



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

23 October 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 30th October 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 30 October 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=WlAvY1ZsYVNyUIM3VktgajFzOHhtdz09>

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](mailto:towncouncil@melksham-tc.gov.uk) **Web:** [www.melksham-tc.gov.uk](http://www.melksham-tc.gov.uk)  
**Facebook:** [facebook.com/melksham.town](https://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 - 24)**

To confirm as a correct record the minutes of the Full Town Council meetings held on 17 July 2023 and 25 September 2023 and the Extraordinary meeting held on 10 October 2023.

**5. Conclusion of audit year ended 31 March 2023 (Pages 25 - 30)**

Members to approve the final External Auditor Report and Certificate for the 2022/2023 financial year and approve for publication. The external auditors report certificate remains the same as the interim approval. The final sign off is detailed at the end of their letter dated 17<sup>th</sup> October 2023 and included in this agenda pack.

The outstanding issue of a bank statement missing from Cambridge Building Society has been challenged by officers. There have been no entries since that date and the building society only issues one statement per year, the next being due December 2023.

The auditor has also determined in the report that there are no other matters outstanding and the information detailed in the AGAR sections 1 & 2 is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The external audit is now closed.

**6. Town Mayor's Announcements**

**7. Police Report (To Follow)**

To note the Melksham Community Policing Team report.

**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 Performance Against Budget Report (Pages 31 - 38)**

To receive the Performance Against Budget Report

**9.2 Bank Reconciliations (Pages 39 - 54)**

Members to note that the bank reconciliations have been completed for months 1-6 and signed by two councillors.

**10. Appointment of Councillors to Committees**

The approve the appointment of Councillor Brooks to the Community Development Committee and the Economic Development and Planning Committee.

Should this be approved, to consider appointments to fill positions available as follows.

Community Development, 3 positions

Economic Development and Planning, 2 positions

Finance, Administration and Performance, 3 positions.

Members to note that any appointments to working groups are to be managed by the parent committee.

**11. Motion for CCTV in KGV Playing Fields (Pages 55 - 62)**

For decision.

**12. Motion for WiFi in KGV Playing Fields (Pages 63 - 76)**

For decision.

**13. Local Plan Consultation (Pages 77 - 90)**

To consider and agree comments in response to the consultation.

Hard copies of the Local Plan and details of the Melksham information are available in the office for viewing.

Vaughan Thompson Place Studios to assist with the preparation of comments to the plan.

**14. EV Charging Points (Pages 91 - 118)**

A presentation was made to Economic Development and Planning Committee on 3<sup>rd</sup> October by JoJu Charging.

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

**UNANIMOUSLY RESOLVED** to take the question of installing EV Chargers at Church Street Car Park, Bath Road Car Park, King George V Playing Field Car Park, and Union Street Car Park to Full Council on 30 October 2023 for approval and to allocate budget.

Rob Dickinson of JoJu will join online to provide support to the discussion.



Note that Church Street and Union Street are believed to be fully funded. Should members wish to install at KGV there will be a cost implication and members need to consider where the budget will come from. Members may wish to consider to put this in the next financial years budget.

For consideration and decision.

**15. Bowman Court Lighting (Pages 119 - 122)**

To consider the results of the consultation and decide on next steps.

**16. Reports from Head of Operations**

**16.1 Blue Pool (Pages 123 - 130)**

To consider Blue Pool Structural Report.

For decision.

**16.2 KGV Drainage (Pages 131 - 134)**

To consider the report on KGV Drainage.

For decision.

**16.3 Splashpad (Pages 135 - 140)**

To consider the report on Splashpad Resurfacing.

For decision.

**17. Committee Minutes**

**17.1 Asset Management and Amenities Committee (Pages 141 - 144)**

To receive the draft minutes of the Asset Management and Amenities Committee meeting held on 9 October 2023.

**17.2 Economic Development and Planning Committee (Pages 145 - 150)**

To receive the minutes of the Economic Development and Planning Committee meeting held on 3 October.

**17.3 Finance Administration and Performance Committee (Pages 151 - 156)**

To receive the draft minutes of the Finance and Administration and performance Committee meeting held on 4 September 2023.

**17.4 Staffing Committee (Pages 157 - 158)**

To receive the draft minutes of the Staffing Committee meeting held on 25 September 2023.

**18. Working Groups**

**18.1 Environment and Climate Working Group** (Pages 159 - 160)

To receive the notes of the meetings held on 3 October 2023.

**19. Recommendation of Environment & Climate Working Group**

At the meeting on 3 October 2023 the Environment & Climate Working Group agreed to recommend that each committee should have a councillor to consider the environmental impact of items before that committee.

Members of the Environment & Climate Working Group currently on each committee are as follows.

Asset Management – Councillor Aves and Councillor Ellis

Community Development – Councillor Aves and Councillor Mortimer

Economic Development & Planning – Councillor Aves and Councillor Ellis

Finance – Councillor Mortimer and Councillor Ellis

For decision.

**20. Melksham Community Support (MCS) Service Project report: Q1 - April to June 2023**  
(Pages 161 - 164)

To receive report.

# Public Document Pack Agenda Item 4

## 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 – online, 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:

1a) Please could the Clerk confirm the total number of staff who have left the employment of the council, for whatever reason, in the last 18 months?

A. 7 with one dismissal.

1b) Of this number could the Clerk please confirm how many of these staff have subsequently raised employment tribunal appeals?

A. 2

1c) Could the Clerk inform me if any settlement offers have been made, should the answer to the above question be in the positive, and if so how many offers and what total value?

A. There have been no settlements agreed

1d) should the answer to 1b be positive could the Clerk confirm If any settlement offer(s) has/have been accepted?

A. N/A

1e) Could the Clerk please provide a detailed breakdown of the costs that made up the legal overspend in the council year 2022-2023 – see table below.

In the nominal ledger, Code Centre 110 Corporate/4050 Legal Costs

Name	£
Budget	500.00
Wellers law Group Methuen	845.50
Henry Aldridge Insurance Valuation	450.00
Wellers Law Group SIDS	708.33
Trade UK Arrears letter	15.00
Legals Cricketers Café	850.00
Legals S G mfg	350.00
Land Registry Search	6.00
Consultation Pavilion n.b. investigate whether this should be in this coding.	3000.00
Legal Spiritualist Garden	637.50
Legals BR Toilets	600.00
Legals SIDS	295.00
East Melksham topography	895.00
Bath BR Toilets	5.00
DPs Xmas Fayre	23.00
Credit – reversed journal	-800.00
Total	7880.33

## **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 26<sup>th</sup> 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 26<sup>th</sup> 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 18<sup>th</sup> 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 were 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 27<sup>th</sup> 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 18<sup>th</sup> 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 31<sup>st</sup> 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 Oately 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:

This page is intentionally left blank

# Public Document Pack

## Melksham Town Council

### Minutes of the Full Council meeting held on Monday 25th September 2023

#### **PRESENT:**

Councillor S Crundell (Town Mayor)  
Councillor S Mortimer  
Councillor P Alford  
Councillor P Aves  
Councillor G Cooke  
Councillor J Crundell  
Councillor G Ellis  
Councillor J Hubbard  
Councillor T Price (Deputy Town Mayor)  
Councillor J Westbrook

**IN ATTENDANCE:** One member of the public was present virtually and one member of the press was present

<b>OFFICERS:</b>	Heather Parks	Locum
	Andrew Meacham	Committee Clerk

#### **Public Participation**

Joe McCann asked for updates on a number of items.

- CCTV Mobile Deployment Cameras. Has anything happened since they have been returned to the Council. The Locum Clerk advised that they are back in the office and she cannot report on anything else having been done.
- High Pavement. This was referred to LHFIF. Has anything been reported back. The Town Mayor, Councillor S Crundell asked the Locum Clerk to chase.
- Maintenance Shed demolition. The Locum Clerk advised that notice has been received from Wiltshire Council today and Melksham Council will not be speaking to the contractors. The Locum Clerk was unable to give a timescale.
- Sensory Garden. The Town Mayor, Councillor S Crundell said that he had raised this with Head of Operations and the Amenities Team would be working on the Sensory Garden but timing would depend on what was agreed by Asset Management and Amenities Committee.
- Recording of meeting 26 June 2023. Joe had asked for a copy of the recording and was advised that the recording held was about 10 minutes long. The Town Mayor, Councillor S Crundell consulted with the Locum Clerk and the Committee Clerk and advised that the recording did not exist and the reason was not known.

**566/23 Apologies**

Apologies were received from Councillor Forgacs, Councillor Goodhind, Councillor Oatley and Councillor Rabey.

**567/23     Declarations of Interest**

Councillor Price declared an interest in relation to agenda item 14 Lighting to Forest Community Centre as a resident of Bowmans Court. Councillor Price remained in the meeting and took part in the debate on this item.

**568/23     Questions from Councillors**

Councillor Mortimer submitted questions, shown below with the answers given.

Q1: When and where is the other cycle repair kit to be installed?

A1: At the Pavillion when the refurbishment has finished.

Q2: When is the deficit of the budget 2023/24 going to be transferred to Ear Mark reserves ie agreed Precept support?

A2: Accountant has confirmed that the sum can be transferred if and when, ie, towards the end of the financial year when it is known for certain that there will be a deficit.

Q3: How many picnic blankets do we have left?

A3: Twelve.

Q4: When is the double gate in the dog park going to be replaced so that it opens safely on to hard ground and also allows for safe entry for buggies and wheelchair users?

A4: We are waiting on the fencing contractors availability.

Q5: Do we have any equipment for cleaning the street gutters?

A5: If you mean surface cleaning, the Amenities Team have recently been doing this. If you mean below the surface, then no.

(Councillor Aves confirmed Amenities Team had been clearing with shovels and a wheelbarrow).

**569/23     Minutes**

Councillor Hubbard pointed out that at the Full Council meeting on 17 July 2023, he had requested that his "Questions from Councillors" be recorded in the minutes in full. The Locum Clerk said she would amend the minutes and they would be submitted to a subsequent meeting for approval.

The minutes of the Extraordinary Full Council meeting on 17 July 2023 and the Extraordinary Full Council meeting on 17 August 2023, having previously been

circulated, were approved as a correct record and signed by The Town Mayor, Councillor S Crundell.

Councillor Hubbard referred to Public Participation on 17 July 2023 and asked if Natasha Gardner had received a written reply. The Locum Clerk confirmed that a written reply had not been provided.

**570/23 Conclusion of audit year ended 31 March 2023**

This item was deferred to a later date, as the document had not been supplied to the Council at the time of the meeting.

**571/23 Town Mayor's Announcements**

The Town Mayor Councillor S Crundell advised that there was a Wiltshire Local Plan consultation event on 4 October 2023 between 3pm to 7pm at the Melksham Community Campus. He urged councillors to attend and asked councillors to encourage residents in their wards to attend.

The Town Mayor Councillor S Crundell, on behalf of the council, thanked the Amenities team for the floral displays around the town.

**572/23 Police Report**

The Town Mayor, Councillor S Crundell summarised the police report, which was noted.

**573/23 Reports from Unitary Councillors**

Councillor Hubbard reported the following

Wiltshire Council had received £10million in funding for road improvements. It is planned to split the funding across all 18 community areas. He advised that Wiltshire Council is responsible for over 2500 miles of roads and, due to rising costs, has funding for about 67 miles of full resurfacing. The question of repairing pavements adjacent to the road at the same time has been discussed but the tarmacs used are of different types.

Ofsted are inspecting Childrens' Services this week

Councillor Hubbard has been appointed Deputy Chair of the Local Government Association Children and Young People's Board.

The Town Mayor, Councillor S Crundell congratulated Councillor Hubbard on his appointment and also asked about a report that Wiltshire Council had received £1million funding for EV Charging Points. Councillor Hubbard had seen the report. He

had not yet been able to follow up on this but was able to explain why the report said that nearly half the sum would be spent on staff.

**574/23 Accounts**

**574/23.1 Detailed Income & Expenditure by Budget Heading 31/07/2023**

This item was deferred. Councillor Mortimer felt Budget Headings and Financial Statements should be approved by Finance Committee before coming to full council.

Councillor Alford arrived during discussion of this item at 7:30pm.

**574/23.2 Monthly Financial Statement 31 July 2023**

This item was deferred.

**574/23.3 Unity Payments**

Councillor Mortimer raised some queries which the Locum Clerk will discuss with the Finance Officer and provide a response. Subject to that, the item was received.

**574/23.4 Unity Receipts**

The item was received.

**574/23.5 Lloyds Payments**

Councillor Hubbard raised a query on water rates, which was resolved. The item was received.

**574/23.6 Lloyds Receipts**

Councillor Hubbard raised a query on Rock 'n' Roll Night. It was suggested that "b" stood for bar. Locum Clerk will check this. Councillor Mortimer made an observation about room hire. Subject to this, the item was received.

**574/23.7 Petty Cash Payments**

This item was not discussed.

**574/23.8 Petty Cash Receipts**

This item was not discussed.



### **575/23 Motion to create a Project Scrutiny Subcommittee**

Councillor Westbrook set out the details of her motion. The motion was discussed and some councillors expressed the view that a project manager was needed.

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

**UNANIMOUSLY RESOLVED** that project plans be incorporated into Finance, Administration and Performance Committee. The agenda for Finance, Administration and Performance Committee include a standing item for the Clerk to present updated project plans for each of the current projects being undertaken by the Council, in line with the suggestions outlined in Councillor Westbrook's Project Plan Template.

Councillor Westbrook agreed to provide training to officers.

### **576/23 Policy Review and Adoption**

#### **577/23 Grants Application Policy**

There was discussion on whether the date should be removed from the policy to avoid the need to approve every year if there are no changes.

There was discussion on the question of how room hire within grants should be dealt with.

It was proposed by Councillor Hubbard and seconded by Councillor Mortimer to amend the policy as follows

"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, *which will be paid by means of a voucher from the Town Council.*
- Regular grants are for applications for less than £1000, which can be applied for quarterly *and will be paid by means of either a cheque or bank transfer.*
- 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, *and will be paid by means of either a cheque or bank transfer.*

It was proposed by Councillor Ellis and seconded by the Town Mayor, Councillor S Crundell to amend the policy as follows

Under section 5. Ineligibility – Grant applications originating from national organisations or *national* charities.

It was **UNANIMOUSLY RESOLVED** to adopt the Melksham Town Council Grant Application Policy 2023-2024 with the amendments.

Councillor Hubbard asked the Locum Clerk to ensure that all policies have a version number on it.

**578/23     Awarding Freedom of Town Policy**

It was proposed by Councillor Hubbard and

**UNANIMOUSLY RESOLVED** to amend the policy so that 3.2 reads “Members will vote and the motion will require a two-thirds majority of members present”, and to adopt the policy with that amendment.

Councillor Hubbard asked if the nomination form could be more exciting. The Town Mayor, Councillor S Crundell asked that the town crest should be on the nomination form.

**579/23     Dog Agility Area**

It was believed that funding was to come from unspent funds from play equipment and agreed that any such funds would now be back in General Reserves.

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

**UNANIMOUSLY RESOLVED** to move the balance of the sum upto £20000 from General Reserves to Earmarked Reserves.

**580/23     Joint Panel Accountability and Government Practitioners' guide**

The Town Mayor, Councillor S Crundell temporarily left the meeting and the Deputy Town Mayor, Councillor Tom Price took over as chair.

Councillor Mortimer asked for guidance on what sections were relevant to the Town Council. Councillor Hubbard asked for a report to come to Finance, Administration and Performance setting out what the Town Council needs to do and concentrate on.

The Joint Panel Accountability and Government Practitioners' guide was received and noted.

**581/23     Lighting to Forest Community Centre**

The Town Mayor, Councillor S Crundell asked whether the item should be discussed without Councillor Oatley present to comment on consultation with residents of

Bowmans Court. Councillor Price spoke on the question and consultation and also an alternative option of non-solar bollard lighting.

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

**UNANIMOUSLY RESOLVED** to proceed with company A for 4 high level lights at a cost of £7400 exc. VAT, subject to the council sending a letter to residents of Bowman Court setting out the proposal and the matter being returned to full council to consider the result of such consultation.

**582/23    BMX Pump Track**

There was discussion on proposed sites and the way forward.

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

**UNANIMOUSLY RESOLVED** that the matter be put out to tender for a BMX Pump Track to be installed in Melksham at a site to be confirmed with the winning tender. Tender to include as suggestions, but not limited to Forrester's Park, next to Skate Park in KGV, Hazelwood Road play area and Burnet Close play area.

There was a discussion on sources of funding.

**583/23    Appointment of Councillor Westbrook to Committee**

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

**UNANIMOUSLY RESOLVED** to appoint Councillor Westbrook to Community Development Committee and Economic Development and Planning Committee.

**584/23    Report to Accompany Financial Statements**

There was a discussion on the matter. The Locum Clerk confirmed she would speak with the Finance Officer and prepare a report.

**585/23    Committee Minutes**

Councillor Price asked for it to be noted that he is not a member of Community Development Committee and for the record to be amended.

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

**UNANIMOUSLY RESOLVED** to receive the committee minutes en bloc.

**585/23.1      Asset Management and Amenities Committee**

Received.

**585/23.2      Community Development Committee**

Received.

**585/23.3      Economic Development and Planning Committee**

Received.

**585/23.4      Finance Administration and Performance Committee**

Received.

**586/23      Staffing Committee**

Received.

**587/23      Working Group Minutes**

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

**UNANIMOUSLY RESOLVED** to receive the Working Group notes en bloc.

**588/23      Assembly Hall Working Group**

Received.

**589/23      Environment & Climate Working Group**

Received.

**590/23      Events Working Group**

Received.

**591/23      Assembly Hall & Blue Pool**

The Town Mayor, Councillor S Crundell stated the meeting should not go into confidential session yet as the document submitted to Wiltshire Council is confidential but the decision does not have to be.

**592/23      Updating report**

The updating report was received.

**593/23     Asset Transfer**

It was generally felt that a decision could not be made at this meeting.

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

RESOLVED to leave all options on the table and make no decision pending receipt of the structural engineers report. Councillor Alford abstained.

**594/23     RIBA Competition**

The Town Mayor Councillor S Crundell proposed an Architecture Prize to obtain blueprints and options for use of the building.

There was discussion, after which the Town Mayor Councillor S Crundell withdrew his proposal.

Councillor Hubbard asked for the plans that were put before the old council to come before the current council. The Town Mayor, Councillor S Crundell asked the Locum Clerk to try to find the plans.

**595/23     Confidential Session**

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

**RESOLVED** to discuss the following item 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.

**596/23     Neighbourhood Plan**

**597/23     Local Green Space Designation**

**598/23     Approval of Neighbourhood Plan**

Councillor Ellis gave a summary of the site information.

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

**UNANIMOUSLY RESOLVED** to approve in principle the Neighbourhood Plan.

Meeting Closed at: 9.50 pm

**Signed:** .....

**Dated:**

## **Melksham Town Council**

### **Minutes of the Full Council meeting held on Tuesday 10th October 2023**

#### **PRESENT:**

Councillor S Crundell (Town Mayor)  
Councillor P Aves  
Councillor G Ellis  
Councillor J Hubbard  
Councillor J Oatley  
Councillor J Westbrook  
Councillor Stokes

#### **IN ATTENDANCE:**

<b>OFFICERS:</b>	Linda Roberts	Town Clerk
	Hugh Davies	Head of Operations
	Andrew Meacham	Committee Clerk

Public Participation: One member of the public was present

Lisa Ellis. Wished to bring the council's attention to Wiltshire Council's plans for Salisbury City Hall and how they can be related to The Assembly Hall and Blue Pool. Lisa agreed to email the ulr link to the Town Clerk to be distributed to councillors.

#### **599/23 Apologises**

Apologises were received from Councillor Alford, Councillor Cooke, Councillor J Crundell, Councillor Forgacs, Councillor Goodhind, Councillor Mortimer, the Deputy Mayor Councillor Price and Councillor Rabey.

#### **600/23 Declarations of Interest**

There were no declarations of interest.

#### **601/23 Conclusion of audit year ended 31 March 2023**

The Town Mayor Councillor S Crundell read out a statement from Councillor Mortimer. Councillor Hubbard asked for clarification on what is being signed off. There was discussion and the Town Clerk drew the committees attention to the letter from PKF.

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

**UNANIMOUSLY RESOLVED** to note the letter of PKF, with disappointment that the external audit has not been completed, and note the instruction from the external

auditor that the notice of audit should be published. The Council notes that the completed audit will be presented to full council in due course.

## **602/23 Neighbourhood Plan**

Councillor Ellis gave an introduction to Neighbourhood Plan #2.

The Town Mayor Councillor S Crundell read out some amendments that the council was asked to approve.

Page 48 – para 4.8.9

The last sentence of this paragraph to be deleted it quotes incorrect housing allocations and numbers.

Page 48 Para 4.8.10

160 will be changed to 150 which will include an allocation of affordable housing to meet Wiltshire Council's adopted policy.

Page 49 4.8.13

Last Sentence to be changed to - A small allocation of land to accommodate about 8-10 (not eight) and in line with those numbers Policy 7.3 1. Land Use a. approximately 8-10 new dwellings (changed from 10).

There was some discussion on the amendments.

The Town Mayor Councillor S Crundell read out the list of evidence documents:

- DRAFT Melksham Design Guide and Code (2023 Aecom)
- DRAFT Local Green Space Report (2023)
- Green Gap & Wedge Study (2023 Aecom/Iceni Projects)
- DRAFT Locally Valued Heritage Assets Report (2023)
- DRAFT Town Centre Masterplan Report (2023 Aecom)
- Housing Needs Assessment (2022 Aecom)
- DRAFT Community Facilities Evidence Base Report (2020/Minor update 2023)
- DRAFT Green Infrastructure Evidence Base Report (2020/Minor Update 2023)
- Site Options and Assessment Report (2023 Aecom)
- Heritage Assessment (Policy 7.3 Allocation of Lane at Whitley Farm) (John Davey, 2020)

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

**UNANIMOUSLY RESOLVED to**



- (i) approve the amendments above.
- (ii) approve the draft reviewed joint Melksham Neighbourhood Plan (JMNP2), as one of the Qualifying Bodies including the evidence documents, for submission as part of the 7 week consultation for Regulation 14.

The Chair and Town Mayor Councillor S Crundell spoke on the Brownfield Site Regeneration Fund. He noted that Wiltshire had not applied for any funding and that one of the sites on the Neighbourhood Plan #2 was owned by Wiltshire Council and could qualify.

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

**UNANIMOUSLY RESOLVED** that the Town Clerk liaise with Wiltshire Council to ask for a bid to be submitted.

Councillor Hubbard requested that the Town Clerk email the four Town Councillors who are also Wiltshire Councillors with details of the scheme and ask that they lobby Wiltshire Council officers accordingly. The Town Mayor Councillor S Crundell advised that he would send the briefing paper to the Town Clerk.

Meeting Closed at: 7.45 pm

Signed: .....

Dated:

This page is intentionally left blank

## Final External Auditor Report and Certificate 2022/23 in respect of Melksham Town Council WI0161

### Respective responsibilities of the auditor and the authority

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

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

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

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

### External auditor's limited assurance opinion 2022/23

On 27 September 2023, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2023. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

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

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

The smaller authority has not provided a year end bank statement for one of the accounts to support the bank reconciliation to Section 2, Box 8. These were requested as part of our intermediate review procedures. The Cambridge Building Society issue their annual statements as at 31 December. We have seen the statement dated 31 December 2022 and the smaller authority has confirmed there has been no movement on the account between then and the year end, however we have not been able to verify the year end balance.

### External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*PKF Littlejohn LLP*

**PKF Littlejohn LLP**  
**17/10/2023**

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

In respect of

Melksham Town Council - W10161

### 1 Respective responsibilities of the auditor and the authority

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

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

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

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

### 2 External auditor's limited assurance opinion 2022/23

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

Please see below.

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

The smaller authority has submitted its AGAR and supporting documentation prior to 30 September 2023; however, we have not been able to complete our review work in time to enable to smaller authority to publish the required documentation in line with statutory requirements. Once we have completed our review a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

### 3 External auditor certificate 2022/23

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

We do not certify completion because:

We have not been able to complete our review work in time to enable to smaller authority to publish the required documentation in line with statutory requirements.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

27/09/2023

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

**Melksham Town Council**

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

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

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

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

26/06/2023

and recorded as minute reference:

538/23,

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

Chairman

Clerk

www.melksham-tc.gov.uk

## Section 2 – Accounting Statements 2022/23 for

### Melksham Town Council

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

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

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

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

Date

26-6-2023

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

26/06/2023

as recorded in minute reference:

539/23

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



## Melksham Town Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2023

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

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Melksham Town Council for the year ended 31 March 2023 has been completed and the accounts have been published.</p> <p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of Melksham Town Council on application to:</p> <p>(a) Linda Roberts – Town Clerk Melksham Town Council Town Hall, Market Place Melksham, SN12 6ES</p> <p>(b) Monday to Thursday 9.00am to 5.00pm</p> <p>3. Copies will be provided to any person free of charge for a copy of the Annual Governance &amp; Accountability Return.</p> <p>Announcement made by: (d) Linda Roberts – Town Clerk</p> <p>Date of announcement: (e) 18<sup>th</sup> October 2023</p>	<p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b> The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>

This page is intentionally left blank



\*Report to council – budget spend year to date

Month 6 – Sept 2023 – budget on target = 50%

Review expenditure in excess of 57.5%- relates to the Financial Regulations Budgetary Control section 4.9. i.e. 15% in excess of budget target.

Centre & Code	Title	Budget	YTD	%	Explanation
<b>101 Central Costs – Administration</b>					
4021	Stationery	500	765	153.0	Orders are made in bulk and infrequently to ensure only essential items are purchased. The original budget would appear to be too small. Last year's budget was £2750.
4023	Advertising	500	326	65.1	
4026	Photocopying	750	617	82.3	Will include leasing costs as well as copying charge which is added monthly.
4042	Licences – Software	7000	13,635	194.8	Budget between 04042 & 4040 will be sufficient. Includes Modern.Gov annual subscription £8710 IT Support Payroll licence £1778 Qtly
4040	IT & Hardware	20,000	578	2.9	See above
4058	Insurance	38,000	34,411	90.6	Annual premium paid. Under budget. Additional premium will be due for Christmas Lights Switch on approx. £500. Still within budget.
4061	Travel	500	366	73.2	Slightly over budget but expenses are approved.

4075	Training	6,000	3,919	65.3	Amenity team training for new employees, and renewal training for existing, plus splashpad training. Training code for Amenity Team to be set up and training costs apportioned to 202/4075
<b>Central Costs</b>		<b>381,750</b>	<b>149,207</b>	<b>39.10</b>	<b>Overall, in budget</b>
<b>115 Civic &amp; Democratic</b>					
4070	Mayors Allowance	1000	1000	100.0	
<b>Civic &amp; Democratic</b>		<b>8,800</b>	<b>2,042</b>	<b>23.2</b>	<b>Overall in budget</b>
<b>151 Grants</b>					
4302	Grant Cab	5,000	5,000	100.0	Grant Paid
4303	Grant 4 youth	10,000	10,000	100.0	Grant Paid
4305	Grants Christmas Lights	10,000	10,000	100.0	Grant Paid
4310	Grant Food & River Festival	3,000	5,000	1667.0	Agreement made to increase grant. Paid in full
4330	TIC	4,000	4,000	100.0	Grant Paid
<b>Grants</b>		<b>53,000</b>	<b>38,453</b>	<b>71.9</b>	<b>Grants approved for payment</b>
<b>Asset Management &amp; Amenities</b>					
<b>201 Town Hall</b>					
4102	Non Domestic Rates	10,000	6,364	63.6	
4104	Window Cleaning	1,600	1,192	74.5	Window cleaning new and attending more frequently. 3 monthly clean is now monthly. £200 per visit. Consider reducing visits?

<b>Town Hall</b>		<b>112,500</b>	<b>22,154</b>	<b>19.7</b>	<b>Overall in budget</b>
<b>202 Asset &amp; Amenities</b>					
4150	Uniform/PPE	1,000	800	80.0	New staff uniforms required.
4156	Vehicle Leasing	5,800	5,492	102.5	Overspend on budget – need to review. 2 vans leased 1 x floating lease which can be sent back at any time and 1 on a long term lease, 5 years, approx. 2 years remaining. Currently have 4 vehicles but only 3 in use.
<b>Asset &amp; Amenities</b>		<b>310,800</b>	<b>94,741</b>	<b>30.5</b>	<b>Overall in budget</b>
<b>203 Allotments</b>					
4200	Water Rates	1,200	1,200	99.2	
4201	Maintenance	1000	706	70.6	Purchase of new water troughs and removal of wasp nest Approved expenditure.
<b>Allotments</b>		<b>2200</b>	<b>1,893</b>	<b>86.2</b>	<b>Overall in budget.</b>
<b>204 Pavilion &amp; Car Park</b>					
4252 This code should be 4101 to be amended	Electricity	3,000	61,00	203.3	Discuss with operations manager. Covers two areas – Pavilion and Splashpad. Café owner has been invoiced for electricity usage.
4255	Fire Safety Checks	250	355	142.0	Insufficient budget
4256	Maintenance	4,500	4,064	90.3	£563 – CCTV £562 – Container- it was hoped that rental charges would have stopped sooner. £600 – Mosquito Unit £535 – sub-Metering £900 Paving repairs

					£1,590
<b>Pavilion &amp; Car Park</b>		<b>9,250</b>	<b>10,723</b>	<b>115.9</b>	<b>Overall excess</b>
<b>211 Art House Café</b>					
4175	Costs Art House Café	Nil	548		Alarm maintenance £385 no budget in place. Offset by income 210/1048
<b>Art House Café</b>		<b>1,000</b>	<b>548</b>	<b>54.8</b>	<b>Overall in budget</b>
<b>212 Round House</b>					
4101	Electricity	500	(1365)	(272.9)	Refund £1546 received from overstated electricity bill. In credit
<b>Round house</b>		<b>1,740</b>	<b>(1,232)</b>	<b>(70.8)</b>	<b>Credit position overall</b>
<b>215 Depot</b>					
4102	Non Domestic Rates	2,500	1,446	57.8	Further rates demand of £6000 being investigated for the full depot costs going back to 2020 Just within budget at the moment.
4160	Leasing	12,350	7,204	58.3	
<b>Depot</b>		<b>21,400</b>	<b>10,039</b>	<b>46.9</b>	<b>Overall in budget</b>
<b>220 Play Areas and Open Spaces</b>					
4157	Grass cutting	30,000	22,751	75.8	Seasonal work
4165	Maintenance play areas	5,000	9,803	196.1	Purchase of wet pour £8193 and football posts. Football posts to be re-coded to 901/9244 Major Projects as approved by members £1610. Budget still in excess.
4169	Maintenance of Trees	2,000	1,155	57.8	General maintenance carried out as required.

<b>Play Areas &amp; Open Spaces</b>		<b>48600</b>	<b>41525</b>	<b>85.4</b>	<b>Overall excess due to maintenance costs</b>
<b>221 King George V Park (Splashpad)</b>					
4913	Water	7,000	0.00		Chasing water company for bills
<b>King George V Park</b>		<b>24,000</b>	<b>5,347</b>	<b>22.3</b>	<b>Overall in budget</b>
<b>Community Development</b>					
<b>302 Projects</b>					
4074	Neighbourhood Plan	2,000	9,857	492.8	Insufficient budget
4321	Coronation	4,500	6,857	152.4	Overspend approved by Events working group. Consider excess to be apportioned to Civic and Democratic 115/4085
<b>Projects</b>		<b>17,500</b>	<b>24,352</b>	<b>139.2</b>	<b>Overall in excess of budget</b>
<b>403 Economic Dev &amp; Planning</b>					
4071	Town Floral Displays	10000	6084	60.8	Timely payment of summer bills
4354	Parking Scheme	500	398	79.7	
<b>Economic Dev &amp; Planning</b>		<b>43,000</b>	<b>9,318</b>	<b>21.7</b>	<b>Overall in budget</b>
<b>Assembly Hall</b>					
<b>501 Central Costs</b>					

4909	Licences	4,500	1,512	111.4	Committed expenditure already earmarked. To establish what this relates to. £3500 included in spend which is only earmarked at this time.
4916	Maintenance equipment	7,500	5,119	68.2	LED lights fitted throughout £4,914
4918	Maintenance	7,000	4932	70.5	
4922	Publicity & Marketing	5,000	4,063	81.3	
<b>Assembly Hall Costs</b>		<b>154,000</b>	<b>71,703</b>	<b>48.8</b>	<b>Overall in budget</b>
<b>510 Assembly Hall Events</b>					
4954	PA & lighting costs	1,000	1,170	117	
4960	Live entertainment	1,000	5,023	502.3	
<b>Assembly Hall Events</b>		<b>2,300</b>	<b>6,203</b>	<b>269.7</b>	<b>Covered by income</b>
<b>Grand Totals</b>	<b>Income</b>	<b>1,186,484</b>	<b>1,067,682</b>	<b>90.0</b>	<b>2<sup>nd</sup> tranche of precept received</b>
	<b>Expenditure</b>	<b>2,259,142</b>	<b>617,926</b>	<b>27.5</b>	<b>Overall within budget</b>
<b>Income Review</b>					
110/1176/1026	Corporate Costs	1,000,184	1,004,509	100.4	Full precept received. Interest received 1181.2%
115/1016	Mayors receipts	0	538		
201/1034	Town Hall bookings	2,000	455	22.8	
202/1027	Amenity Services	3,000	4,204	140.1	Roundabout income and cleaning Factory shop area

203/1045	Income allotments	5,000	240	4.8	Bulk of income will arrive in Feb 2024
204/1046	Income Pavilion	5,000	81	1.6	
205/1060	Contribution to running costs	7,500	6,000	80	On track
210/1040/1048	Income 31 Market Place and Art House Café	12,900	10,350	80.2	On track
302/1050	Grants Received	0	(3,060)	0	MCS project worker
302/1020	Miscellaneous Income	0	97		
302/1052	Switch On event	0	(742)	0	
302/1179	Neighbourhood Plan	0	30		
403/1030	Melksham Makers Market	2,000	198	9.9	
403/1089	Income Hanging Baskets	0	1,300	11.8	Look at projects 302/1089 income for hanging baskets posted £1015 received. Is this two codes for the same item?
405/1182	Solar Money	40,000	0	0	
501/1000	Assembly Hall lettings	50,000	12,170	24.3	
510/1004	Film Shows	600	138	22.9	
510/1173	Live Entertainment	2,000	9,693	484.7	
520/1001	Assembly Hall Bar	55,000	12,755	23.2	
901/1180	Cil	0	1,140		

This page is intentionally left blank



Date: 27/07/2023

Melksham Town Council Current Year

Page 1

Time: 13:07

**Bank Reconciliation Statement as at 30/06/2023  
for Cashbook 2 - Bank Assembly Hall A/c**

User: MEL

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Assembly Hall General	30/06/2023		731,143.98
			731,143.98
<b>Unpresented Payments (Minus)</b>		<b>Amount</b>	
25/05/2022 3628	Kan Connections	379.20	
30/09/2022 3658	TicketSource Ltd	47.63	
24/03/2023 3700	United EPoS Solutions	60.00	
24/05/2023 3726	United EPoS Solutions	60.00	
24/05/2023 3727	Psychic Medium Nikki Kitt	320.08	
24/05/2023 3730	Wiltshire Publications Ltd	138.60	
24/05/2023 3732	Your Wiltshire	36.00	
12/06/2023 3735	Denman Electrical Wholesalers	5.49	
12/06/2023 3737	Hunt Management Solutions	156.00	
12/06/2023 3738	Paul Seemayer	150.00	
12/06/2023 3743	Your Wiltshire	36.00	
			1,389.00
			729,754.98
<b>Unpresented Receipts (Plus)</b>			
24/03/2022 500640(B)		4,007.15	
			4,007.15
			733,762.13
<b>Balance per Cash Book is :-</b>			<b>733,762.13</b>
<b>Difference is :-</b>			<b>0.00</b>

**Signatory 1:**

Name SIMON CRUNDALL Signed [Signature] Date 10/10/2023

**Signatory 2:**

Name JACK GATLEY Signed [Signature] Date 10-10-23

Date: 27/07/2023

Melksham Town Council Current Year

Page 1

Time: 13:07

User: MEL

## Bank Reconciliation up to 30/06/2023 for Cashbook No 2 - Bank Assembly Hall A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
24/03/2022	500640(B)		4,007.15		4,007.15	<input type="checkbox"/>	Receipt(s) Banked
25/05/2022	3628	379.20			379.20	<input type="checkbox"/>	Kan Connections
30/09/2022	3658	47.63			47.63	<input type="checkbox"/>	TicketSource Ltd
24/03/2023	3700	60.00			60.00	<input type="checkbox"/>	United EPoS Solutions
30/04/2023	3716	6,422.78		6,422.78		R <input checked="" type="checkbox"/>	Soul Street Productions Ltd
30/04/2023	3717	163.80		163.80		R <input checked="" type="checkbox"/>	The Publishing House
30/04/2023	3721	3,546.00		3,546.00		R <input checked="" type="checkbox"/>	R. B. Poolman Ltd
24/05/2023	3723	798.00		798.00		R <input checked="" type="checkbox"/>	A V Parts Master Ltd
24/05/2023	3724	574.91		574.91		R <input checked="" type="checkbox"/>	Bailey Employment Services Ltd
24/05/2023	3725	349.85		349.85		R <input checked="" type="checkbox"/>	Comax UK Ltd
24/05/2023	3726	60.00			60.00	<input type="checkbox"/>	United EPoS Solutions
24/05/2023	3727	320.08			320.08	<input type="checkbox"/>	Psychic Medium Nikki Kitt
24/05/2023	3728	163.80		163.80		R <input checked="" type="checkbox"/>	The Publishing House
24/05/2023	3729	93.60		93.60		R <input checked="" type="checkbox"/>	Wired Publishing
24/05/2023	3730	138.60			138.60	<input type="checkbox"/>	Wiltshire Publications Ltd
24/05/2023	3731	1,328.40		1,328.40		R <input checked="" type="checkbox"/>	R. B. Poolman Ltd
24/05/2023	3732	36.00			36.00	<input type="checkbox"/>	Your Wiltshire
05/06/2023	BACS		500.00	500.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/06/2023	BACS		226.80	226.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/06/2023	09062023	1,116.13		1,116.13		R <input checked="" type="checkbox"/>	Tolchards Ltd
12/06/2023	3744	492.78		492.78		R <input checked="" type="checkbox"/>	Bailey Employment Services Ltd
12/06/2023	3735	5.49			5.49	<input type="checkbox"/>	Denman Electrical Wholesalers
12/06/2023	3736	60.00		60.00		R <input checked="" type="checkbox"/>	United EPoS Solutions
12/06/2023	3737	156.00			156.00	<input type="checkbox"/>	Hunt Management Solutions
12/06/2023	3738	150.00			150.00	<input type="checkbox"/>	Paul Seemayer
12/06/2023	3739	163.80		163.80		R <input checked="" type="checkbox"/>	The Publishing House
12/06/2023	3740	93.60		93.60		R <input checked="" type="checkbox"/>	Wired Publishing
12/06/2023	3741	324.00		324.00		R <input checked="" type="checkbox"/>	Prosec Consultancy Ltd
12/06/2023	3742	552.00		552.00		R <input checked="" type="checkbox"/>	Mrs. L.J. Ellis
12/06/2023	3743	36.00			36.00	<input type="checkbox"/>	Your Wiltshire
12/06/2023	BACS		682.00	682.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/06/2023	BACS		108.00	108.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/06/2023	BACS		226.80	226.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/06/2023	BACS		21.17	21.17		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/06/2023	500718(B)		1,368.00	1,368.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/06/2023	500718		235.00	235.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/06/2023	BACS	861.00		861.00		R <input checked="" type="checkbox"/>	Wiltshire Council
16/06/2023	16062023	10.26		10.26		R <input checked="" type="checkbox"/>	Tolchards Ltd
19/06/2023	19062023	25.16		25.16		R <input checked="" type="checkbox"/>	Market Place Merchants
19/06/2023	BACS		932.40	932.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/06/2023	BACS		639.40	639.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/06/2023	3745	650.00		650.00		R <input checked="" type="checkbox"/>	Preston Water Services
26/06/2023	26062023	329.17		329.17		R <input checked="" type="checkbox"/>	Rentokil Initial
30/06/2023	300623	995.99		995.99		R <input checked="" type="checkbox"/>	Tolchards Ltd
30/06/2023	30062023	680.44		680.44		R <input checked="" type="checkbox"/>	Hills Waste
30/06/2023	AIB p'mts		2,707.05	2,707.05		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/06/2023	BACS		92.40	92.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Date: 27/07/2023

Melksham Town Council Current Year

Page 2

Time: 13:07

User: MEL

Bank Reconciliation up to 30/06/2023 for Cashbook No 2 - Bank Assembly Hall A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
		21,184.47	11,746.17				

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....



J31D7102EQDMCA0000109830001002 398 B 000

MELKSHAM TOWN COUNCIL ASSEMBLY HALL-GEN  
MRS M ROLPH  
TOWN HALL  
MARKET PLACE  
MELKSHAM  
WILSHIRE  
SN12 6ES



## Your account statement

Issue date: 30 June 2023

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)  
+44 1733 347338 (from Overseas)

Visit us online: [www.lloydsbank.com](http://www.lloydsbank.com)

Your branch: TROWBRIDGE

Sort code: 30-98-75 Account number: 02946812

BIC: LOYDGB21205

IBAN: GB57 LOYD 3098 7502 9468 12



## TREASURERS ACCOUNT

MELKSHAM TOWN COUNCIL ASSEMBLY HALL-GEN

### Account summary

<b>Balance On 31 May 2023</b>	<b>£743,200.43</b>
Total Paid In	£7,739.02
Total Paid Out	£19,795.47
<b>Balance On 30 Jun 2023</b>	<b>£731,143.98</b>

### Account activity

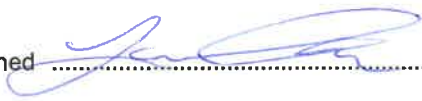
Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
<b>31 May 23</b>		<b>STATEMENT OPENING BALANCE</b>			<b>743,200.43</b>
01 Jun 23	BGC	AIB 3005 011249883	✓86.50		743,286.93 (E)
01 Jun 23	CHQ	003728		327.60	742,959.33 (E)
01 Jun 23	CHQ	003725		349.85	742,609.48 (E)
01 Jun 23	CHQ	003729		93.60	742,515.88 (E)
02 Jun 23	BGC	AIBV 3105 011249883	✓132.17		742,648.05 (E)
05 Jun 23	BGC	AIBM 0106 011249883	✓38.70		742,686.75 (E)
05 Jun 23	FPI	GOODNEWS CHURCH ME THATMEETINGS 37013518024563000N 522130 30 05JUN23 02:09	500.00		743,186.75 (E)
07 Jun 23	BGC	AIB 0506 011249883	✓1,567.50		744,754.25 (E)
08 Jun 23	BGC	AIBV 0606 011249883	✓88.90		744,843.15 (E)
08 Jun 23	FPI	CARER SUPPORT WILT CARER SUPPORT WILT 0246053205718087FU 405240 40 08JUN23 17:50	226.80		745,069.95 (E)
09 Jun 23	DD	35922 - TOLCHAR 4C3174 TOLCH		1,116.13	743,953.82 (E)
12 Jun 23	FPI	CARLTON ENTERTAINM AH 202 96983df9dae34d7ba5 040605 10 10JUN23 23:53	682.00		744,635.82 (E)
12 Jun 23	CHQ	003723		798.00	743,837.82 (E)
12 Jun 23	CHQ	003724		574.91	743,262.91 (E)
12 Jun 23	FPI	TIGER MARTIAL ARTS AH209 TIGERS 5JM4VJMGRJ7ZOV3K9D 608371 10 12JUN23 10:43	108.00		743,370.91 (E)
12 Jun 23	FPI	BURGESS GW+AM INV. NO. AH208 RP4679965420624800 200506 10 12JUN23 16:03	226.80		743,597.71 (E)
12 Jun 23	FPI	ORDINARY LIFE PROJ OLPA 204 500000001148379999 309875 10 12JUN23 16:35	21.17		743,618.88 (E)
13 Jun 23	DEP	500718	1,603.00		745,221.88 (E)
14 Jun 23	BGC	AIBV 1206 011249883	✓71.36		745,293.24 (E)
14 Jun 23	CHQ	003731		1,328.40	743,964.84 (E)
14 Jun 23	CHQ	003721		3,546.00	740,418.84 (E)
15 Jun 23	BGC	AIBV 1306 011249883	✓20.55		740,439.39 (E)

Your Account activity is continued overleaf

Bank Reconciliation Statement as at 30/04/2023  
for Cashbook 9 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/04/2023		170.98
			<u>170.98</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			170.98
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			170.98
		Balance per Cash Book is :-	170.98
		Difference is :-	0.00

## Signatory 1:

Name SIMON CRONDELL Signed  Date 10/10/23

## Signatory 2:

Name JACK OATLEY Signed  Date 10/10/23

## Receipts for Month 1

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		230.43					230.43	
Cash Banked: 31/03/2023		18.00						
Cash Mayor's Reception		18.00			1016	115	18.00	Mayor's Reception
Cash Banked: 31/03/2023		60.00						
Cash Sale of items remaining		60.00			1016	115	60.00	Sale of items remaining
Total Receipts for Month		78.00	0.00	0.00			78.00	
Cashbook Totals		308.43	0.00	0.00			308.43	

Bank Reconciliation Statement as at 31/05/2023  
for Cashbook 9 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/05/2023		126.51
			<u>126.51</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			126.51
<u>Unpresented Receipts (Plus)</u>			
		0.00	<u>0.00</u>
			126.51
		<b>Balance per Cash Book is :-</b>	<b>126.51</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

## Receipts for Month 3

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		126.51					126.51	
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 for Month		520.00	0.00	0.00			520.00	
Cashbook Totals		646.51	0.00	0.00			646.51	



Bank Reconciliation Statement as at 30/06/2023  
for Cashbook 9 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/06/2023		450.19
			<u>450.19</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			450.19
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			450.19
		Balance per Cash Book is :-	450.19
		Difference is :-	0.00

## Signatory 1:

Name ..... Signed ..... Date .....

## Signatory 2:

Name ..... Signed ..... Date .....

## Receipts for Month 2

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		170.98					170.98	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		170.98	0.00	0.00			170.98	

Bank Statement Account Name (s)	Statement Date	Page No	Balances
562673.61	30/06/2023		355,855.38
			355,855.38
Unpresented Payments (Minus)		Amount	
07/09/2022 314501485	Microsoft	222.00	
02/05/2023 30344676/2	Water2business	227.57	
26/05/2023 186785963	IC2 CCTV Security Specialists	15,696.00	
01/06/2023 01062023/4	British Gas	30.07	
			16,175.64
			339,679.74
Unpresented Receipts (Plus)			
		0.00	
			0.00
			339,679.74
		Balance per Cash Book is :-	339,679.74
		Difference is :-	0.00

Signatory 1:

Name SIMON CRUNDELL Signed [Signature] Date 10/10/23

Signatory 2:

Name JACK OATLEY Signed [Signature] Date 10/10/23

Date: 28/07/2023

Melksham Town Council Current Year

Page 1

Time: 09:45

User: MEL

## Bank Reconciliation up to 30/06/2023 for Cashbook No 1 - Unity Bank

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
07/09/2022	314501485	222.00			222.00	<input type="checkbox"/>	Microsoft
02/05/2023	30344676/2	227.57			227.57	<input type="checkbox"/>	Water2business
26/05/2023	186785963	15,696.00			15,696.00	<input type="checkbox"/>	IC2 CCTV Security Specialists
01/06/2023	01062023/1	415.62		415.62		R <input checked="" type="checkbox"/>	British Gas
01/06/2023	01062023/2	1,675.65		1,675.65		R <input checked="" type="checkbox"/>	British Gas
01/06/2023	01062023/4	30.07			30.07	<input type="checkbox"/>	British Gas
01/06/2023	01062023/3	12.50		12.50		R <input checked="" type="checkbox"/>	Water2business
01/06/2023	01062023/5	30.07		30.07		R <input checked="" type="checkbox"/>	Water2business
01/06/2023	01062023/6	510.12		510.12		R <input checked="" type="checkbox"/>	Water2business
01/06/2023	01062023/7	54.67		54.67		R <input checked="" type="checkbox"/>	Water2business
01/06/2023	01062023/8	57.00		57.00		R <input checked="" type="checkbox"/>	Office Evolution Ltd
01/06/2023	01062023/9	70.20		70.20		R <input checked="" type="checkbox"/>	Office Evolution Ltd
01/06/2023	01062023	1,041.46		1,041.46		R <input checked="" type="checkbox"/>	British Gas
01/06/2023	ME9A		20.00	20.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/06/2023	DD	31.84		31.84		R <input checked="" type="checkbox"/>	HMCTS
02/06/2023	DD	-31.84		-31.84		R <input checked="" type="checkbox"/>	HMCTS
02/06/2023	BACS		31.84	31.84		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/06/2023	08062023	562.90		562.90		R <input checked="" type="checkbox"/>	Enterprise Flex-E-Rent
12/06/2023	12062023	557.60		557.60		R <input checked="" type="checkbox"/>	British Gas
12/06/2023	12062023/3	5.57		5.57		R <input checked="" type="checkbox"/>	West Mercia Energy
13/06/2023	13062023	26.82		26.82		R <input checked="" type="checkbox"/>	British Gas
14/06/2023	14062023	161.48		161.48		R <input checked="" type="checkbox"/>	Mainstream Digital
14/06/2023	DD	7,494.29		7,494.29		R <input checked="" type="checkbox"/>	WPF
15/06/2023	15062023	40.80		40.80		R <input checked="" type="checkbox"/>	Daisy Communications
15/06/2023	DD	1,060.00		1,060.00		R <input checked="" type="checkbox"/>	Wiltshire Council
15/06/2023	DD	241.00		241.00		R <input checked="" type="checkbox"/>	Wiltshire Council
16/06/2023	16062023/2	112.90		112.90		R <input checked="" type="checkbox"/>	British Gas
16/06/2023	DD	9.00		9.00		R <input checked="" type="checkbox"/>	Lloyds Bank
16/06/2023	DD	725.45		725.45		R <input checked="" type="checkbox"/>	Lloyds Bank
16/06/2023	16062023	182.33		182.33		R <input checked="" type="checkbox"/>	Fuel Genie
19/06/2023	19062023	135.00		135.00		R <input checked="" type="checkbox"/>	Oakwood
19/06/2023	19062023/1	1,234.99		1,234.99		R <input checked="" type="checkbox"/>	Redhorn Holdings Ltd
19/06/2023	797896159	1,603.49		1,603.49		R <input checked="" type="checkbox"/>	Sonova UK Ltd
19/06/2023	726130118	1,349.34		1,349.34		R <input checked="" type="checkbox"/>	Microshade Business Consultant
19/06/2023	128236902	302.40		302.40		R <input checked="" type="checkbox"/>	Playsafety Ltd
19/06/2023	135677892	495.80		495.80		R <input checked="" type="checkbox"/>	SLCC Enterprises Ltd
19/06/2023	598246447	556.76		556.76		R <input checked="" type="checkbox"/>	T H White Installation Ltd
19/06/2023	818119781	2,777.07		2,777.07		R <input checked="" type="checkbox"/>	1st Aid 4 Fencing Ltd
19/06/2023	761975212	396.00		396.00		R <input checked="" type="checkbox"/>	Acer Tree Surgeons Ltd
19/06/2023	756889635	29.76		29.76		R <input checked="" type="checkbox"/>	AquaAid Southcoast
19/06/2023	18339362	1,380.00		1,380.00		R <input checked="" type="checkbox"/>	Community First Trading Ltd
19/06/2023	759197246	256.00		256.00		R <input checked="" type="checkbox"/>	The MOT Centre & The Garage on
19/06/2023	978877704	5,154.60		5,154.60		R <input checked="" type="checkbox"/>	J. H. Jones & Sons
19/06/2023	709017848	159.72		159.72		R <input checked="" type="checkbox"/>	J. P. Lennard Ltd
19/06/2023	322598235	234.87		234.87		R <input checked="" type="checkbox"/>	Microsoft
19/06/2023	414602390	747.56		747.56		R <input checked="" type="checkbox"/>	phs Group
19/06/2023	634554069	1,596.00		1,596.00		R <input checked="" type="checkbox"/>	Figgotts Flags & Branding Ltd
19/06/2023	872862956	200.00		200.00		R <input checked="" type="checkbox"/>	Shiners Commercial Ltd

Date: 28/07/2023  
Time: 09:45

Melksham Town Council Current Year

Page 2

User: MEL

Bank Reconciliation up to 30/06/2023 for Cashbook No 1 - Unity Bank

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
19/06/2023	135554093	4,200.00		4,200.00		R	Bricks Tarding Ltd
20/06/2023	20062023	240.48		240.48		R	British Gas
20/06/2023	20062023/1	31.33		31.33		R	British Gas
20/06/2023	DD	23,940.60		23,940.60		R	Wiltshire Council
21/06/2023	21062023	292.43		292.43		R	British Gas
21/06/2023	BACS		50.00	50.00		R	Receipt(s) Banked
21/06/2023	MA 4		40.00	40.00		R	Receipt(s) Banked
22/06/2023	22062023	27.04		27.04		R	British Gas
22/06/2023	22062023/1	1,467.50		1,467.50		R	British Gas
22/06/2023	DD	7,015.33		7,015.33		R	HMRC
26/06/2023	26062023	169.94		169.94		R	EE
26/06/2023	AA57A		20.00	20.00		R	Receipt(s) Banked
26/06/2023	BACS		583.33	583.33		R	Receipt(s) Banked
26/06/2023	BACS		1,187.28	1,187.28		R	Receipt(s) Banked
28/06/2023	28062023	506.40		506.40		R	British Gas
30/06/2023	30062023	81.37		81.37		R	British Gas
30/06/2023	30062023/1	632.40		632.40		R	Enterprise Flex-E-Rent
30/06/2023	30062023/2	31.20		31.20		R	Zen International Ltd
30/06/2023	DD	7.30		7.30		R	Unity Bank
30/06/2023	DD	58.50		58.50		R	Unity Bank
30/06/2023	BACS		198.00	198.00		R	Receipt(s) Banked
		88,534.25	2,130.45				

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

Your Account Statement

1210708210 | 00448  
Mrs Mel Rolph  
Melksham Town Council  
Melksham Town Council  
Town Hall Market Place  
Melksham  
SN12 6ES



For Businesses. For Communities. For Good.  
Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

Date: 30/06/2023  
Account Name: Melksham Town Council  
Swift Code (BIC): NWBKGB2L  
IBAN Number: GB93NWBK60023571418024  
Sort Code: 608301  
Account Number: 20448804

We're delighted to announce the launch of our new Online Banking service, featuring exciting changes and updates. To utilise this new Online Banking service at the earliest opportunity, look out for your email invitation.



Your arranged overdraft limit is £0.00



- Contact Us
- Call us: 0345 140 1000
  - Email us: [us@unity.co.uk](mailto:us@unity.co.uk)
  - Visit us: [unity.co.uk](http://unity.co.uk)

For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](http://FSCS.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](http://unity.co.uk/fscs)

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
03/06/2023		Balance brought forward	£0.00	£0.00	£425,112.40
07/06/2023	Direct Debit	Direct Debit (BRITISH GAS BUSINE)	2103 £1,675.65	£0.00	£423,436.75
08/06/2023	Direct Debit	Direct Debit (ENTERPRISE FLEXE)	£562.90	£0.00	£422,873.85
08/06/2023	Direct Debit	Direct Debit (BRITISH GAS BUSINE)	2764 £1,041.46	£0.00	£421,832.39

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
19/06/2023	Transfer	B/P to: SLCC	£495.80	£0.00	£394,581.97
19/06/2023	Faster Payment Debit	B/P to: ROSPA Playsafety	£302.40	£0.00	£394,279.57
19/06/2023	Faster Payment Debit	B/P to: Garage on the Hill	£256.00	£0.00	£394,023.57
19/06/2023	Faster Payment Debit	B/P to: JP Lennard Ltd	£159.72	£0.00	£393,863.85
19/06/2023	Faster Payment Debit	B/P to: Microsoft	£234.87	£0.00	£393,628.98
19/06/2023	Faster Payment Debit	B/P to: 1St Aid 4 Fencing	£2,777.07	£0.00	£390,851.91
19/06/2023	Faster Payment Debit	B/P to: Aquaid	£29.76	£0.00	£390,822.15
19/06/2023	Faster Payment Debit	B/P to: Piggotts	£1,596.00	£0.00	£389,226.15
19/06/2023	Faster Payment Debit	B/P to: Shiners	£200.00	£0.00	£389,026.15
19/06/2023	Faster Payment Debit	B/P to: PHS Group	£747.56	£0.00	£388,278.59
20/06/2023	Direct Debit	Direct Debit (CONTRA)	£23,940.60	£0.00	£364,337.99
20/06/2023	Direct Debit	Direct Debit (BRITISH GAS BUSINE)	£240.48	£0.00	£364,097.51
20/06/2023	Direct Debit	Direct Debit (BRITISH GAS BUSINE)	£31.33	£0.00	£364,066.18
21/06/2023	Direct Debit	Direct Debit (BRITISH GAS BUSINE)	£292.43	£0.00	£363,773.75
21/06/2023	Credit	Zippy Sweets	£0.00	£50.00	£363,823.75
21/06/2023	Credit	Thomas Claire	£0.00	£40.00	£363,863.75
22/06/2023	Direct Debit	Direct Debit (CONTRA)	£7,015.33	£0.00	£356,848.42
22/06/2023	Direct Debit	Direct Debit (BRITISH GAS BUSINE)	£1,467.50	£0.00	£355,380.92
22/06/2023	Direct Debit	Direct Debit (BRITISH GAS BUSINE)	£27.04	£0.00	£355,353.88
26/06/2023	Direct Debit	Direct Debit (EE LIMITED)	£169.94	£0.00	£355,183.94
26/06/2023	Credit	GURD DF	£0.00	£20.00	£355,203.94
26/06/2023	Credit	WILTSHIRE PUBLICAT	£0.00	£583.33	£355,787.27
26/06/2023	Transfer	MELKSHAM WITHOUT P	£0.00	£1,187.28	£356,974.55
28/06/2023	Direct Debit	Direct Debit (BRITISH GAS BUSINE)	£506.40	£0.00	£356,468.15



This page is intentionally left blank



**MELKSHAM TOWN COUNCIL**  
**MEETING OF FULL COUNCIL ON**  
**MONDAY 30<sup>TH</sup> OCTOBER 2023**

***Request for Melksham Town Council to install CCTV cameras in King George V Playing Fields***

Proposed by: **Councillor Jon Hubbard**

Seconded by: **Councillor Tom Price**

Dated: **22 October 2023**

**1. Purpose of the motion**

This motion calls upon the council to seize the opportunity to fit 9 additional IP CCTV Cameras in the King George V Playing Fields alongside the Festoon Lighting being installed shortly.

This motion has been discussed with the Head of Operations to sanity check costs, deliverability, timescales and content.

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

The town council is in a unique position at the moment where some significant electrical works are to be undertaken in the park. These works include running of electrical cables both above and below ground and this presents a great opportunity to undertake other works that would make the park a better and safer place, but at a significantly reduced cost.

**3. Current Situation**

This motion asks the town council to consider installation of additional CCTV cameras that will cover the main entrance points to the park, thus offering a significant enhancement on public safety and security.

The positioning of the existing cable ducts mean that 9 cameras could be added to the existing system at the Pavilion for just £3,400 offering protection at three of the access points as shown in diagram 1 on the attached annex.

Diagram 2 demonstrates how it would be possible to further extend the network to also include 3 cameras close to the entrance to the park from Waitrose/the Skatepark and give additional coverage of the Teen Shelter and enhanced skate park coverage at a cost of £1,350.

**4. What financial implications are there?**

The Town Council would need to underwrite the project. The cost of installing 9 cameras would be £3,400 and the cost for the full 12 cameras would be £4,750. Should this work be undertaken at another time it is likely that it would cost several thousand pounds extra due to the savings that can be found by undertaking this at the same time as the Festoon Lights are being installed.

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

The Town Council is committed to making Melksham a safer and secure community for people to live in. The provision of CCTV coverage in the Park would mean that people are able to feel more protected as they walk through, or use the facility with the comfort of knowing there is CCTV coverage.

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

The main risk would be that there would be low interest in the activities being run and this resulted in small attendances, and we would need to attract the appropriate artists and musicians

**7. What crime and disorder implications are there?**

There is support for this proposal from the local police. The installation of this equipment will allow for any investigations that may be necessary following illegal activities in the park to be able to take advantage of this equipment.

**8. What environmental and biodiversity considerations are there?**

n/a

**9. What safeguarding concerns are there?**

Obviously, any footage gained from the CCTV equipment could only be dealt with and managed by approved personal in line with the council's existing CCTV policies. These policies are designed to support the council in being proactive in looking to support Melksham with community safety initiatives, such as this.

**10. Motion**

Melksham Town Council approves the installation of 12 additional cameras in King George V Playing Fields. The council instructs the Clerk, and/or her appointed deputies, to arrange the installation of the cameras and associated works at the agreed cost of £4,750 from Kan Connections and known and approved supplier of the council.

The capital costs for this project to be funded from the Major Projects earmarked reserve.

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

This motion is dependent on the work already approved with the installation of the Festoon Lighting and the works must take place at the same time for the cost to be possible.

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

n/a

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

Once council has approved the motion then Kan Connections to be appointed to undertake the work.

**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:


Melksham Town Council  
Melksham Town Hall  
Market Place  
Melksham  
Wiltshire  
SN12 6EX

**September 2023**

**Quotation to provide CCTV coverage of King George V Park as an extension of the existing Pavilion system**

This quotation is to supply and install CCTV equipment to provide general coverage of the park for the purpose of protecting the pavilion, general public safety and also to tackle the Anti Social Behavior in the park.

Prices quoted here are based on carrying out these works at the same time as the lighting project. Carrying out cabling and other works this way enables a much lower price to be quoted than if it was carried out as a completely separate project. We have also provided a low quote as it would increase safety to the park and that is important to us in our home town.

We are proposing connecting the new cameras to the existing CCTV recorder (NVR) located in the pavilion as this has spare capacity which further reduces the cost of the project and as the existing recorder is already on-line these additional cameras can be viewed remotely in the town hall.

Cameras will be mounted on the new lighting columns and coloured black to match the new lighting scheme making them **very discrete and smart**. Cabling will be a mixture of fibre-optic and copper, pulled through existing underground ducting.

***Camera position 1*** – Fixed wide-view camera mounted on corner pole at the bottom of Lowbourne to cover entrance to the park.

***Camera position 2*** – Fixed wide-view camera mounted on same corner pole as camera 1, looking across main field.

***Camera position 3*** – Fixed wide view camera mounted on same corner pole as cameras 1 and 2, looking up pathway to top of the park.

***Camera position 4*** – Fixed wide-view camera covering new electrical socket box.

***Camera position 5*** - Fixed wide-view camera covering top path of park.

**Camera position 6** - Fixed wide-view camera covering path leading down to Adventure Centre.

**Camera position 7** - Fixed wide-view camera covering path returning to bottom of the park.

**Camera position 8** - Fixed wide-view camera covering play area and top of park.

**Camera position 9** – 360 degree PTZ (pan-tilt-zoom) camera which can be focused in on key objects in the park as required.

Total for 8 x fixed cameras and 1 x PTZ camera supplied, installed and commissioned along with cabling (fibre and copper) and also signage.

**£3,400 (Ex. VAT)**

**Note:**

**This quotation is strictly based on this work being carried out at the same time as the lighting work. The price if carried out as a separate project would be well over double of the price quoted above**



Installation of cameras on same poles as 'Festoon' lighting and utilising same underground ducting for cables.

2

Melksham Town Council  
Melksham Town Hall  
Market Place  
Melksham  
Wiltshire  
SN12 6EX

**October 2023**

**Quotation to provide three additional cameras to the KGV Park CCTV Plan**

**Note:-** Our original quotation was based on getting the best coverage possible of the park while keeping the price as low as possible. This limited us to installing cameras where there is existing underground ducting installed.

This quotation is to install three additional cameras to cover the lower end of the park around the youth area as this has been requested as an optional extra

As there is no ducting in this area we will install fibre-optic and mains cabling with the festoon cabling and run this from the last pole where the ducting ends

Map attached below showing only the additional cameras

***Camera position 10*** - Fixed wide-view camera covering youth shelter

***Camera position 11*** – Fixed wide-view camera covering zip wire area

***Camera position 12*** - Fixed wide-view camera giving coverage of lower corner





Total for 3 x fixed cameras installed and commissioned along with cabling (fibre and copper) and also signage.

**£1,350 (Ex. VAT)**

***Note:***

**This quotation is strictly based on this work being carried out at the same time as the lighting and other CCTV work. The price if carried out as a separate project would be well over double the price quoted above**

**Plan below showing just the three additional cameras**



This page is intentionally left blank



**MELKSHAM TOWN COUNCIL**  
**MEETING OF FULL COUNCIL ON**  
**MONDAY 30<sup>TH</sup> OCTOBER 2023**

***Request for Melksham Town Council to install Free WiFi coverage in  
King George V Playing Fields***

Proposed by: **Councillor Jon Hubbard**

Seconded by: **Councillor Tom Price**

Dated: **22 October 2023**

**1. Purpose of the motion**

This motion calls upon the council to seize the opportunity to four wireless Access Points in King George V Playing Fields (“the Park”) to enhance the experience of the public when using the facility and encourage people to visit.

This motion has been discussed with the Head of Operations to sanity check costs, deliverability, timescales and content.

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

The town council is in a unique position at the moment where some significant electrical works are to be undertaken in the park. These works include running of electrical cables both above and below ground and this presents a great opportunity to undertake other works that would make the park a better and safer place, but at a significantly reduced cost.

**3. Current Situation**

Currently there is no WiFi provision in the Park, although it should be noted that there will be limited access available when the Café is fully open. Whilst there is 4G internet available from most suppliers in much of the park, access is not guaranteed or, indeed, affordable for all users.

By providing free access to the internet in the Park the Town Council will be helping people to access services, make the most of the venue and, where they do have dead spots of coverage, feel more secure and safe.

**4. What financial implications are there?**

The cost of installing the access points in the Park would be £2,910. Should the council decide, in my previous motion on CCTV cameras, to not install the additional cameras near the Teen Shelter and Skatepark, then this amount would drop by £410 as it would not be possible to add the access point on that column due to a lack of connection back to the Pavilion.

The only ongoing cost to the council would be:

- The cost of a dedicated phone line to support the WiFi access points (the existing connection into the Pavilion would become overloaded) – this would be no more than £40 per month

- An optional additional cost which would allow the council to capture email addresses of service users and, where they have OPTED IN, use those email addresses for marketing purposes

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

The Town Council is committed to making Melksham enjoyable and fun community for people to live in. The provision of Internet coverage in the Park would mean that people are able to use this facility more and would provide additional access to online services.

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

The main risk would be that there would be low interest in the activities being run and this resulted in small attendances, and we would need to attract the appropriate artists and musicians

**7. What crime and disorder implications are there?**

none

**8. What environmental and biodiversity considerations are there?**

n/a

**9. What safeguarding concerns are there?**

It is possible that the internet connection could be used to access material that we would not want to be available. To help prevent this it is possible to block certain websites and to employ "Safe" DNS servers so that users, by default, would find inappropriate sites inaccessible.

**10. Motion**

Melksham Town Council approves the installation of 4 Internet Access Points in King George V Playing Fields and an additional Broadband connection to the Pavilion. The council instructs the Clerk, and/or her appointed deputies, to arrange the installation of the Access Points and associated works at the agreed cost of £2,910 from Kan Connections, a known and approved supplier of the council, and to make the necessary arrangements for the installation on a new phoneline.

The capital costs for this project to be funded from the Major Projects earmarked reserve.

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

This motion is dependent on the work already approved with the installation of the Festoon Lighting and the works must take place at the same time for the cost to be possible.

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

n/a

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

Once council has approved the motion then Kan Connections to be appointed to undertake the work.

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:


**Email:** info@kanconnections.com  
**Web:** www.kanconnections.com  
**Tel:** 01225 808185



## Quotation

**To:** Melksham Town Council  
 Melksham Town Hall  
 Market Place  
 Melksham  
 SN12 6ES

<b>Quote No:</b>	Q809
<b>Date:</b>	21/10/2023
<b>Your Ref:</b>	

DESCRIPTION	
<p style="text-align: center;"><b><u>Provide guest Wi-Fi coverage around KGV Park</u></b></p> <p>This quotation is to provide waterproof, external professional grade access points to provide guest WI-FI coverage around the park.</p> <p>The system will have a main access point controller for the system. Each client will be isolated from each other for security and privacy.</p> <p>We are basing this setup on APs installed on the new lighting columns around the park. The cabling will be fibre optic installed in the existing ducts around the park. The AP fibre optic cabling will terminate in a wall mounted cabinet in the pavilion which will contain the router, access point controller, fibre optic media converter and a managed switch</p> <p><i>The broadband will be provided by a secondary internet connection installed in the pavilion.</i></p> <ul style="list-style-type: none"> <li>• Supply 4x Ubiquiti UAP-AC-M-PRO UniFi Outdoor 8dBi WiFi 5 PoE Access Points</li> <li>• Supply 1x Ubiquiti Cloud Key Gen 2 Cloud Key AP controller</li> <li>• Supply 1x Netgear Managed Switch</li> <li>• Supply 1x Draytek Vigor Router</li> <li>• Supply MultiMode OM3 Fibre Optic Cabling</li> <li>• Supply Fibre to Copper Media converters</li> <li>• Installation (<b>Discounted rate based on doing it at same time as Park Lighting</b>)</li> </ul>	
<b>Total</b>	<b>£2500.00</b>

***Prices Subject to VAT at the current rate***



**Email:** info@kanconnections.com  
**Web:** www.kanconnections.com  
**Tel:** 01225 808185



Melksham Town Council  
Melksham Town Hall  
Market Place  
Melksham Wiltshire  
SN12 6EX

**October 2023**

**Quotation to provide additional Wi-Fi Access Point**

**Note:-** Our original quotation was based on getting the best coverage possible of the park while keeping the price as low as possible. This limited us to installing access points where there is existing underground ducting installed.

This quotation is to install one additional access point to cover the lower end of the park around the youth area as this has been requested as an optional extra

As there is no ducting in this area we will install fibre-optic and mains cabling with the festoon cabling and run this from the last pole where the ducting ends

**Note:**

**This quotation is strictly based on this work being carried out at the same time as the lighting and other Wi-Fi & CCTV work. The price if carried out as a separate project would be well over double the price quoted above**

**£410.00 (Ex. VAT)**





# UniFi® AC MESH

802.11AC AP with Plug & Play Mesh

Models: UAP-AC-M, UAP-AC-M-PRO

High-Performance Wide-Area Wi-Fi with UniFi® Mesh Technology

Breakthrough Speeds up to 1300 Mbps in the 5 GHz Band

802.3af PoE Compatibility





## Scalable Enterprise Wi-Fi Management

UniFi® is the revolutionary Wi-Fi system that combines enterprise performance, unlimited scalability, and a central management controller. The UniFi AC Mesh APs have a refined industrial design and can be easily installed using the included mounting hardware.

Easily accessible through any standard web browser and the UniFi mobile app (iOS or Android), the UniFi Controller software is a powerful software engine ideal for high-density client deployments requiring low latency and high uptime performance.

Use the UniFi Controller software to quickly configure and administer an enterprise Wi-Fi network – no special training required. RF map and performance features, real-time status, automatic UAP device detection, and advanced security options are all seamlessly integrated.

## Features

**Save Money and Save Time** UniFi comes bundled with a non-dedicated software controller that can be deployed on an on-site PC, Mac, or Linux machine; in a private cloud; or using a public cloud service. You also have the option of using the UniFi Cloud Key with built-in software.

**Powerful Hardware** The UniFi AC Mesh APs feature Wi-Fi 802.11AC with Plug & Play Mesh technology.

**Intuitive UniFi Controller Software** Configure and manage your APs with the easy-to-learn user interface.

**Expandable** Unlimited scalability: build wireless networks as big or small as needed. Start with one and expand to thousands while maintaining a single unified management system.

## Extend Your Coverage

With the UniFi Controller software running in a NOC or in the cloud, administrators can manage multiple sites: multiple distributed deployments and multi-tenancy for managed service providers. Below are some deployment examples.



# UniFi Controller

## Packed with Features

Use the UniFi Controller to provision thousands of UniFi APs, map out networks, quickly manage system traffic, and provision additional UniFi APs.

## Breakthrough RF Map

Use the RF map to monitor and analyze radio frequencies for optimal AP placement, configuration, and troubleshooting.

## Powerful RF Performance Features

Advanced RF performance and configuration features include spectral analysis, airtime fairness, and band steering.

## Detailed Analytics

Use the configurable reporting and analytics to manage large user populations and expedite troubleshooting.

## Wireless Uplink

Wireless Uplink functionality enables wireless connectivity between APs for extended range. One wired UniFi AP uplink supports up to four wireless downlinks on a single operating band, allowing wireless adoption of devices in their default state and real-time changes to network topology.

For devices that support Plug & Play Mesh, this functionality is extended to allow multi-hop wireless uplink – so wirelessly uplinked APs can support uplink to other wirelessly uplinked APs.

## Guest Portal/Hotspot Support

Easy customization options for Guest Portals include authentication, Hotspot setup, and the ability to use your own external portal server. Use UniFi's rate limiting for your Guest Portal/Hotspot package offerings. Apply different bandwidth rates (download/upload), limit total data usage, and limit duration of use.

All UniFi APs include Hotspot functionality:

- Built-in support for billing integration using major credit cards.
- Built-in support for voucher-based authentication.
- Built-in Hotspot Manager for voucher creation, guest management, and payment refunds.
- Full customization and branding of Hotspot portal pages.

## Multi-Site Management

A single cloud-based UniFi Controller can manage multiple sites: multiple, distributed deployments and multi-tenancy for managed service providers. Each site is logically separated and has its own configuration, maps, statistics, guest portal, and admin read/write and read-only accounts.

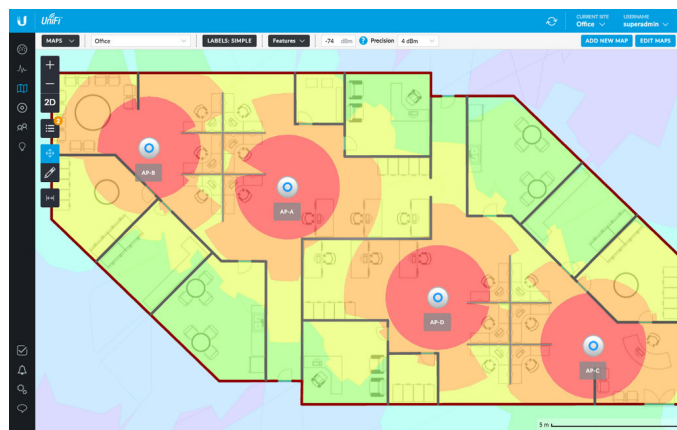
## WLAN Groups

Manage flexible configurations of large deployments. Create multiple WLAN groups and assign them to an AP's radio.



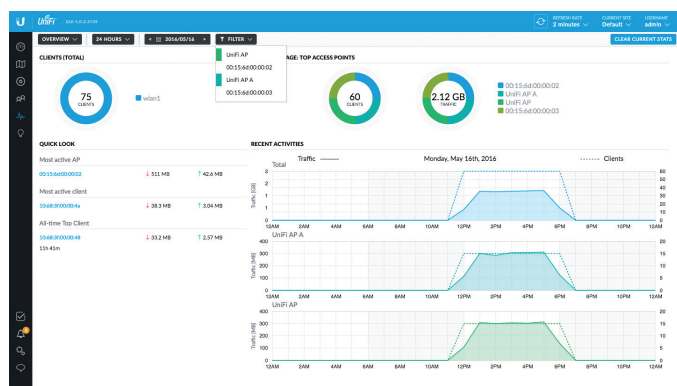
## Dashboard

UniFi provides a visual representation of your network's status and delivers basic information about each network segment.



## RF Map

Monitor UniFi APs and analyze the surrounding RF environment.



## Statistics

UniFi visualizes network traffic in clear and easy-to-read graphs.



## UniFi Mobile App

Manage your UniFi devices from your smartphone or tablet.



## Model Comparison



	UAP-AC-M	UAP-AC-M-PRO
Environment	Indoor/Outdoor	Outdoor
Simultaneous Dual-Band	✓	✓
2.4 GHz Radio Rate	300 Mbps	450 Mbps
2.4 GHz MIMO	2x2	3 x 3
5 GHz Radio Rate	867 Mbps	1300 Mbps
5 GHz MIMO	2x2	3 x 3
Secondary Ethernet Port		✓
PoE Mode	24V Passive PoE 802.3af PoE: Alternative A	802.3af PoE
Wall Mount	✓	✓
Pole Mount	✓	✓
Fast Mount	✓	

## Use Cases

**Mesh Multi-Hop** A large outdoor area, such as a park with minimal infrastructure, can take advantage of a mesh network comprised of the UniFi AC Mesh models.

**Omnidirectional Coverage, Indoors or Outdoors** The UAP-AC-M includes adjustable dual-band omni antennas.

You have the option to use a 5 GHz omni antenna<sup>1</sup> for spot-beam coverage in high-density locations with numerous APs and clients, like a conference hall or event center.

**Directional Coverage, Outdoors** The UAP-AC-M is versatile.

You have the option to use a 5 GHz sector antenna<sup>2</sup> (wide beam in the azimuth plane and narrow in the elevation plane) for broad outdoor coverage.

**Maximum Coverage, Outdoors** The UAP-AC-M-PRO is ideal for applications requiring 3x3 MIMO data rates for close-in omni coverage.

**Temporary Installations** Deploy the UniFi AC Mesh models for outdoor installations requiring quick setup and takedown, such as a street fair, music festival, or concert venue.

<sup>1</sup> Different antenna gains are allowed for each regulatory domain or country. It is the installer's responsibility to check local regulations.

## Application Example



Both UniFi AC Mesh models provide wireless coverage for a street fair in a city plaza.

# Hardware Overview

## Model: UAP-AC-M

The UAP-AC-M provides simultaneous, dual-band, 2x2 MIMO technology and is available in single- and five-packs<sup>1</sup>.

**Compact Form Factor** The UAP-AC-M discreetly integrates into any environment.

**Weather-Resistant Enclosure** The UAP-AC-M can be used indoors or outdoors.

**Versatile Mounting** The UAP-AC-M can be mounted on a wall, pole, or fast-mount of an optional Ubiquiti® high-gain antenna<sup>2</sup>. (All accessories are included.)

**Multiple Power Options** The UAP-AC-M is compatible with 802.3af PoE Alternative A and 24V passive PoE. You can power it with the included Gigabit PoE adapter<sup>1</sup> or an 802.3af Alternative A compatible switch, such as the UniFi PoE Switch or EdgePoint™ EP-R6.

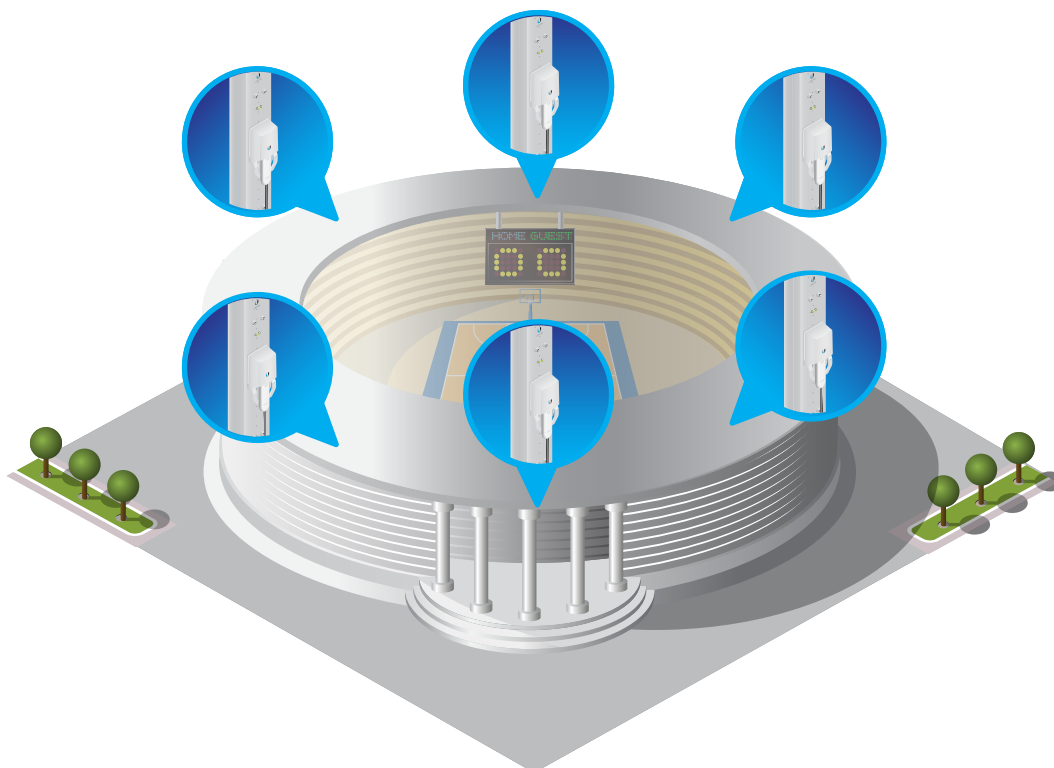
**Antenna Options** Use the included omni antennas, or use the included fast-mount adapter to install the AP on an optional connectorized antenna<sup>2</sup> for expanded range coverage and customized pattern shaping.

<sup>1</sup> Five-packs do not ship with PoE adapters; we recommend powering the UniFi APs with the UniFi PoE Switch instead.

<sup>2</sup> Different antenna gains are allowed for each regulatory domain or country. It is the installer's responsibility to check local regulations.



## Application Example



The UAP-AC-M utilizes the same antenna connector technology as airMAX® antennas.<sup>2</sup>

# Hardware Overview

## Model: UAP-AC-M-PRO

The UAP-AC-M-PRO provides simultaneous, dual-band, 3x3 MIMO technology and is available in single- and five-packs\*.

**Weather-Resistant Form Factor** The enclosure of the UAP-AC-M-PRO is designed to withstand the elements, making it ideal for outdoor deployment.

**Powerful Coverage** Built-in dual-band omnidirectional antennas deliver expanded range coverage outdoors.

**Mounting Flexibility** The UAP-AC-M-PRO can be mounted on a wall or pole. (All accessories are included.)

**Dual Gigabit Ethernet Ports** The primary port is for data and PoE; the secondary port is for bridging.

**Multiple Power Options** You can power the UAP-AC-M-PRO with an 802.3af compatible switch, UniFi PoE Switch, or the included Gigabit PoE adapter\*.

\* Five-packs do not ship with PoE adapters; we recommend powering the UniFi APs with the UniFi PoE Switch instead.



## Application Example



*The UniFi AC M Pro APs cover the quad and park on a university campus.*

# UAP-AC-M Specifications

UAP-AC-M	
Dimensions	353 x 46 x 34.4 mm (13.9 x 1.81 x 1.35")
Weight	152 g (5.36 oz) with Antennas
Networking Interface	(1) 10/100/1000 Ethernet Port
Buttons	Reset
Power Method	24V Passive PoE (Pairs 4, 5+; 7, 8 Return); 802.3af Alternative A (Pairs 1, 2+; 3, 6 Return) (Supported Voltage Range: 44 to 57VDC)
Power Supply	24V, 0.5A Gigabit PoE Adapter*
Power Save	Supported
Maximum Power Consumption	8.5W
Maximum TX Power	
2.4 GHz	20 dBm
5 GHz	20 dBm
Antennas	(2) External Dual-Band Omni Antennas
2.4 GHz	3 dBi
5 GHz	4 dBi
Wi-Fi Standards	802.11 a/b/g/n/r/k/v/ac
Wireless Security	WEP, WPA-PSK, WPA-Enterprise (WPA/WPA2, TKIP/AES)
BSSID	Up to 8 per Radio
Mounting	Wall/Pole/Fast-Mount (Kits Included)
Operating Temperature	-30 to 70° C (-22 to 158° F)
Operating Humidity	5 to 95% Noncondensing
Certifications	CE, FCC, IC

\* Only the single-pack of the UAP-AC-M includes a PoE adapter.

Advanced Traffic Management	
VLAN	802.1Q
Advanced QoS	Per-User Rate Limiting
Guest Traffic Isolation	Supported
WMM	Voice, Video, Best Effort, and Background
Concurrent Clients	250+

Supported Data Rates (Mbps)	
Standard	Data Rates
802.11ac	6.5 Mbps to 867 Mbps (MCS0 - MCS9 NSS1/2, VHT 20/40/80)
802.11n	6.5 Mbps to 300 Mbps (MCS0 - MCS15, HT 20/40)
802.11a	6, 9, 12, 18, 24, 36, 48, 54 Mbps
802.11g	6, 9, 12, 18, 24, 36, 48, 54 Mbps
802.11b	1, 2, 5.5, 11 Mbps

# UAP-AC-M-PRO Specifications

UAP-AC-M-PRO	
Dimensions	343.2 x 181.2 x 60.2 mm (13.51 x 7.13 x 2.37")
Weight	633 g (1.40 lb)
Networking Interface	(2) 10/100/1000 Ethernet Ports
Buttons	Reset
Power Method	802.3af PoE (Supported Voltage Range: 44 to 57VDC)
Power Supply	48V, 0.5A PoE Gigabit Adapter*
Power Save	Supported
Maximum Power Consumption	9W
Maximum TX Power	
2.4 GHz	22 dBm
5 GHz	22 dBm
Antennas	(3) Internal Dual-Band Antennas 8 dBi
Wi-Fi Standards	802.11 a/b/g/n/r/k/v/ac
Wireless Security	WEP, WPA-PSK, WPA-Enterprise (WPA/WPA2, TKIP/AES)
BSSID	Up to 8 per Radio
Mounting	Wall/Pole (Pole Kit Included)
Operating Temperature	-40 to 70° C (-40 to 158° F)
Operating Humidity	5 to 95% Noncondensing
Certifications	CE, FCC, IC





\* Only the single-pack of the UAP-AC-M-PRO includes a PoE adapter.

Advanced Traffic Management	
VLAN	802.1Q
Advanced QoS	Per-User Rate Limiting
Guest Traffic Isolation	Supported
WMM	Voice, Video, Best Effort, and Background
Concurrent Clients	250+

Supported Data Rates (Mbps)	
Standard	Data Rates
802.11ac	6.5 Mbps to 1300 Mbps (MCS0 - MCS9 NSS1/2/3, VHT 20/40/80)
802.11n	6.5 Mbps to 450 Mbps (MCS0 - MCS23, HT 20/40)
802.11a	6, 9, 12, 18, 24, 36, 48, 54 Mbps
802.11g	6, 9, 12, 18, 24, 36, 48, 54 Mbps
802.11b	1, 2, 5.5, 11 Mbps

# UniFi Switch Compatibility

The UniFi switches are compatible with UniFi Access Points and UniFi G3 Video Cameras, as detailed below.

AP/Camera Model	US-8	US-8-60W	US-8-150W	US-16-150W	US-24-250W	US-24-500W	US-48-500W	US-48-750W
UVC-G3			✓	✓	✓	✓	✓	✓
UVC-G3-AF	✓	✓	✓	✓	✓	✓	✓	✓
UVC-G3-DOME	✓	✓	✓	✓	✓	✓	✓	✓
UAP			✓	✓	✓	✓	✓	✓
UAP-LR			✓	✓	✓	✓	✓	✓
UAP-PRO	✓	✓	✓	✓	✓	✓	✓	✓
UAP-AC-LITE	✓	✓	✓	✓	✓	✓	✓	✓
UAP-AC-LR	✓	✓	✓	✓	✓	✓	✓	✓
UAP-AC-PRO	✓	✓	✓	✓	✓	✓	✓	✓
UAP-AC-M	✓	✓	✓	✓	✓	✓	✓	✓
UAP-AC-M-PRO	✓	✓	✓	✓	✓	✓	✓	✓
UAP-AC-IW*	✓	✓	✓	✓	✓	✓	✓	✓
UAP-AC-IW-PRO*	✓	✓	✓	✓	✓	✓	✓	✓
UAP-AC-HD	–	–	✓	✓	✓	✓	✓	✓

✓ Compatible with the UniFi switch

 Requires an Instant 802.3af Gigabit PoE Converter: INS-3AF-I-G  or INS-3AF-O-G 

Note:

\* For the UAP-AC-IW and UAP-AC-IW-PRO, PoE passthrough is supported by all of the switches listed above except for models US-8 and US-8-60W.

## Related Product Datasheets



UniFi Switch 8, UniFi Switch 8-60W:

[dl.ubnt.com/datasheets/unifi/UniFi\\_Switch\\_8\\_DS.pdf](https://dl.ubnt.com/datasheets/unifi/UniFi_Switch_8_DS.pdf)



UniFi PoE Switches:

[dl.ubnt.com/datasheets/unifi/UniFi\\_PoE\\_Switch.pdf](https://dl.ubnt.com/datasheets/unifi/UniFi_PoE_Switch.pdf)

Specifications are subject to change. Ubiquiti products are sold with a limited warranty described at: [www.ubnt.com/support/warranty](http://www.ubnt.com/support/warranty). The limited warranty requires the use of arbitration to resolve disputes on an individual basis, and, where applicable, specify arbitration instead of jury trials or class actions.

©2015-2019 Ubiquiti Networks, Inc. All rights reserved. Ubiquiti, Ubiquiti Networks, the Ubiquiti U logo, the Ubiquiti beam logo, airMAX, airOS, EdgePoint, and UniFi are trademarks or registered trademarks of Ubiquiti Networks, Inc. in the United States and in other countries. Apple and the Apple logo are trademarks of Apple Inc., registered in the U.S. and other countries. App Store and the Apple logo are trademarks of Apple Inc., registered in the U.S. and other countries. Google, Android, and Google Play are trademarks of Google LLC. All other trademarks are the property of their respective owners.

Planning and Compulsory Purchase Act 2004 (as amended)

Town and Country Planning (Local Planning) (England) Regulations 2012 (Reg. 19)

Wiltshire Local Plan Pre-Submission Draft 2020-2038 (September 2023)

## **Statement of the Representations Procedure and availability of documents**

---

If you have a comment to make about the Wiltshire Local Plan ('the Plan'), it is important that we hear from you. To those not familiar with the planning system, the consultation and representation form can appear complicated and technical, so we have prepared this guide to provide explanation of the process and terms used alongside information on how to comment and where to find information.

This guidance document sets out the items described in 1) – 9) below:

### **1) Title of document**

Title of the development plan document published for consultation.

### **2) Subject matter**

What the document plan document published for consultation is about.

### **3) Period for submission of representations**

When the period of consultation starts and closes.

### **4) Where to view the plan and supporting documents (statement of fact)**

Webpage link and list of locations where consultation documents can be found.

### **5) Things to consider when making a representation**

Regarding 'soundness' and legal compliance.

### **6) How to submit your representation**

Online, by email or by post.

### **7) Notification of next stages and what happens next**

Tell us if you want to be notified.

### **8) Contact for more information**

Email, phone, and postal address of the spatial planning policy team.

### **9) Representation form**

Explanation and example of representation form.

## 1) Title of document

Wiltshire Local Plan 2020-2038 (September 2023)

This is the pre-submission draft published for the Regulation 19 consultation.

## 2) Subject matter

The Plan has been informed by consultations that took place between 2017 and 2021 and is a review of the current Wiltshire Core Strategy, building on existing objectives and spatial strategy to address Wiltshire's need for new homes, jobs and infrastructure over the period 2020 to 2038. It includes proposals for new allocations for housing and employment. In preparing the draft Plan, the following has also been considered:

- updating of existing Wiltshire Core Strategy development management policies, used to inform planning applications for development, to ensure their continued consistency with national policy;
- the introduction of further detailed development management policies, for instance to help tackle climate change and achieve biodiversity net gain, as part of a review of the saved development management policies not replaced by the Wiltshire Core Strategy; and
- developing additional locally distinctive policies to plan positively for all town centres in Wiltshire consistent with national policy.

If adopted, the Plan will form part of the development plan for Wiltshire and guide decisions on future development.

The proposed submission documents include: the draft Plan, the draft Sustainability Appraisal report (incorporating requirements of the Environmental Assessment of Plans and Programmes Regulations 2004), the draft Habitat Regulations Assessment and other supporting documents. In line with the council's Statement of Community Involvement, the consultation period allows for comments to also be made on the draft Sustainability Appraisal report.

The role of this consultation is to provide the opportunity for representations to be made on the 'soundness' and legal compliance of the plan before it is submitted to the Secretary of State for Examination. See Item 5 below for more information.

## 3) Period for submission of representations

The period for submitting representations relating to the draft Plan begins **9am Wednesday 27 September 2023** and lasts for 8 weeks, closing at **5pm on Wednesday 22 November 2023**. Representations received beyond this date may not be considered.



#### **4) Where to view the plan and supporting documents (statement of fact)**

You can view and download the Plan and the supporting documents on the council's website here: [www.wiltshire.gov.uk/local-plan](http://www.wiltshire.gov.uk/local-plan)

Hard copied of the Plan and supporting documents will be available to view during normal office hours at the Council's main offices:

- Monkton Park, Chippenham, Wiltshire, SN15 1ER (9am to 5pm, Monday to Friday)
- Bourne Hill, The Council House, Bourne Hill, Salisbury, Wiltshire, SP1 3UZ (9am to 5pm, Monday to Friday)
- County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN (9am to 5pm Monday to Friday)

The following documents: the draft Plan; the draft Sustainability Appraisal Report (incorporating requirements of the Environmental Assessment of Plans and Programmes Regulations 2004) and the draft Habitat Regulations Assessment, will be made available to view at the following libraries during normal opening hours:

- Amesbury Library, Smithfield Street, Amesbury, Wiltshire, SP4 7AL
- Bradford On Avon Library, Bridge Street, Bradford On Avon, Wiltshire, BA15 1BY
- Calne Library, The Strand, Calne, Wiltshire, SN11 0JU
- Chippenham Library, Timber Street, Chippenham, Wiltshire, SN15 3EJ
- Springfield Community Campus, Beechfield Road, Corsham, Wiltshire, SN13 9DN
- Devizes Library, Sheep Street, Devizes, Wiltshire, SN10 1DL
- Malmesbury Library, 24 Cross Hayes, Malmesbury, Wiltshire, SN16 9BG
- Marlborough Library, 91 High Street, Marlborough, Wiltshire, SN8 1HD
- Melksham Community Campus, Market Place, Melksham, Wiltshire, SN12 6ES
- Pewsey Library, Aston Close, Pewsey, Wiltshire, SN9 5EQ
- Royal Wootton Bassett Library, Borough Fields, Royal Wootton Bassett, Wiltshire, SN4 7AX
- Salisbury Library, Market Walk, Salisbury, Wiltshire, SP1 1BL
- Tidworth Library, Nadder Road, Tidworth, Wiltshire, SP9 7QA
- Tisbury Library, Nadder Community Campus, Weaveland Road, Tisbury, Wiltshire, SP3 6HJ
- Trowbridge Library, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN
- Warminster Library, Three Horseshoes Walk, Warminster, Wiltshire, BA12 9BT
- Westbury Library, Westbury House, 15 Edward Street, Westbury, Wiltshire, BA13 3BD

Information on library opening times can be found at:

<https://apps.wiltshire.gov.uk/librariesinformation>

Electronic access to all submission documents will be available at all Wiltshire Council libraries.

If you require the consultation documents in an alternative format, please contact [spatialplanningpolicy@wiltshire.gov.uk](mailto:spatialplanningpolicy@wiltshire.gov.uk).

Physical copies of documents can be provided to individuals if requested. The printing and postage costs will be incurred by those requesting additional copies. If you wish to make a purchase, please contact [spatialplanningpolicy@wiltshire.gov.uk](mailto:spatialplanningpolicy@wiltshire.gov.uk).

There will be a live webinar on Tuesday 10 October at 6:30pm to 8pm and 16 drop-in events held around the county where you can ask questions and gain further information about the consultation. More information on these events can be found at: [www.wiltshire.gov.uk/local-plan](http://www.wiltshire.gov.uk/local-plan).

## **5) Things to consider when making a representation**

The Plan has been published by the Local Planning Authority (LPA) (Wiltshire Council) for representations to be made on it before it is submitted for examination by a Planning Inspector. The Planning and Compulsory Purchase Act 2004, as amended, states that the purpose of the examination is to consider whether the plan complies with the relevant legal requirements, including the duty to co-operate, and is sound. The Inspector will consider all representations on the plan that are made within the consultation period set by the LPA.

Specifically, we are asking people to consider the following when making representations:

i) Legal compliance.

This encompasses whether the Plan complies with the relevant legislation and regulations in the way it has been prepared and its content. Things to consider include the following before making a representation of legal compliance:

- The Plan should comply with all relevant requirements of the Planning and Compulsory Purchase Act 2004 (as amended) and the Town and Country Planning (Local Planning) (England) Regulations 2012, as amended.
- The plan should be included in the LPA's current Local Development Scheme<sup>1</sup> (LDS) and the key stages set out in the LDS should have been followed. The LDS is effectively a programme of work prepared by the LPA, setting out the plans it proposes to produce. It will set out the key stages in the production of any plans which the LPA proposes to bring forward for examination.

---

<sup>1</sup> Wiltshire Local Development Scheme (LDS), Wiltshire Council. For the latest Wiltshire local development scheme please visit: [Local Development Scheme - Wiltshire Council](#).

- The process of community involvement for the plan in question should be in general accordance with the LPA's Statement of Community Involvement<sup>2</sup> (SCI). The SCI sets out the LPA's strategy for involving the community in the preparation and revision of plans and the consideration of planning applications.
- The LPA is also required to provide a Sustainability Appraisal (SA) report when it publishes a plan. This should identify the process by which SA has been carried out, and the baseline information used to inform the process and the outcomes of that process. SA is a tool for assessing the extent to which the plan, when judged against reasonable alternatives, will help to achieve relevant environmental, economic and social objectives.
- The Habitats Regulations Assessment (HRA) will also be available and needs to be carried out for the Plan, in order to protect the integrity of internationally important nature conservation sites.

To access these documents, alongside other supporting documents, please go to: [www.wiltshire.gov.uk/local-plan](http://www.wiltshire.gov.uk/local-plan).

ii) Soundness.

The tests of soundness are set out in national policy (National Planning Policy Framework). Plans are sound if they are:

- (a) Positively prepared – providing a strategy which, as a minimum seeks to meet the area's objectively assessed needs, and is informed by agreements with other authorities, so that unmet need from neighbouring authorities is accommodated where it is practical to do so and is consistent with achieving sustainable development;
- (b) Justified – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
- (c) Effective - deliverable over the plan period and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and
- (d) Consistent with national policy – enabling the delivery of sustainable development in accordance with the policies in the NPPF.

If you think the content of the plan is not sound because it does not include a policy on a particular issue, you should go through the following steps before making representations:

- Is the issue with which you are concerned already covered specifically by national planning policy?

---

<sup>2</sup> Wiltshire Statement of Community Involvement, Wiltshire Council. For the latest Wiltshire statement of community involvement please visit: [Statement of Community Involvement - Wiltshire Council](#).

- Is the issue with which you are concerned already covered by another policy in the plan?
  - If the policy is not covered elsewhere, in what way is the Plan unsound without the policy?
  - If the Plan is unsound without the policy, what should the policy say?
- iii) Complies with the Duty to co-operate.

Section 33A of the PCPA requires the LPA to engage constructively, actively and on an ongoing basis with neighbouring authorities and certain other bodies over strategic matters during the preparation of the Plan. The LPA will be expected to provide evidence of how they have complied with the duty.

## 6) How to submit your representation

Representations can be submitted via the following means:

- Online via the council's consultation portal accessible via this link: [www.wiltshire.gov.uk/local-plan](http://www.wiltshire.gov.uk/local-plan)
- By email using the form available at: [www.wiltshire.gov.uk/local-plan](http://www.wiltshire.gov.uk/local-plan) and returned to [spatialplanningpolicy@wiltshire.gov.uk](mailto:spatialplanningpolicy@wiltshire.gov.uk); or
- By post in writing by using the form and sending this to: Spatial Planning, Planning Directorate, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

Representations should be made on the representation form. The use of the standard representation form is strongly recommended as this will ensure that comments are related to the matters relevant to the subsequent examination by a planning inspector. Further information on the representation form can be found in section 9 below.

If you wish to make a representation seeking a modification to the Plan you should set out clearly in what way you consider the Plan or part of the Plan is legally non-compliant or unsound, having regard as appropriate to the soundness criteria in section 5(ii) above. Your representation should be supported by evidence wherever possible. It will be helpful if you also say precisely how you think the Plan should be modified.

You should provide succinctly all the evidence and supporting information necessary to support your representation and your suggested modification. You should not assume that you will have a further opportunity to make submissions. Any further submissions after the plan has been submitted for examination may only be made if invited by the Inspector, based on the matters and issues they identify.

Where groups or individuals share a common view on the plan, it would be very helpful if they would make a single representation which represents that view, rather a large number of separate representations repeating the same points. In such cases the group should indicate how many people it is representing and how the representation has been authorised.

Please consider carefully how you would like your representation to be dealt with in the examination: whether you are content to rely on your written representation, or whether you wish to take part in hearing session(s). Only representors who are seeking a change to the plan have a right to be heard at the hearing session(s), if they so request. In considering this, please note that written and oral representations carry the same weight and will be given equal consideration in the examination process.

**Please note: all submitted representations will be made publicly available.**

To ensure an effective and fair examination, it is important that the Inspector and all other participants in the examination process are able to know who has made representations on the plan. The LPA will therefore ensure that the names of those making representations can be made available (including publication on the LPA's website) and taken into account by the Inspector.

The council therefore cannot accept anonymous representations – you must provide us with your name and contact details. Address details will not be made publicly available. All personal data will be handled in line with the council's Spatial Planning privacy policy. You can view the Council's privacy notice at <https://www.wiltshire.gov.uk/planning-privacy-notice>.

## **7) Notification of next stages and what happens next**

When making your representations using the representation form you will have the option to request to be notified via email, or at a postal address, of any of the following stages of the Plan's process:

- the submission of the Wiltshire Local Plan for independent examination;
- the publication of the planning inspector's report following examination of the Wiltshire Local Plan; and
- the adoption of the Wiltshire Local Plan.

If you wish to be kept informed of the above stages please double check that the contact details you include with your representation are correct so we can contact you regarding this.

Once the Regulation 19 representation period has closed, updates regarding the status of the Plan will be published on the council's planning policy webpages.

Any person who makes a submission during the Regulation 19 representation period who wishes to be kept informed of its progress will automatically be added to the spatial planning team's database and will be provided with updates on the progress of the Plan. If you wish to be removed from this database, please contact [SpatialPlanningPolicy@wiltshire.gov.uk](mailto:SpatialPlanningPolicy@wiltshire.gov.uk).

Following the end of the consultation period, the council will summarise the main issues raised and submit the Plan, accompanying evidence and all submitted representations to the Secretary of State, who will appoint an Inspector to undertake an independent examination. The Inspector will assess whether the Plan meets the relevant legal requirements, complies with the Duty to Cooperate, and is sound. This submission is anticipated to take place in quarter two 2024 with the examination and hearings anticipated to take place following this.

## **8) Contact for more information**

If you would like any further information on the Plan, proposed submission documents, or any of the supporting documents, please contact us via

- Telephone: 01225 713223
- Email: [SpatialPlanningPolicy@wiltshire.gov.uk](mailto:SpatialPlanningPolicy@wiltshire.gov.uk).
- Post: Spatial Planning, Planning Directorate, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

## **9) Representation form**

The representation form is split into two parts. Part A (personal details) of the form is where you provide your personal details. Please fill out as many parts of this section of the form as you can. We need this information to ensure that we can keep you informed about the next stages in the Plan's preparation. When the Plan is examined, the government-appointed Inspector may also wish to ask you for more information relating to your comments, or invite you to attend hearing sessions - where you will be given the opportunity to put your views to the Inspector and contribute to the discussion on the issues that you have raised.

Part B of the form is where you provide details of the representation you are making. This should identify which Local Plan policy/section/paragraph and/or proposed submission document section/paragraph the representation refers to.

Wherever possible it is encouraged that you submit comments online via the council's consultation portal accessible via this link: [www.wiltshire.gov.uk/local-plan](http://www.wiltshire.gov.uk/local-plan). The representation form can also be downloaded from the council's website [www.wiltshire.gov.uk/local-plan](http://www.wiltshire.gov.uk/local-plan).

A copy of the representation form can be found overleaf.

## Wiltshire Local Plan

### Publication Stage Representation Form

Ref:

(For official use only)

**Please return to Wiltshire Council, by 5pm on Wednesday 22<sup>nd</sup> November 2023.**

**By post to:** Spatial Planning, Planning Directorate, Wiltshire Council, County Hall,  
Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

**By e-mail to:** [spatialplanningpolicy@wiltshire.gov.uk](mailto:spatialplanningpolicy@wiltshire.gov.uk)

**For further information please visit:** [www.wiltshire.gov.uk/local-plan](http://www.wiltshire.gov.uk/local-plan) **or Tel:** 01225 713223

This form has two parts:

Part A – Personal details

Part B – Your representation(s). Please use a separate sheet for each representation.

### Part A – Personal details

*Please note the following:*

- *We cannot register your representation without your details.*
- *Representations cannot be kept confidential and will be available for public scrutiny, however, your contact details will not be published.*
- *All information will be sent for examination by an independent inspector.*
- *All personal data will be handled in line with the Council's Privacy Policy on Spatial Planning matters. You can view the Spatial Planning privacy notice at <https://www.wiltshire.gov.uk/planning-privacy-notice>.*

*\*if an agent is appointed, please fill in your Title, Name and Organisation but the full contact details of the agent must be completed.*

	1. Personal details	2. Agent's details (if applicable)*
Title		
First name		
Last name		
Job title (where relevant)		
Organisation (where relevant)		
Address Line 1		
Address Line 2		
Address Line 3		
Address Line 4		
Postcode		
Telephone Number		
Email Address		



**Part B – Please use a separate sheet for each representation.**

**Please note**, in your representation you should provide succinctly all the evidence and supporting information necessary to support your representation and your suggested modification(s). You should not assume that you will have a further opportunity to make submissions.

After this stage, further submissions may only be made if invited by the Inspector, based on the matters and issues he or she identifies for examination.

3. To which part of the Wiltshire Local Plan does this representation relate?

Policy:	Paragraph:	Table:	Figure:
Site:		Other:	

4. Do you consider the Wiltshire Local Plan is:

(i) Legally compliant	Yes:		No:	
(ii) Sound	Yes:		No:	
(iii) Complies with the duty to co-operate	Yes:		No:	
<i>Please indicate with an 'X' as appropriate</i>				

4b. If you think the Wiltshire Local Plan is not sound, please indicate the reason(s) why:

(1) Not positively prepared	
(2) Not justified	
(3) Not effective	
(4) Not consistent with national policy	
<i>Please indicate with an 'X' as appropriate</i>	

*See separate statement of representation procedure (guidance note) for further information on 'soundness'.*

5. Please give details of why you consider the Wiltshire Local Plan is not legally compliant or is unsound or fails to comply with the duty to co-operate. Please be as precise as possible.  
If you wish to support the legal compliance or soundness of the Wiltshire Local Plan or its compliance with the duty to co-operate, please also use this box to set out your comments.

--



*(Continue on a separate sheet/expand box if necessary)*

5a. If you wish to make a separate representation, relating to legal compliance, soundness or the duty to cooperate in relation to the accompanying Sustainability Appraisal (SA), please make them here.

*(Continue on a separate sheet/expand box if necessary)*

6. Please set out the modification(s) you consider necessary to make the Wiltshire Local Plan legally compliant and sound, in respect of any legal compliance or soundness matters you have identified at 5 above. (Please note that non-compliance with the duty to co-operate is incapable of modification at examination). You will need to say why each modification will make the Wiltshire Local Plan legally compliant or sound. It will be helpful if you are able to put forward your suggested revised wording of any policy or text. Please be as precise as possible.

*(Continue on a separate sheet/expand box if necessary)*

7. If your representation is seeking a modification to the plan, do you consider it necessary to participate in examination hearing session(s)?

	<b>No</b> , I do not wish to participate in hearing session(s)		<b>Yes</b> , I wish to participate in hearing session(s)
--	--	--	--

8. If you wish to participate in the hearing session(s), please outline why you consider this to be necessary:

<i>(Continue on a separate sheet/ expand box if necessary)</i>
<i>Please note the Inspector will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to participate in hearing session(s). You may be asked to confirm your wish to participate when the Inspector has identified the matters and issues for examination.</i>

9. Do you wish to be notified of any of the following?

*Please tick all that apply.*

The submission of the Wiltshire Local Plan Review for Independent Examination	
The publication of the report of the Inspector appointed to carry out the examination	
The adoption of the Local Plan Review	

Please ensure that we have either an up-to-date email address or postal address at which we can contact you.

Signature:		Date:	
------------	--	-------	--

## **Planning and Compulsory Purchase Act 2004**

### **The Town and Country Planning (Local Planning) (England) Regulations 2012 (Regulation 19)**

### **The Environmental Assessment of Plans and Programmes Regulations 2004**

#### **Notice of Publication of the draft Wiltshire Local Plan**

Notice is hereby given that Wiltshire Council has published the draft Wiltshire Local Plan ("the draft Plan") which is a Development Plan Document, for a formal 8-week consultation period beginning on **Wednesday 27 September 2023**, during which representations can be made.

Following consultation, the Council will register and consider the comments received before submitting the draft Plan to the Secretary of State for Levelling up, Housing and Communities.

The draft Plan has been informed by consultations that took place between 2017 and 2021 and is a review of the current Wiltshire Core Strategy, building on existing objectives and spatial strategy to address Wiltshire's needs for new homes, jobs and infrastructure over the period 2020 to 2038. It includes proposals for new allocations for housing and employment. In preparing the draft Plan, existing Wiltshire Core Strategy policies and those retained from the former district councils have been reviewed and either deleted or incorporated and/or updated into the draft Plan. If adopted the draft Plan will form part of the development plan for Wiltshire and guide decisions on future development.

The proposed submission documents include: the draft Plan, the draft Sustainability Appraisal report (incorporating requirements of the Environmental Assessment of Plans and Programmes Regulations 2004), the draft Habitat Regulations Assessment and a number of other supporting documents. In line with the Council's Statement of Community Involvement the consultation period allows for comments to also be made on its draft Sustainability Appraisal report.

The period for submitting representations relating to the draft Plan begins **9am Wednesday 27 September 2023** and lasts for 8 weeks, closing at **5pm on Wednesday 22 November 2023**. Representations received beyond this date may not be considered. A statement of the representations procedure (guidance note) explaining how to comment can be viewed alongside the proposed submission documents. Please note that copies of all comments (including your personal details) will be made available for the public to view, and therefore cannot be treated as confidential. Anonymous comments cannot be accepted.

The proposed submission documents can be viewed at: [www.wiltshire.gov.uk/local-plan](http://www.wiltshire.gov.uk/local-plan) and during normal office hours at the Council's main offices: Monkton Park (Chippenham), Bourne Hill (Salisbury) and County Hall (Trowbridge).

The following documents: the draft Plan; the draft Sustainability Appraisal Report (incorporating requirements of the Environmental Assessment of Plans and Programmes Regulations 2004) and; the draft Habitat Regulations Assessment, will be made available to view at the following libraries during normal opening hours: Amesbury, Bradford on Avon, Calne, Chippenham, Corsham, Devizes, Malmesbury, Marlborough, Melksham, Pewsey, Royal Wootton Bassett, Salisbury, Tidworth, Tisbury, Trowbridge, Warminster, and Westbury.

Electronic access to all submission documents will be available at all Wiltshire Council libraries.

Representations can be submitted via the following means:

- online via the Council's consultation portal accessible via this link: [www.wiltshire.gov.uk/local-plan](http://www.wiltshire.gov.uk/local-plan)
- by email using the form available at: [www.wiltshire.gov.uk/local-plan](http://www.wiltshire.gov.uk/local-plan) and returned to [spatialplanningpolicy@wiltshire.gov.uk](mailto:spatialplanningpolicy@wiltshire.gov.uk); or
- by post in writing to: Spatial Planning, Planning Directorate, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

The form has an accompanying statement of the representations procedure (guidance note) to assist in its completion. Please use a separate form for each representation you wish to make.

Any representation may be accompanied by a request to be notified at a specified address (email/postal) of any of the following: that the draft Plan has been submitted to the Secretary of State for independent examination; that the Inspector's Report (including any recommendations) into the draft Plan has been published; and that the draft Plan has been adopted.

There will be a live webinar on Tuesday 10 October at 6:30pm to 8:00pm and 16 drop-in events held around the county where you can ask questions and gain further information about the consultation. More information on these events can be found at: [www.wiltshire.gov.uk/local-plan](http://www.wiltshire.gov.uk/local-plan).

If you require more information or would like to request copies of documents, please contact Spatial Planning via email ([spatialplanningpolicy@wiltshire.gov.uk](mailto:spatialplanningpolicy@wiltshire.gov.uk)), phone (01225 713223) or post to Spatial Planning, Planning Directorate, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN. Please note that there will be a fee for providing any documents requested.

Nic Thomas

Director of Planning

# Wiltshire Local Council Fund Proposal - EV charging Melksham Town Council



Prepared by: **Rob Dickin, EVCI Account Manager**

Reference: **WC\_LC-MTC03**

Date: **17<sup>th</sup> October 2023**

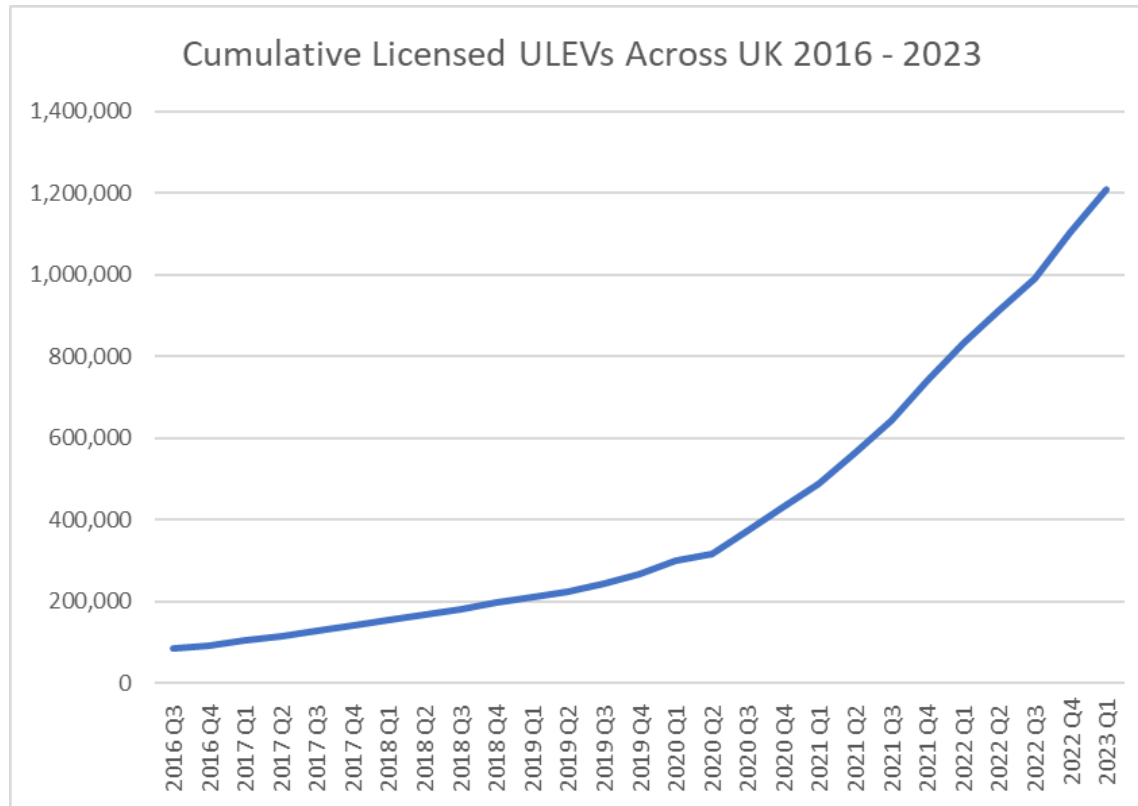
# Executive Summary

---

- Joju Charging undertook a feasibility study in summer 2023 to explore the potential to provide public EV charging for residents and visitors at the Church Street Car Park, Avonside Enterprise Park, Bath Road Car Park, King George V Playing Field Car Park, Lowbourne Car Park and Union Street Car Park in Melksham, via the Wiltshire Council EVCI contract.
- Following discussions with Joju's funding partner, Mer, this proposal includes the options of installing fully funded rapid chargers in the Church Street Car Park and Bath Road Car Park, as well as installing council funded fast chargers in Avonside Enterprise Park, King George V Playing Field Car Park and Union Street Car Park.
- Lowbourne Car Park has been omitted for now due to possible development in the short term.
- This proposal has been updated to include installation costs at the five car parks, and the expected return on investment for the council.
- All costs are dependent on further assessment following site visits.

# The rise of the EV

Page 93



- Ultra low emission vehicles (ULEVs) registered for the first time across the UK, includes battery electric, plug-in hybrid electric and fuel cell electric vehicles.
- Data source: Data Table VEH0132 <https://www.gov.uk/government/statistical-data-sets/vehicle-licensing-statistics-data-tables>



# The rise of the EV

## YEAR TO DATE

	YTD 2023	YTD 2022	% change	Mkt share -23	Mkt share -22
<b>Diesel</b>	56,686	67,023	-15.4%	3.9%	5.5%
<b>Petrol</b>	595,946	525,799	13.3%	41.0%	43.5%
<b>MHEV diesel</b>	54,249	56,058	-3.2%	3.7%	4.6%
<b>MHEV petrol</b>	224,934	167,486	34.3%	15.5%	13.9%
<b>BEV</b>	238,544	175,614	35.8%	16.4%	14.5%
<b>PHEV</b>	98,993	73,961	33.8%	6.8%	6.1%
<b>HEV</b>	182,556	142,427	28.2%	12.6%	11.8%
<b>TOTAL</b>	<b>1,451,908</b>	<b>1,208,368</b>	<b>20.2%</b>		

**BEV** - Battery Electric Vehicle; **PHEV** - Plug-in Hybrid Electric Vehicle; **HEV** - Hybrid Electric Vehicle, **MHEV** - Mild Hybrid Electric Vehicle

- Data source (September 2023): <https://www.smmmt.co.uk/vehicle-data/car-registrations/>



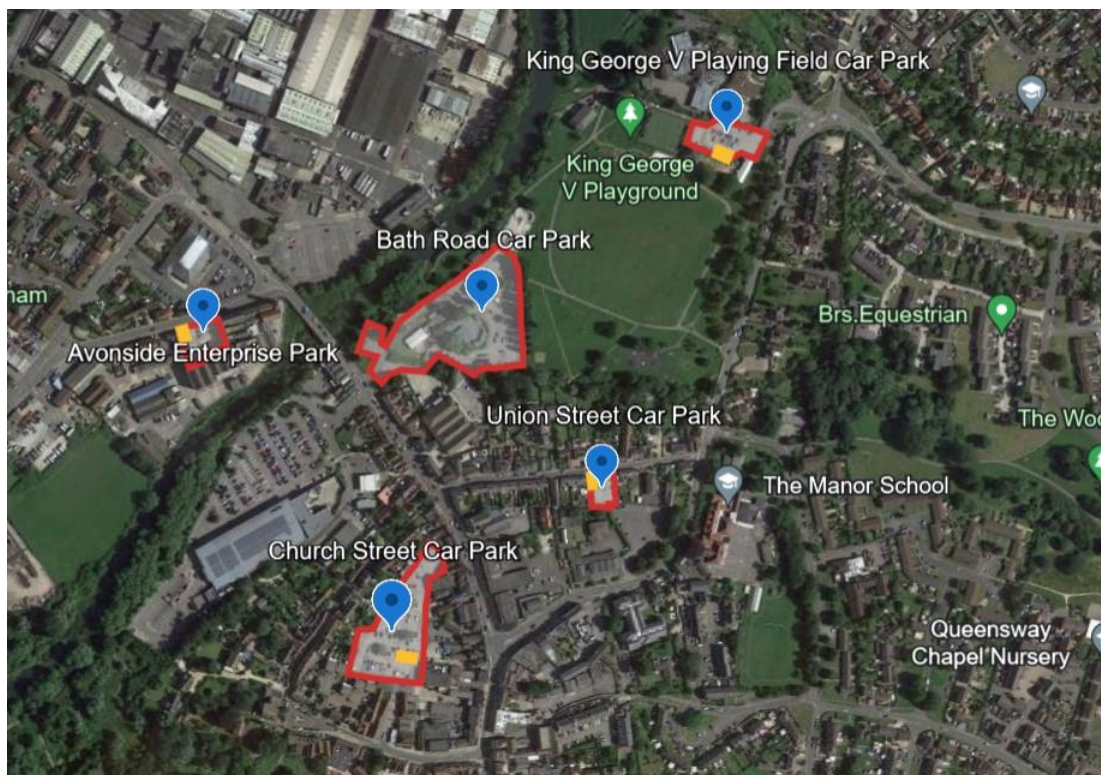
# Future planning of EV infrastructure

---

- The Government has announced plans to ban the sale of new internal combustion engine cars and vans from 2035 and the date for plug-in hybrid vehicles has yet to be announced
  - By 2030 it is predicted that around a third of cars on the road will be electric
  - Many local authorities across the country are looking to install EV charging infrastructure to meet demand as the number of EVs increase
- Central government funding has recently been increased with the introduction of the LEVI (Local Electric Vehicle Infrastructure) fund

# Proposed Sites Content

Site Name	Address	Grid Reference	Post Code	Pages
Avonside Enterprise Park	New Broughton Road	51.376361 , -2.1413190	SN12 8AD	7, 8
King George V Car Park	Lowbourne	51.377202 , -2.1341994	SN12 7ED	7, 9
Union Street Car Park	Union Street	51.374789 , -2.1364205	SN12 7PR	7, 10
Bath Road Car Park	Bath Road	51.376340 , -2.1377490	SN12 6LP	13, 14
Church Street Car Park	Church Street	51.373569 , -2.1390220	SN12 6LS	13, 15



# Project Summary – Council Funded Fast Chargers

- The proposal is for all fast charger installation costs, including annual maintenance, repairs and back office systems, will be paid by Melksham Town Council
- The tables below show the project costs and emissions savings
- Installation costs include equipment, civil works, bay marking, impact protection and signage.
- The installation programme for these sites can be phased as required by the council

Site	Supply	Type of EVCP	No. of EVCP Sockets	DNO	Capital and Installation Cost (incl. DNO)	Wiltshire Council Grant Contribution	Annual Back Office Subscription	Annual Maintenance Cost	Total Yr 1
Avonside Enterprise Park, Melksham, SN12 8AD	New	Alfen Eve Dual 22kW 2FC	4	£3,721.10	£19,815.00	~£2,500.00	£576.00	£300.00	£18,191.00
King George V Car Park, Melksham, SN12 7ED	New	Alfen Eve Dual 22kW 2FC	4	£674.54	£16,718.16	~£2,500.00	£576.00	£300.00	£15,094.16
Union Street Car Park, Melksham, SN12 7PR	New	Alfen Eve Dual 22kW 2FC	4	£11,873.94	£29,238.20	~£2,500.00	£576.00	£300.00	£27,614.20
<b>Total</b>			<b>12</b>	<b>£16,269.58</b>	<b>£65,771.36</b>	<b>~£7,500.00</b>	<b>£1,728.00</b>	<b>£900.00</b>	<b>£60,899.36</b>

- NB: Please allow for additional £1,000 per DNO as quotes require refresh by SSE

Site	Estimated kWhs (Yr 1)	NO <sub>x</sub> g saved per annum vs 50% gasoline and 50% diesel cars	PM <sub>10</sub> g saved per annum vs 50% gasoline and 50% diesel cars	CO <sub>2</sub> kg saved per annum vs 50% gasoline and 50% diesel cars
Avonside Enterprise Park, Melksham, SN12 8AD	7216.00	11878.13	204.63	6267.70
King George V Car Park, Melksham, SN12 7ED	7216.00	11878.13	204.63	6267.70
Union Street Car Park, Melksham, SN12 7PR	7216.00	11878.13	204.63	6267.70
<b>Total</b>	<b>21648.00</b>	<b>35634.40</b>	<b>613.90</b>	<b>18803.09</b>

# Avonside Enterprise Park



- Council funded site
- New supply connection with the capacity to support:
  - Two type 2 A/C dual socket Alfen EVE 22kW unit
- Five bays are converted to four accessible EV charging bays
- Visible location, and can be expanded in future as required

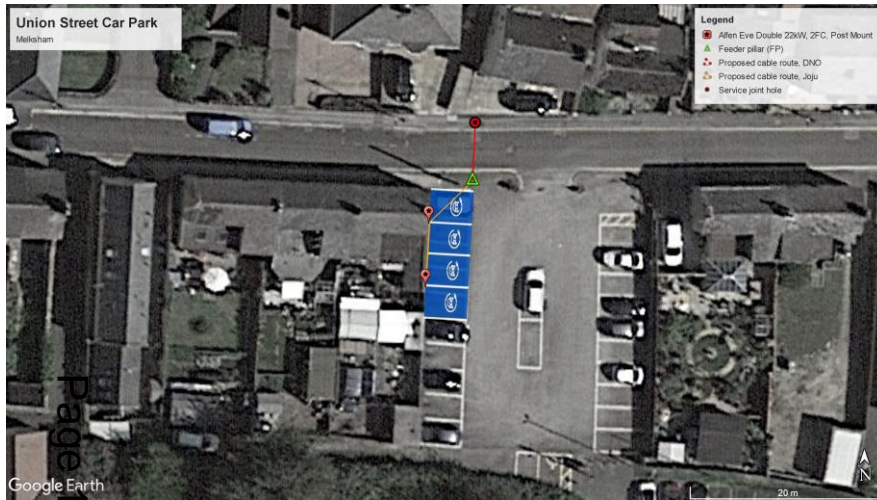


# King George V Car Park



- New supply connection with the capacity to support:
  - Two type 2 A/C dual socket Alfen EVE 22kW unit
- Five bays converted to four accessible EV charging bays
- Visible location, and can be expanded in future as required

# Union Street Car Park



- New Supply Connection with the capacity to support:
  - Two type 2 A/C dual socket Alfen EVE 22kW units
- Five bays converted to four accessible EV charging bays
- Visible location, and can be expanded in future as required
- Expensive DNO costs due to road crossing for connection to the LV network
- Explore ORCS funding which can provide up to 60% of capital costs

# Return on Investment – Fast Charger Sites

Site	Gross Revenue	Revenue excl. VAT	10% back office transaction fee	Council-funded ROI (Years)
Avonside Enterprise Park, Melksham, SN12 8AD	£3,968.80	£3,175.04	£317.50	5
King George V Car Park, Melksham, SN12 7ED	£3,968.80	£3,175.04	£317.50	5
Union Street Car Park, Melksham, SN12 7PR	£3,968.80	£3,175.04	£317.50	4
<b>Total</b>	<b>£11,906.40</b>	<b>£9,525.12</b>	<b>£952.51</b>	

- Page 101
- Capital and installation costs (CAIC), back-office costs, maintenance costs, and revenue calculations detailed above have been used to calculate returns on investment (ROI) from the charge points.
  - The ROI is calculated as the year in which cumulative profit has repaid the CAIC.
  - Each year it is estimated that the number of charging events and the kWh drawn from each session will increase.
  - It is also estimated that the cost of energy will increase in line with inflation.
  - Year on year, the generated revenue will improve.
  - NB: This calculation is not guaranteed. Estimations of usage have been made based on installed EV chargepoints in similar locations, energy prices, trends and capacity of car batteries over time.**

# Scope for Future Development – Fast Chargers

---

- The fast chargers detailed above will begin to cater for those EV drivers requiring slower charging over a longer period of time.
- This will also assist those who don't have their own off-street parking and can't charge at home
- Future expansion could be achieved pending increased capacity from the DNO at these sites or may require investment in upgrading substations.
- Some of the reinforcement required to install further chargers may happen over time as the DNO upgrade their capacity in the town.
- Experience in other locations demonstrate that expansion will be required at some point as the number of EV drivers increase.



# Project Summary – Mer Funded Rapid Chargers

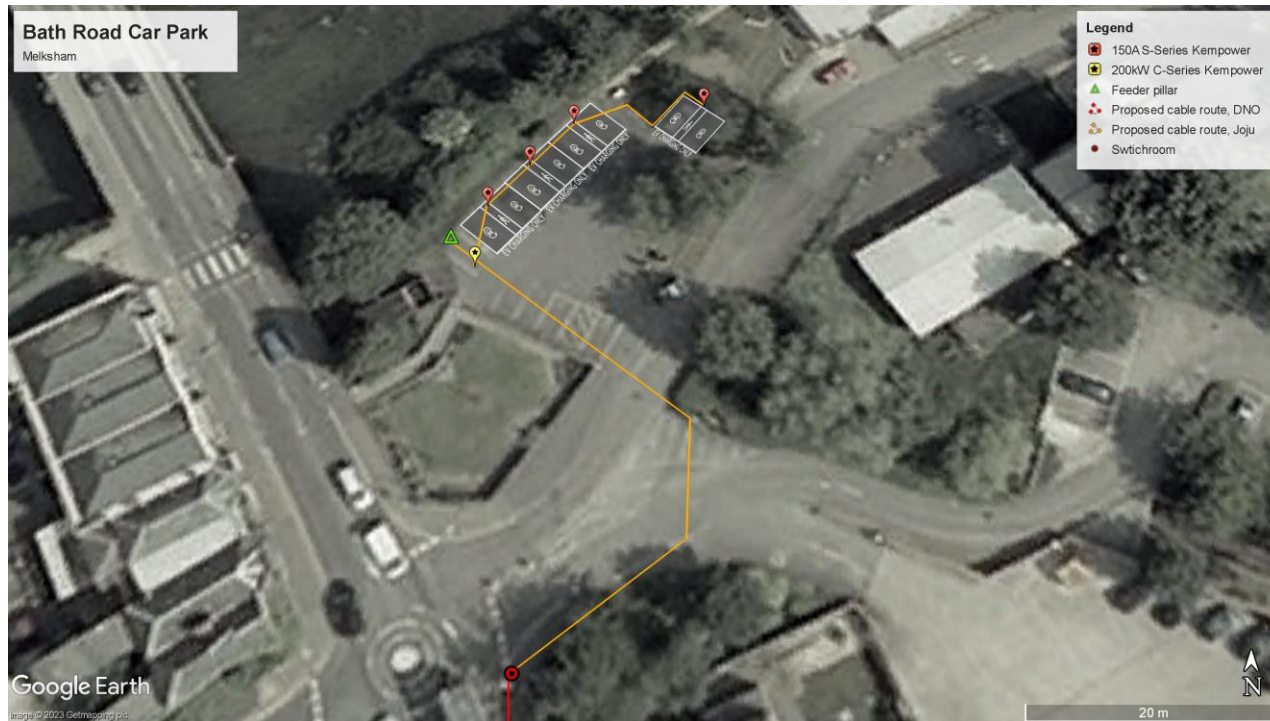
- The proposal is for Joju's funding partner, Mer, to fully fund two rapid charging hubs. One in Bath Road Car Park and one in Church Street Car Park.
- This would bring a substantial private investment in charging infrastructure to Melksham.
- Mer would look to secure a 15 year lease at the sites in return for their investment
- The tables below show the installation costs and emissions savings

Site	EVCPs	No. of EVCP Sockets	Capital and Installation Cost Total (incl. DNO)	Annual Operations & Maintenance	Annual Back-office Subscription	Total Yr 1
Bath Road Car Park	200 Kempower Stack	8	£164,586.24	£3,000.00	£1,344.00	£168,930.24
Church Street Car Park	200 Kempower Stack	8	£120,599.17	£3,000.00	£1,344.00	£124,943.17
<b>Total (Yr 1)</b>			<b>£285,185.41</b>	<b>£3,000.00</b>		<b>£293,873.41</b>

Site	Estimated kWhs (Yr 1)	NOx g saved per annum vs 50% gasoline and 50% diesel cars	PM10 g saved per annum vs 50% gasoline and 50% diesel cars	CO2 kg saved per annum vs 50% gasoline and 50% diesel cars
Bath Road Car Park	40,782.34	96,595.42	4,519.11	39,111.52
Church Street Car Park	40,782.34	96,595.42	4,519.11	39,111.52
<b>Total (Yr 1)</b>	<b>81,564.67</b>	<b>193,190.83</b>	<b>9,038.23</b>	<b>78,223.04</b>

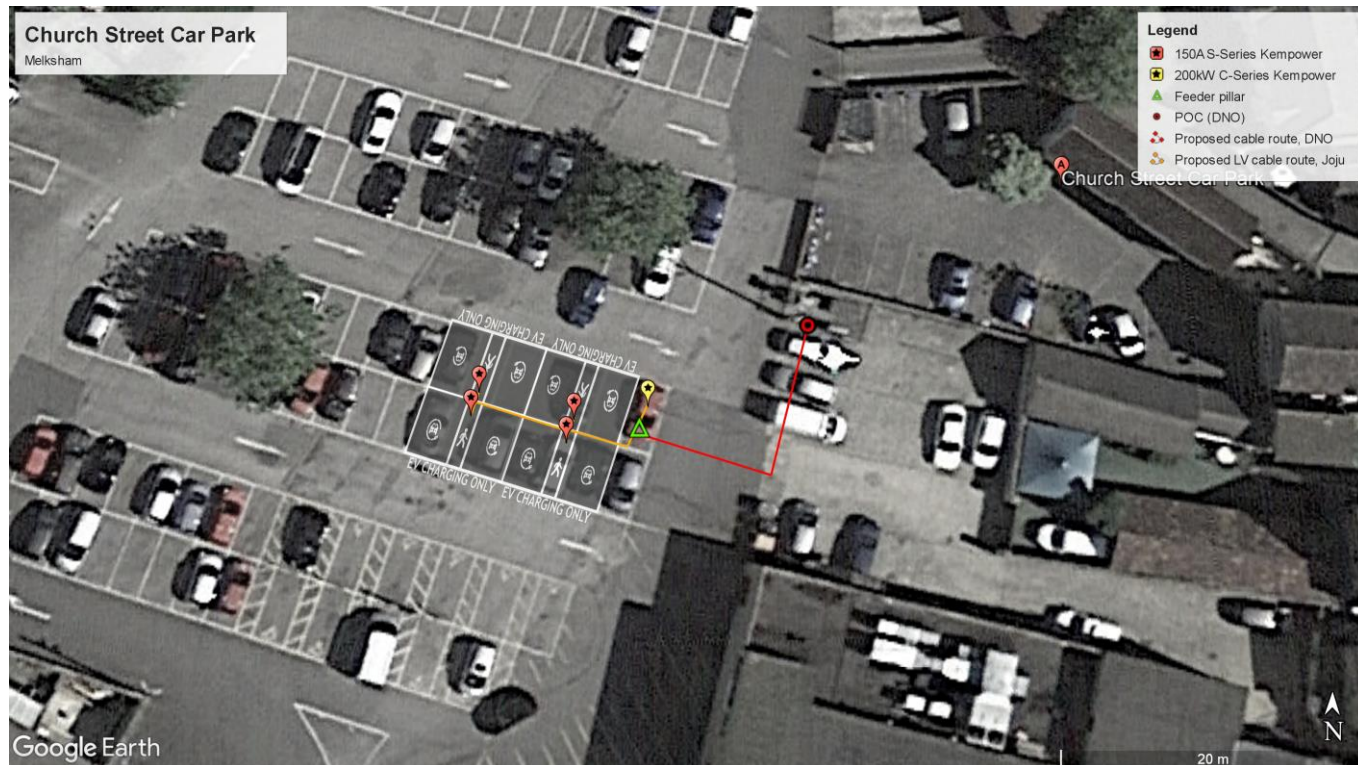
# Bath Road Car Park Rapid Charging Hub

Page 104



- New Supply Connection with the capacity to support:  
200kW Kempower Stack and Satellite Chargers (8 Sockets)
- Eleven bays converted to eight accessible EV charging bays
- Visible location
- Close to amenities attractive to EV drivers needing a rapid charge

# Church Street Car Park Rapid Charging Hub



Page 105

- New Supply Connection with the capacity to support:
  - 200kW Kempower Stack and Satellite Chargers (8 Sockets)
- Twelve bays converted to eight accessible EV charging bays
- Visible location, and can be expanded in future as required
- Close to amenities attractive to EV drivers needing a rapid charge

# Revenue Share – Rapid Hub Sites

Site	EVCPs	No. of EVCP Sockets	Estimated kWhs (Yr 1)	Electricity Supply Costs (£)	Estimated Usage Rebate (£) to Contracting Authority (10% of energy usage)
Bath Road Car Park	200 Kempower Stack	8	40,782.34	£12,234.70	£1,223.47
Church Street Car Park	200 Kempower Stack	8	40,782.34	£12,234.70	£1,223.47
<b>Total (Yr 1)</b>			<b>81,564.67</b>	<b>£24,469.40</b>	<b>£2,446.94</b>

- Capital and installation costs (CAIC), back-office costs, maintenance costs, and revenue calculations detailed above have been used to calculate returns on investment (ROI) from the charge points.
- The ROI is calculated as the year in which cumulative profit has repaid the CAIC.
- Each year it is estimated that the number of charging events and the kWh drawn from each session will increase.
- It is also estimated that the cost of energy will increase in line with inflation.
- Year on year, the generated revenue will improve.
- **NB: This calculation is not guaranteed. Estimations of usage have been made based on installed EV chargepoints in similar locations, energy prices, trends and capacity of car batteries over time.**

# Scope for Future Development – Rapid Hubs

---

- The Rapid Hubs detailed above will cater for rapid charging requirements in Melksham for a considerable time.
- Future expansion could be achieved pending increased capacity from the DNO at Church Street Car Park.
- Ongoing reinforcement of the grid may make expansion of the sites cheaper over time.
- As the sites will be fully funded, Mer will assess usage and likely fund expansion as usage increases.
- Church Street Car Park would be suitable for a solar canopy which could help to balance the load from the grid during daylight hours.

# Next Steps

---

- Once approved by the council, we propose a meeting with officers to discuss the phasing and procurement options available to the council.
- The procurement route for the council funded fast charger sites will be through the Wiltshire Local Councils Project.
- We will discuss the options available to the council for the rapid charger deployment.
- DNO quotes will be refreshed by SSE, and pricing adjusted accordingly.

# Alfen fast chargers (7kW – 22kW)

---

## Alfen

Alfen EVE Double Prolines and can supply 7kW-22kW of power

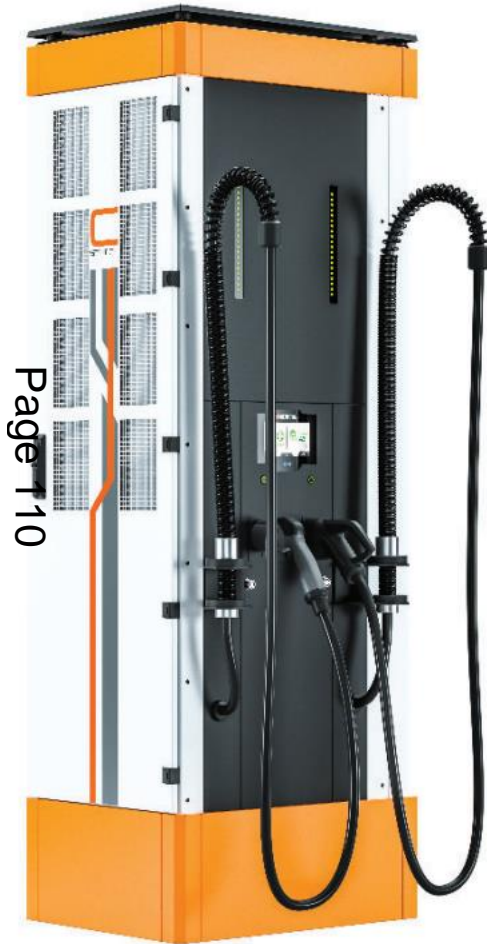
- Tested with every electric car on the road and certified by DEKRA.
- Fitted with Type 2 sockets (which is the most commonly used socket, and most EV owners will have a cable with a Type 2 connector charger-side).
- Meets OZEV requirements and is therefore eligible for subsidies.
- Made from stainless steel with IK10 and IP54 rating (in accordance with European Standard EN 62262) meaning that it is vandal-resistant (withstanding up to 20 joules of impact energy).
- Unambiguous icons and integrated card reader. Starting and stopping charging sessions is easy.





# EV Charging technology – Rapid chargers

---



## Kempower C-Station

- A compact and modular EV charging station.
- A combined central processing unit (CPU) and a charging satellite as a single unit.
- Typically, C-Station has either one or two CPU cabinets that offers power from 40 to 320 kW and it can have one to two DC charging outlets fixed on one or both sides.
- Advanced cable handling with spring support provides ranges from four to six meters.
- While the total outlet number as a single cabinet build is four, it may provide power to satellite charge points.
- Charging power management can be selected from static or dynamic to meet application needs. Static power management for constant charging sessions or dynamic power management for intelligent power distribution.



# User Experience

---

- How to use the chargers <https://www.youtube.com/watch?v=gwDTMkE7Uq4>
- 24/7 helpline is available for users

Page 111



# EV Charging - Management

---

## Management of the EVCPs will be via the Mer back-office system:

- Control who can charge at your EVCPs by user type (employees/fleet/public) and what tariff each user type pays.
- Capability to view and download information regarding:
  - The number of charging events per EVCP
  - kWh per charging event
  - RFID User ID (number only) per charging event
  - Start and finish times of charging events
- 24/7 support for EVCP users facing issues with the EVCPs.
- Currently users can apply for a radio frequency identification (RFID) fob or card, and/or can download a smartphone app.
- Joju is working with manufacturers to comply with proposed Government regulation on contactless payment.
- **Mer Charging UK Ltd charges a 10% revenue share on all gross revenue from EV charging to cover transaction costs and software development.**

# Service & Maintenance

---

Joju provides a full maintenance package covering routine and reactive maintenance.

## **Routine maintenance:**

- Annual maintenance service of hardware and components, clean up and inspection. Software and firmware updates. Earthing resistance test. Full service report.

## **Reactive maintenance:**

- Any issues with EVCPs that pose a risk to safety will be dealt with within two hours;
- We will aim to fix non-operational EVCPs within 24 hours; and those suffering significant cosmetic damage will be repaired within one week.

## **We are obliged to ensure that:**

- Remote resetting of software systems occurs to reinstate EVCPs back into operation (if the fault is software related) within 24 hours.
- Rectification of physical or component failures within two working days of the initial fault report, or within five days if spares are required.
- All parts and labour costs for any breakdown failure resulting from equipment design or initial installation defects are automatically covered. Joju will maintain the EVCPs over the order term.

## **For any breakdown failure *NOT* resulting from equipment design or initial installation defects:**

- Low Priority Reactive Maintenance Visit - fault resolution within five days - £250 +VAT
- High Priority Reactive Maintenance Visit - fault resolution within 48 hours - £400 +VAT

# The Installation Process

---

Once you place an order with us, we set the installation wheels in motion:

## 1. KICK OFF MEETING

- We have a meeting with you and provide you with an indicative programme of works. Installations typically take 8-12 weeks from signature of orders – but this is highly dependent on the DNO's scheduling of its works.

## 2. ACCEPTING QUOTES

- We accept the quote from the DNO for a new connection and pay this upfront cost.

## 3. ORDER HARDWARE

- We place a hardware order with the manufacturer(s).

## 4. PROGRAMME OF WORKS

- We refine our programme of works in line with the DNO's scheduling.

# Our payment terms

---

Joju is a SME and therefore we need to manage our cashflow carefully. For example, where new DNO connections are required, we are obliged to pay DNO costs in advance of the DNO scheduling its works. This means we require payment of these DNO costs on signature of our contract with you. Likewise, once you place an order with us, we need to place an order for the hardware.

There are **4 invoicing milestones**:

1. Signature of order: DNO costs + Joju management fee
2. Completion of groundworks: groundworks and chargepoint costs
3. Completion of electrical installation: electrical installation works
4. Testing and commissioning: 10% of the total project cost

Our payment term is 30 days from the date of invoicing.

# About Joju Charging

---

- Joju Charging design, install and operate EV charge points for public sector clients, addressing the climate emergency and helping to improve air quality.
- Founded in 2006, Joju started as a solar PV installation company and entered the EV charging marketplace in 2016.
- We won Contractor of the Year at the 2020 and 2021 EVIE Awards.
- We won Contractor of the Year at the 2022 Greenfleet Awards.
- We won Installer of the Year at the 2023 E-Mobility Awards

Page 116



# Procurement

---

- We are approved installers on the following major national procurement frameworks:

Page 117





# We work with councils across the UK

## Including ...

Barnsley  
Basingstoke & Deane  
Bracknell Forest  
Bournemouth & Christchurch & Poole  
Chichester  
Dorset  
LB Hammersmith & Fulham  
LB Hounslow  
LB Kingston  
LB Islington  
LB Merton  
New Forest  
Hampshire  
Reading  
Southampton  
Test Valley  
Waverley and others





# Melksham Town Council



Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187

Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA, FLSCC

4<sup>th</sup> October 2023

Dear Resident,

## **Proposal for Installation of Four High-Level Lights with Light Shields.**

I hope this letter finds you all in good health and high spirits. We are writing to inform you of a proposed improvement to your neighbourhood.

The proposal is to install Four high-level lights with light shields through the access point to the Forest Community Centre next to Bowmans Court. These lights will be spaced approximately 25 meters apart and designed to cast light in a batwing shape, covering an area of roughly 13-15 meters on either side. The primary goal of these lights is to improve nighttime visibility.

The proposed lights will be equipped with technology to ensure they operate efficiently and minimize light pollution. Specifically, they will be activated by a Passive Infrared Sensor (PIR) with the following standard mode of operation:

Dusk till Dawn: The lights will switch on at dusk at a dimmed intensity of 30%. When motion is detected, they will immediately brighten to 100%. Once motion is no longer detected, the lights will revert to the dimmed 30% intensity. After approximately 8 hours, the lights will switch to standby mode, with the PIR sensors remaining active. If motion is detected during this time, the lights will brighten to 100%. At dawn, the lights will switch to charge mode to conserve energy.

The purpose of this letter is to provide you with detailed information about this proposal and gather your feedback. We invite you to share your thoughts, questions, or concerns regarding this proposal.

Please feel free to get in touch with the Melksham Town Council Committee Clerk at [committee.clerk@melksham-tc.gov.uk](mailto:committee.clerk@melksham-tc.gov.uk) or call 01225 704187 or come to Town Hall.

This consultation will end on 19<sup>th</sup> October 2023 at 5 pm.

We look forward to hearing your thoughts on this proposal.

Linda A Roberts

BA(Hons), PGCAP, FHEA, FSLCC

Town Clerk and RFO

This page is intentionally left blank



## MELKSHAM TOWN COUNCIL

### Report of the Committee Clerk on Bowman Court Lighting Consultation

#### 1. Purpose of the report

To update the council on the results of the consultation.

#### 2. Background

At the full council meeting on 25 September 2023 members UNANIMOUSLY RESOLVED to proceed with company A for 4 high level lights at a cost of £7400 exc. VAT, subject to the council sending a letter to residents of Bowman Court setting out the proposal and the matter being returned to full council to consider the result of such consultation.

A letter was hand delivered on 5 October 2023 to 2,4,6,8,10,12,14 & 16 Bowmans Court, which are the properties adjoining the walkway. A copy of the letter accompanies this report.

#### 3. Current Situation

From the 8 properties contacted, only one response has been received, by email, as follows.

- *We would like to know the reason for having these lights put in?*
- *What side are they going to be on?*
- *The location of the lights?*
- *the height of the lights?*
- *The trees behide are garden are so big that any light is going to be lost in the trees?*
- *wildlife will it activate the light*
- *I few months ago the community centre were locking the gate and locked one of are friends cars in there overnight and were stuck without a car? with locked gates this makes the lights useless.*
- *Increased footfall? Will is encourage more people to walk behide are house in the evening, and from our experience parties that have been at the community centre don't leave quietly, and have woken our daughter that sleeps at the back of our house up.*
- *Dog walkers could walk a short walk that already has a public footpath with lighting through bowmans court to the community centre?*
- *Cars leaving the community centre have lights*

I have replied as follows.

- *The proposal was put forward by Councillor Oatley as some local residents has raised the matter with him.*

- *The intention is to provide lighting for walkers, rather than cars. I cannot comment on whether it would increase footfall but your concerns will be included in my final report to the council.*

- *Lights would be installed on the side adjacent to the gardens. They would be approximately 6 meters high. It was originally intended to install low-level lighting but we were advised that they would not get enough sunlight.*

- *I have spoken to one of the companies contacted about installation and they have advised that wildlife would not normally set off the lights as the sensors are set to human height. It may be possible for a passing bird to set them off but unlikely as the bird would normally pass by too quickly for the sensor to respond and the sensors operate in hours when most birds are asleep.*

- *I understand the gate is locked on occasions if there is a chance of unlawful access to the field. Even if the gate is shut, there is still pedestrian access.*

*If you wish to read the original proposal from Councillor Oatley it is available on the council website. Follow the links to the full council meeting held on 26 June 2023 and click on agenda report pack.*

#### **4. Recommendations**

To proceed with the instalation, subject to Councillor Oatley obtaining permission from Wiltshire Council.

24<sup>th</sup> October 2023  
Job No. 10223MTC

## Structural Report on 'The Blue Pool', Melksham and Comments on Feasibility of Proposed Changes

Author: M.W.Mitchell  
Director BSc CEng MICE

# Structural Report on 'The Blue Pool', Melksham and Comments on Feasibility of Proposed Changes

## Purpose of the Report

Structural Solutions was commissioned to carry out an inspection of 'The Blue Pool' in Melksham to determine whether there are any structural 'issues' with the building. Also, consider the proposed development changes to amalgamate this with the Assembly Hall from a structural aspect.

## Introduction

The building is single storey with a flat roof constructed with masonry external walls supporting steel lattice roof trusses with profile metal roof above. We could not determine the build-up of the roof above the profile metal roof but believe that the roof finish is a waterproof membrane over insulation. Internally, walls of the administrative areas, foyer and the changing rooms are divided by concrete blockwork walls with a suspended ceiling below the roof. The roof above the swimming pool itself and adjacent fitness suite are of similar steel lattice trusses supporting a profile metal deck roof although there is no suspended ceiling in either area. The trusses over the swimming pool are supported each end by a structural steel eaves beam spanning between steel posts. The external south facing elevation is glazed and the north and west external elevations are concrete blockwork masonry with no windows except for a double door to the north west corner presumably used as a fire exit. The divide between the swimming pool and fitness suite is also glazed. The internal wall between the swimming pool and changing rooms is of concrete blockwork masonry and we believe is load bearing supporting the roof trusses over the Foyer. Finally, the Plant Room has a similar profile metal deck but is supported by structural steel beams rather than trusses.

The connection to the Assembly Hall to the east of the 'Blue Pool' is via a two storey ashlar stone building which has a slate pitched roof believed to date from the mid-19<sup>th</sup> Century. This area houses a Kitchen that serves the Assembly Hall, a storage room and an 'old' plant room, much of the plant believed to be obsolete.

Generally, the existing structure of the 'Blue Pool' does not show any significant signs of degradation. There are no signs of foundation movement, masonry wall cracking or roof structure deterioration that would give cause for concern. The condition of the roof waterproofing would need to be assessed but this is outside the scope of this report.

## Comments on Business Proposals to amalgamate the 'Blue Pool' with the Assembly Hall

- 1) Create Reception for the amalgamated building within the old 'Blue Pool'. The existing administration area would remain under the scheme but the changing rooms would be removed and new toilet facilities created. We believe that the existing changing rooms,

although constructed from concrete blockwork are non-loadbearing and thus could be removed without affecting the structure to create a larger Foyer with community area. Whether the changing room walls are non-loadingbearing would have to be confirmed by more intrusive investigation.

- 2) The existing plant room within the 'Blue Pool' could be stripped of existing plant and equipment and converted into Museum Storage without affecting the structure of the building.
- 3) The existing Fitness Suite could be changed into a Museum without affecting the structure of the building.
- 4) As the proposal to amalgamate the Assembly Hall with the 'Blue Pool' would require a link through the older two storey ashlar stone building between the two, new openings would be required through this structure. The plans that we have seen in a document produced by the 'Friends of Melksham Assembly Hall' indicate what is thought to be an existing passageway close to the existing 'Blue Pool' plant room. However, there is, we believe a wider infilled opening between the existing Foyer and link Kitchen that could be opened up without significant structural input. This would require re-location of the existing Kitchen so would need consideration.
- 5) Potential use of the existing swimming pool area has not been defined as part of the amalgamation but by infilling the pool itself with a suspended floor built off piers or 'sleeper' walls from the base of the pool would provide a significant area with minimal structural input.

## **Conclusion**

Structurally, the old 'Blue Pool' shows no sign of significant deterioration and should be able to be amalgamated into the Assembly Hall without major structural repairs or alterations being necessary. Further assessment of the existing roof waterproofing would be required to determine current condition and likely timescale for repair or replacement. Modifications to the existing building are obviously required to achieve the proposals outlined in the document produced by the 'Friends of Melksham Assembly Hall' but none of these would have a detrimental effect on the structure of the building or require major structural changes.

## **References**

- Regarding the Acquisition of the Blue Pool by Melksham Town Council – as presented by members of the Friends of Melksham Assembly Hall.
- Building Survey of Melksham Assembly Hall, Market Place, Melksham – Robson Building Surveying Ltd



APPENDIX A – Site Photos



Roof structure above suspended ceiling in Foyer



Roof structure above the Swimming Pool





Eaves beam on steel columns supporting Lattice Roof trusses above the Swimming Pool



Roof structure above the Fitness Suite



Location in existing Foyer of infilled opening to the Assembly Hall



Existing Foyer with suspended ceiling

**MELKSHAM TOWN COUNCIL**  
**MEETING OF THE FULL COUNCIL**  
**30 October 2023**

*Structural report on the Blue Pool building*

**Report of the Head of Operations**

**1. Purpose of the report**

To evaluate the possibilities of amalgamating the vacant Blue Pool building into the Assembly Hall.

**2. Current Situation**

The Blue Pool was closed at the end of July 2022 and MTC have the possibility of acquiring it and realising an increased footprint of facility that could be developed for a number of uses some of which are documented in the following link [Friends of Melksham Assembly Hall \(fomah.org.uk\)](http://fomah.org.uk)

**3. Background**

The discussions around the future of the Assembly Hall are well documented and the inclusion of the Blue Pool could enhance the income generating capacity of the facility (and potentially reduce cost of provision) if developed appropriately .

**4. Financial implications**

This will largely be dictated by the aspirations of the Councillors, should they wish to go ahead and careful consideration needs to be given to the NNDR and development costs during a period of non-occupation.

**5. Links to Town Council policies and core values**

The development would bring a currently unused building back into valuable use for the community.

**6. Risk assessment**

There are risks associated with developing the building further down the line but for the purposes of this report, the structure is sound and the linking of the two buildings is possible.

**7. Crime and disorder implications**

N/A

**8. Biodiversity considerations**

N/A

**9. Safeguarding**

N/A

## **10. Recommendations**

Now it is known that the linking of the buildings is structurally possible, the council need to decide what they would like to do with the buildings and the opportunities that exist.

**MELKSHAM TOWN COUNCIL**  
**MEETING OF THE FULL COUNCIL**  
**30 October 2023**

*KGV Drainage works*

**Report of the Head of Operations**

Page 131

**1. Purpose of the report**

To decide the code to use for ten KGV drainage project completed at the beginning of the summer.

**2. Current Situation**

The project was completed but the minute was silent on the code to use to pay for the works. The minute in questions is minute 527/23 from the Full Council meeting on 22nd May 2023.

I have provisionally suggested Unplanned maintenance.

**3. Background**

N/A

**4. Financial implications**

This will specify the code to use so the accounts can accurately reflect the wishes of the Councillors.

**5. Links to Town Council policies and core values**

The works were necessary to future proof the drainage system away from the Pavilion in the light of a new operator coming in to operate the café.

**6. Risk assessment**

N/A

**7. Crime and disorder implications**



N/A

**8. Biodiversity considerations**

N/A

**9. Safeguarding**

N/A

**10. Recommendations**

To decide the code to use for this item of expenditure. The choices are:

1. Unplanned maintenance
2. Major projects reserve

[Drainage at KGV](#)  PDF 114 KB

Resolution of The Asset Management Committee

UNANIMOUSLY RESOLVED to share the CCTV footage provided by one contractor with the other contractors and ask the contractors to confirm best pricing for the installation of both a four inch pipe and a six inch pipe. It was delegated to the Town Clerk and Head of Operations to appoint a contractor to carry out the works as

required up to a budget of £10,000. An extra ordinary meeting of Council was to be convened if the budget exceeded £10,000.

The quotes have come in over £10000 and seeking authority to appoint a contractor from the attached quotes.

A £14628.00

B £22140.00

C £15750.00

**Additional documents:**

- [Quote B, item 527/23](#)  PDF 128 KB
- [Quote c, item 527/23](#)  PDF 130 KB

**Minutes:**

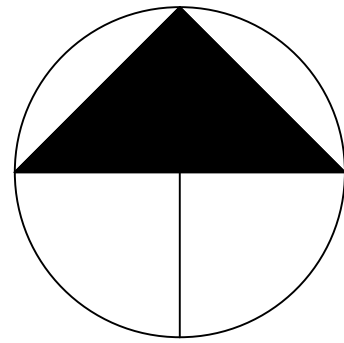
Questions were answered by the Head of Operations.

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

**RESOLVED** to accept quote A.

This page is intentionally left blank





NORTH



TOTAL WETPOUR: 117.33m2



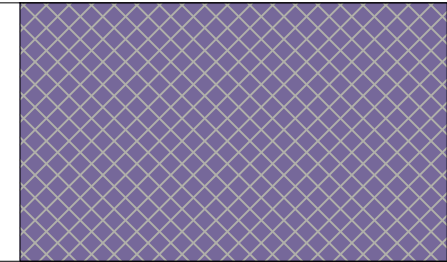
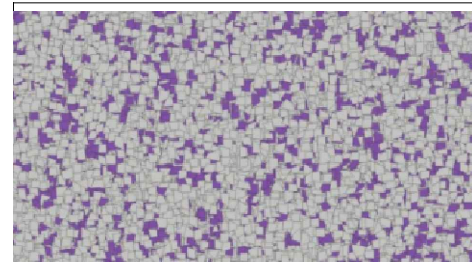
084 - BRIGHT BLUE RAL:5012 80%  
064 - BLUE RAL:5015 20%  
=25.98m2



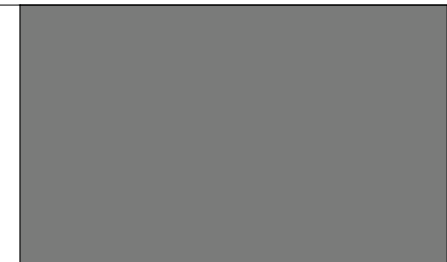
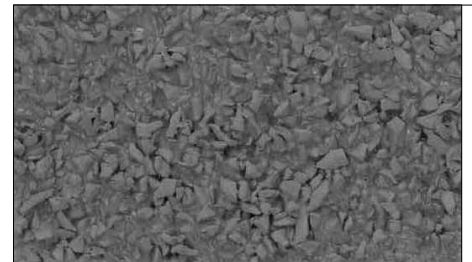
054 - DARK BLUE = 2.12m2  
RAL:5010





044 - LILAC = .37m2  
RAL:4005



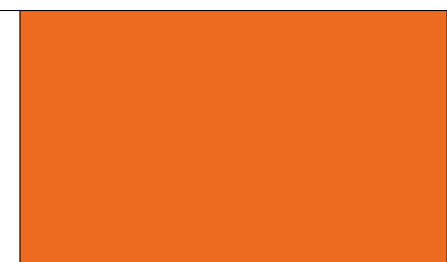

065 - GREY RAL:7038 80%  
044 - LILAC RAL:4005 20%  
=1.98m2





055 - MIDDLE GREY = 3.2m2  
RAL:7037





087 - BRIGHT GREEN = 77.8m2  
RAL:6017



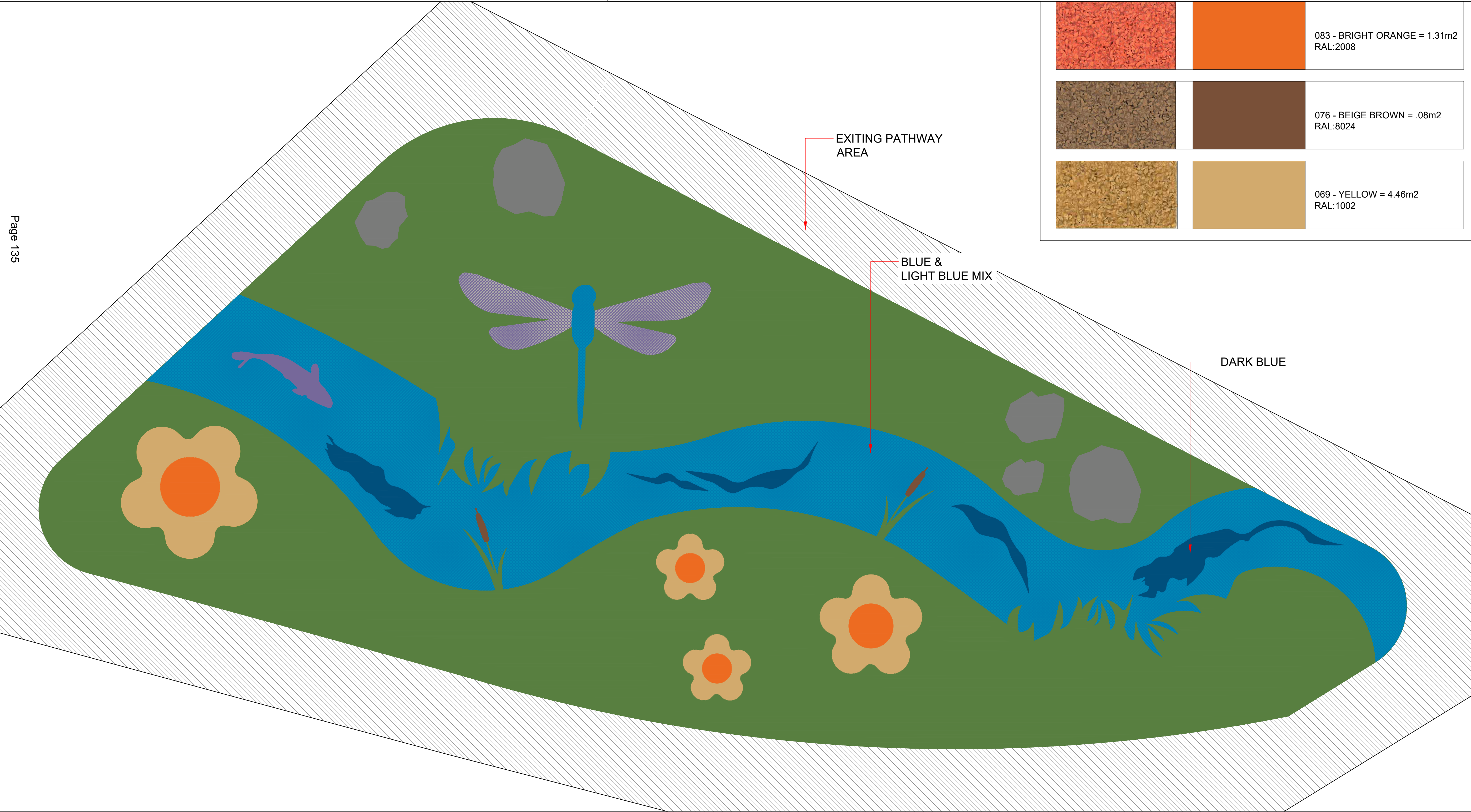
083 - BRIGHT ORANGE = 1.31m2  
RAL:2008



076 - BEIGE BROWN = .08m2  
RAL:8024



069 - YELLOW = 4.46m2  
RAL:1002



- GENERAL NOTES
1. Refer to Architects and Structural Engineers drawings for details and specifications.
  2. Dimensions to be checked on site before any works are put in hand or prefabricated.
  3. Figured dimensions shown are in millimeters.
  4. This drawing is to be read in conjunction with the relevant Technical Specifications and the Contractors working drawings.
  5. For purpose of construction, this drawing must not be scaled. Only written or calculated dimensions should be used.
  6. The position of all equipment/features is approximate as shown. The precise positions shall be agreed on site with other trades and Architects scaled layouts.
  7. This is not an installation drawing. The contractor shall carry out his own design & installation drawings in accordance with all Tender contract documentation.

© Splash Pads Enterprises Limited 2023

B	15.09.23	Wetpour Added
A	01.04.19	Revised Layout
REV	DATE	DESCRIPTION

FOR APPROVAL

DO NOT SCALE FROM THIS DRAWING



Splash Pads  
Enterprises Ltd  
5 Doolittle Yard  
Flitwick Bedford,  
MK45 2NW  
t 03335770188

Client  
Melksham Town Hall

Job Title  
King George V Park

Drawing Title  
Surfacing Layout

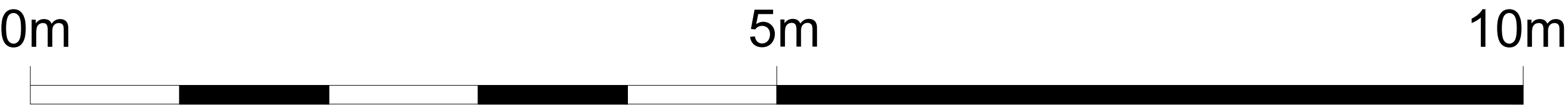
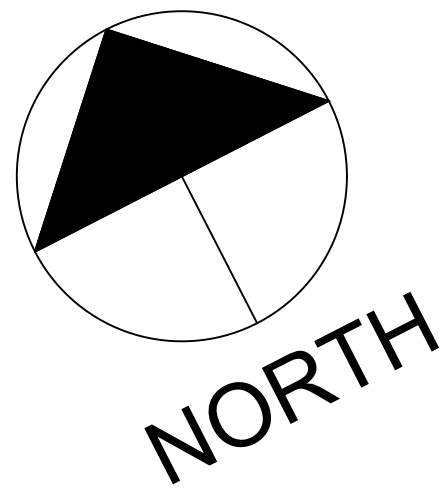
Drawing Number: MT/C01/KGV/003

Drawn by: JG      Approved by: GS      Rev: B

Scale: 1:30@A1      Date: 03.09.18



This page is intentionally left blank



COLOUR: AZUL LAPIZ 332



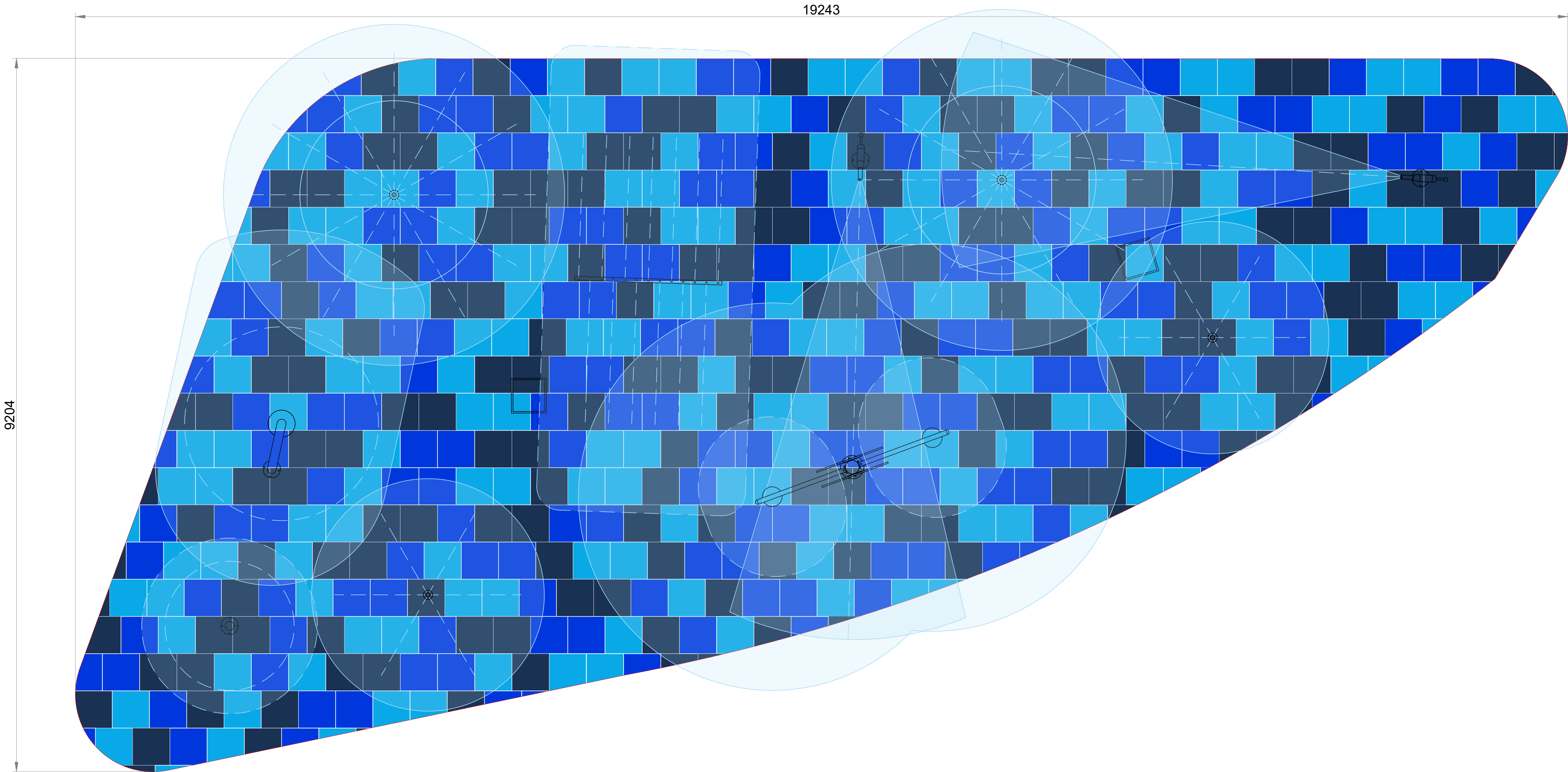
COLOUR: ROYAL BLUE 333



COLOUR: CYAN BLUE 598

TOTAL GOMY FLOOR:  
QTY: 549 GF-001 480x480x10mm TILES  
AREA: 117.33m2

Page 137



- GENERAL NOTES
- 1. Refer to Architects and Structural Engineers drawings for details and specifications.
  - 2. Dimensions to be checked on site before any works are put in hand or prefabricated.
  - 3. Figured dimensions shown are in millimeters.
  - 4. This drawing is to be read in conjunction with the relevant Technical Specifications and the Contractors working drawings.
  - 5. For purpose of construction, this drawing must not be scaled. Only written or calculated dimensions should be used.
  - 6. The position of all equipment/features is approximate as shown. The precise positions shall be agreed on site with other trades and Architects scaled layouts.
  - 7. This is not an installation drawing. The contractor shall carry out his own design & installation drawings in accordance with all Tender contract documentation.

© Splash Pads Enterprises Limited 2023

A	21.09.23	GOMY FLOOR OPTION
REV	DATE	DESCRIPTION

FOR APPROVAL

DO NOT SCALE FROM THIS DRAWING



Splash Pads  
Enterprises Ltd  
5 Doolittle Yard  
Flitwick Bedford,  
MK45 2NW  
t 03335770188

Client  
Melksham Town Hall

Job Title  
King George V Park

Drawing Title  
Surfacing Layout  
Option 2

Drawing Number: MT/C01/KGV/003B

Drawn by: TF      Approved by: JG      Rev: A

Scale: 1:30@A1      Date: 21.09.23

This page is intentionally left blank

**MELKSHAM TOWN COUNCIL**  
**MEETING OF THE FULL COUNCIL**  
**30 October 2023**

***Refreshment of the Splashpad surface***

**Report of the Head of Operations**

**1. Purpose of the report**

To evaluate the possibilities of covering the concrete surface of the splashpad and remove the feature rocks.

**2. Current Situation**

The Splashpad was again extremely successful this summer with over 3500 recorded visits despite the generally poor weather.

**3. Background**

The Splashpad opened in the Summer of 2020 for a limited period and has not been enhanced since opening. At the beginning of the season, we had to close the Splash pad for a few days to replace some of the grey mastic between the concrete pad expansion channels.

**4. Financial implications**

We have a cost for two optional new surfaces to cover the concrete area. They are both the same price at £22,232.43 less 15% discount total **£18,897.57**. Our regular Splashpad maintenance provider can offer a one off 15% discount if they can carry out the works this Autumn while the weather is still favourable. One surface is Wet Pour which is porous and the other is a non-porous system that is easier to keep clean – see attached documents below

**5. Links to Town Council policies and core values**

The enhancement would brighten up the facility, in line with the works that are being completed on the Pavilion and the wider park area.

**6. Risk assessment**

There are no risks associated with this proposal as long as the material is laid to specification. In fact, it will actually reduce cuts to feet from the concrete surface.

**7. Crime and disorder implications**

N/A

**8. Biodiversity considerations**

N/A

**9. Safeguarding**

N/A

**10. Recommendations**

That Councillors consider the value for money and level of expenditure required to enhance the Splashpad experience for residents.

This page is intentionally left blank

## Melksham Town Council

### Minutes of the Asset Management and Amenities Committee meeting held on Monday 9th October 2023

**PRESENT:** Councillor P Alford  
Councillor P Aves  
Councillor S Crundell  
Councillor G Ellis  
Councillor J Hubbard  
Councillor J Oatley  
Councillor S Rabey  
Councillor J Westbrook

**IN ATTENDANCE:** Councillor S Mortimer  
Councillor C Stokes

<b>OFFICERS:</b>	Linda Roberts	Town Clerk
	Hugh Davies	Head of Operations
	Andrew Meacham	Committee Clerk

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

#### **188/23 Appointment of Chair for the Meeting**

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

**UNANIMOUSLY RESOLVED** to appoint the Town Mayor Councillor S Crundell as  
Chair of the meeting.

#### **189/23 Public Participation**

Joe McCann of Melksham Independent News asked the following:

- An update on mobile CCTV. The Town Mayor Councillor S Crundell advised a written response would be provided. Joe asked for a response now. The Town Mayor Councillor S Crundell advised there was no further update but a written reply would be supplied.
- Dog Agility Area. Can the Council confirm that the Dog Park is safe. The Town Clerk advised that she was able to confirm this as she has liaised with The Kennel Club who have seen the equipment and she is working on a statement and signage. It should be noted that the equipment installed is not a competition agility course. It is for individual owners to assess whether their dog can manage the equipment.
- Maintenance Shed Demolition. Town Clerk has a statement to issue. The contractor will advise a date for demolition in the next three weeks.

- Breastfeeding Awareness Posters. Town Clerk does not have full information but will ensure Communications Officer contacts Joe.
- Missing meeting. Why was recoding taken down from Facebook. The Town Clerk advised she did not know.
- Locum. Has the position been advertised? Town Clerk confirmed role had not been advertised and a staffing review was underway. The Town Mayor Councillor S Crundell stated that public participation was not the appropriate forum for staffing matters but confirmed the Locum Clerk was not here permanently

#### **190/23 Apologies**

Apologies were received from Chair of the Committee and Deputy Town Mayor Councillor Price who was substituted by Councillor Westbrook, Councillor Forgacs who was substituted by Councillor Alford, Vice-Chair of the Committee Councillor Goodhind who was substituted by Councillor Rabey and Councillor Cooke.

Councillor Mortimer advised that she understood she was substituting Councillor Cooke. The Town Clerk advised that she was not aware of this. Councillor Alford asked if Councillor Mortimer could substitute in any event. The Town Clerk confirmed that she should be advised beforehand but that Councillor Mortimer could substitute. Councillor Mortimer declined.

#### **191/23 Declarations of Interest**

There were no declarations of interest.

#### **192/23 Minutes**

The minutes of 7 August 2023 having previously been circulated, were approved as a correct record and signed by the Chair and Town Mayor Councillor S Crundell.

#### **193/23 King George V Park**

Councillor Hubbard commended the report and the Town Mayor Councillor S Crundell read out a statement from the Chair of the Committee Councillor Price.

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

**UNANIMOUSLY RESOLVED** to suspend Standing Orders to allow Paul Weymouth to speak and answer questions.

Councillor Hubbard asked about the entrance from Lowbourne and path from the carpark. Paul advised that there would be light overspill from the festoons and road but a spur would be possible.



There was discussion on the existing street lights on the path past the Adventure Centre.

Councillor Oatley arrived at 7:25.

The Town Mayor Councillor S Crundell asked about a spur outside the Cricketers Café with colour changing lights. Paul advised it would be better to have separate lighting powered from Pavilion as that would allow Craig to have control.

Councillor Mortimer asked about the route from the car-park to the Adventure Centre. It was pointed out that this was covered by Part 3 of the quote.

The Town Mayor Councillor S Crundell informed the committee that as the matter had gone to tender passing a resolution tonight would be against the procurement policy and financial regulations.

The Town Clerk, reading from the advice received stated

“The Council must ensure it follows its own procedures for the award of contracts as dictated by the Council’s adopted financial regulations.”

The Town Clerk commented that the advice that she asked the internal auditor about was right and sound and he noted that “..the councillor in his statement said he feels the quotes given is a very fair price. What is he basing that statement on? Where are the comparative quotes to confirm that price for the particular set of lights is fair, competitive and value for money. The Council has a duty to ensure it achieves best value at all times and without a comparison there is no way to confirm that.”

The Town Mayor Councillor S Crundell asked councillors to think about the risk of a qualified audit. He then put the matter out for debate.

There were questions and discussion on existing quotes, the need or otherwise for fresh quotes, the criteria for deciding “best value” and the possible consequences of a qualified audit. Possible solutions were suggested and discussed.

The time -scale for installation was discussed.

Councillor Hubbard commented that whatever decision the committee made it would be against the council’s rules. The Town Mayor Councillor S Crundell noted that it was the Asset Management and Amenities Committee that asked Light Fantastic to look at options and the Asset Management and Amenities Committee that forced the quotation into the public domain.

It was proposed by Councillor Hubbard seconded by Councillor Rabey and

**RESOLVED** to proceed with quotes for main route, secondary route, fence mounted solar lights to the Adventure Centre Track and renovate the existing lights on

the path past the Adventure Centre as suggested in the report of Light Fantastic. (6 for, 1 against, 1 abstain).

**194/23 Church Street Toilets**

The notices were noted. Councillor Westbrook felt it should be considered as temporary signage.

**195/23 Verbal Reports - Head of Operations**

Head of Operations drew attention to the written reports submitted as late additions.

Town Hall as ceremonial venue for weddings. A three-year licence would cost £1900 and could probably charge about £3000 for each wedding package. The committee asked for a clear and detailed business plan with market research before the matter came back for decision.

Water Troughs. One trough installed and two more ready to be installed. Quote received for water supply to bottom end of Awdry Avenue allotments. The committee was not happy to spend the majority of the budget on one site. The committee asked for an audit of all allotment sites to include existing facilities and what facilities are required, such as raised beds and ¼ sized plots.

Assembly Hall roof repairs. Paul Seemayer has shown two local contractors the exact site of two leaks and there is one more contractor to do a site visit, after which quotes will be submitted for 6/12/18/24 month solutions. Head of operations with chase Structural Engineer's report.

Sensory Garden. Taken back in house but some work will need to be done by contractors. The idea of purchasing a chipper rather than hiring was raised and the committee requested this be costed.

Flower troughs in town. The possibility of replacing with Street Trees or tiered "wedding cake" type planters. It was noted that trees would remove the need for annual replanting and would have a cooling effect.

Eco-Loos. Seem to be over teething problems and working well. It is intended to make one suitable for disabled use Cleaned and restocked every day. Waste disposal has changed from bags to a pit with worms.

Meeting Closed at: 8.15 pm

**Signed:** .....

**Dated:**

## Melksham Town Council

### Minutes of the Economic Development and Planning Committee meeting held on Tuesday 3rd October 2023

**PRESENT:** Councillor S Rabey (Chair)

Councillor P Alford  
Councillor G Ellis  
Councillor J Westbrook

**IN ATTENDANCE:**

<b>OFFICERS:</b>	Linda Roberts	Town Clerk
	Andrew Meacham	Committee Clerk

**PUBLIC PARTICIPATION:** Five people were present and one was present virtually.

Laura Grimason of Gillings and Will Rees of Frontier Estates spoke on planning application PL/2023/06976

- Proposals are for a 71-bed care home to provide residential and nursing care for the elderly including for those with advanced needs such as dementia in response to an ageing population both locally and nationally.
- The application is out for consultation and as of the 3<sup>rd</sup> October, only 3 resident comments had been received. Consultee comments are being reviewed and raise no major concerns.
- The site is in a sustainable location with good access to local facilities and public transport services and will help to create a mixed and balanced community.
- Wiltshire Council have already accepted that there is provision of a community facility at the school.
- There is a current S106 variation application to remove the requirement for a medical centre and recycling centre on this site and this is progressing with Wiltshire Council.
- Around 53 FTE jobs are anticipated and care operators in our experience are able to find staff for care homes.

Melksham East Wiltshire Councillor Mike Sankey reminded the committee that he had called in application PL/2023/06976 and PL/202306725 to Wiltshire Council's planning committee but either call in could be cancelled if the committee felt it was not appropriate. He also read out some concerns on behalf of a resident of Melksham East

- Lack of the promised Community Centre

- Lack of parking. Verbena Court and surrounding roads are used by parents during school pick-up and drop off
- The school is not a suitable alternative for a Community Centre
- Increased traffic. There are already a number of “near misses” every day and speed limits are not observed

### **513/23 Apologies**

Apologies were received from Councillor Aves.

### **514/23 Declarations of Interest**

There were no declarations of interest.

### **515/23 Minutes**

The record that the last meeting was not quorate was acknowledged and signed.

### **516/23 Presentation from Joju Charging**

Rob Dickin Of Joju Charging introduced himself and his company and gave a presentation, with reference to the written presentation in the agenda pack.

A feasibility study was undertaken looking into the opportunity to provide public EV charging for residents and visitors at the Church Street Car Park, Avonside Enterprise Park, Bath Road Car Park, King George V Playing Field Car Park, Lowbourne Car Park and Union Street Car Park.

Primarily looked at Fast Charging (upto 22kw) which would give a full charge in 4-5 hours. Since then Joju’s funding partner, Mer, has expressed interest in fully funding rapid chargers in the Church Street Car Park and Bath Road Car Park.

Avonside, KGV and Union St would have potential to provide facilities for people who do not have off street parking, with a proposed 4 sockets in each car park.

Rapid Chargers would give approximately 80% charge in half an hour. Installation would be funded by Mer in return for being sole providers for a period of 15 year. Council would get a revenue rebate based on the amount of electricity sold. Mer would be responsible for maintenance and would update chargers to latest technology part way through the 15 year period. There would also be the possibility of Mer funding expansion of the network if increased EV usage made this viable.

Rob concluded by saying the suggested approach would provide a service for visitors and residents visiting the town center and for those without off-street parking and home charging facilities.

Councillors asked questions on electricity supply, maintenance, working with Wiltshire Council, possibility of reduced rate for residents and “charger blocking”.

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

**UNANIMOUSLY RESOLVED** to take the question of installing EV Chargers at Church Street Car Park, Bath Road Car Park, King George V Playing Field Car Park, and Union Street Car Park to Full Council on 30 October 2023 for approval and to allocate budget.

**517/23 Planning Considerations**

**518/23 Planning Applications**

**519/23 PL/2023/06725 - Land at Longleaze Lane, Melksham, SN12 6QJ**

Members raised concerns on the following issues.

- Access
- Availability of public transport
- Staffing
- Flooding
- The size and scale of the proposed built
- Heritage (nearby listed buildings)
- Landscaping, screening and the lack of protection to prevent mature planting being removed

Policy 6: Housing in Defined Settlements of our reviewed Neighbourhood Plan (NHP#2), which is going out to Regulation 14 consultation next week and states as follows:

Proposals for age restricted housing, extra-care communities and nursing homes will be supported only in the most sustainable locations, closely linked to local services and public transport.

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

**UNANIMOUSLY RESOLVED** to record that the committee does not support the application and request planning officers, if minded to grant the application, take into consideration the concerns raised.

**520/23 PL/2023/06976 - Land at Verbena Court, Melksham, SN12 7GG**

Members raised concerns on the following points.

- The size and scale of the proposed development

- Parking
- Entry to and exit from Cranesbill Road and Verbena Court
- Public transport links
- Lack of landscaping, planting and open green space.
- Location. It was acknowledged that there was a need for facilities but it was felt that this was not a suitable location.

Policy 6: Housing in Defined Settlements (attached) of our reviewed Neighbourhood Plan (NHP#2), which is going out to Regulation 14 consultation next week and states as follows:

Proposals for age restricted housing, extra-care communities and nursing homes will be supported only in the most sustainable locations, closely linked to local services and public transport.

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

**UNANIMOUSLY RESOLVED** to object to the application.

**521/23 PL/2023/07337**

It was noted by the Chair Councillor Rabey that the date for response had passed but there was nothing contentious in the application.

**522/23 PL/2023/07184**

It was noted by the Chair Councillor Rabey that the date for response had passed but there was nothing contentious in the application.

**523/23 PL/2023/07296**

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

**UNANIMOUSLY RESOLVED** to support the application.

**524/23 PL/2023/07661**

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

**UNANIMOUSLY RESOLVED** to support the application.

**525/23 PL/2023/07646**

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

**UNANIMOUSLY RESOLVED** to support the application.

**526/23 PL/2023/07903**

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

**UNANIMOUSLY RESOLVED** to support the application.

**527/23 PL/2023/07260**

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

**UNANIMOUSLY RESOLVED** to support the application.

**528/23 Planning Decisions**

**529/23 PL/2023/05417**

Noted

**530/23 PL/2023/05595**

Noted.

**531/23 PL/2023/05557**

Noted.

**532/23 PL/2023/05047**

Noted.

**533/23 PL/2021/11678**

Noted.

**534/23 Explore Wiltshire App**

Councillor Alford outlined how the app worked and confirmed that Wiltshire Council would provide training on inputting and maintaining details.

Councillor Ellis asked if there was any costs to Melksham Town Council. Councillor Alford confirmed the app was funded by Wiltshire Council but Melksham Town Council would need to find volunteers to input details.

The committee agreed in principle to Melksham having a presence on the app and delegated matters to the Town Clerk. The committee agreed to request that all councillors are encouraged to download the app. The Town Clerk suggested that the incoming Communications Officer could oversee the project.

**535/23 Proposed Traffic Regulation Order for Consultation**

It was noted that the date for consultation had passed and Councillor Ellis had submitted an informal response.

The effect on Assembly Hall users was mentioned but it was pointed out that the parking was for Campus users and other car parks are free after 6pm.

**536/23 Local Highways and Footpath Improvement Group (LHFIG) Issues**

The question of using anti-graffiti in the underpass and any effect it would have on Art in the Underpass was discussed.

It was proposed by Councillor Alford, seconded by the Chair Councillor Rabey and

**UNANIMOUSLY RESOLVED** that the Town Clerk submit a request to LHFIG to explore the cost of anti-graffiti paint and the possibility of a 50-50 funding split.

**537/23 Temporary Road Closure Notifications**

**537/23.1 THE COUNTY OF WILTSHIRE (VARIOUS ROADS) (TEMPORARY PROHIBITION OF TRAFFIC) ORDER (No.30) 2023 (Ref TTRO 9005)**

Noted.

**537/23.2 Wiltshire Council Section 14(1) of the Road Traffic Regulation Act 1984 Temporary Closure of: C398 (Part), Melksham (Ref: TTRO 9049)**

Noted.

**538/23 Sparkle Team and Parish Steward**

No new concerns were raised.

Meeting Closed at: 9.10 pm

Signed: .....

Dated:



## Melksham Town Council

### Minutes of the Finance, Administration and Performance Committee meeting held on Monday 4th September 2023

#### PRESENT:

Councillor J Crundell  
Councillor C Forgacs  
Councillor J Hubbard  
Councillor Aves, substituting for Councillor Ellis

#### OFFICERS:

Linda Roberts	Town Clerk
Andrew Meacham	Committee Clerk

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

**UNANIMOUSLY RESOLVED** to appoint Councillor Forgacs as Chair for the meeting.

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

Debbie Burns, Melksham Cricket Club. Attended to answer any questions about the grant application but also to give an overview. The club has rebuilt since the fire in 2015 with new facilities, three mens teams, a youth program and a ladies and girls team. The first team have just been promoted for the second year running and will play in Division 2 of the Wiltshire County Cricket League. Facilities will be further updated to bring in line with the requirements of the new division.

The club had nominated their groundsman, Tim Carpenter, for a Groundsman of the Year Award. They have been notified that he has won an award and has been invited to Lords for the presentation.

The ladies team is going from strength to strength and the focus now is to develop facilities for the ladies team.

The meeting opened.

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

**UNANIMOUSLY RESOLVED** to recommend to the Mayor to send letters of congratulation to Tim Carpenter on his award and the club on its success.

#### 43/23 Apologies

Apologies were received from the Chair Councillor Mortimer, the Vice-Chair Councillor Rabey, Councillor Cooke and Councillor Ellis. Councillor Ellis was substituted by Councillor Aves.

**44/23      Declarations of Interest**

There were no declarations of interest.

**45/23      Minutes**

Councillor Hubbard referred to the fact that last year's accounts were signed off by full council with the caveat that they would come before the Finance, Administration and Performance Committee. The Chair requested that it is ensured these are on the agenda for the next meeting.

The minutes of 31 July 2023 having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Forgacs.

**46/23      Grants**

Councillor Hubbard suggested dealing with Melksham Cricket Club first, as a representative was present.

There was a discussion on how much was available to be allocated. It was advised that Melksham Council had allowed a budget of £16000, to be allocated over four quarters and that excess could roll over to the next quarter. It was agreed that, as no awards came to committee in the first quarter, £8000 was available.

Grant applications were considered as follows.

*Melksham Cricket Club.*

Councillor Aves asked what equipment was being purchased. Debbie Burns advised that it would be bats and balls and explained that these are lighter in the ladies game.

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

**UNANIMOUSLY RESOLVED** to award Melksham Cricket Club a grant of £335.00.

*Melksham Music Festival*

Councillor Hubbard asked if this was Party in the Park and it was confirmed that it was. Councillor Hubbard commented that the budget included a Major Grant to Party in the Park of £3000 which is not being used.

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

**UNANIMOUSLY RESOLVED** that £1000 be paid from the Major Grant sum of £3000.

Meadowbrook Wiltshire

Councillor Hubbard expressed his concern that this project was not in Melksham Town boundary.

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

**UNANIMOUSLY RESOLVED** to refuse the application.

Wiltshire Scrapstore

Councillor Hubbard expressed his admiration for the Scrapstore but had concerns about the cost and that the project was being run in schools and the Town Council does not fund projects in schools.

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

**UNANIMOUSLY RESOLVED** to refuse the application.

Music for Minatures

It was felt that teaching music to children was admirable but the specific application was weak as there are many child and toddler groups where a concert could be held and it was not clear how much of a benefit to Melksham Town residents it would be.

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

**UNANIMOUSLY RESOLVED** to refuse the application.

Melksham Carnival

The committee expressed concern at the sum requested in view of the stated purpose. It was felt that the application should be resubmitted with details of costing and what the gazebo would be used for, and that council officers would offer support in costing and submitting the application.

Wiltshire and Bath Independent Living Trust Ltd.

It was noted that no documentation had been submitted and therefore the application could not be considered.

Melksham Choral Society

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

**UNANIMOUSLY RESOLVED** to award Melksham Choral Society a grant of £850.00

Melksham Garden Society

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

**UNANIMOUSLY RESOLVED** to award the Melksham Garden Society a grant of £250.00

Melksham WI

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

**UNANIMOUSLY RESOLVED** to award the Melksham WI a grant of £200.

Melksham Free Dining

Councillor Hubbard felt that the Town Council required feedback on how the money is spent. It was agreed that the committee would like further information on Melksham Free Dining's structure and work. To that end Melksham Free Dining are to be invited to a future meeting to give a presentation to the Committee.

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

**UNANIMOUSLY RESOLVED** to award Melksham Free Dining a grant of £592.00

Melksham PHAB

There was discussion on ticket prices, what the sum was to cover, what the total cost was and evaluation forms. It was agreed that repeat applications for a grant should include an evaluation report of how the previous grant was spent.

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

**UNANIMOUSLY RESOLVED** to award Melksham PHAB a grant of £300.00.

Splash (Community First Wiltshire)

There was discussion on how to ensure the grant is used for Melksham Town residents and not the wider Melksham area.

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

**UNANIMOUSLY RESOLVED** to award Splash a grant of £768.00 being £64 per young person, up to a maximum of 12 that live within the Melksham Town boundary. Splash are to provide postcodes to show the beneficiaries live within the Melksham Town boundary before the funds are paid.

Carer Support Wiltshire

Councillor Hubbard advised that the Area Board had set aside a large sum for young carers and he did not believe it had all been allocated. He suggested giving £500 and Carer Support Wiltshire could make applications to other parishes and the Area Board.

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

**UNANIMOUSLY RESOLVED** to award Carer Support Wiltshire a grant of £500.

*Read Easy North & West Wiltshire*

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

**UNANIMOUSLY RESOLVED** to award Read Easy North & West Wiltshire a grant of £500.00.

Total of grants awarded £4295.00.

**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.

Councillor Hubbard queried the variances on live entertainment figures (Page 116 of Agenda Pack). How has there been a £3000 loss when two years ago Council said would not put on any live events. The Town Clerk advised she would check with the Assembly Hall team. Councillor Hubbard asked for a written reply with a breakdown.

**48/23 Monthly Financial Statement 31 July 2023**

The Monthly Financial Statement to 31 July 2023 was received.

**49/23 Payments and Receipts**

After committee had received the lists Councillor Aves asked why there were so many cheques to sign and why could Lloyds not move to BACS? The matter, including safeguards, was discussed and the Town Clerk said she would look into making the change.

**50/23      Unity Payments**

Lists of Unity payments for April, May, June and July 2023 were received.

**51/23      Unity Receipts**

Lists of Unity receipts for April, May, June and July 2023 were received.

**52/23      Lloyds Payments**

Lists of Lloyds payments for April, May, June and July 2023 were received.

**53/23      Lloyds Receipts**

Lists of Lloyds receipts for April, May, June and July 2023 were received.

**54/23      Petty Cash Payments**

Lists of Petty Cash payments for April, May, June and July 2023 were received.

**55/23      Petty Cash Receipts**

List of Petty Cash receipts for June 2023 were received.

**56/23      Earmarked Reserves**

A request was made that the projected spend column is broken down. The Town Clerk referred to the page following the report. There was a discussion arising from the report and certain items were clarified.

There was a short discussion of the developing Action Plan and Councillor Hubbard made some suggestions.

The report was received.

Meeting Closed at: 8.35 pm

**Signed:** .....

**Dated:**

## Melksham Town Council

### Minutes of the Staffing Committee meeting held on Monday 25th September 2023

**PRESENT:** Councillor S Crundell (Chair)

Councillor P Aves  
Councillor J Crundell  
Councillor T Price

**IN ATTENDANCE:**

**OFFICERS:** Heather Parks Locum

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

**32/23 Apologies**

Apologies were received from Councillor Oatley

**33/23 Declarations of Interest**

There were no declarations of interest.

**34/23 Minutes**

The minutes of 7<sup>th</sup> August 2023, having previously been circulated, were approved, (with one amendment, hand written, re minute number 29/23 which related to dates of meeting), as a correct record and signed by the Town Mayor Councillor Crundell.

**35/23 Confidential Session**

In view of the confidential and sensitive nature of the business to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960. It was proposed by the Town Mayor Councillor S Crundell and Seconded Councillor P Aves and

**UNANIMOUSLEY RESOLVED** that the public and press are excluded and are instructed to withdraw.

**36/23 Staffing Matters**

There was a general discussion on any holiday policy in place and Councillor Price asked for details to be provided to the committee for discussion at its next meeting. Officers outlined that with the amount of meetings booked, staff were attending in the evenings which impacted on work undertaken during the day. Holidays and TOIL are managed within the office and senior line managers.

It was felt by some that it would be clear which officers would attend meetings and this should be taken into consideration before holidays are being booked. Recently some meetings have not had the relevant staff available.

Questions raised were:

- Do we need an office manager?
- Can we use agency staff to fill gaps in the interim?
- Do we need a full time accountant?
- Can the Locum Clerk carry out appraisals?
- The Clerks appraisal needs to be circulated to all members of this committee to bring back to the next meeting.
- Two items were discussed regarding behaviour and actions have investigations have been set up.

### **37/23      Staffing Review**

What is happening about the staffing review and is there a timetable for this to take place? The Locum Clerk could not give a timescale but would update members when details were known.

Meeting Closed at: 6.50 pm

**Signed:** .....

**Dated:**



## Melksham Town Council

### Notes of the Environment and Climate Working Group meeting held on Tuesday 3rd October 2023

**PRESENT:** Councillor Ellis  
Councillor Mortimer  
Mike Saunders  
Shirley McCarthy  
Ian Cardy  
Gill Cardy

**IN ATTENDANCE:** Gillian Blackham

**OFFICERS:** Linda Roberts Town Clerk  
Andrew Meacham Committee Clerk

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

**37/23 Welcome and Introductions**

**38/23 Apologies**

Apologies were received from Councillor Aves

**39/23 Declarations of Interest**

There were no declarations of interest.

**40/23 Notes**

The Notes of 12 September 2023, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Ellis.

**41/23 New Members**

Gillian Blackham, Nathan Keates and Beth Dark were put forward to be co-opted. Gillian Blackham was present, Nathan Keates was unable to attend but had confirmed his agreement. An email from Beth Dark was read out but it was agreed this did not clearly state that she was happy to be co-opted.

The Town Clerk advised, for future reference, that it was best practice for a proposed co-optee to be present to confirm their consent.

There was discussion on new councillor membership. Councillor Ellis felt that there should be a minimum of 5 Town Council members.

It was proposed by Mike Saunders, seconded by Shirley McCarthy and

**UNANIMOUSLY** agreed to co-opt Gillian Blackham and Nathan Keates onto the Environment and Climate Working Group.

**42/23 Informal Meetings**

**43/23 Climate Action Plan**

There was discussion on tree planting program.

Ian Cardy asked if the working group had access to the Environmental budget. Town Clerk confirmed would need to be ratified by Full Council.

Councillor Mortimer asked if last year's budget had been rolled over. The Town Clerk confirmed that last year's budget had been rolled back into General Reserves as agreed by Full Council and £10000 allocated in the new budget.

The Town Clerk will look into the matter to see whether a referral is needed to Full Council for extra funding

There was discussion on the Working Group's Terms of Reference. It was agreed to finalise proposals to be put to Full Council at the next meeting.

The question of environmental effects of committee decisions was raised.

It was proposed by Ian Cardy, seconded by Gill Cardy and

**UNANIMOUSLY** agreed to recommend to Full Council that each committee should have a councillor to consider the environmental impact of items before that committee.

**44/23 Climatefest**

Councillor Ellis hoped that it might be possible to have some officer support for next years Climatefest.

The idea, raised at the last meeting, of holding a film screening in the Assembly Hall was discussed.

Mike Saunders said that he had been advised that it might be necessary to apply for a grant. The Town Clerk confirmed this was not the case and, as a Working Group of Melksham Town Council, they could have use of Town Council facilities.

Meeting Closed at: 7.55 pm

**Signed:** .....

**Dated:**

## Melksham Community Support (MCS) Service

### Project report: Q1 - April to June 2023

The project, overseen by Age UK Wiltshire (AUKW) started on 1<sup>st</sup> April, with the following outcomes agreed:

1. Improve the **wellbeing of older people** living in Melksham Town and Melksham Without, by offering support, access to information and practical help.
2. Ensure that support is available to **those who need it most**, particularly those who don't have a support network.
3. Promote the take-up of welfare benefits and access to other sources of **financial support**.
4. Promote and provide **holistic support** tailored to the individual's need.
5. Provide an **evidence base** of future needs.

### MCS phone line

The MCS phone line has been running since the early days of the Covid pandemic, providing a huge amount of practical and emotional support to the Melksham community since then.

The three MCS Call Handlers have been incredibly helpful and supportive during this transition and have continued to take calls from people requesting support with practical tasks. In Q1 there were 23 requests to MCS, averaging 1.8 requests per week:

- 16 prescription collections, repeat and one-off
- 4 shopping
- 3 electric key top-up

### Volunteers

These tasks were completed by seven volunteers, including the three Call Handlers, who often complete tasks if no volunteers come forward. There are 10 regular MCS volunteers who respond to requests sent out to the WhatsApp group.

Alongside the one-off requests made via the MCS phone line, there is also some regular activity, with three volunteers regularly shopping for three MCS clients.

One of the Call Handlers has stepped down but has remained on the volunteer list to respond to tasks. The phone line is currently covered two afternoons a week by MCS volunteers (now AUKW volunteers) and is covered by AUKW staff the rest of the time.

In Q2 the plan is for more of the MCS volunteers to be offered support and training that is offered by AUKW.

## New Senior Project Worker post

As well as taking over the existing MCS service, the project enabled AUKW to appoint a part-time (17.5 hours/week) Senior Project Worker (SPW), specifically to support the population of Melksham, and we were delighted to appoint Sarah Thomson, who offers a wealth of skills and experience from almost 20 years working for the Alzheimer's Society and more recently having worked as a Social Prescriber in Melksham. Sarah joined AUKW in June and had a comprehensive induction, overseen by AUKW's Service Manager, Ginny Cooper, including extensive training; developing procedures and resources for this new project, for example lone working, risk assessment, visit templates; and shadowing other AUKW staff.

A large part of Sarah's work will be visiting people at home for a conversation about what's important to them, agreeing how we can support them to promote a sense of health and wellbeing, providing ongoing support to overcome any practical difficulties they are experiencing, and helping people to access a range of activities and services that help to maintain their independence and connections with their local community. Our holistic, ongoing support tends to fall within these main categories:

- **Falls prevention**— information and help to access aids / adaptations and personal alarms as well as general falls prevention advice. Referrals to seated exercise and falls prevention classes.
- **Finance** – information about benefit entitlement and in particular Attendance Allowance and benefit checks (income maximisation), referrals made to AUKW Information & Advice service where appropriate; the Surviving Winter Grant discussed with eligible clients and onward referrals made with support to complete the application.
- **Socialisation** – information and support to access activity, social groups, day centres and telephone befriending. During her first month Sarah gathered together a wealth of information about local services and activities which might be of interest to MCS clients. Rather than simply signposting someone to activities or groups in their area, people often welcome an 'active referral' where we will offer to walk alongside people while they gain confidence, travel with people for the first visit, or attend with the client on the first couple of visits.
- **Independence** – support to apply for a Blue Badge, care needs assessments, Lasting Power of Attorney, gardening, handyperson, domestic, meals provision, local LINK schemes and the Dorset and Wiltshire Fire and Rescue Service campaign.
- **Wellbeing** – support to access bereavement services, support to address feelings of anxiety about a health condition, given help to access health services such as audiology, support for carers, support to get out and about
- **Melksham Emergency Support** - Sarah will be asking people whether they would like to be on the list for Melksham Emergency Support and the priority register.

In Melksham we will also be exploring how MCS volunteers can support people, either with short-term tasks (for example, help to sort paperwork) or longer-term



support (for example, companionship; walking alongside someone as they engage or re-engage with their community).

As the quarter ended we had identified ten people who have been regular users of the MCS phone line in recent months, and towards the end of the quarter Sarah had been contacting these people to offer a home visit. We were looking forward to finding out more about how we could support these people, including exploring how best people could be sustainably supported with prescriptions and shopping. Sarah has contacted the pharmacies in Melksham to find out what they can offer people who are housebound, with no family support and no internet access, and has had a positive response.

### **Promotion**

We took a cautious approach to promotion during Q1, while we were recruiting and training the Senior Project Worker, and while she offered support to current regular MCS users as a priority. We have been working on exciting plans to promote the service more widely in Q2, making sure Sarah's time can be focused on those who need support most, particularly those who don't have a support network.

We are also promoting our Information and Advice service, which is able to offer support with income maximization, support for family members, information on social care, housing and services for older people.

### **Working in partnership**

Sarah and I attended the Melksham Health & Wellbeing meeting on 6<sup>th</sup> June, and Sarah will attend this meeting regularly in future. I attended the Carer's event on 9<sup>th</sup> June.

AUKW is part of the Integrated Care Board Neighbourhood Collaborative work in Melksham and Bradford on Avon, focused on falls prevention.

### **Other Age UK Wiltshire services**

In Q1 our Information & Advice service advised or supported 47 people (Q1 2022 – 42) living in Melksham.

There were 81 attendances at our Fitness & Friendship Club at Bowerhill (Q1 2022 – 55).

Two people in Melksham receive weekly calls from an AUKW Telephone Befriender, and 18 receive hot meals delivered to their home through our Meals+ service.

Kate Brooks  
Operations Manager  
Age UK Wiltshire



This page is intentionally left blank