements (page 5: Section 2) are
 - a) completed;
 - b) signed and dated by the Chairman as Responsible Financial Officer (RFO);
 - c) subsequently approved at a meeting of the authority with date and minute reference inserted; and
 - d) signed by the Chairman to certify that they have been approved; and
- 4) the name of the parish meeting is entered in the box at the head of the External Auditor Report and Certificate (page 6: Section 3);
- 5) the Chairman as RFO has set a date for the commencement of the period for the exercise of public rights;
- 6) copies of:
 - a) the completed annual governance statement (Section 1), signed by the Chairman;
 - b) the accounting statements (Section 2) signed by the Chairman as RFO and certified by the Chairman as having been approved;
 - c) the External Auditor Report and Certificate (Section 3) showing the name of the authority only;
 - d) a bank reconciliation as at 31 March;
 - e) an explanation of any significant year-on-year variances in the accounting statements;
 - f) notification of the period for the exercise of public rights;
 - g) the Annual Internal Audit Report; and
 - h) any other documents requested by the auditor
 are sent to the external auditor.
- 7) copies of:
 - a) the completed annual governance statement (Section 1), signed by the Chairman; and
 - b) the accounting statements (Section 2) signed and dated by the Chairman as RFO and certified by the Chairman as having been approved
 are published or placed on public display in the local area for a period of at least 14 days, together with:
 - c) notice of the period for the exercise of public rights; and
 - d) a declaration that the accounting statements are as yet unaudited.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including a completed Section 3 will be returned to the Chairman of the parish meeting.

The Chairman must then ensure that, not later than 30 September, the complete Annual Governance and Accountability Return, comprising Sections 1, 2 and 3, including notice of the conclusion of audit and any amendments made to the accounting statements as a result of the limited assurance review, is published on an appropriate website or placed on public display in the local area for a period of at least 14 days.

Publication of the Internal Audit Report is also recommended.

Example Financial Risk Management template

A simple risk register might look something like this:

Happyville Town Council — Financial Risk Management Record

Risk area	Risk identified	Level of risk (H/M/L)	Management of risk	Action required	Review date
Section one: Areas where there may be scope to use insurance to help manage risk					
Property and contents owned by the council	Loss or damage	H	An up-to-date register of assets and investments	Review quarterly by council, annually by IA Check website list correct as of ****	
Damage to third party property or individuals	Public liability	H	Property maintenance and insurance cover	Insurance held with ****, renewal date of ****, reviewed by council on **** and by IA	
Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party	Public liability	H	Annual review of risk and the adequacy of cover	Value of insurance ****, held with ****, reviewed annually by council on **** and by IA	
Loss of cash through theft or dishonesty	Fidelity guarantee	L		Level ****, who with ****, internal controls checked by council on **** and IA	
Legal liability as a consequence of asset ownership	Public liability	H	Property maintenance and insurance cover	Level of cover ****, renewal date ****, mtce schedule reviewed on ****, inspection regime by ****	
Section two: Working with others to help manage risk					
Security for vulnerable buildings, amenities or equipment		M		Inspection regime – councillors and paid inspectors reviewed ****,	

				reporting systems	
The provision of services being carried out under agency/partnership agreements with principal authorities	Standing orders and financial regulations dealing with the award of contracts	L		Reviewed quarterly by council annually (last on ****) by IA all partner's risk assessed and multiple quotes obtained and compared in minutes (check web entries clear)	
Banking arrangements, including borrowing or lending	Detect and deter fraud or corruption	L		Financial regs and IA review on ****	
Ad hoc provision of amenities/facilities for events to local community groups	Public Liability	L		Ask all for hirers insurance, financial regulation	
Vehicle or equipment lease or hire		L		Hire from reputable companies, monitor by council	
Trading units (leisure centres, playing fields, burial grounds, etc.	External contractors for maintenance	L		Or staff used – budget monitoring, employment law followed	
Professional services (architects, accountancy, design, etc.)	Standing orders and Financial regs deal with the awarding of contracts	L		County association for legal or use **** IA reviewed regularly, others based on best available advice reviewed ****	
Section three: Self-managed risk					
Proper financial records	In accordance with statutory requirements	L		Review quarterly by	

				Cllrs, annually by IA	
Business activities	Ensuring that they are within the legal powers of councils	L		IA review on receipt and at half year and regular reference to legislation and guidance	
Borrowing	Complying with restrictions	L		IA review and council checked on ****	
Employment law and Inland Revenue regulations	Ensuring that requirements are met	L		IA review and use bureau ****	
VAT	Ensuring that requirements are met under HMRC regulations	L		IA review and advice taken as needed from ****	
Annual precept	Ensuring adequacy within sound budgeting arrangement	L		IA review and budget published on web on ****	
Monitoring of performance		L		Councillors review budget and policies quarterly at dates ****	
Grants	Ensuring proper use of funds granted to local community bodies under specific powers, s137 or GPC	L		All grants based on approved form (last updated ****) and supporting information, minuted and checked by IA	
Council minutes	Proper, timely and accurate reporting of council business in the minutes	L		Posted on website for public to see With full agenda packs as per Transparency Code and IA review	

Rights of inspection		L		Website / policies updated ****	
Document control	Proper systems	L		Policies approved and published ****	
Register of Members' Interests and Gifts and Hospitality	In place, complete, accurate and up-to-date	L		IA and district council review web links checked ****	
Compliance with Transparency Code		L		Stay up to date with legislative changes most recent minute ****	

TERMS OF REFERENCE

- 1.1 The Joint Panel on Accountability and Governance (JPAG or ‘the Panel’) is established jointly by the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and the Association of Drainage Authorities (ADA) for the purpose of preparing, maintaining, developing and issuing from time to time a Practitioners’ Guide to proper practices to assist smaller authorities in England to prepare accounting and governance statements in the form of an annual return as set out in legislation, hereinafter referred to as the Annual Governance and Accountability Return.
- 1.2 JPAG’s terms of reference are:
 - (i) To support NALC, SLCC and ADA in preparing, maintaining and publishing the Practitioners’ Guide.
 - (ii) To keep under review, advise on the need for changes or updates, consult and, following due process, approve changes or updates to the Practitioners’ Guide and Annual Governance and Accountability Return (except the auditor’s report, which is determined by the NAO).
 - (iii) To support Smaller Authorities Audit Appointments Ltd (SAAA) in producing the Annual Governance and Accountability Return.
- 1.3 The preparation, maintenance and development of the Practitioners’ Guide will focus in the main on the requirement for small bodies to meet statutory accounting and reporting requirements laid out in statute. In meeting its terms of reference in 1.2, JPAG will have regard to relevant UK Generally Accepted Accounting Practices (‘UKGAAP’) as adapted for public sector circumstances.

Due process for the preparation and maintenance of the Practitioners’ Guide

- 2.1 JPAG shall keep under review the Practitioners’ Guide. In particular it shall consider at least annually:
 - Any implications for the Practitioners’ Guide brought to its attention by any of the Panel members.
 - Any developments in the public sector that suggest further guidance on accounting and related governance matters at smaller authorities is desirable.
- 2.2 At the behest of JPAG the Chair shall notify NALC, SLCC and ADA as soon as practicable of proposals to update the Practitioners’ Guide and a planned timetable.
- 2.3 Drafting of the Practitioners’ Guide, or any changes to the Practitioners’ Guide, is overseen and approved by JPAG. The process should ensure the participation of representatives of each of the Panel members, external auditors of smaller authorities, relevant government departments and independent outsiders on behalf of the wider public interest as required.
- 2.4 JPAG may, as circumstances require, establish sub-groups to consider individual issues or tasks. These sub-groups shall conduct their meetings in accordance with

terms of reference set by the Panel. The sub-groups may, where necessary, invite appropriately qualified experts to join their sub-group subject to the terms of reference for the sub-group.

- 2.5 JPAG shall conduct its proceedings in an open way and follow due process:
- Before publishing any Practitioners' Guide, or any significant changes to the Practitioners' Guide, JPAG shall invite comment by means of a published exposure draft and invitation to comment explaining the proposals.
 - The period for responses shall be at least six weeks. NALC, SLCC and ADA shall issue the exposure draft and invitation to comment, which may include publication on a relevant website or websites, and publicise the consultation among their practitioners.
 - In addition, the Panel shall also inform external auditors of smaller authorities and relevant government departments about the consultation.
- 2.6 The invitation to comment included with exposure drafts shall state that comments will be regarded as capable of being placed on the public record, unless confidentiality is requested, so that NALC, SLCC and the ADA can publish comments or summaries of comments.
- 2.7 The Practitioners' Guide is recognised by relevant government departments as the authoritative source for smaller authorities in England on proper practices for accounting and governance and in preparing an annual return. It is intended to be written as a complete single-source document that does not require further interpretation. JPAG is therefore not responsible for reviewing or approving any further guidance or application notes issued by any other body, individual or organisation.
- 2.8 Within the Practitioners' Guide, JPAG may include additional information and examples that are not proper practices within the meaning set out in statute. Any such content must be clearly identified within separate sections of the Practitioners' Guide.

Composition

- 3.1 The members of JPAG are:
- the chair (see section 4 below)
 - 1 nomination each from NALC, SLCC and ADA;
 - 1 nomination each from DLUHC, DEFRA, the NAO and CIPFA; and
 - 1 additional nomination from NAO for a representative of external auditors for smaller authorities.
- 3.2 One member of the Panel shall be appointed as vice-chair.
- 3.3 The Panel may elect to co-opt up to two further independent members; such co-options to be agreed by the members of the Panel listed at 3.1 by a simple majority vote.

Chair

- 4.1 The chair is selected by JPAG from nominations received from NALC, SLCC and ADA. It is not mandatory for any nominee to be a member of the nominating body and once appointed the chair shall act independently of any nominating body.
- 4.2 The appointment is for a fixed-term renewable of 3 years with a maximum term of 6 years.
- 4.3 The chair is not an office of profit and carries no remuneration.

Support functions

- 5.1 JPAG will determine, from time to time, the key delegated functions that include, inter alia:
 - JPAG governance and secretarial arrangements — maintaining Terms of Reference; membership issues including appointments; arranging meeting dates and venues; servicing meetings including preparing and distributing papers, taking minutes and dealing with related correspondence; and maintaining any website.
 - The Practitioners' Guide — managing and coordinating the revision and update cycle and associated consultations; and arranging for publication by the sector bodies.
 - The Annual Governance and Accountability Return — SAAA is responsible for designing, managing and coordinating the annual review and producing the Annual Governance and Accountability Return in line with the Practitioners' Guide and the Accounts and Audit Regulations, consulting JPAG members, submitting to JPAG for approval in accordance with paragraph 1.2(ii), arranging and paying for the distribution of the annual governance and accountability return to the audit firms for onward distribution to smaller authorities.
 - Technical support — Technical queries from practitioners, audit firms and government departments will be, in the first instance, directed to the appropriate body (NALC, SLCC, ADA, NAO, DLUHC or DEFRA). Where the appropriate body is unable to provide a definitive response, it will then refer the matter to the JPAG Chair or a sub-group of JPAG set up for that purpose in accordance with section 2.4 herein. The JPAG Chair or sub-group will keep a record of all issues raised and, where the requirements of the Practitioners' Guide are not explicit, agree on a common recommended approach to be communicated to JPAG members and included in proposals for the next update to proper practices. Where the issue concerns public inspection rights, the appropriate body will direct any audit queries from the general public to the NAO's Guide to Electors Rights publication (Local authority accounts: a guide to your rights), and, if appropriate, to the SAAA website, which provides contact details for any opted-in smaller authority's independently appointed external auditor. The bodies will refer any accounting queries from the general public to the Practitioners' Guide.

- 5.2 JPAG may reasonably remunerate work for delegated functions, which, if approved by SAAA, will be paid for by SAAA.

Panel appointments

- 6.1 Appointments to JPAG are made by nomination from:
- NALC for the NALC nominee
 - SLCC for the SLCC nominee
 - ADA for the ADA nominee
 - NAO for the NAO nominee and the nominee to represent an external auditor's view
 - CIPFA for the CIPFA nominee
 - DLUHC for a technical smaller authority accounting nominee
 - DEFRA for a technical smaller authorities/IDBs accounting nominee and are subject to the governance arrangements of those bodies. All nominations are personal to the individuals concerned – substitutions for particular meetings may only be made with the consent of the Chair which shall not be unreasonably withheld.
- 6.2 The Panel may invite other persons to attend meetings of the Panel or its sub-groups on an ad-hoc (non-voting) basis to advise on specific issues or projects, or as observers.

Conduct of meetings

- 7.1 As noted in paragraph 2.5, JPAG shall conduct its proceedings in an open way and follow due process.
- 7.2 Members and observers must not use their position for personal gain in either business, political or social relationships. Therefore, a member or observer who has, or maybe perceived to have, such a personal interest in a particular matter under consideration should declare that interest and withdraw from all discussions relating to it. In addition, members should take no part in any vote on such a matter.
- 7.3 Each meeting of JPAG shall allow its members and observers the opportunity to declare any interest that is relevant to the issues discussed at the meeting.
- 7.4 The minutes of the JPAG meeting shall be agreed by the Panel members as soon as possible after the meeting and may be published by agreement of the Panel.

Panel meeting frequency and agendas

8. 1 JPAG will meet as required but as a minimum twice per year. Meetings are scheduled in advance but may be changed by agreement. Additional meetings may be held by agreement. Meetings may be arranged to be held virtually by consensus.

- 8.2 Work between meetings is progressed through delegated functions, agreement by electronic communication, meetings of groups progressing specific items, and in consultation with the chair.

Quorum

- 9.1 A quorum for meetings is five members and must include a member from two of the three NALC, SLCC and/or ADA organisations. A quorum may include members attending by telephone or video conference.
- 9.2 Non-quorate meetings may discuss and formally note matters for future report to the next meeting of the Panel, but have no executive authority. Urgent decisions, at the chair's discretion, should be dealt with by correspondence with members.

COMPLETING THE AGAR: A STEP-BY-STEP GUIDE

A. All authorities (other than parish meetings)

AGAR Form 1 For authorities with no financial transactions	Between 1 April and 30 June		Before 1 July
	STEP 1	A meeting of the authority is held	The authority publishes the Declaration of No Accounts and Certificate of Exemption
	STEP 2	The Declaration of No Accounts and Certificate of Exemption is completed, approved by the authority and signed by the Chairman or RFO	
	STEP 3	The authority sends the Declaration of No Accounts and Certificate of Exemption to the External Auditor	

AGAR Form 2 For authorities wishing to declare themselves exempt	Between 1 April and 30 June		Before 1 July
	STEP 1	The Accounting Statements (Section 2) are prepared and signed by the RFO	The authority publishes: a) the Annual Internal Audit Report; b) the Annual Governance Statement; c) the Accounting Statements; d) an analysis of any significant year on year variances; e) a bank reconciliation as at 31 March; f) a copy of the Certificate of Exemption; g) details of the arrangements for the exercise of public rights; and h) the name and address of the External Auditor
	STEP 2	A meeting of the authority is held at which:	
		STEP 2.1 The Annual Internal Audit Report is received and noted	
		STEP 2.2 The Annual Governance Statement (Section 1) is approved	
		STEP 2.3 The Accounting Statements (Section 2) are approved	
		STEP 2.4 The Certificate of Exemption is approved	
	STEP 3	Following approval, the Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the Accounting Statements	
	STEP 4	The RFO sets the commencement date for the exercise of public rights	
	STEP 5	The Certificate of Exemption is signed by the RFO and Chairman	
	STEP 6	The authority sends the Certificate of Exemption to the External Auditor	

AGAR Form 3 For authorities unable to declare themselves exempt or requesting a limited assurance review	Between 1 April and 30 June		Before 1 July	Before 1 October
	STEP 1	The Accounting Statements (Section 2) are prepared and signed by the RFO	The authority publishes: a) the Annual Internal Audit Report (recommended but not mandatory); b) the Annual Governance Statement; c) the Accounting Statements; d) a declaration that the accounts are as yet unaudited; e) details of the arrangements for the exercise of public rights; and f) the name and address of the External Auditor	The authority publishes: a) notice of the conclusion of the audit; b) the Annual Governance Statement (including any amendments as a result of the limited assurance review); c) the Accounting Statements (including any amendments as a result of the limited assurance review); and d) the External Auditor Report and Certificate
	STEP 2	A meeting of the authority is held at which:		
		STEP 2.1 The Annual Internal Audit Report is received and noted		
		STEP 2.2 The Annual Governance Statement (Section 1) is approved		
		STEP 2.3 The Accounting Statements (Section 2) are approved		
	STEP 3	Following approval, the Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the Accounting Statements		
	STEP 4	The RFO sets the commencement date for the exercise of public rights		
	STEP 5	The authority sends to the External Auditor: a) the Annual Internal Audit Report; b) the Annual Governance Statement; c) the Accounting Statements; d) an analysis of any significant year on year variances; e) a bank reconciliation as at 31 March; f) details of the arrangements for the exercise of public rights; and g) any other information that the auditor has specifically requested.		

COMPLETING THE AGAR: A STEP-BY-STEP GUIDE

B. Parish meetings (where there is no parish council)

AGAR Form 1PM For parish meetings with no financial transactions	Between 1 April and 30 June		Before 1 July
	STEP 1	A parish meeting is held	The Chairman either publishes or places on public display the Declaration of No Accounts and Certificate of Exemption
	STEP 2	The Chairman completes the Declaration of No Accounts and Certificate of Exemption	
	STEP 3	The Chairman sends the Declaration of No Accounts and Certificate of Exemption to the External Auditor	

AGAR Form 2PM For parish meetings wishing to declare themselves exempt	Between 1 April and 30 June		Before 1 July
	STEP 1	The Accounting Statements (Section 2) are prepared and signed by the Chairman	The Chairman either publishes or places on public display: a) the Annual Internal Audit Report; b) the Annual Governance Statement; c) the Accounting Statements; d) an analysis of any significant year on year variances; e) a bank reconciliation as at 31 March; f) a copy of the Certificate of Exemption; g) details of the arrangements for the exercise of public rights; and h) the name and address of the External Auditor
	STEP 2	A parish meeting is held at which:	
		STEP 2.1 The Annual Internal Audit Report is received and noted	
		STEP 2.2 The Annual Governance Statement (Section 1) is approved	
		STEP 2.3 The Accounting Statements (Section 2) are approved	
		STEP 2.4 The Certificate of Exemption is approved	
	STEP 3	Following approval, the Chairman signs the Annual Governance Statement and Accounting Statements	
	STEP 4	The Chairman sets the commencement date for the exercise of public rights	
	STEP 5	The Chairman signs the Certificate of Exemption	
	STEP 6	The Chairman sends the Certificate of Exemption to the External Auditor	

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MELKSHAM TOWN COUNCIL

Full Council 25 September 2022

Lighting proposal for Forest Community Centre

Report of the Committee Clerk

1 BACKGROUND

At full council on 26 June 2023 it was resolved to delegate the Town Clerk authority to purchase low level solar lighting up to the value of £8000 to be taken from the solar farm funding. Subject to Councillor Oatley talking to resident's in Bowman's Court, obtaining permission from Wiltshire Council, ensuring resident's privacy is not invaded, and bringing the matter back to council to note what is being installed.

2 CURRENT POSITION

Action taken

Two lighting companies have been approached who have advised that low level lighting was not suitable for the site as it would not receive enough sunlight. At the suggestion of the Head of Operations the possibility of low level lighting was explored which would be linked to one high level solar panel; neither company was able to supply such a product.

3. Quotes

Quotes have been obtained from each company for 4 and 5, high level lights.

Company A £9250 exc VAT for five lights and £7400 exc VAT for 4 lights

Company B £9900 exc VAT for five lights and £7945 exc VAT for 4 ligh

4. Light Pollution

Company A has quoted with light shields to stop light pollution for residents of Bowmans Court. Company B has advised the following via email:-

"Standard spacing for our lights would be roughly 25m or so with light spreading out roughly 13-15m either side in a batwing shape. There shouldn't be an issue with backwards light spill, and as the luminaires/panels are split type, we can tilt the luminaire to an angle that further ensures this if needed.

As mentioned, the lights activate on PIR sensors, with the standard mode of operation being the following

The Dusk till Dawn feature will ensure that the area is well lit when needed - at dusk the lights will switch on at 30% until motion is detected, it will then light at 100% until the motion is no longer detected and switch back to 30%. After approx 8 hours the light will switch to standby mode, the PIR sensors will still be active, and the light will switch to 100% when motion is detected. At dawn, charge mode will be activated.

This can be customised to meet your requirements (i.e. ambient light for a shorter period of time or a lower brightness).

We can also change the LED to 3000K or 2700K if needed to appease any ecological concerns."

5. Residents of Bowmans Court

Could Councillor Oatley advise on this?

6. Permission from Wiltshire Council

At time of writing I have not received a reply to my email enquiry. Possibly Councillor Oatley would be able to assist

7. RECOMMENDATION

Resolution was for low-level lights up to a value of £8000. To allow officers to proceed Council will need to either confirm their wish to proceed with low-level lighting in spite of the advice from the lighting companies or change the reference from low level lighting to standard column lighting and allocate extra funding.



MELKSHAM TOWN COUNCIL

Full Council 25 September 2023

BMX Pump Track

Report of the Committee Clerk

1. Purpose of the report

To update councillors on current position

2. Background

At Full Council on 27th February 2023 Councillor Hubbard introduced a motion to build a BMX Pump Track. His suggested location for the track was the play area at Burnet Close.

The reasoning was that “there is plenty of land within a fenced in area. This play area is very tired with old equipment and there is a newer play area just a couple of hundred yards up the road at Speedwell Close.”

The minutes record that:

Members supported the idea but not the suggested location as “Burnett Play Area was not the best it is a large play area which was well used.”

Alternative locations suggested were:

- Forest (East Ward)
- Methuen Park, which already has a cycle track (Subject to checking the lease agreement)

A resolution was passed to:

“Support the principle of installing a BMX Pump Track at a suitable location in the Town to be determined from guidance offered by JB Extreme Landscapes.

That the Town Clerk is instructed to arrange site visits with JB Extreme Landscapes to fully assess available sites. That JB Extreme Landscapes draw up a design/tender document on the council’s behalf to be used as the start the tender procurement exercise for the facility.

Such work to be structured in a way that will not preclude JB Extreme Landscapes from being able to tender for the job should they wish to do so (subject to auditors’ advice)

To report back to council, not after July 2023 on the outcome of the above steps with a fully costed proposal for the project to be placed for tender, with the aim of having the new facility open for Easter 2024.”

3. Current Situation

Due to staff levels and pressure of work, it was not possible to proceed this project within the time specified. The matter was referred to the Committee Clerk who contacted JB Extreme Landscapes at

the beginning of August. They quoted a figure of £150 plus fuel to conduct site assessments. The Amenities Manager was asked to suggest possible sites for assessment. Subsequent legal advice to the Town Clerk was that JB Extreme Landscapes would not be able to tender if asked to undertake the work required by the resolution.

The following sites have been identified by councillors in the original meeting, the Amenities Manager and the Committee Clerk. I have visited the sites and tried to give a brief assessment of each.

Forresters Park

Big space, somewhat under utilised. Even with the goalposts in the middle there is still plenty of space to either side or goalposts could be relocated closer to the edge. Surrounded by housing on three sides but there are trees and bushes to deaden some of the noise.

Methuen Park

Renewed lease date 13 October 2021 but tenancy period to run from 11th August 2019.

Letter of Wellers Hedley dated 20th November 2020 states that lease can be brought to an end by the landlord at any time on 20 days notice. The lease states that the landlord may terminate by serving a break notice at least 6 months before the break date.

The tenant has no right to renew the lease on its expiration.

The tenant cannot build anything on the land without the landlords consent.

The land is to be used only as a “play area for local children”. What constitutes a “play area” or “local” is not specified.

It is a lot of money to invest if the Council cannot guarantee to retain possession.

Next to the skate park, KGV

Central location. Possibly some cross-over with Skate Park users. There were a couple of kids in the skatepark on bikes when we went to view the site. On the downside, it is a triangular area and the tree would probably have to come down to make full use of the space available.

The car park area on the other side of the Skate Park would be a possibility but is owned by Wiltshire Council and would need to maintain access.

Dunch Lane

Remove play area at Dunch Lane as there is another newer park next door. Good large area but very close to housing and road.

Hazelwood Road Play Area

Replace the MUGA. Large space with good access. Given to understand it is not much used but I have no evidence of usage. Houses around but not too close.

Blue Pool

Bit of a left field suggestion but could be incorporated into any redevelopment plans if the Town Council accepts the transfer from Wiltshire Council. Would probably be some considerable time before the track could open.

4. Recommendations

No recommendations. Council to decide on next step and whether to choose a site.

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 Asset Management and Amenities Committee meeting held on Monday 7th August 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 Westbrook

OFFICERS:	Linda Roberts	Town Clerk
	Andrew Meacham	Committee Clerk

PUBLIC PARTICIPATION: There were three members of the public, one member of the public virtually and one member of the press present

Adrienne Westbrook. In her work at The Community Larder she sees many people attempting to use the toilets in Church Street. Could the council arrange for signs to be put on the toilets advising they are closed and where the nearest toilets were.

She also requested greater openness for the Park Working Group. When had it last sat? What was the membership? She quoted from a manifesto statement of Together for Melksham dated 17th May 2021 and commented that nothing had been done to take it forward. She asked why it was a working group and not a sub-committee? Why had no project plan come out of the survey that was conducted?

Ian Cardy. Is the current KGV Lighting Scheme no longer viable? If there are to be new proposals, where is the budget coming from? Will the council consult on the project and the costs? He believes there are other more urgent calls on resources. Council needs to plan and adapt for the climate emergency in areas such as tree planting for shade, building design and flooding.

Joe McCann. At the last meeting £68000 was signed off for lights in KGV. How has it got from a costed scheme to being over budget? He believed the scheme included installing a power supply for events. Has the Head of Operations decided to go ahead with this without a council decision? How many quotes were obtained for the power supply? Regarding Awdry Avenue play area., who is the retained consultant and why were they not asked to do the work in the first place? The Town Mayor and Chair of the Committee Councillor Price believed that the wording on Awdry Avenue is unintentionally misleading and it was not intended to go to a specialized consultant. Other matters would have to await the return of the Head of Operations. The Town Clerk asked Joe McCann to put his questions in writing to ensure a full reply.

Ian Cardy. Asked why the author of the report was not present for the discussion. The Deputy Mayor and Chair of the Committee Councillor Price said the reality was that he was not present and committee must work accordingly.

Adrienne Westbrook. Asked if Awdry Avenue been referred to the Parks Working Party. The Town Mayor and Chair of the Committee Councillor Price said that a decision had been made by the Asset Management and Amenities Committee.

180/23 Apologies

There were no apologies.

181/23 Declarations of Interest

There were no declarations of interest.

182/23 Minutes

Councillor Hubbard asked that the reference in the minutes of 5 June 2023 to the minutes of 11 April 2023 be amended to read:-

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

Subject to above the minutes 5 June 2023 having previously been circulated, were approved as a correct record and signed by The Chair, Councillor Price

183/23 King George V Park

184/23 Shambles Festival

James Wilkins, the organiser of the festival was present.

It was noted that the Melksham Town Council Parks Booking Form mistakenly gives the date of the event as Saturday 1st June 2023 rather than 2024.

There was a discussion on noise complaints and James gave details of noise management measures.

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

UNANIMOUSLY RESOLVED to approve the application to hold The Shambles Festival 2024 in King George Playing Fields.

185/23 Report of Head of Operations.

It was proposed by Deputy Mayor and Chair of the Committee Councillor Price, second by Councillor Hubbard, and

UNANIMOUSLY RESOLVED to advance discussion of this item.

1. KGV event power and lighting project.

Councillor Hubbard spoke to this item, after which the Town Clerk left the meeting and there was further discussion on Councillor Hubbard's comments.

It was proposed by the Vice Chair Councillor Goodhind and seconded by Councillor Aves that further discussion on the Head of Operations report be deferred. Councillor Oatley pointed out that the report did not ask for any decisions. Councillor Ellis felt the report should be noted and asked for it to be minuted that the committee was unhappy with the situation.

Standing orders were suspended at this point and other points in the discussion to allow members of the public present to comment.

Joe McCann suggested councillors map out a route for the lighting and request quotes.

Adrienne Westbrook expressed her view that the event power supply and lighting are separate issues. Events such as the Food & River Festival can operate without lights but not without power.

There were discussions on types of lighting, reasons for wanting lighting, route of lighting and public consultation.

The Vice-Chair Councillor Goodhind withdrew his motion to defer.

There was discussion on whether an expert who the council invites to report on the lighting can then legally tender for the contract. The meeting was suspended for a short time to seek clarification.

It was proposed by Deputy Mayor and Chair of the Committee Councillor Price, seconded by Councillor Forgacs and

UNANIMOUSLY RESOLVED to instruct Paul Weymouth of Light Fantastic, or another expert if he is not available, to bring forward suggestions for lighting in the KGV.

2. KGV fencing.

The report was noted.

3. Eco Loos.

Vice-Chair Councillor Goodhind advised the committee of a recent meeting held with Healthmatic and reported that Healthmatic were committed to finishing the project as originally envisioned. There was discussion on the capacity of the vaults when dug and the frequency of collection.

It was requested that there be confirmation on exactly what the council will have once the process has been completed.

4. Cricketers Café.

Councillor Hubbard stated that funding had already been agreed and a lease needed to be issued as soon as possible. It was requested that the Town Clerk advise the position on the lease by the next day.

5. Goal Posts at Forresters.

The report was noted.

6. Awdry Avenue play area.

The report was noted.

7. Water troughs in Allotments.

It was suggested that the Operations Manager audit the allotments for water supplies and recommend, without the need for a formal report, on troughs needed and install at the various sites.

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

UNANIMOUSLY RESOLVED to allocate up to £1500 for improved access to water troughs and provision of extra troughs where required.

8. Amenities Assistants.

The report was noted with a request that councillors be advised by email when new members of staff are appointed.

9. Roundhouse and Church Wall.

The report was noted.

10. Assembly Hall roof repairs.

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

UNANIMOUSLY RESOLVED to appoint Councillor Ellis, Councillor Oatley, Councillor S. Crundell and Councillor Aves to a Tender Group to look at the tender specification.

11. BMX Track and Sensory Garden.

The report was noted.

186/23 Dog Agility Area

The item was noted.

187/23 KGV Maintenance Shed

The item was noted.

Meeting Closed at: 9.30 pm

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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Public Document Pack

Melksham Town Council

Minutes of the Community Development Committee meeting held on Monday 11th September 2023

PRESENT:

Councillor P Aves
Councillor C Goodhind
Councillor S Mortimer
Councillor J Oatley
Councillor G Ellis, substituting for Councillor J Crundell

IN ATTENDANCE: Councillor Westbrook

OFFICERS:	Linda Roberts	Town Clerk
	Andrew Meacham	Committee Clerk

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

UNANIMOUSLY RESOLVED to appoint Councillor Aves as Chair for the meeting.

PUBLIC PARTICIPATION: One member of the press was present

84/23 Chair of Committee

As three regular members of the committee were absent, this item was deferred to the next meeting.

85/23 Apologies

Apologies were received from Councillor Rabey and Councillor J Crundell.

Councillor J Crundell was substituted by Councillor Ellis.

86/23 Declarations of Interest

There were no declarations of interest.

87/23 Minutes

The minutes of 12 June 2023 having previously been circulated, were approved as a correct record and signed by the chair, Councillor Aves.

88/23 Events Working Group

The notes of the Events Working Group meeting on 6 July 2023 were received.

89/23 Items from Previous Meetings

Town Crier Competition. The committee extended its congratulations to Jacqueline Brady, the first lady Town Crier for Melksham.

Art in the Underpass. The matter was discussed and concerns raised. The Town Clerk will arrange a meeting with Natalie Remington to clarify the situation. Councillor Westbrook and Councillor Aves asked to be part of that meeting.

Peacock Art Trail. Noted.

Breastfeeding Welcome Scheme. Noted. Committee Clerk advised that wording and design had been finalised and Communications & Events Officer was arranging for printing.

Window Competition. Noted. Councillor Mortimer asked if we could involve schools in some way. The Town Clerk suggested a poster competition. There was further discussion on the best way forward. Councillor Aves offered to meet with Councillor Mortimer and The Town Clerk.

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

UNANIMOUSLY RESOLVED to involve local schools in a competition under the banner of Keep Melksham Tidy.

Remembrance Sunday/Christmas. Noted.

90/23 Melksham in Bloom

The Town Clerk gave a verbal update. Head of Operations, Groundstaff, Terri Welch and some of the Melksham Bloomers will be meeting shortly to discuss entry into South-West in Bloom next year, with an emphasis on biodiversity and it being the 60th anniversary of the competition.

91/23 Events Working Group

Councillor Westbrook asked about the bucket collection and suggested the use of card machines. It was noted that the collection is taken by Melksham Christmas Lights and this would be a matter for them.

Standing Orders were suspended to allow Joe McCann to speak. He said that he believed the events working group had decided to charge £1 for the grotto. Councillor Oatley said he also believed this.

Standing Orders were re-instated.

Councillor Mortimer suggested the £1 charge should go to Melksham Carnival.

Councillor Ellis asked if we had permission to use the Art House. Town Clerk confirmed we do have permission.

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

UNANIMOUSLY RESOLVED to confirm the proposals set out in the agenda, save that there be an entry fee of £1 for Grotto.

Meeting Closed at: 7.40 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

Public Document Pack

Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Tuesday 20th June 2023

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

IN ATTENDANCE: One member of the public was present

OFFICERS: Andrew Meacham Committee Clerk
Hugh Davies Head of Operations

PUBLIC PARTICIPATION:

Wiltshire Councillor Mike Sankey spoke on the question of land at Verbena Court. Agreement currently stipulates land must be used for recycling or medical facilities. Local GP surgeries have indicated they do not need the site. The Council needs to ask if they still wish to use the site for a Community Hall. Councillor Sankey offered to call the application in if the Melksham Town Council so wished. He stated that a compromise was available. Melksham Town Council and the developers could work together to redesign the nursing home to incorporate community facilities. If an accord is reached the Council's objection could be withdrawn before the matter comes before the Western area Planning Committee.

427/23 Apologies

There were no apologies.

428/23 Declarations of Interest

There were no declarations of interest.

429/23 Minutes

The minutes of 30th May 2023, having previously been circulated, were approved as a correct record and signed by The Chair Councillor Rabey.

430/23 Planning Considerations

431/23 Gillings Planning - Presentation on proposals for Care home on land at Verbena Court

Did not take place. Representatives unable to attend.

432/23 PL/2023/03797

Address: Land at Verbena Court, Melksham, SN12 7GS

Proposal: Application to modify obligations contained within the S106 agreement relating to marketing land within the Local Centre pursuant to consented outline planning permission 04/01895/OUTES

Councillor Cooke noted there was nothing new from the previous application and there was no community benefit. Councillor Rabey asked if the committee felt this was the appropriate site for a Community Hall. It was agreed it was appropriate. Councillor Oakley also expressed his agreement with the comments of Melksham Without Parish Council.

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

UNANIMOUSLY RESOLVED to, object to the application, note that the Council still wants a Community Centre on that land and ask Councillor Sankey to call the application in.

433/23 PL/2023/03875

PL/2023/03875 - Householder Application

Address: 110 FOREST ROAD, MELKSHAM, SN12 7AE

Proposal: Rear Extension

Proposed by Councillor Oatley, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to approve the application.

434/23 Planning Decisions

Members noted the following planning decisions.

435/23 PL/2023/03896

Noted.

436/23 PL/2023/02536

Noted.

437/23 PL/2023/01622

Noted.

438/23 Neighbourhood Plan

439/23 Minutes of the Neighbourhood Plan Steering Group Meeting held on 3 May 2023

The minutes of the Neighbourhood Plan Steering Group meeting held on 3 May 2023 were received.

440/23 Town Centre Masterplan

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

UNANIMOUSLY RESOLVED to accept the Town Centre Masterplan with the amendments highlighted by Councillor Baines and Councillor Harris of Melksham Without Parish Council.

441/23 Sparkle Team and Parish Steward

Councillor Rabey advised that the quickest way to deal with one off items was to report online via MyWilts.

Councillor Oatley asked for the bushes to be trimmed and the grass cut on the track leading to the Forest Community Centre. He noted that the area is maintained by Wiltshire Council.

Councillor Aves commented on pavements being obscured by bushes from private gardens.

Councillor Rabey commented that the area around Weavers Cross and the Unicorn Pub is looking untidy and needs weeding.

Councillor Aves commented on the number of weeds around the town. The Committee Clerk confirmed Wiltshire Council had advised they had no weed spraying programme this year.

It was suggested that a campaign be launched to encourage residents to trim bushes and voluntarily take ownership of weeds near their property.

442/23 Road Sweeping in Melksham - Report of the Head of Operations

Head of Operations gave a verbal report. There was discussion on budget, the historical situation, what is required, the feasibility of road sweeping in areas with on street parking, the Amenities Team and the use of the "Nunu" sweeper owned by the Council.

It was suggested a small working group be formed to identify roads key roads. Councillor Oatley asked if this should be referred to Full Council. Councillor Rabey felt that only one meeting would be required and it was pointed out that the time limit for publication of next weeks agenda had passed.

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

UNANIMOUSLY RESOLVED that Hugh Davis, Councillor Rabey, Councillor Aves and Councillor Oatley meet to identify roads.

443/23 Five-year Housing Land Supply and Housing Delivery Test - Briefing Note 23-15 -

Item was noted.

444/23 Local Plan Review - Housing Numbers briefing Note 23-16

The item was noted.

445/23 Local Plan Review

The item was noted.

446/23 Wiltshire Bus Review Stakeholder Survey

Councillor Ellis gave a verbal report on the survey and his views on the current service.

Councillor Oatley raised the possibility of real time departure boards. Councillor Ellis advised that the cost would be £6000 per bus stop, or £12000 if there is currently no electricity supply to the stop. It was noted that this cost would be prohibitive for all bus stops in Melksham. Councillor Ellis mentioned Wiltshire Council's online system accessed by QR codes.

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

UNANIMOUSLY RESOLVED that Councillor Ellis and the Committee Clerk meet with a view to the survey completed by Councillor Ellis, subject to distribution to the committee, being submitted as Melksham Town Council's response.

447/23 Confidential Session

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

UNANIMOUSLY RESOLVED that in view of the sensitive nature of the business to be transacted it is advisable in the public interest that the public and press be excluded and they are instructed to withdraw.

448/23 Neighbourhood Plan Confidential notes 3 May 2023

Councillor Ellis gave a verbal summary of the information. The confidential notes were received.

Meeting Closed at: 8.10 pm

Signed:

Dated: 11 July 2023

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Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Tuesday 11th July 2023

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

IN ATTENDANCE: One member of the public was present virtually

OFFICERS: Linda Roberts Town Clerk
Andrew Meacham Committee Clerk

449/23 Apologies

There were no apologies

450/23 Declarations of Interest

There were no declarations of interest.

451/23 Minutes

The minutes of the meeting on 20 June 2023, having previously been circulated, were approved as a correct record and signed by the Chair Councillor Rabey.

452/23 Presentation from Ryan Nicholls of Aspire LPP and Andy Shepley of David Jarvis Associates.

The Town Clerk introduced Councillor Harris and Councillor Pafford of Melksham Without Parish Council.

Andy Shepley gave a presentation. The main points were:

- Introducing Aspire
- A detailed needs assessment shows a need for approximately 100 elderly care bed spaces in Melksham.
- The site is in a sustainable location within walking distance of local amenities.
- A description of the proposed building, landscaping and access.
- Expected staffing levels.
- The anticipated benefits of the development

- Application to be submitted later this month. If approved, building to commence mid 2024 to be complete end 2025.

Councillors asked questions as follows:

Q: How would the Care Home deal with different types of care required.

A: The home would be configured to allow division by section or floor to facilitate different nursing needs.

Q: People would prefer care in the home rather than in a Care Home.

A: There comes a point when home care is no longer feasible. The detailed assessment takes into account home care.

Q: If residents are highly dependent the proximity of local services is not likely to be of interest.

A: Good transport and shop facilities should reduce staff dependency on cars.

Q: Are they confident of being able to recruit sufficient staff.

A: Local population sufficient to be confident.

Q: There are 27 parking spaces and 20 staff on shift. What about visitors and the knock on effect on neighbouring residential roads if there is insufficient parking.

A: Modelling shows that total number of visitors is not high. Application will include a full transport statement.

Q: Wiltshire Primary Care Trust usually object to such applications as it puts extra pressure on local health services.

A: The Care Home would cater for an existing local need not an influx from outside the area. Providing care in the Care Home would reduce pressure on local health services.

Q: Homes vacated are likely to be bungalows taken over by other elderly people coming into the area.

A: Such houses are often under-occupied family homes so any influx likely to be families who are less likely to use the health services. Councillor Mortimer also noted that she is aware of a local need for bungalows.

Q: Have the providers considered providing mini-bus transport for staff.

A: This is something that can be considered along with other incentives to use public transport rather than cars.

453/23 Planning Considerations

454/23 Planning Applications

455/23 PL/2023/04473

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

UNANIMOUSLY RESOLVED to approve the application.

456/23 PL/2023/04564

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

UNANIMOUSLY RESOLVED to approve the application.

457/23 PL/2023/05047

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

UNANIMOUSLY RESOLVED to approve the application.

458/23 Planning Decisions

459/23 PL/2023/01940

The decision was noted.

460/23 Local Plan

The Local Plan for Melksham was noted. The Town Clerk advised that the Plan had gone to Cabinet that day but there was no update as yet.

461/23 Wiltshire Design Guide

The update in Briefing Note no. 23-19 was noted.

462/23 Neighbourhood Plan

463/23 Fee Estimate

Councillor Rabey asked that it be recorded in the minutes that the agenda states this item is to note only. The Town Clerk confirmed that the committee is asked to approve the payment. The Town Clerk advised the increase was due to The Local Plan Review and NPPF Consultation. Technical support Grants may not be available and this resolution is requested to cover worst case scenario.

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

UNANIMOUSLY RESOLVED to approve the payment of £6350.00 to Place Studios.

464/23 Sparkle Team and Parish Steward

465/23 Report From Committee Clerk

The report of the committee clerk was received. There was discussion on the amount of litter in the Town Centre, especially after the weekend and weeds and general maintenance of green areas. The Town Clerk advised that litter clearing is a discretionary service for Wiltshire Council. The following solutions were discussed.

- Speaking to local businesses asking if they would take responsibility for the immediate area around the shop.
- Talking to Terri Welch to see if the regular litter picking sessions could be increased.
- Asking local residents to take responsibility for their immediate area.
- Provision of more bins and more regular emptying of bins.
- Encourage people to bin rubbish rather than drop it
- Obtaining sponsorship from local businesses. It was noted by Councillor Mortimer that the Co-Op allow their staff time to do voluntary service.
- Involve local schools
- Encourage use of MyWilts to report problems
- Encourage local groups to litter pick and the council will provide equipment and dispose of the litter.

It was agreed that Councillor Rabey and the Town Clerk would arrange for an item in Melksham Independent News to encourage public involvement.

Meeting Closed at: 7.55 pm

Signed:

Dated: 1 August 2023

Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Tuesday 1st August 2023

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

IN ATTENDANCE: Two Melksham Without Parish Council councillors, one Wiltshire councillor and one member of the press were present. One member of the public was present virtually.

OFFICERS: Linda Roberts Town Clerk
Andrew Meacham Committee Clerk

466/23 Apologises

Apologises were received from Councillor Mortimer, who was substituted by Councillor Westbrook.

467/23 Declarations of Interest

There were no declarations of interest.

468/23 Minutes

The minutes of 11 July 2023 having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Rabey.

469/23 Gillings Planning - Presentation on proposals for Care home on land at Verbena Court

Will Rees introduced Frontier Estates.

Laura Grimason gave details of the proposed home and actions taken.

- 71 beds.
- Provide residential and nursing care.
- Capability to care for dementia patients.
- 900 leaflets sent out to local home online consultation. 3 replies, 12 in support of scheme or in support with reservations and 24 against.

- Two pre-apps submitted, in 2020 and 2021. Discussions held with Wiltshire Council and these have shaped the application they intend to submit.

Ben Garlick introduced his company and gave details of the planned building design.

- 71 beds over three floors
- Each floor has own nurse station, drug store, assisted bathrooms
- Each bedroom en-suite
- Each floor has own dining room and lounge
- Café
- Views from building
- Building materials.

Questions and concerns were raised.

Committee: Site was allocated for a community facility. Hall, Medical Centre, Recycling
Reps: Primary Care Trust and Wiltshire Council advised site not needed for Medical Centre or Recycling. Community Hall facility provided within school.

Committee: School cannot be used at any time during term-times so not a suitable alternative for a Community Hall.

Committee: Public Consultation. Response rate is a concern. Single leaflet drop not sufficient.

Reps: Previous experience suggests that people who are happy with proposals don't respond.

Committee: Councillor Westbrook recently elected. Door to door visits during campaign showed considerable opposition to plan.

Committee: Staffing. Existing care facilities have difficulty recruiting and retaining staff. How will the proposed home ensure staffing levels?

Reps: Design of building and salaries will make the care home an attractive place to work. If the operator did not think they could recruit, they would not pursue the development.

Committee: Parking. Available parking is an issue, especially during school drop-off and pick-up times.

Reps: Operators will encourage car-sharing and explore providing transport. Shift changes will not coincide with school times.

Committee: Public House. The proposed site is near to a busy pub. Have they considered the possible effect on residents.

Reps: Residents need a connection to the outside world and be able to see some activity. Other sites are located near to public houses, an airfield, busy roads etc. A Noise Assessment will be carried out. Enhanced glazing may be considered if required.

Committee: Time scale of build.

Reps: 18-24 months.

Councillor Sankey (Wiltshire Council) agreed with concerns about staffing. As a member of the Neighbourhood Plan Steering Group he commented that the Neighbourhood Plan had not identified any need for a care home and asked how they had identified a need.

Reps: Need shown by aging population, so identified as a national rather than local need.

Joe McCann of Melksham Independent News asked what was good about that particular site and how will they engage with the community.

Reps: Site is next to a local centre with permission for development. Would bring in children from the local primary school and make the café available to the community.

470/23 Planning Considerations

471/23 Planning Applications

472/23 PL/2023/05417

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

UNANIMOUSLY RESOLVED to approve the application.

473/23 PL/2023/05351

The committee expressed concerns over the lack of EV Charging Points, the available levels of public transport in view of the lack of parking spaces and Place Road access.

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

UNANIMOUSLY RESOLVED to approve the application.

474/23 PL/2023/05617

The committee expressed concerns about the parking allocation and the possible problem of visitors seeking parking in the surrounding area. The committee noted the concerns on the lack of swift bricks.

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

UNANIMOUSLY RESOLVED to approve the application.

475/23 PL/2023/05557

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

UNANIMOUSLY RESOLVED to approve the application.

476/23 PL/2023/05351

This item was a duplication of item 473/23.

477/23 Planning Decisions

478/23 PL/2023/02647

The decision was noted.

479/23 PL/2023/02986

The decision was noted.

480/23 PL/2023/03807

The decision was noted.

481/23 PL/2023/03875

The decision was noted.

482/23 PL/2022/08340

The decision was noted.

483/23 Sparkle Team and Parish Steward

Councillor Rabey advised that the one-way sign coming out of Weavers Croft is obscured by foliage.

484/23 Neighbourhood Plan

485/23 Confidential Session

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

UNANIMOUSLY RESOLVED that in view of the confidential business to be transacted that the public and press be excluded from the meeting.

486/23 Allocations by the Steering Group for approval

The Town Clerk gave an update on the allocation sites and advised that the Steering Group had accepted the allocation in principal.

There was discussion on the information relayed by the Town Clerk and it was noted that the emerging draft Neighbourhood Plan for Melksham had achieved its quota of housing on sites that should not be contentious.

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

UNANIMOUSLY RESOLVED to approve the allocations as reported.

Meeting Closed at: 8.20 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Tuesday 12th September 2023

PRESENT:

Councillor P Aves
Councillor G Ellis
Councillor S Mortimer

IN ATTENDANCE: Councillor Goodhind

OFFICERS: Andrew Meacham Committee Clerk

PUBLIC PARTICIPATION: One member of the public was present.

512/23 Apologies

The meeting did not take place as the committee was not quorate. In the absence of the Chair and Vice-Chair an announcement to Zoom and Facebook was made by the Committee Clerk.

Meeting Closed at: 7.15 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 31st July 2023

PRESENT:

Councillor S Rabey (Vice-Chair)
Councillor J Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor J Hubbard

IN ATTENDANCE: Two members of the public were virtually present

OFFICERS:	Linda Roberts	Town Clerk
	Andrew Meacham	Committee Clerk

In the absence of the Chair, the Vice-Chair Councillor Rabey assumed the Chair

39/23 Apologies

Apologies were received from Councillor Mortimer.

40/23 Declarations of Interest

There were no declarations of interest.

41/23 Minutes

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

42/23 Rialtas Accounting Software

The Chair noted that the problem appeared to be resolved and the general feeling was it was a system the council was used to.

It was suggested the council seek some compensation, in the form of some free training, for the inconvenience.

It was suggested the council request a detailed bug report from Rialtas.

Meeting Closed at: 7.10 pm

Signed:

Dated:

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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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Melksham Town Council

**Minutes of the Staffing Committee meeting held
on Monday 3rd July 2023**

PRESENT: Councillor S Crundell (Chair)

Councillor P Aves
Councillor J Oatley
Councillor T Price

OFFICERS: Linda Roberts Town Clerk

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

17/23 Apologies

Apologies were received from Councillor J Crundell.

18/23 Declarations of Interest

There were no declarations of interest.

19/23 Minutes

The minutes of 15 June 2023, having previously been circulated, were approved as a correct record and signed by the Town Mayor Councillor Crundell.

20/23 Confidential Session

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

UNANIMOUSLY RESOLVED that in view of the confidential business to be transacted that the public and press be excluded from the meeting.

21/23 Staffing Matters

Action Plan

Amenities Team recruitment:

Stephen Randall has begun working for the AT today, previous job was at Herman Miller, prior to that he worked as a groundsman for Chippenham Golf Club. His first day was spent training on pool plant to enable him to service and run the splashpad.

Gary Doherty – 15 years with Ide Verde – Chief Playground Inspector is currently undertaking pool plant training for running the Splashpad, he will be commencing in the next two weeks.

Richard – a landscape gardener will commence work with the team next week.

Splashpad

Six people have been trained on its operation – including Councillor Graham Ellis and the two new Amenities Team members and two Assembly Hall casuals; the team that will maintain service at the Splashpad throughout the summer meaning operation of the splashpad is covered until the end of the season; very grateful thanks to Councillor Graham Ellis.

Clarity Continuity of Roles:

Family Tree as it stands today circulated and for publication.

Accountant/Office Manager

Have spoken to local government accountant who has expressed an interest in a role with the town council. Evaluation of the position is currently being undertaken with an Office Manager/Accountant role being explored.

Team Meetings

Next team meeting on 6 July in the Town Hall.

One to one completed with the Committee Clerk - very positive.

Regular one to one with Hugh every Monday

One to one arranged with the Finance Officer on Thursday.

One to one with Gloria – evaluating the replacement of Community Development Office, a very positive and productive meeting.

Team building: just need to establish a date for the team building day; the team have chosen axe throwing. As a team it is likely that we will add a social outing after, a meal and drink.

HR Audit of Staffing Committee – still awaiting outline of approach from Helen Pyle at Worknest. Chased 3.7.2023

Role based email accounts will be set up by the end of the week.

Supervision – this will be done through the regular one to ones.

Updates to policies and handbook

All policies and staff handbook being reviewed with Worknest and a global staffing site dedicated to the town council is being populated this is being done in between more urgent deadlines.

Counselling service is adequate for now – will seek feedback from staff. As suggested the telephone counselling service will be the first port of call and line managers can suggest face to face on a case by case basis.

Mental Health First Aid

Currently being organised with an anticipated date being September the end of the holiday season.

Training

Modern.Gov training – have discussed with team and another training session will be organised for September after annual leave season.

Induction

We now have access to a You Manage page as part of our subscription to Worknest which lists all points need to provide a comprehensive induction. At the same time feedback from recent new starters is being taken on board to improve/review current process.

GDPR Training

Everyone had to undergo this training only 12 months ago. There is an obligation to keep on top of the training and this will be tracked in one-to-one meetings or via the appraisal system.

Staff Satisfaction Survey

Questions and a structure being investigated with assistance from Worknest.

Meeting Closed at: 8.20 pm

Signed:

Dated:

Melksham Town Council

**Minutes of the Staffing Committee meeting held
on Monday 24th July 2023**

PRESENT:

Councillor P Aves
Councillor J Crundell
Councillor J Oatley
Councillor T Price (Deputy Town Mayor)

IN ATTENDANCE:

OFFICERS: Heather Parks Locum

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

22/23 Apologies

Apologies were received from Councillor S Crundell who had a Mayoral engagement.

23/23 Declarations of Interest

There were no declarations of interest.

24/23 Minutes

There were no minutes to approve

25/23 Confidential Session

Members are requested to make the following resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960.

In view of the sensitive nature of the business to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw.

There were no members of the public in attendance nor online. The online meeting was closed.

26/23 Complaint

A formal complaint had been received from a Councillor about an officer and it was **RESOLVED** to refer the complaint directly to Worknest and ask them to deal with.

Meeting Closed at: 6.39 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Assembly Hall Working Group meeting held on Thursday 20th April 2023

PRESENT: Councillor G Ellis (Chair)

Councillor P Aves
Councillor S Mortimer
Councillor J Oatley

IN ATTENDANCE:

OFFICERS: Hugh Davies Head of Operations
Linda Roberts Town Clerk

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

29/22 Apologies

Apologies for absence were received from Councillor Cooke

30/22 Declaration of Interest

There were no declarations of interest.

31/22 Notes of Previous Meeting

The notes of the meeting held on 21st February 2023 having previously been circulated were approved as a correct record.

The proposal for off peak pricing structure was also approved.

32/22 Review of the Needs Analysis (Consultation)

This was discussed but no detailed discussion points were considered.

33/22 Town Centre Masterplan

The Town Clerk advised that the results of the recent public engagement exercise were currently being analysed and would form the basis of any amendments to the current draft town centre masterplan

34/22 Tender Report and Update from Head of Operations - Assembly Hall Roof

It was confirmed by the Head of Operations that the Assembly Hall roof was part of the scope of works of the external consultant that was due to start next month.

35/22 Events and Hirer Report - Head of Operations

The Head of Operations took the group through 3 recent events at the Hall as to the costs involved, income derived and also the bar takings. It was discussed that the net contribution to the hall from the General reserve was falling year on year as the business was improving. The expectation was that the target of an £80k subsidy would be beaten. Cllr Ellis thanked the officers for providing the information.

Comments from those present included:

- a) Better signage and noticeboards along the wall to the campus as it was a captive audience to promote to.
- b) Ensure all hirers are completing booking forms.
- c) Better use of market research to inform us of how our customers heard about us

Meeting Closed at: 8.30 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Environment and Climate Working Group meeting held on Wednesday 19th April 2023

PRESENT:

Councillor P Aves
Councillor S Crundell
Councillor G Ellis
Councillor S Mortimer

IN ATTENDANCE:

OFFICERS:	Linda Roberts	Town Clerk
	Miriam Zaccarelli	Community Development Officer

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

1/22 Appointment of Interim Chair

Councillor Crundell was appointed as Interim Chair, proposed by Councillor Aves and seconded by Councillor Mortimer.

2/22 Welcome and Apologies

Apologies were received from Councillor Seed.

3/22 Declarations of Interest

There were no declarations of interest.

4/22 Notes

The Notes of 15 February 2013 having previously been circulated.

An amendment was made: 'It became evident that no members of the working group had considered the Action Plan' – this was considered an opinion, not a fact, and was deleted.

It was noted that the date of the next Climatefest had not been put to the following Asset Management Committee as had been planned: see Item 8 to follow.
Subject to amendments, the notes were accepted, proposed by Councillor S Crundell, seconded by Councillor Mortimer.
Agreed unanimously.

5/22 Climate Action Plan

5.1 Annual Melksham Environmental Award – regarding measures taken by a group or individual to improve the environment. After much discussion it was decided that, subject to defining the criteria for judgement, an annual Melksham Environment Climate Champion Award would be put forward to the Community Development Committee to be included as part of the Mayors Reception.

Proposed by Councillor Ellis and seconded by Mr. M. Saunders.

Agreed unanimously.

5.2 Item 0.3: Carbon Footprint of the Town Hall: it was suggested that in order to do this effectively, a review of the carbon footprint of the whole Town Hall estate was needed and that this was probably best done by a professional for which there may be a grant available.

Proposed by Councillor Crundell and seconded by Mrs McCarthy.

Agreed unanimously to put this to the Town Council for consideration.

Hugh Davies: I have included a biodiversity audit on the action plan – perhaps these could be done together?

5.3 Item 0.4: To hold a ‘Crisis Day’ or ‘Climatefest’ as it was called last year, but to amend it to a more focussed, targeted and manageable form after reviewing the previous year’s event. It was decided to discuss with Liz Alstrom of Chippenham Town Council the success or otherwise of their own Climate Awareness event of the previous weekend to compare with our own event October 2022. Cllr Crundell and Cllr P. Aves to report back.

5.4 Item 1.1: To create a sustainable estate (see item 0.3) Aspirational

5.5 Item 1.2: Install solar panels on Melksham Town Hall Estate – Aspirational

HD: Yes, this would be worthwhile, and for the Assembly Hall too.

5.6 Item 1.3: date of next Climatefest – (see Item 8 to follow)

5.7 Item 1.4: to collect rainwater from roofs of Town Hall property – for use on plants – considered unrealistic at current time but to be borne in mind for future. Aspirational.

HD: It wouldn’t generate enough water for the planting and baskets for a worthwhile period. We would need a huge amount of storage.

5.8 Item 2.2 : Smart meters in Council buildings – manageable and imminent – to check with Amenities manager Hugh Davies as these may already be in place.

HD: I will do a schedule but I will be getting smart meters across the whole estate, so that I don’t have to rely on staff to read the meters.

5.9 Item 4.2: Heat Pumps for Town Council buildings – up to date advice needed. Aspirational – (Town Hall has recently acquired a new boiler) – carbon audit needed then apply for grant if necessary. Aspirational.

HD: *I would recommend commando sockets fitted to the lamp columns that we wish to use SID's on, so that they are powered on an unmetered supply, rather than rely on batteries. We incur the same electricity cost but save on the staff time changing the batteries, so overall, this is more cost effective.*

(HD did not comment re heat pumps.)

5.10 Item 3.1: To explore work with local businesses and residents – Solar Streets – ongoing.

5.11 Item 5.4: To encourage car sharing, use of public transport, walking etc. Manageable.

5.12 Item 5.5: Walking and Cycling Map for residents: need to remind people and review sources - TIC, Climatefest, Food and River Festival, Coronation Events etc. Ongoing.

5.13 Item 5.6: Scooters, electric bikes, legislation not complete as these are 'motor vehicles', insufficient guidance for Police, needs of deaf and blind people. Aspirational.

5.14 Item 6.1: Switch Council vans and other vehicles to electric, as and when need arises. Ongoing and aspirational.

5.15 Item 10.4: Review all Council practices and procedures e.g to manage waste. A recommendation to Community Development to buy an industrial wood chipper and build our own compost site(s). Wood chipper could be used by public in Spring and Autumn (Chipping Weekend, as Seed Swaps and Apple Pressing). To consult with Amenities Manager Hugh Davies.

HD: *re wood chipper: Hills don't collect wood chippings. Rich B C championed an initiative to improve our biodiversity and to build up the margins of the riverbank. While I was off the team took it upon themselves to drive to Calne to tip green waste (a practice which I frown on) at a cost of £100 per tonne minimum charge. They deemed the sustainable river bank as 'fly tipping' and pointed the finger at me, saying Hugh said 'No one will ever know'. This is of course a blatant lie, in an attempt to defame my character. Some of the tips were a mere 60kgs but we had to pay full rate for 1 tonne, the diesel to get to Calne and back, and 2 staff for 2 hrs. Not at all cost efficient. If the Council is minded to use a wood chipper, it is better to hire one for a week.*

See the link:

https://www.sepa.org.uk/media/219450/bank_protection_guidance.dfp#

HD: *We use Hills to empty bins at the TH/AH and a rear end loader at KGV, costs to follow when I have a spare moment.*

Item 10.5: Dual Recycling Litter bins: Need to explore the way waste is collected and what exactly ends up in landfill. Start with Hugh Davies to see how this might feed into the arrangements that the Town Hall has with Wilts Council or Hills.

HD: We do have dual recycling litter bins, but however much you try, owners of dogs still use them for dog poo bags.

5.16 Item 10.8: Work towards becoming a plastic free town – this is ongoing.

Item 10.9.1: Install Eco loos – this is currently ongoing and hopefully will be complete by the end of April.

5.17 Item 13.1: Develop a joined up sustainable system (water, waste etc). Check with Linda Roberts regarding Wetlands Trust Representative since ours left the area?

LR: Wetlands Trust Rep: no information – will need to enquire.

5.18 Item 13.2: Planting of saplings – completed.

5.19 Item 13.3: The Melksham Goes Wild Project and Blue Heart Project – check progress with LR and Ian Cardy.

LR: Melksham Goes Wild has disbanded, but will need to check Blue Heart Project with Ian Cardy.

6/22 Mechanism for Input to Council Meetings

A proposal was put forward by Councillor Elliis and seconded by Councillor Crundell to ask Community Development Committee to nominate a Councillor from Community Development, Economic Development, and Asset Management to share agendas as they arise, with interested parties to ensure that all aspects of how their actions might affect the Environment and Climate in Melksham.

Proposed by Councillor Ellis and seconded by Councillor Crundell,

Agreed unanimously.

7/22 Proposed appointments of non Town Councillor members

It was decided that invitees would be considered to advise or speak about specific topics as needed or required.

Proposed by Councillor Ellis and seconded by Mrs S. McCarthy.

Agreed unanimously.

8/22 Climate Fest 2023

It was decided to confer with Liz Alstrom at Chippenham Town Council but to amend some activities offered e.g. provide speakers online rather than in person, and to offer activities and experiences that are fun, interactive and more specific, aimed at what anyone can do in their own homes and gardens to help both themselves and the Environment and Climate.

Proposed by Councillor Crundell and seconded by Mr. M. Saunders.

Agreed unanimously.

9/22 Repair Cafe

This was discussed thoroughly at the last meeting, but due to staff commitments, there was no update available. The item was deferred to the next meeting.

10/22 Next Meeting

It was agreed that the next meeting of the Environment and Climate Working Group would be on 17 May at 19.30pm. Attendees were asked to note the later start time.

Meeting Closed at: 9.00 pm

Signed:

Dated:

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Melksham Town Council

Notes of the Environment and Climate Working Group meeting held on Wednesday 21st June 2023

PRESENT: Councillor P Aves
Councillor G Ellis
Mr M Saunders
Mrs S McCarthy

IN ATTENDANCE:

OFFICERS:

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

1/23 Welcome and Introductions

2/23 Appointment of a Chair

In view of the small number no appointment was made at this meeting.

3/23 Apologies

There were no apologies.

4/23 Declarations of Interest

There were no declarations of interest.

5/23 Notes

The Notes of 19 April 2023 having previously been circulated, were approved as a correct record and signed by Councillor Ellis.

6/23 Dissemination of Information

There was a discussion of what other staff resources were or could be made available in order to pursue the working groups agenda.

It was the considered opinion that the Environment should be a consideration in the work of other committees in the same way that the Neighbourhood Plan or Local Plan etc are and that there should be a member of the Environment Committee on every Committee to advise on Environmental issues.

7/23 Climatefest

The Climatefest will go ahead on September 9th at the Assembly Hall.

To date the Bike Shop and Extinction Rebellion have been booked, and other speakers are under consideration.

There was a discussion on inviting Arianne Crampton from Wilts Council and Nick Holder as Portfolio Holder for Waste Management to give presentations, and be part of a panel to answer questions from the public. Mike Saunders will approach Oak School.

8/23 Spreadsheet

9/23 Neighbourhood Plan

Ms McCarthy questioned how the Environment is being taken into consideration by the Neighbourhood Plan, in light of the latest scientific findings, eg. The Design Code, that dormers, which are very popular, but are very difficult to insulate and therefore unecological, or sleeping policeman, which have been proven to increase pollution from vehicles.

Mrs McCarthy volunteered to write to the Town Clerk, Linda Roberts, for an interview, in order to discuss how and where the ECWGp can be serviced by the Town Council, and how its work can be fitted in to the Town Plan.

Meeting Closed at: 8.45 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Environment and Climate Working Group meeting held on Tuesday 11th July 2023

PRESENT:

Councillor P Aves
Councillor G Ellis
Councillor S Mortimer
Ian Cardy
Gill Cardy

OFFICERS:

Linda Roberts
Andrew Meacham

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

10/23 Apologies

There were no apologies.

11/23 Declarations of Interest

There were no declarations of interest.

12/23 Notes

The Notes of the meeting on 21 June 2023, having previously been circulated, were approved as a correct record and signed by Councillor Ellis.

13/23 Climate Action Plan

It was agreed that members would review the document with a view to striking out items that had been dealt with, in order to make the document more user friendly. An informal meeting, without officers, will be held 18 July 2023. Councillor Ellis will confirm details to members.

14/23 Working Group Remit and Terms of Reference

There was discussion on the future membership of the group, support from the Council and how to engage the public. The Town Clerk confirmed that at least three councillors were required at any meeting.

There was no formal resolution but the following actions were suggested and given broad agreement, to taken forward by members rather than officers.

- To write to Melksham Independent News inviting the public to attend the next meeting and share their ideas.
- Try to contact the Rag and Bone Man who drives round Melksham and find out when he is coming, with a view to publicising these dates.
- To make an announcement before the Full Council meeting on Monday 17 July 2023 inviting councillors to join the group.
- To defer discussion on the structure and remit of the group until the meeting on 22 August 2023, with a view to submission to Full Council in September.

Meeting Closed at: 6.50 pm

Signed:

Dated:

Melksham Town Council

Notes of the Environment and Climate Working Group meeting held on Tuesday 1st August 2023

PRESENT:

Councillor P Aves
Councillor G Ellis
Ian Cardy
Mike Saunders
Shirley McCarthy

IN ATTENDANCE: No members of the public or press were present

OFFICERS:	Linda Roberts	Town Clerk
	Andrew Meacham	Committee Clerk

15/23 Welcome and Introductions

16/23 Appointment of a Chair.

It was proposed by Shirley McCarthy seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to appoint Councillor Ellis as Chair.

17/23 Apologies

Apologies were received from Councillor Mortimer and Gill Cardy.

18/23 Declarations of Interest

There were no declarations of interest.

19/23 Notes

The Notes of 11 July 2023, having previously been circulated, were approved as a correct record and signed by Councillor Ellis.

20/23 Presentation from Howard Yardy

Presentation did not take place. (The Town Clerk was subsequently advised after the meeting had finished, that he had been stuck in traffic).

21/23 Climate Action Plan

Reference was made to the meeting of Wednesday 19 April 2023 when a detailed review of Manageable and Actionable items on Action List took place. It was agreed that the notes needed to be incorporated into the plan but this would be deferred until after Climatefest.

22/23 ClimateFest

The agenda for the event has been finalised.

Promotion of the event was discussed. An advert will be placed in the Melksham Independent News edition that is published three weeks prior to the event.

Stall-holders Public Liability Insurance was discussed. A form should be available on the shared drive and officers will arrange for a copy to be emailed to Councillor Ellis.

Budget was discussed. It was confirmed that there is no budget. Officers will check on whether the Assembly Hall is available without charge. It was asked what had happened to donations made last year by various organisations. Councillor Ellis expressed his belief that any unused funding is returned to the Council's General Reserves at the end of the year. It was asked if any such sum could be re-allocated to the event. The Town Clerk will investigate.

Speakers at the event were discussed. It was agreed that speakers needed to be advised that expenses would not be paid. Councillor Ellis will prepare a standard letter and brief containing FAQ's and a running order. Each member will then be responsible for writing to the speaker they have invited.

A question was asked about the whereabouts of the banners used on the cube erected on the roundabout for last year's event. Officers will ascertain whereabouts and advise.

A further informal meeting, without officers, will be hosted by Councillor Ellis at 6pm on Tuesday 8 August 2023.

Meeting Closed at: 6.50 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Environment and Climate Working Group meeting held on Tuesday 12th September 2023

PRESENT:

Councillor P Aves
Councillor G Ellis
Councillor S Mortimer
Shirley McCarthy
Mike Saunders

IN ATTENDANCE: Beth Dark
Gillian Blackham

OFFICERS: Andrew Meacham Committee Clerk

30/23 Welcome and Introductions

There were introductions to and from Beth Dark and Gillian Blackham. The Chair welcomed them both.

31/23 Apologies

There were no apologies.

32/23 Declarations of Interest

There were no declarations of interest.

33/23 Notes

The Notes of 22 August 2023, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Ellis.

34/23 Informal Meetings

This item was deferred to the next meeting.

35/23 Climatefest

There was a discussion on the event, next years event and other events that could be held.

Shirley McCarthy felt there should be more control of speakers and the running order.

Councillor Mortimer wondered whether the public perception of Extinction Rebellion put some people off attending.

Beth Dark felt that the Audit form was difficult to navigate.

There was discussion of a Facebook post (Beth Dark revealed herself as the poster) asking why people did not attend and the answers given.

Mike Saunders felt that although attendance was low, the quality was high. Also that there would be a cascade effect from attendees talking to friends and family.

It was agreed to hold Climate Fest later in September next year with greater marketing.

Councillor Aves suggested holding smaller quarterly events, such as a quiz or film show. Documentaries such as Legacy or Eating Our Way To Extinction were suggested.

An informal meeting without Officers was arranged for Tuesday 19 September, hosted by Councillor Ellis.

36/23 Climate Action Plan

This item was deferred to the next meeting.

Meeting Closed at: 6.55 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Events Working Group meeting held on Thursday 1st June 2023

PRESENT:

Councillor T Price
Councillor C Houghton
Councillor P Aves
Councillor C Goodhind
Councillor S Mortimer

IN ATTENDANCE:

OFFICERS:	Linda Roberts	Town Clerk
	Gloria Delves	
	Hugh Davies	Head of Operations
	Sara Land	Events Assistant
	Dave Elms	Amenities Team Manager

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

1/23 Electing a Chair

Chair – Carl Houghton
Vice Chair- Tom Price
Unanimously appointed.

2/23 Apologises

There were no apologies.

3/23 Declaration of Interest

There were no Declarations of Interest

4/23 Notes of previous Meeting

Notes of the previous meeting were approved and signed.

5/23 Presentation by BRICKS

Bricks work with South West based creatives and social enterprise communities to programme collaborative activities and secure permanent spaces for those communities to embed creativity and build sustainable futures.

We believe in the civic role of artists and that through collaboration, artists and local people can have a strong collective voice to influence the growth of where they live.

Our practice focuses on public art producing artist development, creative infrastructure and community led creativity.

Bricks is a registered charity and Bricks public art services are delivered by our trading company Bricks Trading Limited and profits from the business are asset locked and re-invested in local cultural activity.

Bricks are formulating an events survey for circulation to councillors and community groups.

6/23

Events to Discuss

- **Town Crier contest 2023 OR 2024?**

To be done before the remembrance service this year.

Advertise for a Town Crier

Linda – reach out to Peter to be judged etc

Sue – Do as a part of an event like the Mayor's Picnic in the Park.

Carl – can do it as part of the Christmas Light Switch On.

Tom – Christmas event is already packed.

Dave – Afternoon

Sue – Small event out in front of Town Hall.

Linda – best to make it small.

- **Climate Fest 2023**

Colin – This climate event not an event – ECGW should communicate to EWG if needed on this event.

Pat- drop certain aspects of the event Pat can't remember which aspects

.

Pat – Proposed date by ECGW is 9th Sept 2023 – not agreed or confirmed by

Com Dev.

Tom-Saffi would know as ECGW is planning this.

Carl – ECGW should have come to EWG with a proposal unless that happens EWG can't discuss this.

Carl – events are being planned without the knowledge of officers.

Linda-If there's officer implication or involvement that would be difficult as there's no need for officers to attend the ECGW meetings. No officers will be attending.

Sue – Are you asking Ian to communicate with the officers directly?

Sue – Ian has a proposal for Climate that he will share with the ECGW group.

Tom- I haven't seen ECGW requesting for funds. If there's no resolution, we shouldn't be discussing this.

Carl -Ian can't change the name of this event.

Carl – in that case, we will await an update from ECGW.

Colin- it's an event with a view to reaching a decision and plan, put time into getting a decision.

- **Melksham in bloom 2023**

Carl – this Melksham in Bloom can't go ahead this year due to the low number of staff. Can the ECWG take this on just this year?

Sue -the Melksham Bloomers may also be able to take it on.

Carl – only if the ECWG can't it on.

Linda- It would also be good to have a change.

Pat – reinvent it for the younger generation.

Tom- Focus on invest which events are valuable to the community.

Colin- Hopefully the Melksham Bloomers will be stronger next year to take on the event.

7/23 Christmas Event

Christmas lights Switch On

DATE- 2ND Dec 2023

2:00 pm – 7:00 pm

Switch on – 6:00 pm

Road Closure – 12:00 pm – 8:00 pm

Stall set up – from 12:00 pm

Stall finish – 7:00 pm

Action Plan – make this a live document that all members can do tasks and tick them off.

Carl – no let's Gloria edit the Action Plan will be confusing if everyone changes it.

Linda – Check the signs we have a complaint with Wiltshire Council.

No lights traders allowed.

Tom – Have banners up, speak to Prosec.

Paul – advertise in Melksham News

Tom/Carl – Set the expectation from the start.

Paul / Carl – can we have 1 point of contact on the day for security.

Colin – communicate with the police

Tom – Prosec should be able to do it with ease.

Paul – Grotto on a different day or use a different room.

Paul Can we use the Art Café

Carl – Reduce stalls in the Assembly Hall.

Art Café grotto

Stall Prices-

Melksham Charities – Free

National Charities – £20 outside £30 inside

Commercial – £50 outside £60 inside

Food £300

Mac and Cheese – 10%

No BAR at the Switch on

No Alcohol stalls at switch on

Stall booking forms, ticket system and time slots to setup for all stall holders.

Check insurance for stall holders.

Tom – Budget £6000 – can we ask for more? – ComDev to approve

Paul – Paul to give contacts for PA for the next meeting.

Carl – get options.

Colin – no Scaffolding

Paul – use trailer – cost about £1000

Linda- Check Kevin Wiltshire for weight restrictions for Market place

Paul to put lights on the lorry.

Entertainment

Free entertainment apart from:-

- Plan of action – headliner
- Andy – Dj

Paul – Fireworks – yes

Paul to confirm the firework display

Christmas real tree – Memorial tree -

Paul to put up pictures and notes of loved ones.

Town Council to buy ribbons.

Carl – Can we have an interactive digital tree?
Paul – Yes – timings and programming required.
Paul – Christmas lights budget – do all the lights

8/23 Date of next meeting

First Thursday of every month – next normal Events Working Group meeting on
Thursday 6th July at 6pm.

Meeting Closed at: Time Not Specified

Signed:

Dated:

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Melksham Town Council

**Minutes of the Events Working Group meeting held
on Thursday 6th July 2023**

PRESENT: Councillor C Houghton (Chair)

Councillor P Aves
Councillor C Goodhind
Councillor J Oatley
Councillor S Mortimer

IN ATTENDANCE:

OFFICERS: Linda Roberts Town Clerk
Gloria Delves

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

9 Apologises

Apologises were received from Sara Land and Councillor Tom Price

10 Declarations of Interest

There were no declarations of interest.

11 Minutes

The minutes of the meeting on 12 June 2023 were agreed and signed by the chair, Councillor Houghton..

12 Remembrance Sunday 12th November 2023

13 Notes from the Meeting held on 12th June 2023

14 Cupcakes Quotes

15 Melksham Town Crier Competition 2023

16 Christmas Market and Light Switch On 2023

17 Action Plan

18 Santa's Grotto

19 Christmas Carols 2023

20 Date of Next Meeting

Meeting Closed at: 9.00 pm

Signed:

Dated:

Public Document Pack

Melksham Town Council

Notes of the Events Working Group meeting held on Thursday 7th September 2023

PRESENT:

Councillor T Price (Vice-Chair)
Councillor J Oatley

IN ATTENDANCE:

OFFICERS:	Linda Roberts	Town Clerk
	Gloria Delves	
	Hugh Davies	Head of Operations

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

2123 Apologises

Colin Goodhind
Pat Aves
Sara Land
Squadron Leader G McKay RAFAC

2223 Declarations of Interest

2323 Minutes

EWG did not meet in August so no minutes

2423 Remembrance Sunday 12 November

Action plan noted and approved.

2523 Christmas Market and Light Switch On 2 December

Action plan and Task list noted.

2623 Santa's Grotto

Working Group proposed the following ;

To have Santa's Grotto in the Art house not Rachel Fowler Centre.

Melksham Christmas lights to, set up the grotto in the Art House.

Melksham Carnival to run the grotto on the Christmas Light Switch On.

Melksham Christmas Lights to donate all bucket collections on the day to the Melksham Carnival.

Officers to put up a social media post requesting for volunteers for the grotto if Melksham Carnival on numbers . To be confirmed

Melksham Town Council to fund the grotto presents, story teller and Father Christmas.

Grotto to be free for everyone, tickets to be pre-booked – Method to be confirmed by Cllr Tom Price.

As only two councillors were present, the Working group referred these proposals to Community Development Committee for approval.

2723 Stalls Update

Current stall income noted

2823 Cnristmas Carols - 15th December

Not discussed

2923 Date of Next Meeting

Next meeting will be 5th October 2023

Meeting ended 19:00

Meeting Closed at: 7.00 pm

Signed:

Dated:

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