



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

6 December 2021

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 Town Hall on **Monday 13th December 2021** commencing on the rising of the Staffing Committee meeting.

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.

Yours sincerely

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

Melksham Town Council
Full Council

Monday 13 December 2021

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.

Public Participation – To receive questions from members of the public.

AGENDA

1. Apologies

To receive apologies for absence

2. Declarations of Interest

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Council.

Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared on the Register, as well as any other registrable or other interests.

3. Questions from Councillors

To receive questions from Councillors in accordance with Standing Order 3(o).
Questions are to be submitted to the Town Clerk in advance of the meeting

4. Minutes (Pages 1 - 8)

To confirm as a correct record the minutes of the Full Town Council meeting held on 25 October 2021.

5. Town Mayor's Announcements

6. Reports from Unitary Councillors

Unitary Councillors to report on any matters affecting Melksham which have been

discussed at Wiltshire Council Meetings.

7. Police Report (Pages 9 - 10)

To note the Police Area Board Report for December 2021 (see attached).

8. Representatives on outside bodies

To receive update reports from Melksham Town Council representatives on outside bodies.

8.1 Operational Flood Working Group

To note the following update from Councillor Price:

‘With the help of Melksham Without we are working towards a bigger ‘Emergency Action Plan’ that can be available for any emergency that may arise in our town using the Community Response Team that has been so helpful during COVID. The action plan is being finalised and will be ready to come to Full Council in January for approval. There will be a lot more to discuss once it comes to council.’

8.2 Wiltshire Swindon and Oxfordshire Canal Partnership (Pages 11 - 14)

To receive the notes of the meeting held on 30 September 2021.

9. Accounts

9.1 Payments (Pages 15 - 20)

To approve the list of payments made by Direct Debit, debit card, cheque, and BACS for the Town Council Bank Account per the attached for the period from 01/10/2021 to 31/10/2021.

To approve the list of payments for the Assembly Hall Bank Account per the attached for the period from 01/10/2021 to 31/10/2021.

9.2 Petty Cash (Pages 21 - 22)

To approve the payments made by Petty Cash per the attached for the period from 01/10/2021 to 31/10/2021.

9.3 Monthly Financial Statement to 31 October 2021 (Month 7) (Pages 23 - 24)

To note the monthly Financial statement.

9.4 Detailed Income & Expenditure Report as at 31 October 2021 (Month 7) (Pages 25 - 34)

To note the Income and Expenditure report.

9.5 Earmarked Reserves Year to date to 31 October 2021 (Month 7) (Pages 35 - 36)

To note the Earmarked Reserves.

10. Committee Minutes

10.1 Asset Management and Amenities Committee (Pages 37 - 40)

To receive the draft minutes of the Asset Management and Amenities Committee meeting held on 6 December 2021.

10.2 Economic Development and Planning Committee (Pages 41 - 52)

To receive the minutes of the Economic Development and Planning Committee meeting held on 8 November 2021 and the draft minutes of the Economic Development and Planning Committee meeting held on 29 November 2021

10.3 Finance, Administration and Performance Committee (Pages 53 - 56)

To receive the draft minutes of the Finance, Administration and Performance Committee meeting held on 22 November 2021.

10.4 Staffing Committee (Pages 57 - 60)

To receive the minutes of the Staffing Committee meeting held on 20 September 2021 and the draft minutes of the Staffing Committee meeting held on 6 December 2021.

11. Working Group Minutes

11.1 Environment and Climate Working Group (Pages 61 - 62)

To receive the draft notes of the Environment and Climate Working Group meeting held on 28 October 2021.

11.2 CCTV/Community Safety Working Group

To receive the draft notes of the CCTV/Community Safety Working Group meeting held on 23 November 2021.

12. Neighbourhood Plan Steering Group

To nominate a substitute Councillor to the Neighbourhood Plan Steering Group to ensure two councillors are present at meetings.

13. Roundhouse (Pages 63 - 68)

To consider the quote provided by Sandridge Stone for works required to the Roundhouse per the buildings conditions report prepared in 2020.

To note that of the works priced under Appendix 2, Sandridge Stone have indicated that those listed under points 1, 4, 5 and 6, totalling £8,948.70, should be carried out within six to 12 months and that those listed under points 2, 3 and 7, totalling £11,515.90, should be carried out within 12 to 36 months.

14. King George V Park (Pages 69 - 128)

To appoint a contractor to design the lighting scheme for King George V Park (see attached quotes).

15. 2022/2023 Draft Budget (Pages 129 - 184)

Members are requested to consider the Town Clerk's report and 2022/2023 Draft Budget options two and three and 2022/2023 Draft Budget option four as provided by Councillor Mortimer.

16. Draft Strategic Plan (Pages 185 - 188)

To review the draft strategic plan. Members are invited to provide feedback, suggestions and comments and to note that each committee will be required to create its own action plan.

17. West Wiltshire-Elbag Twinning Association

To appoint a new representative to the West Wiltshire-Elbag Twinning Association.

18. Recruitment of a temporary part-time bar supervisor for the Assembly Hall (Pages 189 - 190)

To receive the report of the Amenities Manager and approve the recommendation contained therein.

19. Written Motions from Councillors

19.1 Motion regarding engagement with Wiltshire Council in the masterplanning of Melksham (Pages 191 - 194)

To receive and consider the motion from Councillor Alford to engage with Wiltshire Council regarding a masterplan for Melksham (see attached).

19.2 Motion re works to Assembly Hall (Pages 195 - 196)

To receive and consider the motion from the Deputy Town Mayor, Councillor Goodhind regarding works to the Assembly Hall (see attached).

19.3 Motion re the Cricketers Cafe (Pages 197 - 200)

To receive and consider the motion from the Councillor Mortimer regarding interim use of the Cricketers cafe (see attached).

20. Motion re artbeats (Pages 201 - 202)

To receive and consider the motion from the Town Mayor, Councillor Hubbard, artbeats (see attached).

21. Provision of Laptop for use by Members of the Public

To approve the provision of a council-owned laptop in the foyer of the Town Hall to facilitate reporting of issues by members of the public on the MyWilts online reporting app and enable training in the use of the app to take place.

22. Electric Vehicle Charging Points

To note that the electric vehicle charging points in King Street car park have been out of action for several months and are unlikely to be replaced by Wiltshire Council until 2022/2023.

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Melksham Town Council

Minutes of the Full Council meeting held on Monday 25th October 2021

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

IN ATTENDANCE: One member of the press was in attendance.

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Amenities Manager
	Patsy Clover	Acting Deputy Town Clerk

199/21 Apologies

Apologies for absence were received from Councillors J Crundell, Lewis and Price.

200/21 Declarations of Interest

There were no declarations of interest.

201/21 Minutes

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

UNANIMOUSLY RESOLVED that the minutes of the Full Council meeting held on 27 September 2021, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor Hubbard.

202/21 Town Mayor's Announcements

The Acting Deputy Town Clerk was congratulated by the Town Mayor, Councillor Hubbard, on passing her CiLCA qualification.

A welcome was extended to the new Business Admin. Apprentice.

The Town Mayor, Councillor Hubbard, advised that he had written to Dr Abby Burgess, at Giffords Surgery, in response to her letter regarding the closure of the vaccination hub at Spencer Sports and Social Club to enquire whether there were any local venues for the booster vaccination programme. Any response received will be circulated.

The Town Mayor, Councillor Hubbard, had written to the Chief Executive of Lloyds Bank regarding the implications of the proposed closure of Lloyds Bank in Melksham.

The Town Mayor, Councillor Hubbard, advised members that Melksham Town Council's apprenticeship scheme had been highlighted at the recent SLCC conference.

203/21 Reports from Unitary Councillors

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

- Bus Back Better – it is a legal requirement for children up to the age of 18 to be in full-time education. However, free public transport ends at 16. Proposed solutions have been discussed.
- The Town Mayor, Councillor Hubbard advised members that the EV charging point in King Street car park is to be replaced. More EV charging points will be installed in other car parks in Melksham and also at Melksham House.

204/21 Accounts

204/21. Payments

1

The Amenities Manager explained to Councillor Mortimer that one of the electricity bills which had been paid related to a metering service for a substation in King George V Park which is in the process of being de-energised. The other bill is the normal electricity bill.

The Acting Deputy Town Clerk confirmed that the defibrillator had to be paid for in advance. She was asked to obtain an update regarding an anticipated delivery date.

It was noted that the income from the Sandridge Solar Farm should be received in November but that the amount received will probably be less than budgeted.

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

UNANIMOUSLY RESOLVED to approve the list of payments made by Direct Debit, debit card, cheque, and BACS for the Town Council Bank Account for the period from 01/08/2021 to 30/09/2021 and to approve the list of payments for the Assembly Hall Bank Account for the period from 01/08/2021 to 30/09/2021.

The closure of the Assembly Hall Bar Bank Account on 27/08/2021 was noted.

204/21. Petty Cash

2

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

UNANIMOUSLY RESOLVED to approve the payments made by petty cash for the period from 01/08/2021 to 30/09/2021.

204/21. Monthly Financial Statement to 30 September 2021 (Month 6)

3

The monthly financial statement was noted.

204/21. Detailed Income & Expenditure Report as at 30 September 2021 (Month 6)

4

The income and expenditure report was noted.

205/21 Earmarked Reserves Year to date to 30 September 2021 (Month 6)

Clarification was sought by Councillor Mortimer regarding the balance of the budget for the King George V Park Masterplan. Councillor Mortimer will email the Town Clerk with her query. The Town Clerk's response will be shared with members.

206/21 Committee Minutes

206/21. Asset Management and Amenities Committee

1

After some debate regarding the precise location and extent of the proposed fenced area for the Party in the Park event in 2022, and the desire to keep facilities open, it was proposed by the Town Mayor,

Councillor Hubbard, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to receive the draft minutes of the Asset Management and Amenities Committee meeting held on 11 October 2021 . The recommendation to support the request to hold the Party in the Park event in King George V Park in 2022, with power and water being provided by the Town Council was noted, with authority delegated to the Town Clerk to liaise with the organisers of the event over the maintenance of a pathway across the Park during the event and siting of additional fencing between the Splash Pad and the play area to leave both locations accessible. The matter must be referred back to Full Council if the pathway cannot be kept open.

206/21. Economic Development and Planning Committee
2

The minutes of the Economic Development and Planning Committee meetings held on 5 July 2021, 26 July 2021, 16 August 2021, 6 September 2021, 27 September 2021 and the draft minutes of the Economic Development and Planning Committee meeting held on 4 October 2021 were received.

207/21 Neighbourhood Plan Steering Group

The draft notes of the Neighbourhood Plan Steering Group meeting held on 29 September 2021 were received. It was noted that Place Studios - Chartered Town Planners - had been appointed to act for Neighbourhood Plan #2.

208/21 Council Tax Setting by Wiltshire Council for 2022/2023

Members received the Council Tax Fact Sheet and noted Wiltshire Council's Council Tax Setting Timetable.

209/21 Conclusion of Audit Year Ended 31 March 2021

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

UNANIMOUSLY RESOLVED to accept the final External Auditor Report and Certificate for the 2020/2021 financial year.

210/21 Approval of Internal Auditor 2022/2023

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

UNANIMOUSLY RESOLVED to appoint the business which had supplied 'quote three' as Melksham Town Council's internal auditor for 2022/2023 and the following two financial years.

211/21 Procurement Policy

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

UNANIMOUSLY RESOLVED to amend the sections in the draft policy regarding preferred suppliers and remove the sections relating to procurement for amounts in excess of £10,000, which are a duplication of Financial Regulations.

The revised draft policy should be referred to the Finance, Administration and Performance committee for recommendation to Full Council.

212/21 Melksham Town Council Refreshed Branding

The briefing of the Head of Communications was received.

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

RESOLVED to approve the use of the new logo as determined by the Town Clerk, ensuring that its use doesn't result in any increased costs to the Council, over and above costs which would normally have been incurred.

213/21 Written Motions from Councillors

213/21. Keeping Small Dog Park in King George V Playing Fields

1

Councillor Mortimer asked members to reconsider the decision made by the previous Council to close the small dog park.

The Town Mayor, Councillor Hubbard, advised members that the master plan for the Park envisaged that the area would be used as a new games facility for older children. If the decision was reversed, that facility would be withdrawn.

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

RESOLVED to keep the small dog run in King George V Park until there was a viable funded alternative use for the plot of land and, at that stage, to consider the option of re-siting the small dog run.

213/21. Installation of a Free Air Pump

2

It was proposed by the Councillor Houghton , seconded by Councillor

Oatley and

UNANIMOUSLY RESOLVED to approve the motion to install a free air pump in the Market Place, with a second free air pump and five bike racks in King George V Park at a point near the Pavilion to be decided. It is estimated that the total project will cost circa £5,000 and will be funded from the major projects reserve and a councillor-sponsored area board application for 50% of the costs.

214/21 Items for Information

214/21. Wiltshire Swindon and Oxfordshire Canal Partnership Meeting 1

Members received the notes of the Wiltshire Swindon and Oxfordshire Canal Partnership meeting held on 11 March 2021.

215/21 Confidential Session

Councillor Ellis wished to speak against excluding the press and public. He believed in open democracy and felt that the item to be discussed was in the public interest.

The Town Clerk advised members that commercially sensitive information would be discussed.

It was proposed by the Town Mayor, Councillor Hubbard, that, in view of the sensitive nature of the business to be transacted, the public and press be instructed to withdraw from the meeting.

Councillor Ellis requested a recorded vote which was as follows:

Councillor	Absent	For	Against	Abstain
Alford		X		
Aves			X	
Cooke		X		
Crundell J	X			
Crundell S	X			
Ellis			X	
Forgacs		X		
Goodhind		X		
Houghton		X		

Hubbard		X		
Lewis	X			
Mortimer		X		
Oatley		X		
Price	X			
Rabey		X		
Totals	4	9	2	0

The Town Clerk confirmed that the vote was carried.

216/21 Hybrid Council Session

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

RESOLVED to instruct the Town Clerk to obtain legal advice from the Town Council's solicitors and to arrange a panel to interview two of the companies before making a recommendation to a future meeting of Full Council for a decision.

Meeting Closed at: 10.04 pm

Signed:

Dated:

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Name of Parish/Town Council	Melksham Town
Date of Area Board Meeting	8 December 2021

Headlines/Key successes

A Warrant was executed on 17th November in Forest; a quantity of Cannabis and £2000 cash from the proceeds of Drug Dealing was seized.

A Youth is being Charged with an Arson attack on a Garage in Mills Road in October. We had a fantastic response from the Community in terms of willingness to provide evidence that's secured a Guilty Plea to the offence.

Two people have appeared in Court Charged with ABH, following an attack on a member of public in Church Street.

Projects

Youth-related ASB in the Town Centre. A small group have caused a number of investigations to commence. We're looking to address the general behaviour exhibited by the group.

Op Elf is now running throughout the Christmas Period. This is a proactive Operation run to tackle Shoplifters.

Night Time Economy issues are again at the forefront in the leadup to Christmas. Officers from the Neighbourhood Team, supported by colleagues from Response, will be conducting Licensing Checks on venues and addressing issues related to the Night Time Economy at peak times.

Forthcoming events/Diary date

Signed: PS James Twyford
Date: 011221

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MEETING Thursday 30th September 2021 at 2pm
 Online meeting Microsoft Teams [Click here to join the meeting](#)

Item	<u>NOTES</u>	
	Attending	
JL	John Laverick (President)	
NN	Cllr Nabil Najjar Wiltshire Council (Chair)	
MH	Cllr Mark Harris Melksham Without PC	
BS	Cllr Bill Scott Semington PC	
GS	Cllr Gary Sumner Swindon BC	
JA	John Allan Cotswold Canals Trust	
PH	Paul Harris Oxfordshire CC	
SM	Sam Meredith Environment Agency	
DM	Dick Millard Sustrans (volunteer)	
GO	Gordon Olson Wilts & Berks Canal Trust	
KO	Ken Oliver Wiltshire Council (Partnership Officer)	
SP	Steve Petty Berryfield resident	
PS	Peter Scatchard Wilts & Berks Canal Trust	
1	Apologies: Natasha Gumbrell Wiltshire Council; Tim Wheeldon IWA; Dominic Lamb VWHDC; Mark Evans CRT; Colin Goodhind Melksham Without PC	
2	Notes from the last meeting 11 th March 2021 were pre-circulated	
3	Chairman's Announcements The new Chairman Cllr Nabil Najjar Wiltshire Council Portfolio Holder for Arts, Heritage and Tourism made a brief introduction to the meeting.	
4	Partnership Officer Report- <ul style="list-style-type: none"> M4 Crossing National Highways (Highways England) Designated Fund -KO reported that the work by consultants Stantec was nearly completed to produce a report of the feasibility of a canal culvert to cross under the M4 close to Wichelstowe. The report is intended to be the pre-cursor of a fully costed design to enable the project team to seek funding. KO noted that as part of the Wichelstowe southern access road construction, a culvert for the canal has just been completed under the re-alignment for Wharf Road. GS noted that this would future proof the canal restoration south of the motorway but for the short-term the culvert would be infilled with soil to protect the structure until it is required 	



- Melksham Link- planning application- **KO** reported that consultant's report on Biodiversity Net Gain has now been delivered to Wiltshire Council's ecologist . The next stage is to define what further works are required and also seek consent from the EA.
- Wiltshire Council Climate Change- Blue/Green Strategy –**KO** said that it had been noted that the original consultation had omitted canals , and Wiltshire Councils team were fully aware of the contribution made by canals and this would be reflected in the final text.

5

Projects update –

- Swindon Wichelstowe
 - Canalside- **KO** reported next phase of housing development has started- this will lead to the design work for linking section of canal from East Wichel to be carried out.
 - East Wichel- canal leak. **GS** confirmed that contractors would start work in October on the section identified as leaking(subject to weather conditions).
 - Landowner issue .**GS** reported that SBC had written to the landowner confirming that SBC were the 'owners' of the covenant and that it could be varied subject to WBCT having access to the canal.
- Swindon New Eastern Villages- **KO** reported that in parallel with the start of construction of the Southern Connector Road WBCT have now received the pre-app report on the canal. **GO** noted that to take this to a full planning application there was much work to be done particularly around flooding issues and appropriate consultant's reports. **GS** reported that many of the proposed housing schemes had been consented and although the canal design has been integrated into the various schemes, the developers have not been persuaded on the viability of construction of the canal. **JA** said that the experience of developers in Stroud has been a significant uplift in the value of housing by the canal. **GS** confirmed that Canalside housing had also seen this value uplift but the developers appear to think that this is not sufficient to justify the construction costs of the canal. Clearly this would be one of the considerations for WBCT to

	<p>look at as part of any decision regarding spending money at this stage on a planning consent. JL noted from his experience that sometimes developers did not use the best designs for housing to fully exploit the potential of the waterside environment.</p> <ul style="list-style-type: none"> • Swindon Local Plan consultation. GO confirmed that WBCT are responding to the consultation following further discussion with SBC officers and the canal restoration policy would be part of the conversation with a forthcoming meeting with SBC Chief Exec and Council Leader . KO noted that the Local Authorities have been very supportive in policy terms for many years in safeguarding the route of the canal and perhaps now, as delivery of the project is starting to gather pace, some more consideration of active support of the restoration may need to be considered. The strategic sections of restoration (discussed later) may be important in this process. PS said that the canal restoration from the River Thames at Abingdon to Grove was included in the recently published plans for the Water Resources South East (WRSE)reservoir. JA noted that the Cotswold Canals proposal for water transfer via the canal was still being considered and that contrary to the previous situation, it would appear that both the reservoir and water transfer are likely to be required. • Pewsham Locks – HSE update GO reported that a thorough review of all Health and Safety policies procedures had taken place at WBCT. WBCT has made HSE aware that all the terms of the prohibition order issued in 2016 are now being complied with and that WBCT would like to restart works • Shrivenham- the project at the ‘Pocket Park’ has stalled although funding is available. • North Wilts Canal – water supply – as part of the WRSE review the possibility of using the treated output from Swindon (Barnfield) STW was being considered as part of water supply for the North Wilts and Thames & Severn Canals . 	
6	<p>Partners Reports and Issues</p> <ul style="list-style-type: none"> • Proposal to form M.P.s group for the Wilts & Berks project – JL said that before reporting on the national scene he had a regional update. JL noted the long term support from Wiltshire and Swindon but there had of late been a gap in political support in Oxfordshire. JL had been in touch with Cabinet member Duncan Enright who is the portfolio holder for development strategy, waterways and tourism, and Cllr Enright is very keen to join the WSO Partnership. He apologised for not being able to join this meeting but would like to be added to the distribution list and hoped to attend the December meeting. <p>JL said that he thought that the national contact with MP.s might best be handled by Nabil . GO noted support from a number of the MP’s along the line of the canal. KO said that forming an ‘interest group for Wilts & Berks would enhance the work already being carried out by the Parliamentary Waterways Group.</p> <p>NN said that he thought there was merit in organising a briefing and perhaps an initial meeting where we shared some of the issues discussed at this meeting and invite support and feedback . Likely</p>	KO

	<p>timing would probably be best in January. PS noted that the MP's in Oxfordshire were also aware of the project. GO endorsed that a coordinated approach would be very useful</p> <p>NN agreed to look at possible dates and agenda and would keep Partnership members informed. It was noted that some MP's have already been directly approached by the canal trusts. NN thought that in putting together this kind of event would be an opportunity for early engagement and also noted that if approved in 2023 there would be constituency boundary changes. The meeting agreed that NN should progress this item .</p> <ul style="list-style-type: none"> • Proposal to form Partnership working groups: <ul style="list-style-type: none"> -Melksham Link -Swindon – Royal Wootton Bassett (RWB) <p>KO proposed that to progress these two major projects it would be more effective to set up working groups of interested and relevant Partners to look at specific projects – Canal & River Trust is keen to have a more focussed group for the Melksham Link , which might specifically look at third party funding . KO had already spoken to colleagues in Economic Development as they would be key to the scheme. BS wondered if Town and Parish Councils would be included. KO said that all organisations who had a direct interest in the scheme would be welcomed.</p> <p>It was agreed that this would be progressed for initially Melksham and then extended to the Swindon to RWB project.</p> <ul style="list-style-type: none"> • Cotswold Canals –Phase 2 Issues -JA reported that the main issues were around restoration of gravel abstraction sites. There is a number of outstanding planning issues on two sites that need to be resolved. • Cotswold Water Park -SSSI boundary changes. GO had been notified of changes that would now exclude the Wilts & Berks Canal from the SSSI- JA asked if that information could be shared as the SSSI extension was still impacting on the Cotswold scheme. 	NN
	<p>AOB</p> <p>JA asked if was correct that Wiltshire Council had approved the gifting of land it owned to the Wilts & Berks Canal Trust. KO responded that officers had been empowered to make such transfers by the Strategic Assets Committee. The process had started with Morningside farm in RWB but was currently on hold pending the outcome of the HSE situation and any possible fine. JA asked if a similar arrangement could be made for the Cotswold Canals – KO suggested that this request is pursued outside the meeting while noting there were commercial constraints on the land where gravel is to be abstracted.</p>	
7	<p>Date and time and location of next meeting : Thursday 2nd December 2021 at 2pm – This will be an online meeting</p>	

Date: 22/11/2021		Melksham Town Council Current Year					Page:524		
Time: 08:30		Cashbook 4					User: MEL		
		Cooperative Bank A/C					For Month No: 7		
Payments for Month 7				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
31/08/2021	Amazon Prime	BACS	-7.99		-1.33	4029	101	-6.66	Write Back Amazon subscription
31/08/2021	Trade UK	BACS	-90.83		-2.64	4163	202	-15.00	W/b unrepresented payment
						4150	202	-59.99	W/b unrepresented payment
						4163	202	-13.20	W/b unrepresented payment
14/09/2021	Wiltshire Council	DDR	-230.00			4161	215	-230.00	Write back duplicated entry
30/09/2021	Melksham Without Parish Council	406291(B)	-8.66			4074	302	-8.66	Shurnhold Fields - website
01/10/2021	Land Registry	DEBIT CARD	6.00			4050	110	6.00	Primrose Drive/closed church
01/10/2021	eBay	DEBIT CARD	25.49		4.25	4163	202	21.24	Lawnmower cord
01/10/2021	Water2Business	DDR	8.50			4103	215	8.50	Water rates - Unit
01/10/2021	Water2Business	DDR	426.15			4180	205	426.15	Water rates - public toilets
01/10/2021	British Gas	DDR	110.83		5.28	4252	204	105.55	Electricity - Pavilion
01/10/2021	Wiltshire College	DEBIT CARD	15.00			4075	101	15.00	Horticultural course
04/10/2021	Bookers	DEBIT CARD	214.81		35.80	4903	520	179.01	AH - bar stock
05/10/2021	Grenke Leasing	DDR	177.98		29.66	4108	201	148.32	Photocopier
05/10/2021	Co-op Bank	DDR	30.00			4017	110	30.00	BACS fees
05/10/2021	H. Davies	TRANS	3.00		0.50	4021	101	2.50	Tea
05/10/2021	K. Farrow	TRANS	4.98		0.83	4916	501	4.15	Batteries
05/10/2021	H. Davies	TRANS	7.74		1.29	4076	110	6.45	Sun cream
05/10/2021	H. Davies	TRANS	-3.00		-0.50	4021	101	-2.50	Tea
05/10/2021	K. Farrow	TRANS	-4.98		-0.83	4916	501	-4.15	Batteries
05/10/2021	H. Davies	TRANS	-7.74		-1.29	4076	110	-6.45	Sun cream
05/10/2021	Unity Bank	406286	500.00			4017	110	500.00	Opening balance
06/10/2021	Redhorn Holdings	DDR	934.99		155.83	4160	215	779.16	Rent - Unit
07/10/2021	Land Registry	DEBIT CARD	6.00			4050	110	6.00	KGV boundary
07/10/2021	Land Registry	DEBIT CARD	6.00			4050	110	6.00	30 Pennine Close
07/10/2021	Europarts	DEBIT CARD	19.79		3.30	4153	202	16.49	Wipers
07/10/2021	Flowers in Focus	DEBIT CARD	30.00		5.00	4021	101	25.00	Bouquet - TP
07/10/2021	H. Davies	TRANS	5.77		0.96	4075	101	4.81	Refs - training
07/10/2021	H. Davies	TRANS	-5.77		-0.96	4075	101	-4.81	Refs - training
07/10/2021	Giffgaff	DEBIT CARD	6.00		1.00	4027	101	5.00	SIM
08/10/2021	Sainsburys	DEBIT CARD	65.45		10.91	4083	302	54.54	Refs - Priority/People
08/10/2021	Bitdefender	DEBIT CARD	243.59		40.60	4042	101	202.99	Anti virus protection
08/10/2021	Enterprise	DDR	562.90		93.82	4156	202	469.08	Van lease
08/10/2021	British Gas	DDR	84.57		4.03	4185	205	80.54	Electricity - Toilets
08/10/2021	Trade UK	BACS	71.26		11.88	4151	202	59.38	Tools
08/10/2021	Trade UK	BACS	15.99		2.66	4163	202	13.33	Padlock
08/10/2021	Trade UK	BACS	53.48		8.91	4150	202	44.57	Workwear
08/10/2021	Trade UK	BACS	-71.26		-11.88	4151	202	-59.38	Tools
08/10/2021	Trade UK	BACS	-15.99		-2.66	4163	202	-13.33	Padlock
08/10/2021	Trade UK	BACS	-53.48		-8.91	4150	202	-44.57	Workwear
11/10/2021	Co-op Bank	DDR	3.78			4017	110	3.78	BACS fees
11/10/2021	Co-op Bank	DDR	12.00			4017	110	12.00	BACS fees
12/10/2021	Facebook	BACS	17.00		2.83	4023	101	14.17	Advertising
14/10/2021	Office Evolution	DDR	105.81		17.64	4026	101	88.17	Photocopying
14/10/2021	Mainstream	DDR	23.84		3.97	4027	101	19.87	Phones
14/10/2021	HMRC	DDR	8,806.32			520		8,806.32	NI/PAYE

Continued on Page 525

Date: 22/11/2021

Melksham Town Council Current Year

Page: 525

Time: 08:30

Cashbook 4

User: MEL

Cooperative Bank A/C

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/10/2021	Wiltshire Council	DDR	230.00			4102	201	230.00	Rates - TH
15/10/2021	Wiltshire Council	DDR	936.00			4102	201	936.00	Rates - TH
18/10/2021	Oakw ood	DDR	135.00		22.50	4196	202	112.50	Container
18/10/2021	Fuel Genie	DDR	252.83		42.14	4153	202	210.69	Fuel
18/10/2021	Facebook	BACS	17.00		2.83	4023	101	14.17	Advertising
19/10/2021	Petty Cash	Trans	200.00			220		200.00	Petty cash top-up
19/10/2021	P. Clover	TRANS	1.15		0.19	4021	101	0.96	Milk
19/10/2021	B. Bury	TRANS	7.95		1.32	4922	501	6.63	Diary
19/10/2021	B. Bury	TRANS	6.00		1.00	4903	520	5.00	Ice cubes
19/10/2021	L. Roberts	TRANS	95.40		15.90	4061	101	79.50	Mileage
19/10/2021	P. Clover	TRANS	-1.15		-0.19	4021	101	-0.96	Milk
19/10/2021	B. Bury	TRANS	-7.95		-1.32	4922	501	-6.63	Diary
19/10/2021	B. Bury	TRANS	-6.00		-1.00	4903	520	-5.00	Ice cubes
19/10/2021	L. Roberts	TRANS	-95.40		-15.90	4061	101	-79.50	Mileage
20/10/2021	Wiltshire Council	DDR	26,914.11		4,485.68	520		22,428.43	Salaries
21/10/2021	British Gas	DDR	32.94		1.57	4101	201	31.37	Electricity - Market Place
21/10/2021	British Gas	DDR	163.50		7.78	4101	201	155.72	Electricity - TH
22/10/2021	British Gas	DDR	5.33		0.25	4100	201	5.08	Gas - TH
22/10/2021	British Gas	DDR	13.11		0.62	4912	501	12.49	Gas - AH
22/10/2021	Zen	DDR	20.40		3.40	4175	210	17.00	Wifi - Art House
22/10/2021	Wiltshire Council	DDR	7,887.10		1,314.52	520		6,572.58	Pensions
22/10/2021	Facebook	BACS	17.00		2.83	4023	101	14.17	Advertising
24/10/2021	K. Farrow	TRANS	5.75		0.96	4903	520	4.79	Refs - AH
24/10/2021	B. Bury	TRANS	18.44		3.07	4903	520	15.37	Bar stock
24/10/2021	H. Davies	TRANS	2.00		0.33	4021	101	1.67	Cleaning products
24/10/2021	H. Davies	TRANS	16.99		2.83	4163	202	14.16	Fuses
24/10/2021	K. Farrow	TRANS	-5.75		-0.96	4903	520	-4.79	Refs - AH
24/10/2021	B. Bury	TRANS	-18.44		-3.07	4903	520	-15.37	Bar stock
24/10/2021	H. Davies	TRANS	-2.00		-0.33	4021	101	-1.67	Cleaning products
24/10/2021	H. Davies	TRANS	-16.99		-2.83	4163	202	-14.16	Fuses
25/10/2021	Zoom	DDR	14.39		2.40	4042	101	11.99	Hosting service
25/10/2021	EE	DDR	168.98		28.16	4027	202	140.82	Mobiles - Amenities
25/10/2021	Facebook	BACS	1.00		0.17	4023	101	0.83	Advertising
28/10/2021	British Gas	DDR	3,703.30		617.22	4911	501	3,086.08	Electricity - AH
28/10/2021	Door Entry Direct	DEBIT CARD	71.40		11.90	4308	403	59.50	Door entry - TH
29/10/2021	UK Media Solutions	406665	108.00	108.00		501			A1 maps
29/10/2021	Linda De Santiz	406666	1,200.00	1,200.00		501			Honoraria
29/10/2021	IDverde Limited	406667	3,623.94	3,623.94		501			Public toilet clean - Oct 2021
29/10/2021	Melksham Tyre Supplies	406668	26.40	26.40		501			Puncture repair
29/10/2021	Microshade Business Consultant	406669	1,640.10	1,640.10		501			Accounting support - Oct 2021
29/10/2021	RBL Poppy Appeal	406670	69.50	69.50		501			Wreaths
29/10/2021	Stannah Lift Services Ltd	406671	470.65	470.65		501			Lift - service
29/10/2021	Travis Perkins Trading Company	406672	10.80	10.80		501			Postcrete
29/10/2021	Vysion Ltd	406673	282.00	282.00		501			1/4ly online back-up service
29/10/2021	4Youth (South West)	406674	5.10	5.10		501			ID cards
29/10/2021	AquaAid (Kennet & North Wilts)	406675	65.84	65.84		501			Water cooler
29/10/2021	Boels Rental Ltd	406676	160.47	160.47		501			Hire - delivery charge

Continued on Page 526

Date: 22/11/2021

Melksham Town Council Current Year

Page: 526

Time: 08:30

Cashbook 4

User: MEL

Cooperative Bank A/C

For Month No: 7

Payments for Month 7**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
29/10/2021	The Community Heartbeat Trust	406677	1,050.00	1,050.00		501			Defib
29/10/2021	Coppard Plant Hire Ltd	406678	720.00	720.00		501			Kelly blocks
29/10/2021	J. H. Jones & Sons	406679	1,686.00	1,686.00		501			Grass cutting - WMF
29/10/2021	Melksham Groundcare Machinery	406680	147.40	147.40		501			Bow ser - adaptation
29/10/2021	NPower (Yorkshire) Ltd	406681	47.45	47.45		501			KGV - electricity Sep 2021
29/10/2021	PJ Dyke (Paving & Groundwork)	406682	984.00	984.00		501			Pavilion - repairs to paving
29/10/2021	G. Milward-Oliver	406683	4,200.00	4,200.00		501			Workshop - 7th Oct
29/10/2021	West Mercia Energy	406684	61.44	61.44		501			Elec - KGV - Sep 2021
29/10/2021	Trade UK	Online	170.87	170.87		501			Waterproof trousers
29/10/2021	P. Clover	TRANS	1.19		0.20	4021	101	0.99	Milk
29/10/2021	P. Clover	TRANS	3.10		0.52	4021	101	2.58	Card
29/10/2021	P. Clover	TRANS	-1.19		-0.20	4021	101	-0.99	Milk
29/10/2021	P. Clover	TRANS	-3.10		-0.52	4021	101	-2.58	Card
29/10/2021	British Gas	DDR	120.20		5.72	4159	215	114.48	Electricity - Bow erhill Unit
29/10/2021	Enterprise	DDR	612.00		102.00	4156	202	510.00	Van lease
29/10/2021	Zen	DDR	21.60		3.60	4175	210	18.00	Wifi - Art House
Total Payments for Month			70,372.47	16,729.96	7,065.24			46,577.27	
Balance Carried Fwd			533,719.98						
Cashbook Totals			604,092.45	16,729.96	7,065.24			580,297.25	

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Date: 22/11/2021

Melksham Town Council Current Year

Page: 450

Time: 08:32

Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/10/2021	Water2Business	DDR	158.78			4913	501	158.78	Water rates - AH
15/10/2021	BTE Services	DDR	165.36		27.56	4917	501	137.80	Sanitary cleaning
15/10/2021	Wiltshire Council	DDR	861.00			4914	501	861.00	Rates - AH
19/10/2021	Market Place Merchants	DDR	25.16		4.19	4923	501	20.97	Till/cash machine
22/10/2021	Tolchards	DDR	525.05		87.51	4903	520	437.54	Bar stock
29/10/2021	Comax UK Ltd	3567	737.35	737.35		502			Cleaning materials
29/10/2021	Michael Mason	3568	1,306.83	1,306.83		502			Everything Changes
29/10/2021	Wired Publishing	3569	174.00	174.00		502			AH - advertising
29/10/2021	Your Wiltshire	3570	162.00	162.00		502			AH -Advert
29/10/2021	Hills Waste	DDR	278.76		46.46	4917	501	232.30	Waste collection
29/10/2021	Tolchards	DDR	954.72		159.12	4903	520	795.60	Bar stock
Total Payments for Month			5,349.01	2,380.18	324.84			2,643.99	
Balance Carried Fwd			649,190.25						
Cashbook Totals			654,539.26	2,380.18	324.84			651,834.24	

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Date: 22/11/2021		Melksham Town Council Current Year				Page: 117	
Time: 08:33		Cashbook 9				User: MEL	
		Petty Cash				For Month No: 7	
Payments for Month 7		Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference_£</u>	<u>Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c_Centre</u>	<u>£ Amount Transaction Detail</u>
05/10/2021	H. Davies	TRANS	3.00		0.50	4021 101	2.50 Tea
05/10/2021	K. Farrow	TRANS	4.98		0.83	4918 501	4.15 Batteries
05/10/2021	H. Davies	TRANS	7.74		1.29	4076 110	6.45 Sun cream
07/10/2021	H. Davies	TRANS	5.77		0.96	4075 101	4.81 Refs - traning
19/10/2021	P. Clover	TRANS	1.15		0.19	4021 101	0.96 Milk
19/10/2021	B. Bury	TRANS	7.95		1.32	4922 501	6.63 Diary
19/10/2021	B. Bury	TRANS	6.00		1.00	4903 520	5.00 Ice cubes
19/10/2021	L. Roberts	TRANS	95.40		15.90	4061 101	79.50 Mileage
21/10/2021	C. Hunter	TRANS	15.00		2.50	4021 101	12.50 Coffee
21/10/2021	C. Hunter	TRANS	12.98		2.16	4311 115	10.82 Refs - Remembrance
24/10/2021	K. Farrow	TRANS	5.75		0.96	4903 520	4.79 Refs - AH
24/10/2021	B. Bury	TRANS	18.44		3.07	4903 520	15.37 Bar stock
24/10/2021	H. Davies	TRANS	2.00		0.33	4021 101	1.67 Cleaning products
24/10/2021	H. Davies	TRANS	16.99		2.83	4163 202	14.16 Fuses
28/10/2021	K. Farrow	TRANS	1.15		0.19	4903 520	0.96 Milk
28/10/2021	K. Farrow	TRANS	10.00		1.67	4918 501	8.33 Batteries
29/10/2021	P. Clover	TRANS	1.19		0.20	4021 101	0.99 Milk
29/10/2021	P. Clover	TRANS	3.10		0.52	4021 101	2.58 Card
Total Payments for Month			218.59	0.00	36.42		182.17
Balance Carried Fwd			129.51				
Cashbook Totals			348.10	0.00	36.42		311.68

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Melksham Town Council
Monthly Financial Statement 31 October 2021

Cash and Bank Balances:

Co-operative Current Account	533,720	
Assembly General Account	649,191	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	2,229	
Petty Cash	130	
Bar Float	1,100	
	<u>1,238,305</u>	

Debtors (monies owed to council)

H M Customs - Vat recoverable	2,786	
Bar Stock	3,329	
Debtors and Prepayments	3,114	
	<u>9,229</u>	
	<u>1,247,534</u>	

Less: Creditors (monies owed by council)

Suppliers of goods and services	2,936	
Retention Due	8,065	
Other Creditors	500	
Paye, NI and Pension Due	20,314	
Events Control	<u>2,824</u>	34,639

Net Cash Available 1,212,895

Represented by:

General Fund

Current Year Surplus	355,032	
Earmarked Reserves Used in year	<u>10,284</u>	
	<u>365,316</u>	
Contribution to Earmarked Reserves	<u>18,930</u>	346,386
General Reserve balance at beginning of year		359,836

Earmarked Reserves

Balance at 1st April 2021	485,508	
Plus; Added in Year	<u>0</u>	
	<u>485,508</u>	
Less: Used to Fund Expenditure	<u>10,284</u>	475,224

Specific Reserves - CIL

Balance at 1st April 2021	12,519	
Plus: Received in Year	<u>18,930</u>	
	<u>31,449</u>	
Less: Used to Fund Expenditure	<u>0</u>	31,449

1,212,895

0

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22/11/2021

Melksham Town Council Current Year

Page 1

15:52

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

Finance, Admin & Performance

101 Central Costs

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Salaries ENI & Pension	19,477	154,861	269,000	114,139		114,139	57.6%
4021 Stationery	51	1,532	1,500	(32)		(32)	102.1%
4023 Advertising	43	1,647	1,500	(147)		(147)	109.8%
4024 Equipment/furniture	0	2,230	2,000	(230)		(230)	111.5%
4026 Photocopying	88	606	1,500	894		894	40.4%
4027 Telephones and Mobiles	25	1,408	3,150	1,742		1,742	44.7%
4028 Postage	0	208	300	92		92	69.3%
4029 Subscriptions	(7)	2,130	3,000	870		870	71.0%
4040 Information Technology/Hardware	235	11,215	15,000	3,785		3,785	74.8%
4042 Licences/Software	382	2,214	1,500	(714)		(714)	147.6%
4058 Insurance	0	9,614	8,000	(1,614)		(1,614)	120.2%
4061 Travel and Subsistence	80	94	500	406		406	18.9%
4075 Training	20	4,433	4,000	(433)		(433)	110.8%

Central Costs :- Indirect Expenditure	20,394	192,192	310,950	118,758	0	118,758	61.8%
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Net Expenditure	(20,394)	(192,192)	(310,950)	(118,758)
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110 Corporate Costs

1026 Income Interest	0	0	1,000	1,000			0.0%
1176 Precept Received	0	918,750	918,750	0			100.0%

Corporate Costs :- Income	0	918,750	919,750	1,000			99.9%
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4017 Bank account fees	546	935	500	(435)		(435)	187.1%
4043 HR consultancy	0	2,795	6,000	3,205		3,205	46.6%
4050 Legal and Professional	18	612	3,000	2,388		2,388	20.4%
4057 Accountancy and Audit	600	5,916	12,000	6,084		6,084	49.3%
4076 Health & Safety	6	1,426	2,000	574		574	71.3%

Corporate Costs :- Indirect Expenditure	1,170	11,684	23,500	11,816	0	11,816	49.7%
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Net Income over Expenditure	(1,170)	907,066	896,250	(10,816)
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115 Civic and Democratic

4030 Town Crier's expenses	0	235	400	165		165	58.8%
4034 Councillors' training	0	1,292	2,000	708		708	64.6%
4062 Election Expenses	0	0	2,000	2,000		2,000	0.0%
4070 Mayor's Allowance	0	1,062	1,000	(62)		(62)	106.2%
4085 Civic and Ceremonial	1,258	1,258	2,500	1,242		1,242	50.3%
4311 Remembrance Day	80	63	2,000	1,937		1,937	3.2%

Civic and Democratic :- Indirect Expenditure	1,338	3,910	9,900	5,990	0	5,990	39.5%
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Net Expenditure	(1,338)	(3,910)	(9,900)	(5,990)
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Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>151 Grants</u>							
4301 Grants	0	9,748	25,000	15,252		15,252	39.0%
4302 Grant CAB	0	5,000	5,000	0		0	100.0%
4303 Grant-4Youth	0	10,000	10,000	0		0	100.0%
4305 Grant Christmas Lights	0	10,000	10,000	0		0	100.0%
4306 Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%
4310 Grant Food and River Festival	0	3,000	3,000	0		0	100.0%
4317 Grant Carnival	0	0	2,500	2,500		2,500	0.0%
4330 Grant TIC	0	4,000	4,000	0		0	100.0%
Grants :- Indirect Expenditure	<u>0</u>	<u>41,748</u>	<u>62,500</u>	<u>20,752</u>	<u>0</u>	<u>20,752</u>	<u>66.8%</u>
Net Expenditure	<u>0</u>	<u>(41,748)</u>	<u>(62,500)</u>	<u>(20,752)</u>			
Finance, Admin & Performance :- Income	0	918,750	919,750	1,000			99.9%
Expenditure	22,903	249,535	406,850	157,315	0	157,315	61.3%
Movement to/(from) Gen Reserve	<u>(22,903)</u>	<u>669,215</u>					

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Asset Management & Amenities</u>							
<u>201 Town Hall</u>							
1034 Income Town Hall Bookings	0	454	6,500	6,046			7.0%
Town Hall :- Income	0	454	6,500	6,046			7.0%
4100 Gas	5	1,281	3,500	2,219		2,219	36.6%
4101 Electricity	187	1,230	2,500	1,270		1,270	49.2%
4102 Non Domestic Rates	1,166	6,622	10,000	3,378		3,378	66.2%
4103 Water Rates	0	775	1,500	725		725	51.7%
4104 Window Cleaning	0	720	1,400	680		680	51.4%
4106 Repairs and Maintenance	0	1,322	0	(1,322)		(1,322)	0.0%
4108 Service Contracts	611	10,256	8,000	(2,256)		(2,256)	128.2%
4109 Trade Waste	0	0	1,000	1,000		1,000	0.0%
Town Hall :- Indirect Expenditure	1,970	22,206	27,900	5,694	0	5,694	79.6%
Net Income over Expenditure	(1,970)	(21,752)	(21,400)	352			
<u>202 Asset and Amenities</u>							
1027 Income - Amenity Services	968	4,109	3,000	(1,109)			137.0%
Asset and Amenities :- Income	968	4,109	3,000	(1,109)			137.0%
4000 Salaries ENI & Pension	18,735	133,605	255,000	121,395		121,395	52.4%
4027 Telephones and Mobiles	141	1,103	1,600	497		497	69.0%
4150 Uniform/PPE	86	520	2,000	1,480		1,480	26.0%
4151 Tools and Equipment	13	244	1,000	756		756	24.4%
4153 Vehicle Running Costs	249	3,592	7,000	3,408		3,408	51.3%
4156 Vehicle Leasing	979	8,259	12,000	3,741		3,741	68.8%
4163 Repairs and Maintenance	193	5,402	10,000	4,598		4,598	54.0%
4167 Street Furniture and Signage	0	555	2,000	1,445		1,445	27.7%
4186 Defibrillators	875	3,520	1,050	(2,470)		(2,470)	335.2%
4196 Container storage	113	788	1,600	813		813	49.2%
4915 Equipment	0	923	0	(923)		(923)	0.0%
Asset and Amenities :- Indirect Expenditure	21,384	158,509	293,250	134,741	0	134,741	54.1%
Net Income over Expenditure	(20,417)	(154,400)	(290,250)	(135,850)			
<u>203 Allotments</u>							
1045 Income Allotments	40	420	4,700	4,280			8.9%
Allotments :- Income	40	420	4,700	4,280			8.9%
4200 Water Rates - Allotments	0	527	1,700	1,173		1,173	31.0%

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4201 Maintenance - Allotments	0	207	300	93		93	68.8%
Allotments :- Indirect Expenditure	0	734	2,000	1,266	0	1,266	36.7%
Net Income over Expenditure	40	(314)	2,700	3,014			
204 KGV Pavilion and Car Park							
1046 Income - Pavilion	1,314	1,614	3,000	1,386			53.8%
KGV Pavilion and Car Park :- Income	1,314	1,614	3,000	1,386			53.8%
4250 Telephone - Pavilion	0	0	200	200		200	0.0%
4252 Electricity - Pavilion	106	1,146	1,100	(46)		(46)	104.2%
4254 Water - Pavilion	0	115	200	85		85	57.4%
4255 Fire Safety Checks	0	82	500	418		418	16.4%
4256 Maintenance - Pavilion	0	1,105	1,000	(105)		(105)	110.5%
4260 Non Domestic Rates - Car Park	0	2,062	0	(2,062)		(2,062)	0.0%
KGV Pavilion and Car Park :- Indirect Expenditure	106	4,509	3,000	(1,509)	0	(1,509)	150.3%
Net Income over Expenditure	1,209	(2,895)	0	2,895			
205 Public Toilets							
1060 MWPC contr. to Market Place	0	0	6,600	6,600			0.0%
Public Toilets :- Income	0	0	6,600	6,600			0.0%
4180 Cleaning	3,446	6,295	17,000	10,705		10,705	37.0%
4185 Electricity supply: Toilets	81	990	1,150	160		160	86.1%
Public Toilets :- Indirect Expenditure	3,527	7,285	18,150	10,865	0	10,865	40.1%
Net Income over Expenditure	(3,527)	(7,285)	(11,550)	(4,265)			
210 Corporate Properties							
1040 Income 31 Market Place	1,083	4,981	6,900	1,919			72.2%
1042 Income Roundhouse	167	1,139	1,600	461			71.2%
Corporate Properties :- Income	1,250	6,120	8,500	2,380			72.0%
4175 Costs Art House Cafe	933	1,714	500	(1,214)		(1,214)	342.9%
4178 Costs Roundhouse	0	60	0	(60)		(60)	0.0%
4191 Costs 31 Market Place	0	187	500	313		313	37.4%
Corporate Properties :- Indirect Expenditure	933	1,961	1,000	(961)	0	(961)	196.1%
Net Income over Expenditure	317	4,159	7,500	3,341			

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
215 Depot							
4103 Water Rates	9	34	200	166		166	17.0%
4159 Electric - Unit	114	944	750	(194)		(194)	125.8%
4160 Leasing	779	5,454	10,850	5,396		5,396	50.3%
4161 Rates-Unit at Bowerhill	(230)	1,375	2,400	1,025		1,025	57.3%
4184 Fire security: Unit	0	106	400	294		294	26.5%
Depot :- Indirect Expenditure	672	7,913	14,600	6,687	0	6,687	54.2%
Net Expenditure	(672)	(7,913)	(14,600)	(6,687)			
220 Play Areas and Open Spaces							
4157 Grasscutting	1,405	8,030	10,000	1,970		1,970	80.3%
4158 Replacement Play Equipment	0	0	5,000	5,000		5,000	0.0%
4165 Maintenance play areas	600	1,192	5,000	3,808		3,808	23.8%
4169 Maintenance of trees	0	0	2,000	2,000		2,000	0.0%
4193 Rospa checks: Play areas	0	0	1,050	1,050		1,050	0.0%
Play Areas and Open Spaces :- Indirect Expenditure	2,005	9,222	23,050	13,828	0	13,828	40.0%
Net Expenditure	(2,005)	(9,222)	(23,050)	(13,828)			
221 King George V Park							
4199 Materials	918	6,120	10,000	3,880		3,880	61.2%
King George V Park :- Indirect Expenditure	918	6,120	10,000	3,880	0	3,880	61.2%
Net Expenditure	(918)	(6,120)	(10,000)	(3,880)			
405 Solar Farm Projects							
1182 Solar money received	0	0	40,000	40,000			0.0%
Solar Farm Projects :- Income	0	0	40,000	40,000			0.0%
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%
Solar Farm Projects :- Indirect Expenditure	0	0	40,000	40,000	0	40,000	0.0%
Net Income over Expenditure	0	0	0	0			
Asset Management & Amenities :- Income	3,572	12,718	72,300	59,582			17.6%
Expenditure	31,515	218,460	432,950	214,490	0	214,490	50.5%
Movement to/(from) Gen Reserve	(27,943)	(205,743)					

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Community Development</u>							
<u>302 Projects</u>							
1050 Grants Received	0	62	0	(62)			0.0%
1059 Sponsorship	0	1,135	0	(1,135)			0.0%
Projects :- Income	0	1,197	0	(1,197)			
4074 Neighbourhood Plan	(9)	2,227	5,000	2,773	2,500	273	94.5%
4081 Melksham Art Project	0	0	1,000	1,000		1,000	0.0%
4083 Virtual Community Hub	55	55	5,000	4,945		4,945	1.1%
Projects :- Indirect Expenditure	46	2,282	11,000	8,718	2,500	6,218	43.5%
Net Income over Expenditure	(46)	(1,085)	(11,000)	(9,915)			
<u>310 East Melksham Community Hall</u>							
4050 Legal and Professional	0	1,729	0	(1,729)		(1,729)	0.0%
East Melksham Community Hall :- Indirect Expenditure	0	1,729	0	(1,729)	0	(1,729)	
Net Expenditure	0	(1,729)	0	1,729			
Community Development :- Income	0	1,197	0	(1,197)			0.0%
Expenditure	46	4,011	11,000	6,989	2,500	4,489	59.2%
Movement to/(from) Gen Reserve	(46)	(2,814)					

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Economic Development</u>							
403 <u>Economic Dev. and Planning</u>							
1030 Income-Melksham Makers Market	219	1,269	1,000	(269)			126.9%
Economic Dev. and Planning :- Income	219	1,269	1,000	(269)			126.9%
4071 Town Floral Displays	0	5,771	10,000	4,229		4,229	57.7%
4080 Melksham in Bloom Competition	0	628	500	(128)		(128)	125.7%
4304 Christmas Tree	0	0	1,200	1,200		1,200	0.0%
4308 CCTV	60	60	2,500	2,441		2,441	2.4%
4309 Newsletter	0	40	4,000	3,960		3,960	1.0%
4312 Shurnhold Fields	103	575	0	(575)		(575)	0.0%
4327 Community Development Support	0	34	750	716		716	4.6%
4328 Business Networking	0	0	1,000	1,000		1,000	0.0%
4354 Parking Scheme	0	46	1,500	1,454		1,454	3.1%
4356 Highways projects CATG	0	0	6,000	6,000		6,000	0.0%
4922 Publicity & Marketing	0	645	1,000	355		355	64.5%
4925 Town Development	3,500	8,415	6,500	(1,915)		(1,915)	129.5%
Economic Dev. and Planning :- Indirect Expenditure	3,663	16,215	34,950	18,735	0	18,735	46.4%
Net Income over Expenditure	(3,444)	(14,945)	(33,950)	(19,005)			
Economic Development :- Income	219	1,269	1,000	(269)			126.9%
Expenditure	3,663	16,215	34,950	18,735	0	18,735	46.4%
Movement to/(from) Gen Reserve	(3,444)	(14,945)					

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Assembly Hall							
501 Assembly Hall Central Costs							
1000 Income-Assembly Hall Lettings	1,041	3,844	20,000	16,156			19.2%
1050 Grants Received	0	14,994	0	(14,994)			0.0%
Assembly Hall Central Costs :- Income	1,041	18,838	20,000	1,162			94.2%
4000 Salaries ENI & Pension	9,016	102,096	103,000	904		904	99.1%
4900 Uniforms	0	0	500	500		500	0.0%
4905 Cleaning Materials	614	1,051	1,500	449		449	70.0%
4909 Licences	0	180	3,500	3,320	3,500	(180)	105.1%
4911 Electricity	3,086	3,086	12,000	8,914		8,914	25.7%
4912 Gas	12	73	500	427		427	14.5%
4913 Water	159	1,640	2,000	360		360	82.0%
4914 Rates	861	6,025	9,000	2,975		2,975	66.9%
4916 Maintenance-Equipment	80	100	3,000	2,900		2,900	3.3%
4917 Service Contracts	370	4,286	7,000	2,714		2,714	61.2%
4918 Maintenance	12	73	500	427		427	14.6%
4922 Publicity & Marketing	287	287	2,000	1,713		1,713	14.3%
4923 Mngement Information Systems	21	603	1,400	797		797	43.1%
4927 Stocktaking	0	0	600	600		600	0.0%
4929 AIB	0	447	1,000	553		553	44.7%
Assembly Hall Central Costs :- Indirect Expenditure	14,518	119,946	147,500	27,554	3,500	24,054	83.7%
Net Income over Expenditure	(13,477)	(101,108)	(127,500)	(26,392)			
510 Assembly Hall Events							
1004 Film shows	0	0	500	500			0.0%
1173 Live Entertainment	2,232	4,396	0	(4,396)			0.0%
Assembly Hall Events :- Income	2,232	4,396	500	(3,896)			879.2%
4919 Films: expenses and contract	0	1,573	500	(1,073)		(1,073)	314.7%
4960 Live entertainment:	2,311	2,311	0	(2,311)		(2,311)	0.0%
Assembly Hall Events :- Indirect Expenditure	2,311	3,884	500	(3,384)	0	(3,384)	776.8%
Net Income over Expenditure	(79)	512	0	(512)			
520 Assembly Hall Bar and Catering							
1001 Income-Assembly Hall Bar	2,774	4,379	20,000	15,621			21.9%
Assembly Hall Bar and Catering :- Income	2,774	4,379	20,000	15,621			21.9%
4903 Bar Stock Purchases	1,438	3,110	10,000	6,890		6,890	31.1%
Assembly Hall Bar and Catering :- Indirect Expenditure	1,438	3,110	10,000	6,890	0	6,890	31.1%
Net Income over Expenditure	1,335	1,269	10,000	8,731			

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Assembly Hall :- Income	6,047	27,613	40,500	12,887			68.2%
Expenditure	18,267	126,940	158,000	31,060	3,500	27,560	82.6%
Movement to/(from) Gen Reserve	(12,221)	(99,327)					

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
901 <u>Earmarked Reserves</u>							
1180 CIL Received	6,072	18,930	0	(18,930)			0.0%
Earmarked Reserves :- Income	6,072	18,930	0	(18,930)			
9202 Unplanned Maintenance	0	0	65,780	65,780		65,780	0.0%
9203 Recreation Fund	0	0	2,130	2,130		2,130	0.0%
9204 Town Team Project	0	0	5,000	5,000		5,000	0.0%
9218 Election expenses	0	0	10,830	10,830		10,830	0.0%
9228 Office Equipment	0	0	4,275	4,275		4,275	0.0%
9232 Street Furniture	0	0	6,837	6,837		6,837	0.0%
9233 Equipment Replacement	0	0	21,000	21,000		21,000	0.0%
9243 Green Spaces	0	0	11,632	11,632		11,632	0.0%
9244 Major Projects Reserve	732	10,284	299,900	289,616		289,616	3.4%
9245 Solar Money	0	0	13,123	13,123		13,123	0.0%
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%
9248 CIL	0	0	31,449	31,449		31,449	0.0%
Earmarked Reserves :- Indirect Expenditure	732	10,284	516,956	506,672	0	506,672	2.0%
Net Income over Expenditure	5,340	8,647	(516,956)	(525,603)			
Earmarked Reserves :- Income	6,072	18,930	0	(18,930)			0.0%
Expenditure	732	10,284	516,956	506,672	0	506,672	2.0%
Movement to/(from) Gen Reserve	5,340	8,647					
Grand Totals:- Income	15,910	980,477	1,033,550	53,073			94.9%
Expenditure	77,125	625,445	1,560,706	935,261	6,000	929,261	40.5%
Net Income over Expenditure	(61,215)	355,033	(527,156)	(882,189)			
Movement to/(from) Gen Reserve	(61,215)	355,033					

Melksham Town Council
Earmarked Reserves 31 March 2022
Schedule E
31.10.2021

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Melksham Town Council

Minutes of the Asset Management and Amenities Committee meeting held on Monday 6th December 2021

PRESENT: Councillor C Goodhind (Chair)
Councillor C Forgacs (Vice-Chair)
Councillor G Cooke
Councillor J Crundell
Councillor S Crundell
Councillor C Houghton
Councillor L Lewis
Councillor J Oatley
Councillor S Rabey

OFFICERS:	Linda Roberts	Town Clerk
	Patsy Clover	Acting Deputy Town Clerk
	Hugh Davies	Amenities Manager

41/21 Apologies

Apologies were received from Councillor Price.

42/21 Declarations of Interest

There were no declarations of interest.

43/21 Minutes

The minutes of 11 October 2021, having previously been circulated, were approved as a correct record and signed by the Deputy Town Mayor, Councillor Goodhind.

44/21 Market Place Toilets

44/21.1 Market Place Toilets Survey

It was noted that the results of the survey were considered at the meeting held on 13 October (item 45/21).

45/21 Notes of Market Place Toilets meeting held on 13 October 2021

Members discussed use of the toilets in the evenings. It was noted that exact usage could not be determined but that Melksham Without Parish Council, with whom the costs were shared, had requested late opening for Bowerhill residents and bus drivers.

It was confirmed by the Amenities Manager that electronic locks would be used to close the doors of the toilets at the designated times and that the lock on the disabled toilet could be overridden by use of a radar key. Appropriate signage would be put in place directing users to the disabled toilets after hours. It was also noted that suitable CCTV coverage was already in place.

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

RESOLVED to approve the following recommendations:

1. To identify a new cleaning regime, with the addition of the jet wash wand for daily cleaning.
2. To close the toilets on the following basis:
 - To close the Gents & Ladies toilets at 7pm and reopen at 6am after clean.
 - To close the Disabled toilet at 12.15am (just past midnight) on Sunday to Wednesday and reopen at 6am after clean.
 - To close the Disabled toilet at 2.15am on Thursday, Friday and Saturday nights and reopen at 6am after clean.
3. To provide improved signage on all the toilets, with details of the opening hours, and signage with support for homeless and users with a drug problem.
4. Future plans/enhancements to include reinstating the use of the CCTV camera, drug use presentation measures such as blue lights to deter intravenous drug use and improved lighting overall, both inside the toilets and outside to help residents to feel safe; the emergency lighting also needed fixing.
5. To communicate to residents the revised opening times and some of the plans for enhancements, via a press release, social media etc.
6. For the recent rates rebate of £2,620.50 to be retained as a joint pot of funding for the two councils to use for the planned capital enhancements.
7. The ultimate goal of entering the public toilets at the Market Place into the “golden loo” national award scheme.

46/21 Written Motion from Councillor

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

UNANIMOUSLY RESOLVED to ask the Clerk to investigate the use of the Roundhouse as a deposit box/ Amazon point/ MyHermes point per Councillor Alford's motion.

47/21 Shurnhold Fields

Members noted that tree works in Shurnhold Fields, necessitated as a result of Storm Arwen, had been carried out.

Meeting Closed at: 7.30 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Monday 8th November 2021

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

IN ATTENDANCE: Councillor M Sankey Wiltshire Councillor

OFFICERS: Linda Roberts Town Clerk
Christine Hunter Committee Clerk

PUBLIC PARTICIPATION: Two members of the public were present

Mr T Witcomb spoke to the committee regarding Melk 39 Pathway (Hardie Walk). He stated that the pathway is a public right of way which is blocked by overgrowth and large trees. He confirmed that he had been in contact with Wiltshire Council and the Town Mayor, Councillor Hubbard, trying get the path unblocked for four years. Mr Witcomb explained that his rear boundary is currently unsecure and that he wanted to access to secure his garden. Mr Witcomb stated that some residents had made a land grab of the path but in the long term, Wiltshire Council should decide whether to keep the path as a public right of way or sell it to the residents.

The Town Mayor, Councillor Hubbard, confirmed that ownership of the land is unknown, however Wiltshire Council had responsibility for maintenance of the path. He advised he had been trying to organise a meeting with residents and Wiltshire Council to find a solution. The Town Mayor, Councillor Hubbard, suggested to Mr Witcomb that a statutory process regarding amendments to public rights of ways could be found on the Wiltshire Council website.

The meeting was formally opened.

146/21 Apologies

No apologies were received.

147/21 Declarations of Interest

There were no declarations of interest.

148/21 Minutes

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

UNANIMOUSLY RESOLVED that the minutes of 18 October 2021, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor Hubbard.

149/21 Highways Improvement Request - Dorset Crescent/Heather Avenue

The Highways Improvement Request for Dorset Crescent/Heather Avenue was noted.

Councillor Sankey confirmed that issues involving the use of the pathway by cycles, motorcycles and cars were ongoing. Various options had been explored at a meeting held with Wiltshire Council Highways team and the installation of a bollard, adjacent to the playground, was considered to be the most cost effective mitigation.

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

UNANIMOUSLY RESOLVED to support the highways improvement request and to ask the Community Area Transport Group (CATG) to install up to two off-set bollards on the Dorset Crescent/Heather Avenue path up to a maximum cost of £500 each.

150/21 Planning Applications

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

[PL/2021/09452](#)

23 WEST END MELKSHAM SN12 6HJ

Construction of gardens studio

Consultation Deadline: 10/11/2021

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

UNANIMOUSLY RESOLVED to support the planning application with the condition that the studio would not be converted into a second residence.

[PL/2021/09549](#)

83 SANDRIDGE ROAD MELKSHAM SN12 7BL

Demolition of existing side extension and relocation of access to highway

Consultation Deadline: 12/11/2021

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

UNANIMOUSLY RESOLVED to support the planning application.

[PL/2021/09503](#)

29 METHUEN AVENUE MELKSHAM SN12 7AJ

Rear enclosure to cover hot tub (retrospective)

Consultation Deadline: 16/11/2021

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

UNANIMOUSLY RESOLVED to support the planning application.

[PL/2021/09635](#)

LAND REAR OF 39 WOODROW ROAD MELKSHAM SN12 7AY

Erection of new dwelling

Consultation Deadline: 17/11/2021

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

UNANIMOUSLY RESOLVED to support the planning application.

[PL/2021/09598](#)

13 AVONSIDE ENTERPRISE PARK MELKSHAM SN12 8BT

Consent to display an advertisement

Consultation Deadline: 19/11/2021

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

UNANIMOUSLY RESOLVED to support the planning application.

[PL/2021/10094](#)

24 TRENT CRESCENT MELKSHAM SN12 8BT

Proposed First Floor Side Extension

Consultation Deadline: 26/11/2021

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

UNANIMOUSLY RESOLVED to support the planning application.

Members noted the following planning decisions:

- [PL/2021/08670](#) 9 CHURCH WALK MELKSHAM SN12 6LY
Proposed Works to trees in a Conservation Area.
Leylandii x 2 and 1 x Hazel. Cut back to boundary with No. 7
Decision: No objection
MTC response: No objection
- [PL/2021/07913](#) 22 CHURCH WALK MELKSHAM SN12 6LY
Proposed Single Storey Rear Extension
Decision: Approve with Conditions
MTC response: No objection
- [PL/2021/07034](#) 35 UNION STREET MELKSHAM SN12 7PR
Side two storey extension, adding a bedroom with ensuite,
family room and a small garage (removal of old garage)
Decision: Approve with Conditions
MTC response: No objection
- [PL/2021/08436](#) 22 SOMERSET CRESCENT MELKSHAM SN12 7LX
Single storey rear extension
Decision: Approve with Conditions
MTC response: No objection
- [PL/2021/08424](#) 39 CHURCHILL AVENUE MELKSHAM SN12 7JN
Removal of existing front porch and construction of new
front porch
Decision: Approve with Conditions
MTC response: No objection
- [20/08520/FUL](#) 7 LOWBOURNE, MELKSHAM SN12 7DZ
Demolition of existing restaurant, and erection of a new
three-storey building for flats.
Decision: Refuse
MTC response: Object

152/21 Community Area Transport Group (CATG) Issues

**152/21. Carriageway Layout at Old Broughton Road
1**

It was agreed to defer consideration of the carriageway layout at Old Broughton Road until the meeting of the Economic Development and Planning Committee to be held on 29 November 2021, following discussion with the Wiltshire Council Senior Traffic Engineer.

153/21 Neighbourhood Plan

The notes of the Neighbourhood Plan Steering Group meeting held on 29 September 2021 and the draft notes of the Neighbourhood Plan Steering Group meeting held on 27 October 2021 were received.

The Town Clerk confirmed that she was waiting for a response to the application made to take part in the Pilot design code scheme. She had also applied to Locality for grant funding of approximately £9,000 towards professional fees for the review of the Neighbourhood Plan.

154/21 Sparkle Team and Parish Steward

The Town Mayor, Councillor Hubbard, requested that the committee forward ideas for works to be carried out by the Sparkle Team and Parish Steward to the Committee Clerk.

155/21 Draft 2022/2023 Budget

The draft 2022/2023 budget was noted.

The committee discussed how to increase local involvement in the parking redemption scheme and recommended investigating options, involving consultation with traders and residents on how to improve the current scheme and increase footfall into the town centre.

The Town Clerk confirmed that an informal budget working group would be held on Monday 15 November 2021.

Meeting Closed at: 8.43 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Monday 29th November 2021

PRESENT: Councillor J Hubbard (Chair)
Councillor G Cooke (Vice-Chair)
Councillor P Aves
Councillor S Crundell
Councillor C Goodhind
Councillor S Mortimer
Councillor J Oatley
Councillor S Rabey
Councillor L Lewis

IN ATTENDANCE: Councillor M Sankey Wiltshire Council

OFFICERS: Christine Hunter Committee Clerk
Patsy Clover Acting Deputy Town Clerk

156/21 Public Participation

17 members of the public and one member of the press were present

The Town Mayor, Councillor Hubbard, advised that an update had been received from Wiltshire Council regarding works planned on Melk 39 following the submission of a Section 56 order. He confirmed that, at present, it was not planned to remove any trees but this may change if a 1.5m width path could not be created. He commented that he felt that Wiltshire Council had acted with indecent haste following the submission of Mr Witcomb's application as the works were due to take place on 7 December. It was noted that an ecologist would be present throughout the works.

Proof of land ownership was requested from Mr Green. The Town Mayor, Councillor Hubbard, also asked Mr Green to send him the questions to which Wiltshire Council had not responded.

Concerns were raised about the possibility of increased anti-social behaviour once the path was cleared.

Residents were unhappy about the delay in arranging a meeting between themselves and Wiltshire Council. The possibility of a hybrid meeting to discuss longterm options was mooted.

The Town Mayor, Councillor Hubbard, recommended that the residents meet informally to see if matters could be resolved.

157/21 Apologies

Apologies were received from Councillor Ellis who was substituted by Councillor Lewis.

158/21 Declarations of Interest

There were no declarations of interest.

159/21 Minutes

The Town Mayor, Councillor Hubbard, requested an amendment to the minutes of the Economic Development and Planning Committee meeting held on 8 November 2021 regarding Melk 39 to record that “the Town Mayor, Councillor Hubbard, suggested to Mr Witcomb that a statutory process regarding amendments to public rights of ways could found on the Wiltshire Council website”. Following the amendment the minutes, having previously been circulated, were approved as a correct record and would be signed by the Town Mayor, Councillor Hubbard, at a later date.

160/21 PlanningSphere Limited Presentation on a Proposed Development at the former Countrywide Site, off Bradford Road, Melksham.

A presentation was received from Chris Beaver of PlanningSphere Limited regarding a proposal for two commercial units on the former Countrywide Site at Bradford Road Melksham SN12 8LQ.

The company were proposing to seek planning approval for a builder’s merchant and an MOT centre on the site, which was now surplus to AB Dynamics’ requirements. It was anticipated that approximately 35 jobs would be created by both businesses.

The impact on local businesses and the need for landscaping were discussed.

161/21 Stantonbury Building and Development Company Presentation on a Proposed Development at Station Yard, (between Dunch Lane and Bath Road), Melksham

A presentation was received from Stantonbury Building and Development Company regarding a proposal for a housing development between Dunch Lane and Bath Road on the former scrap yard and adjacent land.

Plans for the proposed development of approximately 100 houses and a nursing home were circulated. It was hoped that the development would be carbon net zero.

A consultation with local residents had been held. Consultation with nearby allotment holders will take place before the scheme is progressed further.

It was agreed to suspend Standing Orders to enable Councillor Glover, Melksham Without Parish Council, to raise concerns regarding flood zones 2 and 3 and the impact any flood alleviation measures would have upstream in Shurnhold Fields and Shaw. He also reminded members that both the Neighbourhood Plan and the Core Strategy had identified this area of land as employment land, not residential land.

It was confirmed that no housing development would take place on the flood plain. This would be developed as open green space with appropriate flood alleviation measures put in place.

162/21 Planning Applications

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

[PL/2021/10292](#)

14 DEAN CLOSE MELKSHAM SN12 7EZ

Proposed single storey rear extension.

Consultation Deadline: 06/12/2021

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

UNANIMOUSLY RESOLVED to support the planning application.

[PL/2021/10296](#)

14 CORFE ROAD MELKSHAM SN12 6BQ

Partial demolition of existing attached garage and erection of new extension to replace and extend over first floor of garage at rear. Partial removal of existing conservatory replaced with masonry construction. Construction of outbuilding to function as Home Office.

Consultation Deadline: 08/12/2021

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

UNANIMOUSLY RESOLVED to support the planning application.

[PL/2021/10677](#)

48 ADDISON ROAD MELKSHAM SN12 8DR

Proposed erection of a two storey side extension.

Consultation Deadline: 14/12/2021

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

UNANIMOUSLY RESOLVED to support the planning application.

[PL/2021/10607](#)

28 CHURCH WALK MELKSHAM SN12 6LY

Single storey rear utility extension (retrospective).

Consultation Deadline: 17/12/2021

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

UNANIMOUSLY RESOLVED to support the planning application.

[PL/2021/10759](#)

28 CHURCH WALK MELKSHAM SN12 6LY

Listed Building Consent (Alt/Ext)

Single storey rear utility extension (retrospective).

Consultation Deadline: 17/12/2021

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

UNANIMOUSLY RESOLVED to support the planning application.

[PL/2021/10087](#)
6ES

MELKSHAM HOUSE, 27 MARKET PLACE MELKSHAM SN12

Variation of Conditions 6 (surface water), 7 (landscape mount), 10 (hard & soft landscaping), 12 (hard landscape materials), 13 (external lighting), 14 (cycle parking) & 26 (approved plans) on 20/09353/VAR to allow for design changes.

Consultation Deadline: 03/12/2021

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

UNANIMOUSLY RESOLVED to support the planning application.

The Council **objected** to the following planning application:

[PL/2021/10256](#)

2 QUEENSWAY MELKSHAM SN12 7JY

Application for the removal of no. 1 unallocated lay-by parking space and creation of no. 2 of street parking

spaces and associated works including relocation of street furniture and turning head.

Consultation Deadline: 16/12/2021

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

UNANIMOUSLY RESOLVED to object to the planning application due to highways' issues.

163/21 Planning Decisions

Members noted the following planning decisions:

[PL/2021/07963](#)

23 AVON ROAD MELKSHAM SN12 8AY

Retrospective Permission for Outbuilding

Decision: Approve with Conditions

MTC response: No objection

[PL/2021/06935](#)

LAND ON THE WEST SIDE OF SEMINGTON ROAD ST

MICHAEL'S ROAD MELKSHAM SN12 6HN

Retrospective Permission for Outbuilding

Decision: Refused

MTC response: Object

[PL/2021/07352](#)

27 QUEENSWAY MELKSHAM SN12 7JZ

Install a dropped kerb to the front of the property.

Decision: Approve with Conditions

MTC response: No objection

[PL/2021/03098](#)

6 CONWAY CRESCENT MELKSHAM SN12 6BA

Replace existing back garden and side garden fence and gate.

Decision: Approve with Conditions

MTC response: No objection

[PL/2021/08270](#)

78 KENILWORTH GARDENS MELKSHAM SN12 6AP

Proposed front extension.

Decision: Approve with Conditions

MTC response: No objection

[PL/2021/06715](#)

30 LONGFORD ROAD MELKSHAM SN12 6AS

Single storey rear extension, two storey side extension and front single-storey extension and porch.

Decision: Approve with Conditions

MTC response: No objection

164/21 Planning Appeal Notification - Land West of Semington Road Melksham

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

UNANIMOUSLY RESOLVED to object to the planning appeal on the grounds previously stated, with reference to policies in the Neighbourhood Plan.

165/21 Carriageway Layout at Old Broughton Road

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

UNANIMOUSLY RESOLVED to request that two Metro Counts be carried out in two different locations on Old Broughton Road.

166/21 Community Area Transport Group (CATG) Issues

167/21 Highways Improvement Request Form - 27 Gladstone Road Melksham

Councillor Sankey reported that the housing developers had agreed to paint white lines on the road in an attempt to alleviate the parking issues, following a request from Wiltshire Council. It was recommended that, should there be no improvement in the parking situation after six months, the matter should be brought back to the committee for further consideration.

168/21 Temporary Road Closure Notifications

The Temporary Road Closure Notifications for the Melksham Christmas Lights Event on 4 December were noted.

169/21 New Premises Licence Application - Bradford Road, Melksham, SN12 8LQ

It was **UNANIMOUSLY RESOLVED** to support the application.

170/21 Sparkle Team and Parish Steward

Members were asked to forward any ideas for jobs to be carried out by the Sparkle Team and the Parish Steward to the Committee Clerk.

Meeting Closed at: 8.56 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 22nd November 2021

PRESENT: Councillor S Rabey (Chair)
Councillor J Hubbard
Councillor C Goodhind
Councillor C Forgacs
Councillor C Houghton
Councillor S Mortimer

IN ATTENDANCE: Councillor P Aves
Councillor G Cooke

OFFICERS: Linda Roberts Town Clerk
Christine Hunter Committee Clerk

PUBLIC PARTICIPATION: Six members of the public and one member of the press were present.

40/21 Apologies

Apologies for absence were received from Councillor J Crundell.

41/21 Declarations of Interest

Councillor Mortimer declared an interest in relation to agenda item number 6.1. She remained in the meeting and took part in the debate on this item.

Councillor Houghton declared an interest in relation to agenda item number 6.6. He remained in the meeting and took part in the debate on this item.

42/21 Minutes

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

UNANIMOUSLY RESOLVED that the minutes of 20 September 2021, having previously been circulated, were approved as a correct record and signed by Councillor Rabey.

43/21 Finances

43/21.1 Monthly Financial Statements year to date to 31 October 2021 (Month 7)

The Monthly Financial Statement was noted.

43/21.2 Income and Expenditure year to date to 31 October 2021 (Month 7)

The Income and Expenditure report was noted.

The Town Clerk reported that approximately £38,600 had been received from Sandridge Solar Farm in November 2021.

43/21.3 Earmarked Reserves year to date to 31 October 2021 (Month 7)

The Earmarked Reserves were noted.

The Town Clerk confirmed that officers were monitoring the occupation levels of the development on which the East of Melksham Community Infrastructure Levy (CIL) funding was based. She reported that she was seeking clarification of the date by which the CIL funding had to be spent.

44/21 Draft Budget 2022-2023

The draft budget options for 2022/2023 were noted.

Members considered the three draft budget options provided by the Town Clerk. The Town Mayor, Councillor Hubbard, confirmed that the 2022/2023 budget had to be agreed by the January 2022 Full Council meeting.

The Town Clerk explained that she had started the initial research into the application process for the Public Works Board Loan referred to in Option 3. Should Option 3 be chosen, she confirmed that the Council could take the loan in tranches.

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

UNANIMOUSLY RESOLVED

- to bring budget options 1, 2 and 3 to the Full Council meeting on 13 December.
- to ask the Town Clerk to obtain further clarification regarding the loan application process for Option 3.
- that Councillors Mortimer and Cooke would produce a budget option 4.

45/21 Grant Applications 2021-2022

Councillor Rabey confirmed that the committee had a total grant budget of £7,850 available to be awarded but that a total of £21,077 had been requested by 18 applicants in this round. Any funding not awarded, would be carried forward to the next and final round of grant applications for the financial year.

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

RESOLVED to award the grants as stated:

45/21.1 Age UK Wiltshire - £500

45/21.2 Melksham Community Meals - £163.50

45/21.3 Melksham Cricket Club - £600

45/21.4 Melksham Sixty Plus Club - £250

45/21.5 Proud Melksham - £464.40

45/21.6 Little Cherubs Toddler Group - £500

45/21.7 Melksham Community Dining - £412

45/21.8 Riverside Club - £600

45/21.9 Splash Wiltshire/Community First - £1,150

The Committee awarded £1,150 and suggested that the group apply to the Melksham Area Board for the remainder of the funding.

45/21.10 Stepping Stones - £600

45/21.11 W.A.N.D.S (Wiltshire Adopters - Networking, Development and Support) - £ 1,360

45/21.12 Community Action Shaw and Whitley - not awarded

The application was not supported. The group were asked to approach Melksham Without Parish Council, and Jubilee Celebration grant providers.

45/21.13 Celebrate Melksham - not awarded

The group were asked to resubmit their application, with evidence showing that they were a group and not an individual person. This would be reconsidered at the Finance, Administration and Performance committee meeting to be held on 17 January 2022.

45/21.14 Melksham Amateur Swimming Club - not awarded

The application was not supported. The group were asked to apply for alternative sports' funding.

45/21.15 Melksham and District Historical Association - not awarded

The application was not supported as the Committee felt that the group had adequate reserves to fund the project.

45/21.16 Melksham Baptist Church - not awarded

The application was not supported. The group were asked to seek volunteers from the National Trust or Wiltshire Probation Service.

45/21.17 Somerset and Wiltshire Advanced Motorists - not awarded

The application was not supported. The Committee felt that the individuals taking part, who would benefit from the scheme, should pay for the course themselves.

45/21.18 Wiltshire Mind - not awarded

The Committee suggested that the group apply to the Melksham Area Board for capital funding.

46/21 Draft Procurement Policy

The amended draft Procurement Policy was received.

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

UNANIMOUSLY RESOLVED to defer this item as the first agenda item to the next Full Council meeting. Councillors were asked to e-mail the Acting Deputy Town Clerk with requested amendments to the Procurement Policy.

Meeting Closed at: 8.45 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Staffing Committee meeting held on Monday 20th September 2021

PRESENT: Councillor J Hubbard (Chair)
Councillor C Goodhind (Vice-Chair)
Councillor P Alford
Councillor J Crundell
Councillor T Price

OFFICERS: Linda Roberts Town Clerk

42/21 Apologies

There were no apologies for absence.

43/21 Declarations of Interest

There were no declarations of interest.

44/21 Terms of Reference

The Terms of Reference were approved.

45/21 Minutes

The minutes of 26 April 2021, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor Hubbard.

46/21 Confidential Session

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

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

47/21 Business Review Working Group

Members received the notes of the Business Review Working Group meeting held on 9 September 2021 and noted the senior management interim staffing structure.

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

UNANIMOUSLY RESOLVED that the Assistant to the Town Clerk would be the Acting Deputy Town Clerk until 31 March 2022 and that the Amenities Manager would be the Acting Head of Operations until 31 March 2022. The proposed salary scale increments, in recognition of the additional duties and responsibilities of the roles, were also approved.

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

UNANIMOUSLY RESOLVED to approve a temporary contract for a fulltime Communications Officer until 31 March 2022. The former Head of Communications is to fulfil this role.

48/21 Scale Point Increments

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

UNANIMOUSLY RESOLVED to award scale point increments to the Finance Officer and Deputy Facilities Managers in accordance with their contracts, backdated to 1 April 2021.

49/21 Staff Appraisals

It was agreed that an appraisal would be carried out with the Town Clerk following which scale point increments would be determined. It was agreed that the Town Mayor, Councillor Hubbard, Councillor J Crundell and Councillor Price would be on the appraisal panel.

Meeting Closed at: 9.50 pm

Signed:

Dated:

Melksham Town Council

**Minutes of the Staffing Committee meeting held
on Monday 6th December 2021**

PRESENT: Councillor J Hubbard (Chair)
Councillor C Goodhind (Vice-Chair)
Councillor P Alford
Councillor J Crundell
Councillor S Rabey

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Amenities Manager
	Patsy Clover	Acting Deputy Town Clerk

50/21 Apologies

An apology for absence was received from Councillor Price who was substituted by Councillor Rabey.

51/21 Declarations of Interest

There were no declarations of interest.

52/21 Minutes

The minutes of 20 September 2021, having previously been circulated, were approved as a correct record to be signed by the Chair at a later date.

53/21 Confidential Session

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

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

54/21 Notification of resignation of a member of staff

Members noted the resignation of a member of staff.

55/21 Staffing matters

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

UNANIMOUSLY RESOLVED to note the briefing provided by the Acting Deputy Town Clerk.

Meeting Closed at: 9.10 pm

Signed:

Dated:

Action Points and Decisions – Environment and Climate Working Group meeting 28 October 2021

In attendance:

Councillor P Aves

Councillor G Ellis

Councillor L Lewis

Councillor S Mortimer

Councillor S Rabey

Officers:

Patsy Clover

Miriam Zaccarelli

1. Councillor S Rabey was appointed as chair of the Working Group.
2. External members for approval:
 - Rolf Brindle
 - Gill Cardy
 - Ian Cardy
 - Liz Christie
 - Judith Gradwell
 - Shirley McCarthy
 - Mike Saunders
3. Amendments to Terms of Reference made. To be finalised after COP26.
4. Wiltshire Council Environmental Toolkit – consider asking a rep from Wiltshire Council to attend a future meeting to explain how the toolkit can be used.
5. Develop a relationship with Wiltshire Council regarding environmental projects currently being undertaken in Melksham.
6. Miriam to attend the Local Council Climate Action Planning Day.
7. Give consideration to relevant sections of the Priority for People report and use these as a foundation for actions.
8. Ask MWPC if they would like to have a member/members on the Working Group.
9. Next meeting – **THURSDAY 9 DECEMBER 2021 AT 7PM.**

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Patsy Clover
Melksham Town Council
Town Hall
Market Place
Melksham
SN12 6ES

23rd November 2021

Dear Patsy,

Re: The Roundhouse masonry restoration quote

Further to your tender invitation and my recent site visit I am pleased to be able to provide our quotation herewith.

Terms of reference

1. To carry out survey of the masonry, using the detailed Robson Building & Surveying report as a guide.
2. To report findings.
3. To make recommendations for remedial restoration work.
4. To submit a fixed quotation for the work.

EXTERNAL ELEVATIONS

1. **Lime mortar & stone degradation** (report p. 5, para. A1) – significant stone erosion has been caused on the roadside of the building by salt splashback (see figure 1). There are areas of loose or missing lime pointing and other areas that have been repaired with cementitious mortar. Two optional levels of remedial action are available:
 - i. Rake-out and repoint mortar joints from ground level up to 1 metre high (16m²) with traditional lime mortar, matched to existing. Apply additional mortar repairs to areas where the stone has eroded significantly from its original face (at least 25mm). This work requires a relatively low level of intervention that will improve the appearance, reduce damp and significantly prolong life.
 - ii. Rake-out and repoint mortar joints from ground level up to 1 metre high as in i. above then chop out and indent badly eroded stones (>25mm back from original face) with matching reclaimed stone, instead of mortar repairs. This work requires greater intervention than option i. and is much more time consuming, but with a resultant extension in life span of the structure.
2. **Slumping of the masonry structure** (p. 3 para. a & p. 5, para. A2 & A3) – a degree of bowing of the external walls is visibly apparent (fig. 2). This can be arrested by drilling and inserting restraining anchors from external mortar bed, with additional cross braces. Anchors to be set throughout the wall at c.600mm centres. A full rake-out and repoint of the external mortar (see 'Dampness' below) will also stabilise the wall structure.
3. **Dampness** (p. 3 para. e & p. 17 para. e) – a reduction of damp ingress will result from a comprehensive rake-out and repoint of the external mortar (64m², which includes the 17m² in 1. above). Rake out depth to twice joint width. As part of this process, consideration should be given to some form of additional treatment (e.g. impregnating sealer) to the area at the rear of the building frequently urinated against, which is causing very high moisture levels & efflorescence in the corresponding area of internal wall.

4. **Entrance lintel & keystone** (p. 5, para. A2) – this has moved over time, causing the LH lintel to crack and movement in the masonry above. Previous remedial action has been taken in the form of inserting timber joggles between the key stone and lintel sides to prevent slip (fig. 3) but the joints are now open and continued movement is likely. However, removing and re-bedding the stones requires a high level of intervention into the structure and it is not felt that the risk vs. benefit of this is worthwhile. Instead it is recommended that the lintel be stitched with bar & resin, repointed and then grouted in situ. This will arrest further movement without any risk to the structure above. The entrance door jambs also need some repointing of open joints and lime-mortar repairs (fig. 5).
5. **Window surrounds** (p. 6, para A6 & A7) – there are numerous open mortar joints, areas requiring lime-mortar repairs & some cracked stones (fig. 4). There are also legacy repairs in cementitious mortar, especially on the window reveals. All the external window surrounds therefore warrant proper, sympathetic (low intervention) stone restoration work, which will greatly improve their appearance, soundness & weather-resistance.

INTERNAL WALLS & WINDOW SURROUNDS

1. **Window surrounds** (p. 7, para. F6 & F7) – as with the external surround, there are open joints, cracks (due to rust-expanded iron fixings) & areas requiring lime-mortar repairs, as well as historical cementitious repairs & flaunching (fig. 5). The same approach is therefore recommended i.e. sympathetic restoration of all window surrounds.
2. **Internal brickwork** – (pp. 8-9, para. H2, H3 & H6-7) – ad-hoc stitch repairs, repointing and removal & plugging of legacy wall plugs.

Itemised quotations for the above works are detailed in appendix 1.

Methods & materials

We use only traditional stonemasonry methods and materials. Our approach is always to conserve the long-term structural integrity and appearance of the historic fabric with the minimum of intervention.

We use only natural local stone and traditional lime mortars.

All steelwork, such as restraining anchor 'heli' bars will be 304 grade stainless steel to negate risk of rust expansion causing cracking to masonry.

We are Heritage Skills qualified stone conservators and have worked with the National Trust.

We are members of The Guild of Master Craftsmen.

I hope this quotation meets with your approval and look forward to hearing from you again. Please do not hesitate to contact me if you have any questions.

Yours sincerely,



Jim Wheel.
Sandridge Stone Ltd.
07594 570889
jim@sandridgestone.co.uk

Appendix 2

Price schedule

Date 23rd November 2021
Quotation reference number 2236
Project description Various stone restoration works.

Item	Detail of work	Price (ex.VAT)
EXTERNAL ELEVATIONS		
1. Lime mortar & stone degradation	i. Rake-out & repoint from ground level to 1 metre (16m ²) + lime-mortar repairs to stones eroded >25mm from face.	£2,659.80
	ii. Rake-out & repoint from ground level to 1 metre + replace badly eroded stones	£3,541.45
2. Slumping of the masonry structure	Fit restraining anchors.	£2,999.70
3. Dampness	Full rake-out & repoint (64m ²).	£6,833.20
4. Entrance lintel & keystone	Bar stitch, repoint & grout	£339.63
5. Window surrounds	Repointing Remove cementitious repairs Lime-mortar repairs Bar-stitch cracks	£1,433.30
INTERNAL WALLS & WINDOW SURROUNDS		
6. Window surrounds	Repointing Remove cementitious repairs Lime-mortar repairs Bar-stitch cracks	£974.60
7. Brickwork	Repointing (up to 6m ²) Hole plugging. Crack-stitching	£1,683.00

Prices quoted are exclusive of VAT
 Scaffold cost not included
 Payment terms 30 days from invoice

Appendix 1



Figure 1 – stone erosion from salt splashback



Figure 2 – bowing of wall caused by slumping and sagging of masonry structure

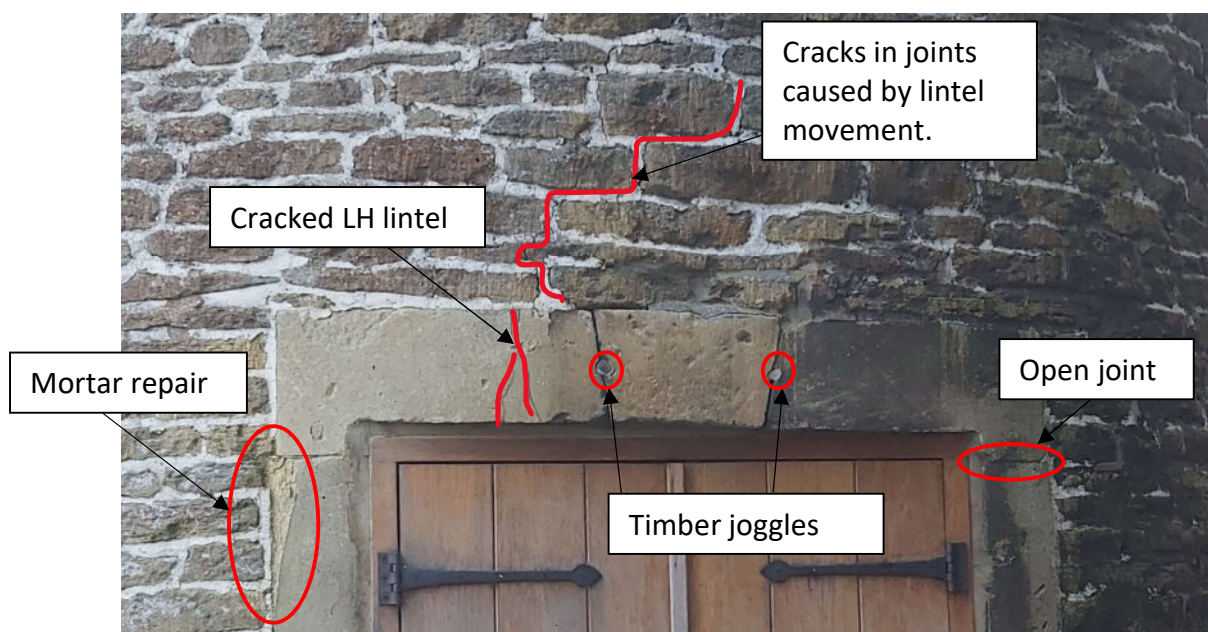


Figure 3 – door lintel movement

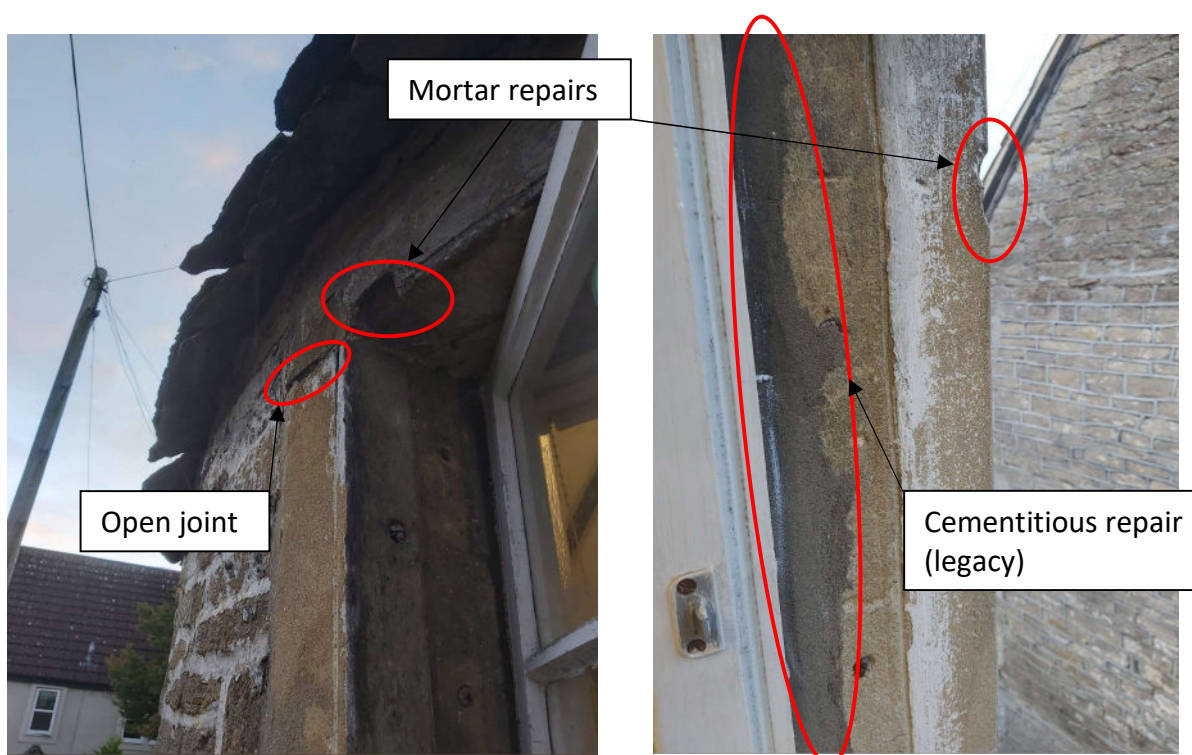


Figure 4 – first floor window jambs & lintels requiring repointing, crack-stitching & lime mortar repairs.

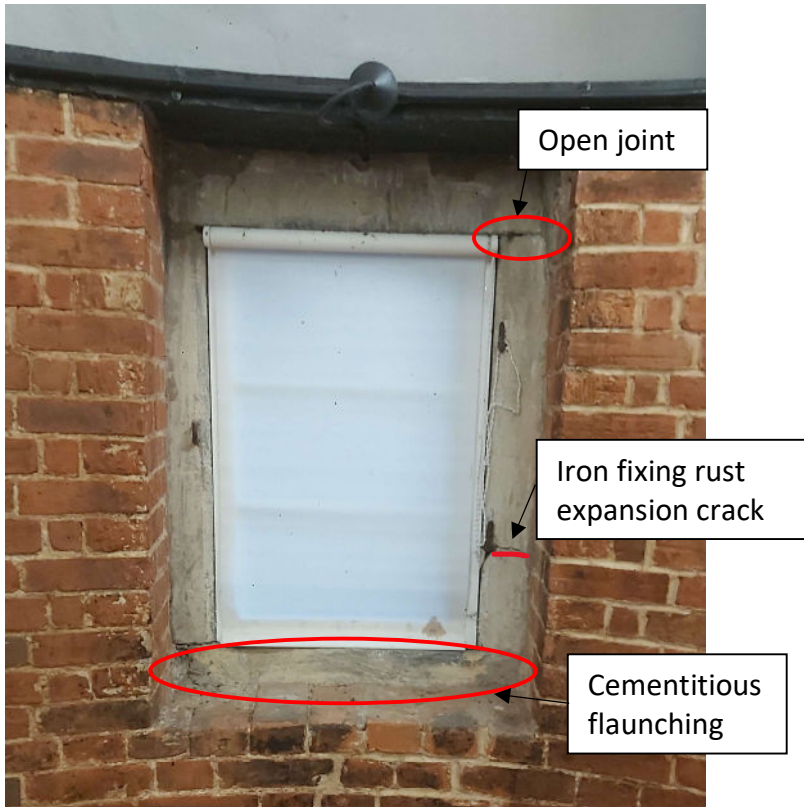
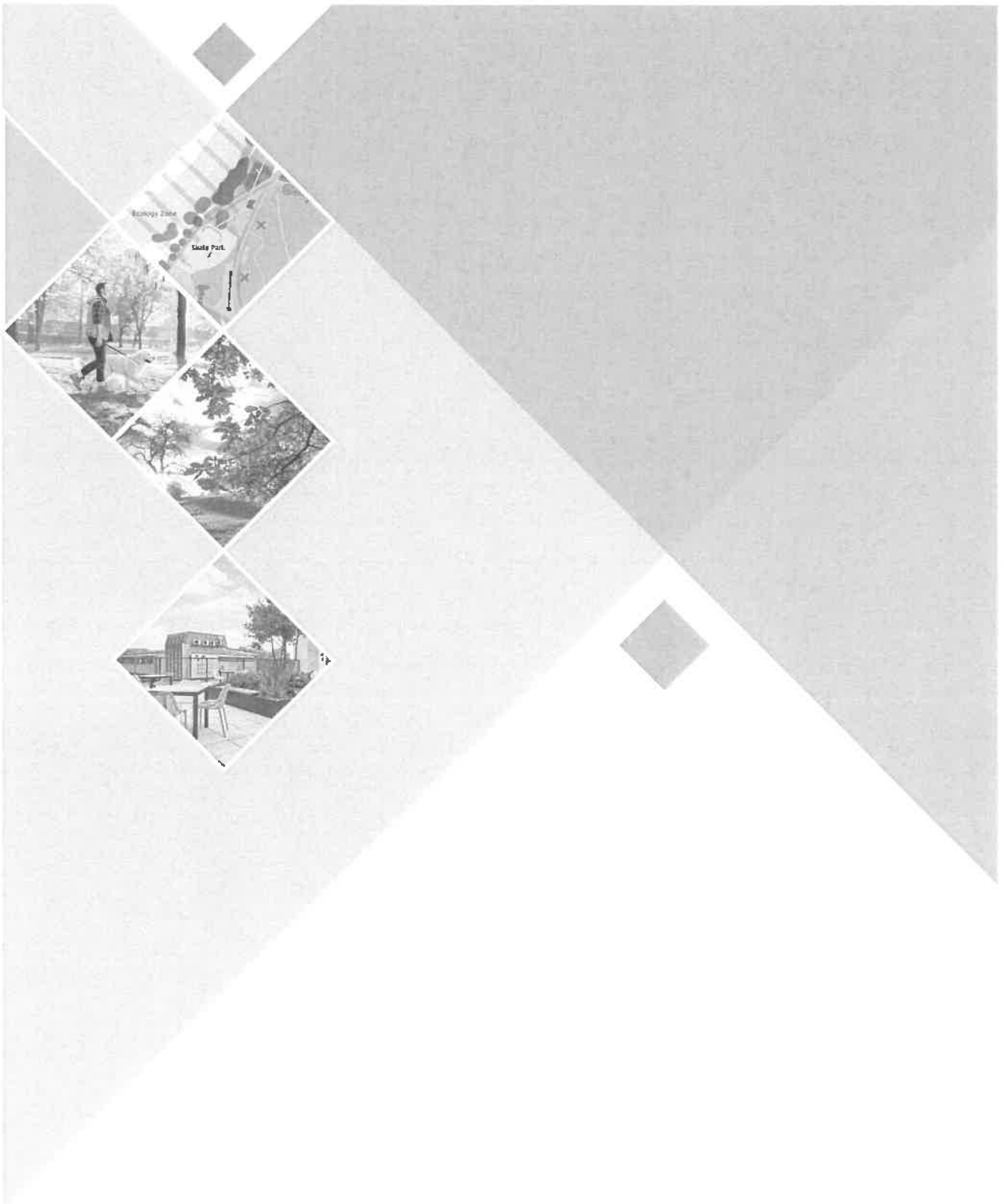


Figure 5 – internal window



MEP DESIGN | DESIGN FEE PROPOSAL

CONTENTS

0.1 Company Introduction

0.2 Project Overview

0.3 Relevant Experience

0.4 Design Scope of Works

0.5 Proposed Project Team

0.6 Company Statement

0.7 Fee Proposal

0.8 Appendices

— Insurances

— Accreditations



0.1

COMPANY INTRODUCTION





Darke & Taylor provides a multi-disciplinary and integrated approach to building services including Electrical, Mechanical, Energy Solutions, Fire & Security and Structured Cabling. All projects are completed to the highest standard, from the design stage right through to handover.

COMPANY INTRODUCTION

We are proud of our heritage and can trace our history back over 100 years; this makes a significant contribution to our unique working environment and company ethos. Over the years we have continued to develop in response to the changing requirements and advances in our industry, keeping technology and environmental awareness to the fore. We have developed a reputation for providing exceptional solutions to our diverse client base and our staff are committed to delivering customer service excellence.

A culture of investing in and valuing employees ensures that our clients benefit from a professional, experienced and trust-worthy team. Our approach, has won multiple awards gaining recognition both within our industry and the wider business community. We operate in a number of key sectors including:

- High Quality Residential
- Historic & Listed Buildings
- Retail, Hotel & Entertainment
- Public Sector & Health
- Commercial Office
- Education
- Science & Technology
- Domestic & Property Management

To help customers safely manage the critical systems that keep their premises operating and protected, our team can offer specialist expertise in the design and delivery of all mechanical and electrical services, including, but not limited to:

- Mains infrastructure & emergency back-up systems
- Bespoke and low energy lighting
- Heating, ventilation & air conditioning
- Domestic hot & cold water
- Test, inspect & commissioning
- Facilities maintenance

FINANCIALS & KPIS

	2020	2019	2018
Turnover	£21.2M	£16.6M	£12.9M
PBIT%	5.0%	5.5%	5.6%
Net Assets	£2.8M	£2.0M	£2.1M
Employees	204	195	174
Training Courses	1,527	1,488	1,201



0.2 PROJECT OVERVIEW



PROJECT OVERVIEW

Projects such as King George V Playing Fields pose challenges when attempting to design electrical services. It is anticipated that the brief will be to install lighting fixtures that are aesthetically pleasing and this is where our knowledge, experience and expertise comes to the fore.

We understand sites like this, and we know how to install and maintain services in such a way that the Client benefits from years of pleasure from their new installation.

Modern energy efficient services will need to be integrated into the scheme and co-ordination with all other members of the Design Team including the Client, is essential as early as possible so that we can identify the routes and positions of fittings and cables etc. to fully integrate the services, noting any builders work and ducting that may be necessary to accommodate the required service routes.

Finally, and most importantly, we have an intimate knowledge of the cost of Electrical installations and so can tailor our designs to the Client's budget without compromising quality or performance.

"We understand sites like this,
and we know how to install and
maintain services in such a way that
the Client benefits from years
of pleasure from their
new installation."





0.3

RELEVANT EXPERIENCE





↑ WESTGATE SHOPPING CENTRE, OXFORD

WESTGATE SHOPPING CENTRE, OXFORD

Westgate Oxford was a 500m redevelopment of the original 1970s shopping centre. With over 100 world-class retail outlets as well as numerous cafés, restaurants and a cinema, it represents a focal point for the regeneration of Oxford city centre.

Project challenges

Inner city working

Oxford city centre is notoriously bad for traffic, so planning had to be spot-on given the tight turnaround for a planned pre-Xmas opening and the many contractors working simultaneously on the project.

Solution: Darke & Taylor's (D&T) broad resource base meant it was able to increase site hours at key points in the project to prevent bottlenecks.

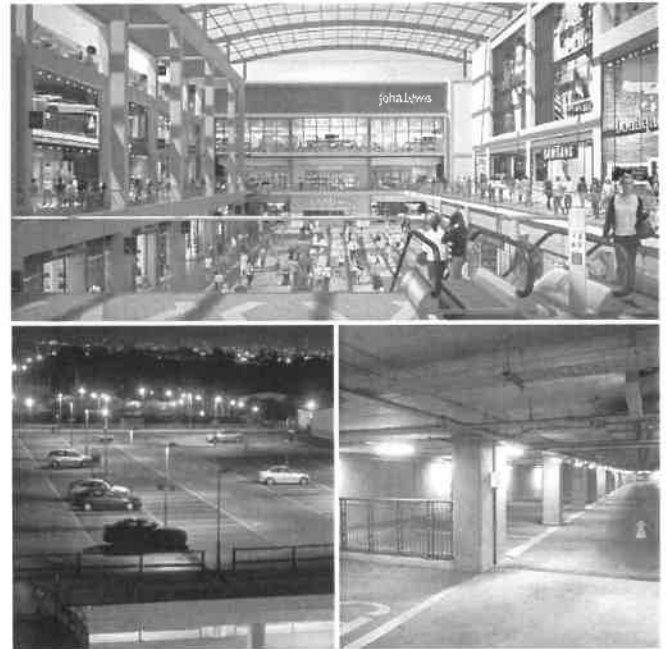
Delivering the 'Wow!' Factor

Westgate Oxford's aim is to become a destination venue where people come not just to shop. Therefore, the first impressions created by the car parks - those of safety, security and ease of usage - are all of vital importance.

Solution: Recessed LED lighting, number plate recognition, pay terminals and online connectivity to show the number of free spaces remaining - were all skills D&T had previously applied to other projects.

"Darke & Taylor's work on this project was absolutely first-class and undertaken at a pace that I only wish my direct labour force could also achieve. I therefore wish to pass on my sincere thanks to all of the team."

Steve Lee, Production Manager, Crown House Technologies



Unforeseen obstacles

A building crane which had not figured on the original plans, took up most of the space in the service yard (the commercial backbone of the Westgate, where all the deliveries are brought in and processed).

Solution: Separate from the installation team, this ensures 'four pairs of eyes' on any job. The crane was not moving for the duration of the build, so D&T had to design a real-time 3D solution around its footprint; this involved crafting bespoke containment for the armoured cabling.

Technical overview

D&T was engaged to install the electrical services and associated bracketry for the redeveloped Westgate Shopping Centre in Oxford. The new centre has almost 74,000m² of retail, restaurant and leisure space, requiring a host of core electrical services – including high voltage and low voltage electrical supplies, data cables, fire and security system cables – which converged through the two basement car parking floors.

Following commencement of the site operations, it became apparent that the supplied BIM models and service plans had not considered the height restrictions and coordination among other mechanical services. This presented several challenges for the team to overcome through the design of novel bracketry and installation processes.

PROJECT DETAILS

Client:	Land Securities
Main contractor:	Laing O'Rourke
Project duration:	18 months



1 Hurley House Hotel is a boutique hotel located close to Henley-on-Thames, boasting ten beautifully appointed en-suite bedrooms, an elegant fine dining restaurant, and an outside terrace surrounded by apple trees and landscaped gardens.

HURLEY HOUSE HOTEL, BERKSHIRE

Hurley House Hotel is a boutique hotel located close to Henley-on-Thames, boasting ten beautifully appointed en-suite bedrooms, an elegant fine-dining restaurant, and an outside terrace surrounded by apple trees and landscaped gardens. Darke & Taylor was asked to provide a full electrical refurbishment that was fully compliant with the strict regulations in place for hotels.

Project challenges

Boutique hotel

No expense had been spared in transforming a previously run-down 18th century pub into a unique destination experience. Consequently, the external finish and presentation was of utmost importance.

Solution: The control panels needed to be located in the main hotel reception area. To blend in with the high-quality interior, D&T fitted the control panels flush to the wall within a stainless steel enclosure.

Sleeping risk

Since this was a hotel as well as a restaurant, the fire alarm system had to provide both smoke and fire detection whilst also offering an audible and a visual indication of alarm condition.

Solution: BS 5839-1:2013 provides recommendations for the planning, design, installation, commissioning and maintenance of fire detection and fire alarm systems in and around non-domestic buildings. As an accredited BAFE member, D&T fits to BS standards as a minimum guide, and in this case, going above and beyond.

"No expense had been spared in transforming a previously run-down 18th century pub into a unique destination experience. Consequently, the external finish and presentation was of utmost importance."



1 Hurley House Hotel, Berkshire

Integrated excellence

Modern building management systems are complex pieces of machinery, with high-tech connectivity and requiring specialist knowledge to integrate with other systems.

Solution: In the design phase, D&T ensured that all systems and equipment installed could communicate with each other, providing fully integrated services. This included liaising with the mechanical team to interface with their services.

Technical overview

Darke & Taylor were appointed by the client to undertake a full electrical refurbishment of the hotel including the bedrooms, restaurant and external areas.

All services were installed to the required industry standards and regulations, whilst ensuring an elegant and aesthetically pleasing solution was provided.

PROJECT DETAILS

Client: Hurley House Hotel

Project duration: 1 year

Summer Fields School, Oxford

Summer Fields is a full-boarding and day school for boys aged 4–13, set in 70 acres of beautiful grounds and situated close to Oxford city centre. Darke & Taylor has been engaged for a number of years to manage and undertake all of Summer Field's electrical works, both day-to-day and project-based.



South Kensington Estates, London

South Kensington Estates has owned and managed property in the area since the 1600s when Sir William Blake, a wine merchant, acquired large parcels of land in Kensington, Brompton, and Knightsbridge. This portfolio was expanded until, in 1993, the Alexander family, passed over its running to an in-house management company (SKE). Darke & Taylor was engaged to inspect and make safe and compliant all South Kensington's Estates residential and commercial properties.



West Oxfordshire District Council

West Oxfordshire is a local government district in Northwest Oxfordshire. Darke and Taylor is directly contracted to provide a wide range of electrical works to WODC, from routine fixed wiring test and inspections to large one-off installations. The refurbishment work at Witney Recycling Centre was an excellent example of an installation which utilised D&T's planning skills and Working at Height capability.



Leys Pools and Leisure Centre, Oxford

This project involved fitting out a new pool extension to the Leisure Centre at Blackbird Leys. Flexibility and energy efficiency were key requirements, the council wished to retrospectively upgrade all the existing electrical systems whilst readying the Centre for future add-ons such as photovoltaic cells and a combined heating and power plant.



St Aldates Chambers, Oxford

Oxford City Council's aim was to set an example in sustainability by installing a solar panel array on the roof of its city centre offices. However, given the busy central location and planning restrictions, this was not a straight-forward installation.





0.4

DESIGN SCOPE OF WORKS



DESIGN SCOPE OF WORKS

RIBA PLAN OF WORK 2021

CORE OBJECTIVES

STAGE 1

Preparation and Briefing

- Prepare project brief including project and sustainability outcomes.
- Quality aspirations and services spatial requirements.
- Undertake feasibility studies.
- Agree project budget.
- Source site information including surveys.
- Prepare project services programme.

STAGE 2

Concept Design

- Prepare services concept incorporating Engineering requirements aligned to Cost Plan.
- Prepare project strategies and outline specification.
- Undertake design reviews with Client and project stakeholders.
- Prepare stage Design Programme.

STAGE 3

Developed Design

- Prepare Developed Design including coordinated and updated proposals for Structural and Building Services design.
- Design Team Workshops.
- Specialist Contractor Input.
- Issue Co-ordinated M&E Services Drawings.
- Detailed Mechanical & Electrical Specifications.
- Stage 1-3 CIBSE AM11 Thermal Model for all buildings.
- Initial Stage 1-3 SAP/EPC/BRUKL Documents for BCO

STAGE 4

Technical Design

- Prepare Technical design in accordance with design responsibility matrix, to include information from all disciplines.
- Review and analyse tenders
- Manage tender process and contract prior to stage 5
- Continuing Design Team Workshops
- Continuing Specialist Contractor input.
- Issue information for Building Regs application.
- Alterations to SAP/SBEM/BRUKL Report for BCO

RIBA PLAN OF WORK
2021

STAGE 5

Construction

CORE OBJECTIVES

- Confirm site logistics.
- Monitor progress against programme.
- Inspect install, ensuring high quality.
- Liaise with site operatives / contractors to resolve installation queries.
- Liaise with site team during commissioning.
- Prepare manual and record information with site operatives / contracting

STAGE 6-7

Completion & Close Out

- Review performance of installation.
- Review defects and resolve.
- Handover building, including client training.
- Handover manual and all record information to the facilities management / maintenance team.
- Ensure maintenance plan is in place.

SPECIFIC ELECTRICAL DESIGN INCLUDES:

Mains Distribution

Lighting

Small Power

Renewable Technology





Graham Winstone

Joint Managing Director | Operations

T: 07900 058724

E: graham.winstone@darkeandtaylor.co.uk



Graham has undertaken a number of management roles within the company and has achieved the position of Managing Director. He is the Board Member responsible for the Estimating and Design department, which successfully bids for £10M + of work every year.

Considerably involved with the construction side of the company, Graham provides the management interface between those who price/tender our projects and the contracting department that delivers this work. A key member of the management team and Board of Directors, Graham was part of the team that undertook an MBO of the company in 2008. He has a vast amount of industry experience, including hands on practical project delivery, project/contract management, estimating and electrical services design and engineering.

QUALIFIED:

Finance for Non Finance Directors

MSc Facilities Management

Post Graduate Diploma, L5 Management

HNC Contract Management

Mark Swadling

Contracts Director

T: 07795 265342

E: mark.swadling@darkeandtaylor.co.uk



Mark joined Darke & Taylor in 2008, immediately taking charge of some of our most prestigious and technical projects. By 2011 he was appointed as an associate director, inevitably becoming a shareholding director by 2018.

Mark's knowledge of, and passion for the construction industry is exemplary, along with his commitment to delivering projects on time and to the highest of standards. He has developed excellent relationships with some of our key clients, becoming the first point of call for many when they need a solution. Mark now oversees our contracting department, reporting directly to the managing directors, he is responsible for ensuring all projects are successfully delivered on time and to the standards expected of Darke & Taylor.

QUALIFIED:

Level 3 : Understanding the requirements of Electrical Installations BS7671:2018

ILM Management Training Programme

NIC EIC Qualifying Supervisor

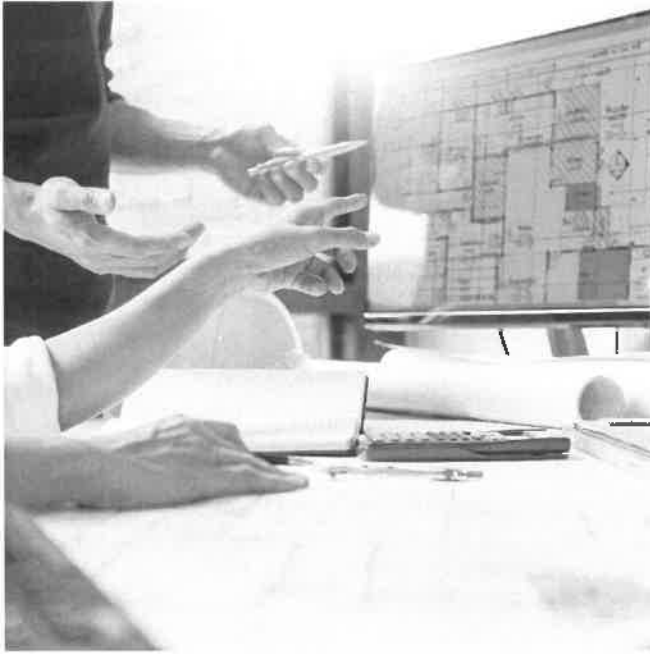
Incorporated Engineer – IEng ACIBSE



0.6

COMPANY STATEMENT





COMPANY STATEMENT

Whilst we do not operate exclusively as Design Consultants, we are able to offer a service where we provide and complete a coordinated design with all time, cost and quality aspects of the installation reviewed in accordance with the Client's brief. This includes involving any of the Client's preferred specialists such as specialist sub-contractors and/or suppliers.

In our experience this approach provides better value for money over the more traditional route of employing specific M&E Design Consultants as we have vast experience of installing and maintaining the equipment we specify.

In many cases where M&E Consultants are employed, particularly in the High-End Residential sector, we are required to either take over design responsibility as a project progresses or have significant input into the design process. This is where our extensive installation knowledge and experience really counts – rather than a theoretical desk-based approach to design, we will implement design solutions and installations that work in practice.

Our designs are backed by £10,000,000 of Professional Indemnity Insurance cover.

ADVANTAGES OF HAVING A SPECIALIST DESIGN AND BUILD CONTRACTOR

- Only one point of contact.
- No split responsibilities. If there's a problem, we'll deal with it.
- We have an in-house Design Office.
- We have vast experience of similar projects.
- Directly employ installation labour and managers.
- Fully coordinated with no grey areas.
- Our designs are simple, effective, tried and tested and work.
- The client benefits from reduced fees.
- The client benefits from high quality with few defects.
- Our early involvement from day one benefits everyone.
- We are financially stable.
- Open-book pricing policy.
- We want this to be a relationship that lasts, so it's in our interest to deliver.



0.7 FEE PROPOSAL





FEE PROPOSAL

Our proposed fee as set out below, is based on the email and documentation received on Tuesday 1st November from Peter Baller.

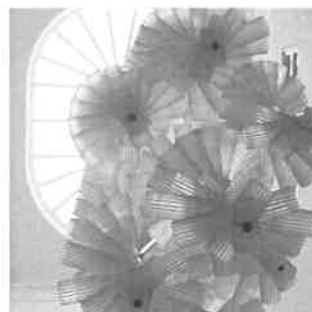
MEP Design Proposal for King George V Playing Field, Melksham

Site Location: King George V Playing Field, Melksham

Anticipated Design Programme: January – June 2022

THE SERVICES AS DETAILED IN THE RIBA PLAN OF WORK 2013

RIBA WORK STAGE	TOTAL FEES
STAGE 1 : Preparation & Briefing	£1,600.00
STAGE 2 : Concept Design	£600.00
STAGE 3 : Developed Design	£600.00
STAGE 4 : Technical Design	£1,200.00
STAGE 5 : Construction	£1,600.00
STAGE 6-7 : Completion & Close Out	£600.00
TOTAL	£6200.00



TIME BASIS RATES (IF APPLICABLE)

ROLE	HOURLY RATE
Director	£90
Team Leader	£75
Design Engineer	£65
Design Assistant	£45
CAD/Revit Technician	£60

These rates are fixed until 31st December 2021.

We would like to draw your attention to the following Terms & Conditions which relate to our offering, these terms are non-variable unless detailed elsewhere in this submission or an agreement is made in writing to such a variation.

GENERAL

- All of our figures are exclusive of VAT.
- Invoices to be submitted monthly with payment due within fourteen days of the date of invoice.
- Payments not received within twenty-eight days of the date of invoice will be liable to interest in accordance with the Late Payment of Commercial Debt (Interest) Act 1998 and at the relevant rate plus the statutory rate of interest.
- In line with the Construction Act we shall not accept 'payment when certified' terms related to payment made by third parties.
- Should the programme change significantly due to circumstances outside our control, we reserve the right to re-negotiate our fees accordingly.

APPOINTMENT

- It is assumed that our appointment would generally be in accordance with the General Conditions of the Association of Consulting Engineers 2009 and this Design Fee Proposal.
- Should collateral warranties be required by any party we would be happy to sign these subjects to the specific wording.
- Any collateral warranties shall be standard BPF, ACC, RIAS, RICS, RIBA, CoWa P&T forms, with any minor amendments duly agreed by both parties.

EXPENSES

- Fees are inclusive of all normal expenses and disbursements and any other costs associated with the preparation of the design to current regulations and standards, but are exclusive of VAT.
- Reasonable print and travel expenses are included in the fees indicated. Unless agreed otherwise all drawings, schedules, specification and other documents will be issued electronically.
- We have assumed that specialists for Below Ground Drainage and Architectural Lighting etc. will be employed directly by the Client, however we have allowed for liaison with these specialists and co-ordination of their services.
- Should we be required to obtain Utility records and liaise with Utilities regarding connections, fees associated with the Utility Companies themselves will be chargeable at cost.



0.8

APPENDICES

Accreditations

Insurances



ACCREDITATIONS

Darke & Taylor is an **ISO 9001** and **ISO 14001** registered company and our Quality Management and Environmental Management Systems are certified under these internationally recognised standards. Our Health & Safety Management System and compliance with health and safety legislation is formally assessed each year by industry leading SSIP schemes.

For every specialism we have achieved accreditation and membership with the leading trade bodies and our performance against each of these highest industry standards is audited at least annually.





PRSLTD

Ground Floor - College House
17 King Edwards Road - Roislip
Middlesex - HA1 7AE

T: 01895 075538

F: 01895 075613

E: general@prs-limited.co.uk

W: www.prs-limited.co.uk

16 April 2021

To Whom It May Concern

Dear Sirs/Madam,

RE: Darke & Taylor Limited, Darke & Taylor Holdings Ltd & Darke & Taylor Building Services Ltd

We refer to our above headed client and are pleased to provide below details of the contractors insurances that we arrange on their behalf:-

Business Description

Electrical and Mechanical Engineers and Contractors, Electrical Test and Inspection, Network Cabling & Facilities Management, Renewable Energy Contractor including Photo Voltaic, working at height, and Battery Supply Installation

Employers' Liability

Insurer: Markel International Insurance Company Ltd

Policy number: 52624373

Period of insurance: 12 Months from 30 April 2021

Details: Legal liability in respect of the bodily injury, illness or disease sustained by any employee arising out of and in the course of his employment with a limit of £10,000,000.00 any one occurrence including costs, including principals clause.

Public / Products Liability

Insurer: Markel International Insurance Company Ltd

Policy number: 52624373

Period of insurance: 12 Months from 30 April 2021

Details: The insured's legal liability for the death of or injury sustained by third parties and / or damage to third party property arising out of the insured's business with an indemnity limit of £10,000,000.00 any one accident but unlimited in any year (aggregate for Products Liability) including principals clause



Registered Office:
17 King Edwards Road
Roislip, Middlesex HA1 7AE
England. UK E11 7AE

Company Registration No: 1276147

Legal Entity: PRS Limited
Company Number: 08500000



PRSLTD

Insurance Group - College House
17 Churchfields Road - Reading
RG1 1JH - UK

T: 0118 984 2000
F: 0118 984 2001
E: enquiries@prs-limited.co.uk
W: www.prs-limited.co.uk

Contractors All Risks

Insurer: Markel International Insurance Company Ltd
Policy number: 52624373
Period of insurance: 12 Months from 30 April 2021
Details: £3,000,000 Maximum Price of Any One Contract
£25,000 Own Plant
£12,000 Temporary Buildings
£100,000 Hired in Plant

Professional Indemnity

Insurer: Markel International Insurance Company Ltd
Excess Insurers: CBC Insurance & EUNA Underwriting
Policy number: 52624373 & TBA
Period of insurance: 12 Months from 30 April 2021
Details: £20,000,000 Any One Claim

Subjectivities

The full terms and conditions of the above covers are set out in the relevant insurance policy / policies and the statement above is for information purposes only.

We trust that you will find the above all in order, however, please do not hesitate to contact us if you require any further assistance.

Yours faithfully,

Jack Wilson
Account Handler
01895 672949
jackwilson@prs-limited.co.uk







Company Registered Number: 0999233

Registered Office: Radiant House, 11 Blenheim Office Park,
Long Hanborough, Oxfordshire, OX29 8LN

VAT Registration Number: 195 0826 43

UTR: CIS 118400235

darkeandtaylor.co.uk



Company Registered Number: 0999233



The background of the page is a complex, abstract geometric pattern. It consists of numerous overlapping, semi-transparent planes and rectangular shapes that create a sense of depth and movement. The colors are primarily dark greys and blacks, with bright white highlights where the planes intersect or where light rays pass through. The overall effect is reminiscent of a modern architectural design or a digital art piece.

QODA LIGHT

King George V Playing Field
Fee Proposal

Introduction

Part of QODA Consulting, QODA LIGHT has been established to offer a specialist lighting design service to our existing and new clients

We work very closely with Architects, Landscape Architects, Designers and all members of the Design team. Applying the medium of light to illuminate spaces, we are interested in creating interior and external places designed for people

Lighting design is often considered a mix of art and science. We marry the two together – combining understanding and visual appreciation of the three-dimensional space with expertise that ensures all technical aspects are delivered.

Interpreting your vision and aspirations for a space – with a thorough grasp of the building's layout and design – allows for truly integrated lighting solutions.

Buildings are created for people and the lighting design should respond to their needs and requirements both functionally and aesthetically

We want people to appreciate these spaces, be comfortable and enjoy interacting with their environments



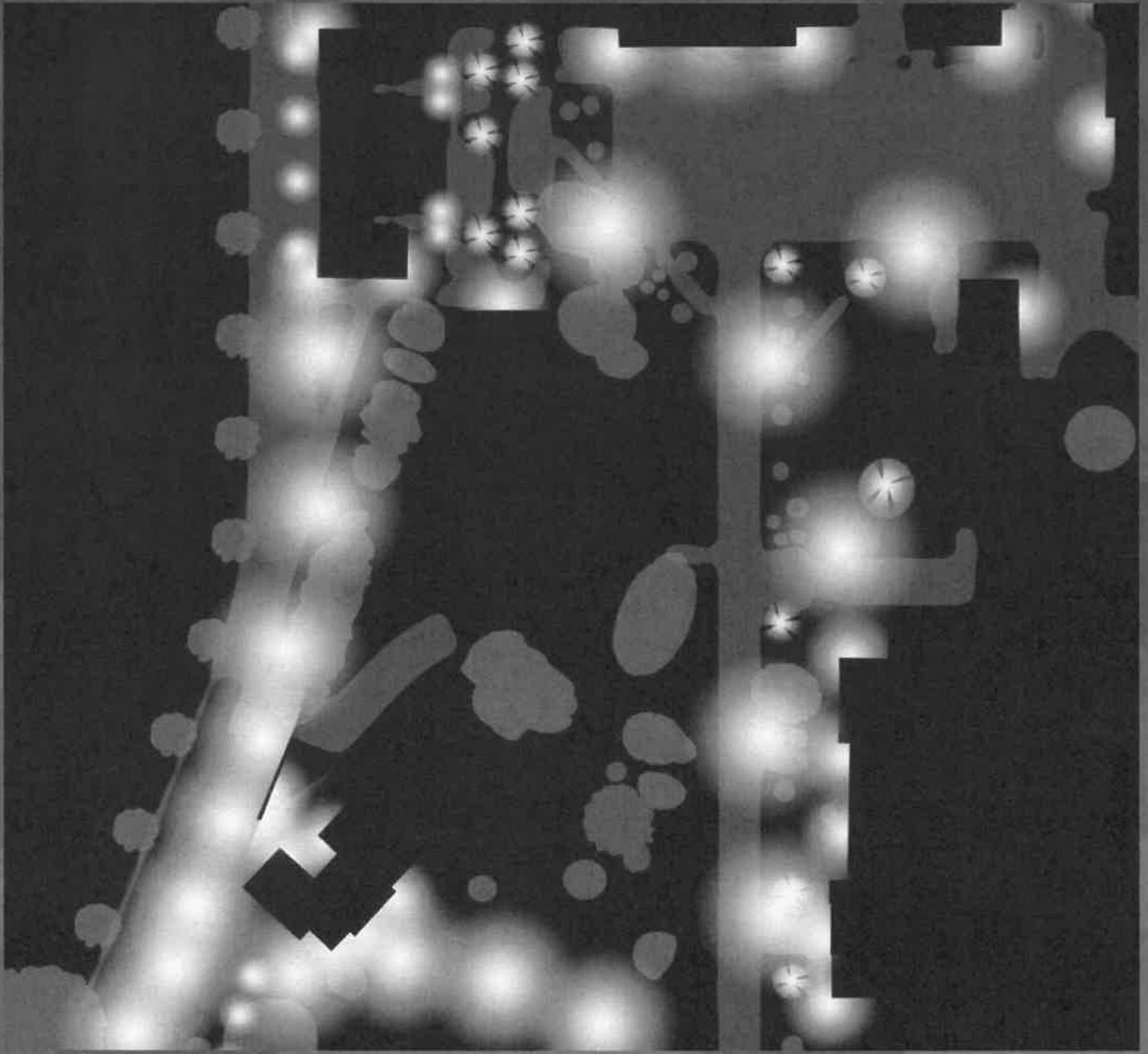
External Masterplanning

At night, a little light can go a long way! It can enhance architecture, create mood and atmosphere and magically transform the landscape.

Limiting the use of lighting in certain areas can play just as big a role as applying it to others and rarely is this gentle balance of light and dark more important than in the external environment.

Modern luminaires allow a far greater control of light, enabling us to deliver it where needed, whilst not impacting neighbouring spaces.

Our approach carefully respects the design visions whilst applying a creative and appropriate lit aesthetic ensuring a successful final result.

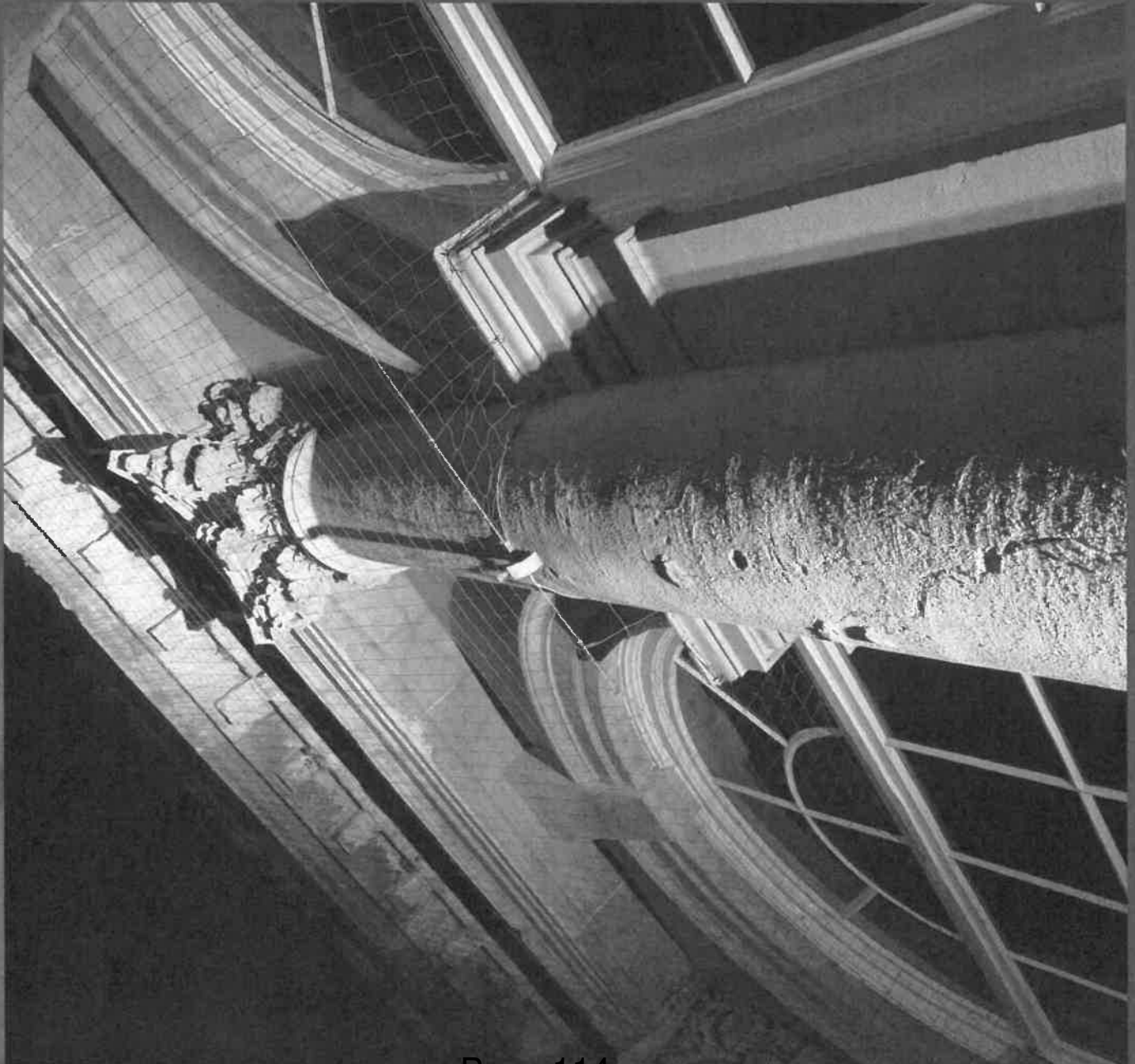


Our Approach

Lighting Design is about considering the 3-dimensional space, how light falling on the various surfaces will make a room, or area appear, whilst also ensuring that it will provide functional lighting for the use of the space.

We consider who will be using the space, how the space will be used, what tasks will be undertaken, how much light is required, what aesthetic is required, are there any important elements or key features, what atmosphere are we trying to create?

We'll think about the visual attributes of the spaces themselves, colours, finishes, furniture layouts, ceiling types etc. all of which can significantly impact the look and feel.

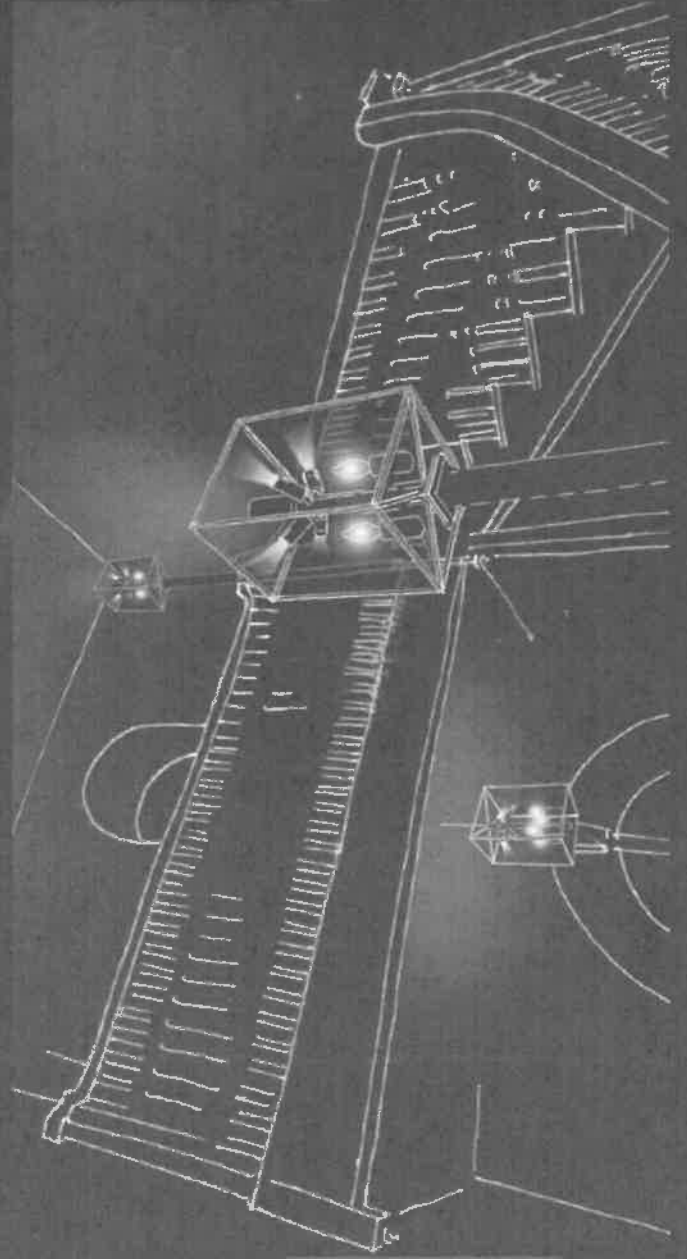


Visual Communication

At QODA LIGHT, we work collaboratively with design teams, balancing individual needs while constantly keeping the ultimate vision in sight.

Using various creative and technical mediums we are able to effectively communicate and develop our designs throughout the design process, ensuring the final solution is both well considered and successful.

As independent lighting consultants we are not limited in our product selection and can ensure the luminaires specified are the most suitable technically, visually and from a quality and cost perspective.



Scope and Fee

External Lighting

RIBA Stage 1-3 – Concept and Developed Design

- Visit site to meet with the council and to include assessment of the existing lighting and power sources.
- Confirm Environmental Lighting Zone to be applied and response to other constraints outlined and how these define the detailed brief.
- Confirm lighting control requirements, including interaction with existing lighting.
- Produce a concept design, including choices of luminaire
- Produce a light plot with supporting technical information of selected luminaires for purposes of application which is to be allowed for to be submitted by the lighting designer

RIBA Stage 4 – Technical Design

- Produce information sufficient to tender for the installation of light columns and power connection points, including all ground-works, making good and commissioning
- Manage tendering to at least 3 contractors

RIBA Stage 5-7 – Construction and Handover

- Manage appointment of contractor.
- Contract administration - form of contract to be confirmed with council.
- Manage contractor on-site with inspections of works for conformance with specification.
- Management of completion of works, including snagging and commissioning at completion.
- It is assumed that the form of contract will include a 1 year defects liability period during which a retention sum of money will be retained by the council. This is subject to lighting designer input, i.e. it may be recommended that this is not necessary for this type of project relying on other contractual obligations to rectify any issues.

The above scope of service is extracted from the NVB Landscape Lighting Engineer Brief, 15th October 2021, Document Issue B

	Stage 1-3 Fee	Stage 4 Fee	Stage 5-7 Fee	Total Fee
Lighting Design Services	£4,950.00	£3,750.00	£3,450.00	£12,150.00

Fee Clarifications

- This fee is based around the Scope of Service as described in NVB Landscape Lighting Engineer Brief, 15th October 2021, Document Issue B
 - QODA would recommend that an underground utility services scan is carried out prior to construction and during the design works. QODA can sub-contract a services surveyor for extra fees. Services scan is not include in QODA fee proposal.
- The figure above is exclusive of VAT but is inclusive of reasonable disbursement is. Our appointment will be as a sub-consultant and based on ACE Agreement 1. We propose that our liability under the contract will be limited to £0.25million in accordance with the terms of our PI Insurance which is provided by Griffiths and Armour, a leading provider of PI to Consulting Engineers and the construction industry.

If works are required that are beyond the scope detailed within this document these will be carried out using the following hourly rates.

Director	£95
Associate	£85
Principal Engineer	£75
Senior Engineer	£65
Engineer	£55
Technician	£45

Team

Simon Dove

Simon has been working with light for his whole career, spanning over 30 years. During which he has witnessed a great many changes. Recommendations, trends, equipment, technology, fashion are all constantly evolving which keeps the role varied, exciting and stimulating. He feels lighting design should put people at its core, allowing them to undertake tasks, explore and navigate safely, interact with and enjoy their environment. We should constantly explore new ideas and technologies, but not discard established concepts to deliver creative design solutions.

Ben Porter

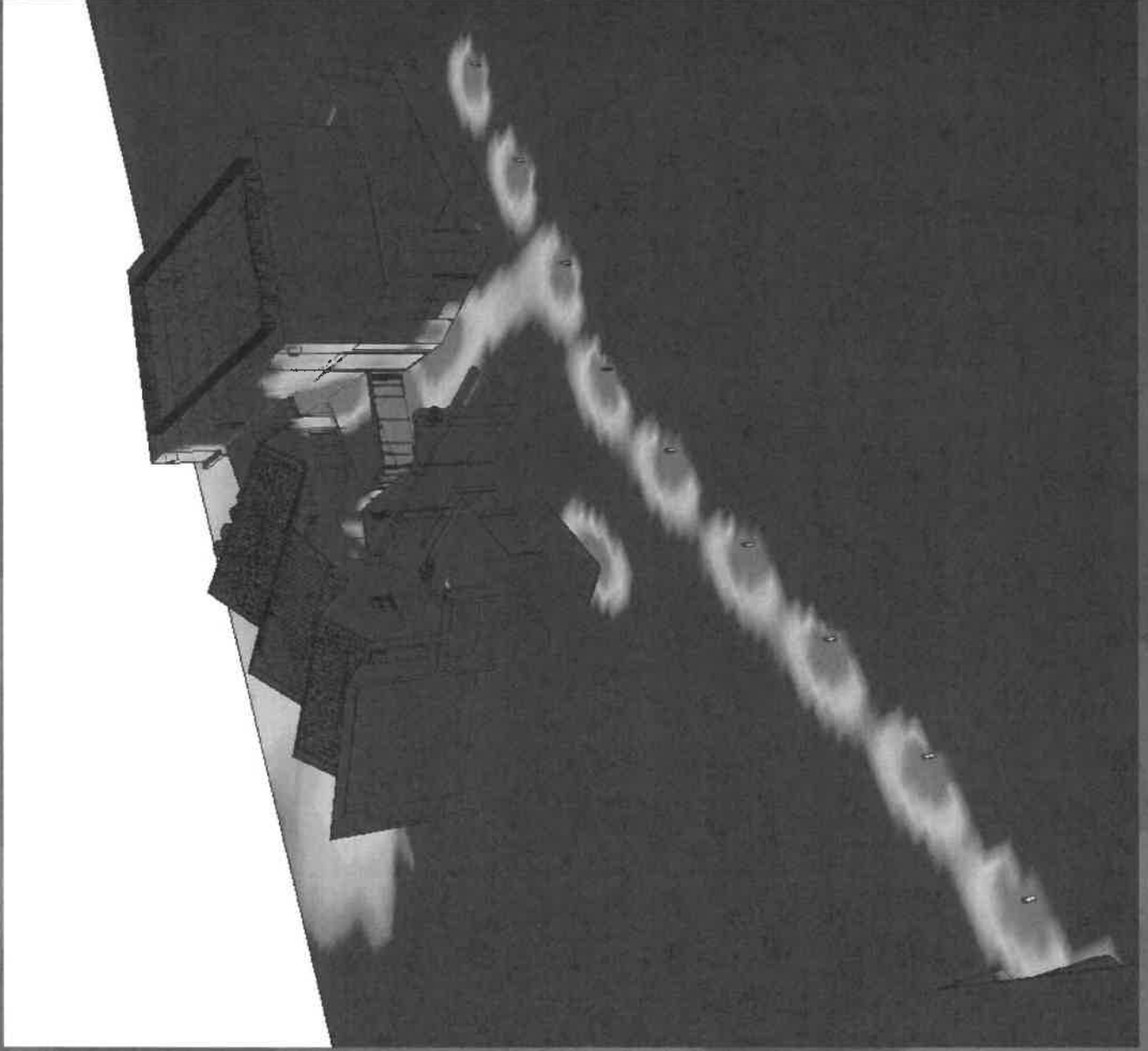
Ben has over 12 years of Specialist Lighting Design experience working both in the UK and further afield. As part of the QODA LIGHT team in the Bristol office he is responsible for managing projects and resources from conception to completion, working closely to design briefs and budgets as required.



Quay Stores, Milford Haven

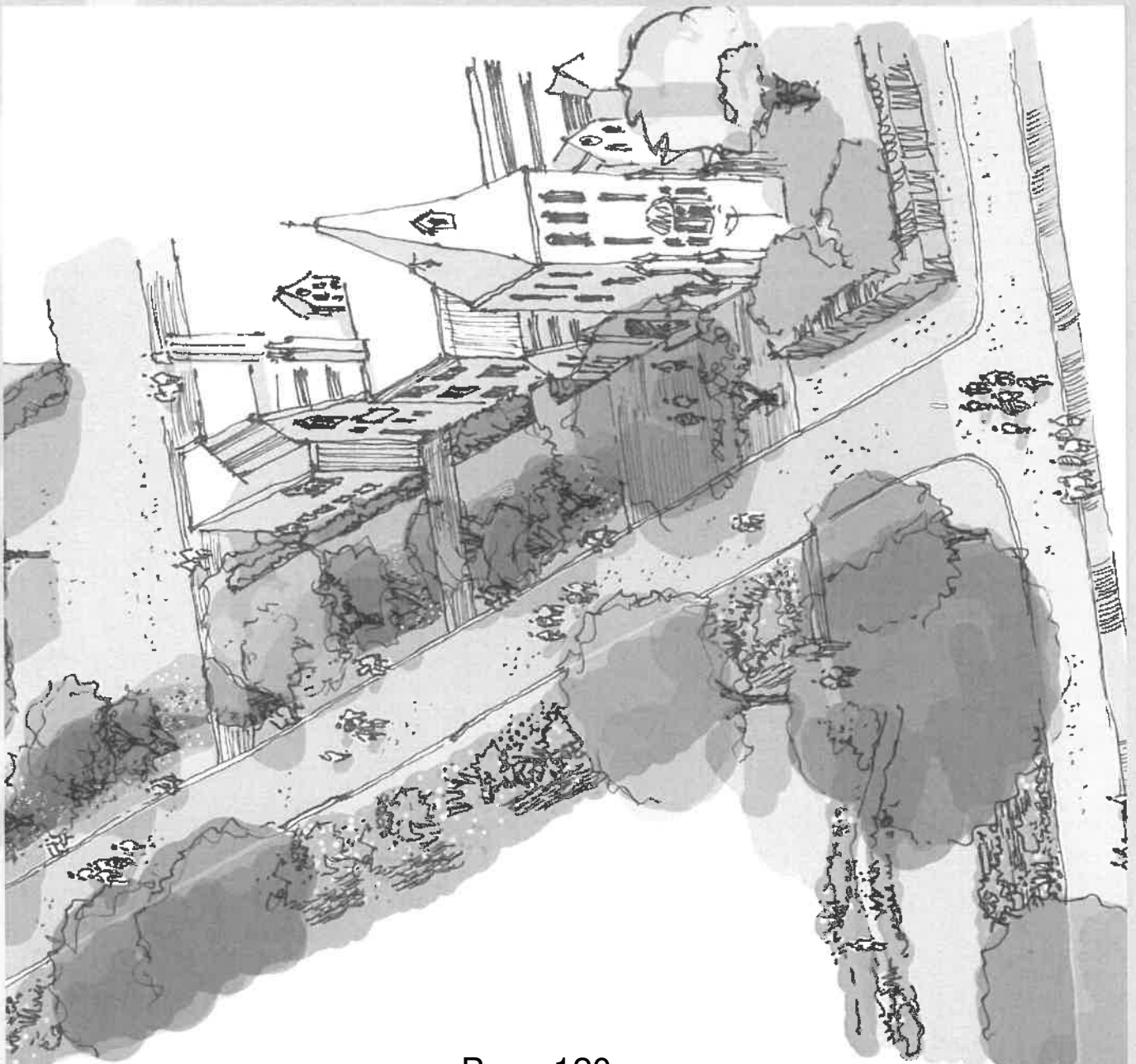
The Quay Stores is a disused Grade II listed building that is being transformed into a 'cultural cluster', featuring a 100 seat restaurant and 400 seat multi-use auditorium for music theatre and conferences.

The associated external spaces required a subtle lighting design due to the presence of light sensitive bats. A scheme that ensured safe and secure navigation for visitors to the Quay Stores, whilst also limiting light spill onto the bat foraging corridors was developed with a control strategy that minimised the use of external lighting when not required.



Charterhouse School, Godalming

As part of the campus-wide pedestrianisation Master Strategy at Charterhouse School, we were appointed to support the client and design team. The task was to establish a lighting strategy for the Old School, Queens Drive and Dukes Drive areas of the site. Working closely with LUC Landscape Architects we have developed a family of luminaires that considered the relationships between different areas and reinforced the landscape design - all with the added challenge of considering the sensitive historic nature of the buildings and their surroundings.



Westonbirt School

Westonbirt School

Located in the Cotswolds, Westonbirt School is an independent day and boarding school. GODA Consulting have been appointed to develop the external lighting and provide support to the client and design team.

The introduction of new car parking facilities required the development of an external lighting strategy to light these and also aid wayfinding and navigation around the extensive site at night.

Night time site surveys were undertaken to establish the existing lighting profile and then extend this to the new works.



QODA LIGHT

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TENDER REPORT



Project: Lighting & Power at King George V Playing Field

Client: Melksham Town Council

JOB NO: 1764

TENDERS RECEIVED

Of the 4 No. Electrical Engineers asked to tender, 1 No. declined to tender leaving 3 No. valid tenders as follows in no particular order:

<i>BJP</i>	£ 7,166.00
<i>Qoda</i>	£12,150.00
<i>Darke & Taylor</i>	£ 6,200.00

These fee proposals are against a scope of service provided by NVB and incorporated within their submissions.

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Patsy Clover

From: Richard Taylor <richard.taylor@bjp-uk.com>
Sent: 18 November 2021 14:35
To: Peter Baker
Subject: King George V Park Melksham Fee Proposal FP21/875
Attachments: King George V Park.pdf

Peter

We thank you for the valued enquiring regarding this exciting project and plans to develop the public park and introduce lighting, power and communications.

Following a thorough review of the information and brief provided we would offer the following fee proposal acting as principle designer for the electrical services.

Our fees would amount to £7,166.00 divided between the Riba work stages as follows:

- Stage 1 - £1,433.20
- Stage 2 - £716.60
- Stage 3 - £716.60
- Stage 4 - £2,149.80
- Stage 5 - £1,791.50
- Stages 6 & 7 - £358.60

Our fees include all disbursements but exclude VAT. We would present invoices on completion of each stage and request payment within 28 days.

We have attached our supporting information to provide some background to our practice, demonstrate experience and our intended methodology.

We trust this is clear and acceptable but if there any queries please contact either myself or Jonathan Cooper.

Regards,
richard taylor.

BSc (Hons) CEng MIET
DIRECTOR

Phone 01761 239193
Web www.bjp-uk.com



Hi Richard

I hope you're well and haven't had too much pain recently from Charlton Wood?! I was there last week for more snagging!

I haven't spoken to you about this, but your name just came into my head with reference to this little project. We have been working with Melksham Town Council since 2017 on King George V Playing Field, known more commonly as KGV Park. We produced a masterplan for the council who have been implementing the phases during the intervening years. One phase of work is to improve lighting within the park and improve facilities for events.

We are working at this point as a link to the masterplan and to manage the appointment of an electrical engineer to design and manage the implementation of lighting and external power. We are to remain appointed to review proposals in-line with the masterplan aspirations.

The attached document sets the context of the scheme and scope of service that we anticipate.

I would appreciate it if you would be able to let me know whether you are interested in submitting a fee by 5pm on 5th November?

We would like you to submit the following to me by 5pm on the 19th November:

1. Fee Proposal in-line with the scope of service outlined in the attached. Please do amend or add to the scope as you see fit, with an explanation of the changes.
2. 1-3 example projects. Project types we invite are lighting and power in publicly accessible spaces and, if possible, solar powered lighting.

Once you have been able to review the attached, please do call with any queries. I will feedback any relevant responses to queries to each tendering engineer.

Regarding the appointment, this would be with the town council, contact details below. Please do also feel free to contact Hugh if you would like.

Hugh Davies
Amenities Manager



Melksham Town Council
The Town Hall
Melksham
Wiltshire
SN12 6ES
(01225) 704187

www.melkshamtown.co.uk
www.melkshamassembly.co.uk

Kind regards

Peter Baker Associate



NVB Landscape
ROOK LANE

NVB Landscape, Rook Lane Chapel, Bath Street, Frome, Somerset BA11 1DN
Mobile : 07738 253494
Office 01373 468030

website

Nugent Vallis Brierley Ltd is registered in England and Wales. Registration No 2471929. Registered Address: Rook Lane Chapel, Bath Street, Frome, Somerset BA11 1DN.
Confidentiality Notice: This message is private and confidential. If you have received this message in error, please notify us and remove it from your system. This email is sent for and on behalf of Nugent Vallis Brierley Ltd.

our **background.**

BJP is a leading firm of Building Services and Low Carbon Design Engineers with a goal to thrive on client satisfaction.

Background. Formed in 1989 and celebrating 30 years, we are an independent Practice, offering clients intelligent engineering design, bespoke solutions and individual attention.

Our commitment to our clients is reflected in the very high levels of repeat business and national recognition through a number of industry awards. In particular, the Practice is committed to Partnering with our clients for mutual benefit; the success of this approach is demonstrated in us previously receiving the Chartered Institute of Building National Award for Collaboration and Integration.

Experience. BJP has worked extensively in the Public Sector for a number of Local Authorities and Town Councils on a wide variety of projects. Our ability to deliver design solutions within sensitive locations, understanding the Standards and Regulations associated and utilising the latest technologies and methods available.

We have also provided external lighting impact assessments and strategies for Natural England, areas of outstanding beauty and natural surroundings, intrinsically dark areas classified as E1 Zone in the ILP Guidance Notes for Reduction of Obtrusive Light.

Methodology. BJP has vast experience of full consultancy on projects of this nature under Principal Designer role. We use a local Health and Safety advisor (Damrel Associates) to assist with the health and safety aspects and risk management.

A Senior Electrical Engineer accredited to The Institute of Lighting Professionals would be responsible for the design and delivery of the project. Designs would be produced using independent, approved software packages including Dialux and Relux. The calculations would model the park and predict the performance of the lighting, with light spill quantified upward



Richard Taylor, Director
BSc. (Hons) C.Eng MIET



Jonathan Cooper, Director
BSc. C.Eng MCIBSE MEI

light and vertical illuminance. 3D renders of the site would also be produced for further detail.

We have worked with other clients and other consultants including NVB Landscape team on many projects, satisfying planning conditions and ecology considerations.

An outline programme would be provided on commencement to identify key activities and timelines. Our management of the project would also include meeting minutes to ensure actions are clear.

During the Tender Stage, we would carry out analysis of the tenders to enable appointment of a contractor.

During construction, regular meetings would follow to monitor progress and check quality compliance.

The final stage would involve snagging of the installations and vetting of all handover documentation.



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MELKSHAM TOWN COUNCIL
KING GEORGE V PARK LIGHTING AND POWER
EXAMPLES OF RECENT PUBLIC SECTOR PARK LIGHTING,
POWER AND COMMUNICATIONS PROJECTS

1 midsomer norton town park.

MIDSOMER NORTON TOWN COUNCIL

Design of power, distribution and communications together with amenity lighting for the Park in association with landscaping and proposed public events use.

2 park and ride, yate.

SOUTH GLOUCESTERSHIRE COUNCIL

Design of all electrical infrastructure for the proposed park and ride. This included all HV/LV design, power distribution, electric vehicle charging, communal power, CCTV, car park lighting, street lighting and solar canopies.

3 gloucester quays.

CMS GROUP

Design of amenity lighting for the Quayside in Gloucester Quays. The design included power distribution and raise and lower power pillars to provide secure, concealed power and communications hook up for event use.

Draft Budget 2022 – 2023

Option 3

Includes budget for repayment of a loan up to £1M

Precept = 1,064,847 ÷ 5717.10 (tax base)

Band D = £186.26*

*Band D in 2021-2022 £164.08

Annual Budget - By Committee (Actual YTD Month 8)

Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022					Budget 2022/2023			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Finance, Admin & Performance											
101	Central Costs										
4000	Salaries ENI & Pension	269,000	224,773	0	0	269,000	0	269,000	154,861	225,000	0
4002	Locum Support	0	40,163	0	0	0	0	0	0	0	0
4021	Stationery	2,000	1,973	0	0	1,500	0	1,500	1,621	2,750	0
4023	Advertising	1,500	3,176	0	0	1,500	0	1,500	1,647	1,750	0
4024	Equipment/furniture	3,000	759	0	0	2,000	0	2,000	2,248	3,000	0
4026	Photocopying	2,500	1,373	0	0	1,500	0	1,500	640	1,200	0
4027	Telephones and Mobiles	2,300	5,002	0	150	3,000	0	3,150	1,874	3,000	0
4028	Postage	1,000	372	0	0	300	0	300	208	400	0
4029	Subscriptions	2,600	3,803	0	0	3,000	0	3,000	2,130	4,000	0
4040	Information Technology/Hardware	15,000	16,860	0	0	15,000	0	15,000	11,345	17,500	0
4042	Licences/Software	1,500	4,984	0	0	1,500	0	1,500	2,392	4,500	0
4058	Insurance	8,000	8,594	0	0	8,000	0	8,000	9,614	9,750	0
4061	Travel and Subsistence	1,500	9	0	0	500	0	500	94	500	0
4075	Training	5,000	2,823	0	0	4,000	0	4,000	4,795	5,000	0
Overhead Expenditure			314,900	314,664	0	150	310,800	0	310,950	278,350	0
Movement to/(from) Gen Reserve			(314,900)	(314,664)	(310,800)		(310,950)		(278,350)		
110 Corporate Costs											
1026	Income Interest	1,000	0	0	0	1,000	0	1,000	0	0	0
1176	Precept Received	884,122	884,122	0	0	918,750	0	918,750	918,750	0	0
Total Income			885,122	884,122	0	0	919,750	0	919,750	0	0

Continued on next page

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

	Budget 2020/2021		Budget 2021/2022					Budget 2022/2023			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4303 Grant-4Youth	10,000	10,000	0	0	10,000	0	10,000	10,000	10,000	0	0
4305 Grant Christmas Lights	7,000	10,000	0	0	10,000	0	10,000	10,000	10,000	0	0
4306 Grant Party in the Park	3,000	2,000	0	0	3,000	0	3,000	0	3,000	0	0
4310 Grant Food and River Festival	3,000	1,000	0	0	3,000	0	3,000	3,000	3,000	0	0
4317 Grant Carnival	2,500	0	0	0	2,500	0	2,500	0	2,500	0	0
4330 Grant TIC	4,000	6,000	0	0	4,000	0	4,000	4,000	4,000	0	0
4331 Grant Trans Wilts	3,500	2,500	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	53,000	0	0	62,500	0	62,500	41,998	62,500	0	0
	Movement to/(from) Gen Reserve	(53,000)			(62,500)		(62,500)	(41,998)	(62,500)		
Finance, Admin & Performance - Income	885,122	884,122	0	0	919,750	0	919,750	918,750	0	0	0
Expenditure	401,800	401,994	0	150	406,700	0	406,850	254,022	433,102	0	0
	Movement to/(from) Gen Reserve	483,322			513,050		512,900	664,728	(433,102)		

Continued on next page

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022					Budget 2022/2023			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Asset Management & Amenities											
201 Town Hall											
1020		0	8,420								
1034		13,000	0								
Total Income			13,000	8,420							
4100	Gas	4,000	4,430								
4101	Electricity	9,000	2,347								
4102	Non Domestic Rates	10,500	8,653								
4103	Water Rates	1,600	657								
4104	Window Cleaning	1,400	1,420								
4106	Repairs and Maintenance	0	0								
4108	Service Contracts	6,000	9,534								
4109	Trade Waste	1,200	-213								
4110	Telephone: security alarms	200	0								
Overhead Expenditure			33,900	26,828							
Movement to/(from) Gen Reserve			(20,900)	(18,408)							
202 Asset and Amenities											
1027	Income - Amenity Services	1,600	4,692								
Total Income			1,600	4,692							
4000	Salaries ENI & Pension	251,852	202,434								
4027	Telephones and Mobiles	550	0								

Continued on next page

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

	<u>Budget 2020/2021</u>		Brought Forward	Net Virement	<u>Budget 2021/2022</u>			Total	Actual YTD	<u>Budget 2022/2023</u>		
	Budget	Actual			Agreed	EMR				Agreed	EMR	Carried Forward
4150 Uniform/PPE	2,500	1,505	0	0	2,000	0	0	2,000	540	2,400	0	0
4151 Tools and Equipment	0	0	0	0	1,000	0	0	1,000	269	4,000	0	0
4153 Vehicle Running Costs	7,000	5,584	0	0	7,000	0	0	7,000	4,283	7,000	0	0
4156 Vehicle Leasing	10,000	12,469	0	0	12,000	0	0	12,000	8,728	13,000	0	0
4163 Repairs and Maintenance	10,000	7,386	0	0	10,000	0	0	10,000	5,659	12,000	0	0
4167 Street Furniture and Signage	3,000	1,448	0	0	2,000	0	0	2,000	555	10,000	0	0
4177 Churchyard maintenance	2,000	500	0	0	0	0	0	0	0	1,500	0	0
4186 Defibrillators	1,000	1,017	0	0	1,050	0	0	1,050	3,520	5,000	0	0
4196 Container storage	1,250	1,148	0	0	1,600	0	0	1,600	900	0	0	0
4915 Equipment	0	0	0	0	0	0	0	0	923	0	0	0
Overhead Expenditure	289,152	233,491	0	0	293,250	0	0	293,250	160,224	281,700	0	0
Movement to/(from) Gen Reserve	(287,552)	(228,799)			(290,250)			(290,250)	(156,114)	(277,700)		
203 Allotments												
1045 Income Allotments	5,000	5,141	0	0	4,700	0	0	4,700	420	5,000	0	0
Total Income	5,000	5,141	0	0	4,700	0	0	4,700	420	5,000	0	0
4200 Water Rates - Allotments	750	1,274	0	0	1,700	0	0	1,700	527	1,800	0	0
4201 Maintenance - Allotments	500	108	0	0	300	0	0	300	207	1,000	0	0
Overhead Expenditure	1,250	1,382	0	0	2,000	0	0	2,000	734	2,800	0	0
Movement to/(from) Gen Reserve	3,750	3,759			2,700			2,700	(314)	2,200		
204 KGV Pavilion and Car Park												
1046 Income - Pavilion	750	0	0	0	3,000	0	0	3,000	1,614	1,500	0	0

Continued on next page

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

	Budget 2020/2021		Budget 2021/2022					Budget 2022/2023			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Total Income		0		0	0	3,000	1,614	1,500	0	0
4250	Telephone - Pavilion	231	0	0	200	0	200	0	300	0	0
4252	Electricity - Pavilion	1,015	0	0	1,100	0	1,100	1,229	2,300	0	0
4254	Water - Pavilion	166	0	0	200	0	200	115	1,200	0	0
4255	Fire Safety Checks	451	0	0	500	0	500	82	250	0	0
4256	Maintenance - Pavilion	0	0	0	1,000	0	1,000	1,186	2,000	0	0
4257	Insurance - Pavilion	0	0	0	0	0	0	0	1,200	0	0
24260	Non Domestic Rates - Car Park	0	0	0	0	0	0	2,062	2,000	0	0
	Overhead Expenditure	1,863	0	0	3,000	0	3,000	4,674	9,250	0	0
	Movement to/(from) Gen Reserve	(1,863)			0		0	(3,059)	(7,750)		
205	Public Toilets										
1060	MWPC contr. to Market Place	6,549	0	0	6,600	0	6,600	0	7,500	0	0
	Total Income	6,549	0	0	6,600	0	6,600	0	7,500	0	0
4106	Repairs and Maintenance	0	0	0	0	0	0	0	2,000	0	0
4180	Cleaning	14,630	0	0	17,000	0	17,000	7,085	15,000	0	0
4185	Electricity supply: Toilets	670	0	0	1,150	0	1,150	1,066	2,000	0	0
4913	Water	0	0	0	0	0	0	0	2,500	0	0
	Overhead Expenditure	15,299	0	0	18,150	0	18,150	8,152	21,500	0	0
	Movement to/(from) Gen Reserve	(8,750)			(11,550)		(11,550)	(8,152)	(14,000)		
210	Corporate Properties										

Continued on next page

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022					Budget 2022/2023			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1040	Income 31 Market Place	5,106	0	0	6,900	0	6,900	5,967	6,900	0	0
1042	Income Roundhouse	806	0	0	1,600	0	1,600	1,306	0	0	0
1047	Income Unit at Bowerhill	0	0	0	0	0	0	0	0	0	0
1048	Income Art House Cafe	2,500	0	0	0	0	0	0	6,000	0	0
	Total Income	8,411	0	0	8,500	0	8,500	7,272	12,900	0	0
4175	Costs Art House Cafe	573	0	0	500	0	500	1,749	1,200	0	0
4178	Costs Roundhouse	1,447	0	0	0	0	0	60	9,000	0	0
4191	Costs 31 Market Place	130	0	0	500	0	500	216	500	0	0
	Overhead Expenditure	2,151	0	0	1,000	0	1,000	2,025	10,700	0	0
	Movement to/(from) Gen Reserve	6,261			7,500		7,500	5,247	2,200		
211	Art House Cafe										
4202	Gas	0	0	0	0	0	0	0	900	0	0
4913	Water	0	0	0	0	0	0	0	600	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	1,500	0	0
	Movement to/(from) Gen Reserve	0			0		0	0	(1,500)		
212	Round House										
4102	Non Domestic Rates	0	0	0	0	0	0	0	600	0	0
4913	Water	0	0	0	0	0	0	0	240	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	840	0	0
	Movement to/(from) Gen Reserve	0			0		0	0	(840)		

Continued on next page

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022					Budget 2022/2023			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
213	31 Market Place										
4106	Repairs and Maintenance	0	0	0	0	0	0	0	1,200	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	1,200	0	0
	Movement to/(from) Gen Reserve	0	0		0		0	0	(1,200)		
215	Depot										
4103	Water Rates	200	269	0	0	200	0	200	600	0	0
4106	Repairs and Maintenance	0	0	0	0	0	0	0	2,400	0	0
4159	Electric - Unit	1,000	1,328	0	0	750	0	750	2,400	0	0
4160	Leasing	10,850	9,350	0	0	10,850	0	10,850	10,850	0	0
4161	Rates-Unit at Bowerhill	2,500	2,295	0	0	2,400	0	2,400	2,400	0	0
4184	Fire security: Unit	300	373	0	0	400	0	400	300	0	0
	Overhead Expenditure	14,850	13,615	0	0	14,600	0	14,600	18,950	0	0
	Movement to/(from) Gen Reserve	(14,850)	(13,615)			(14,600)		(14,600)	(18,950)		
220	Play Areas and Open Spaces										
4157	Grasscutting	10,000	5,551	0	0	10,000	0	10,000	18,000	0	0
4158	Replacement Play Equipment	5,000	5,630	0	0	5,000	0	5,000	10,000	0	0
4165	Maintenance play areas	5,000	1,327	0	0	5,000	0	5,000	10,000	0	0
4169	Maintenance of trees	2,000	0	0	0	2,000	0	2,000	0	0	0
4179	Tree Planting	5,000	0	0	0	0	0	0	5,000	0	0
4193	Rospa checks: Play areas	1,050	910	0	0	1,050	0	1,050	1,200	0	0
	Overhead Expenditure	28,050	13,418	0	0	23,050	0	23,050	44,200	0	0

Continued on next page

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022					Budget 2022/2023			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve					(28,050)		(23,050)	(10,012)	(44,200)		
221	King George V Park										
1050	Grants Received	0	25,000	0	0	0	0	0	0	0	0
	Total Income	0	25,000	0	0	0	0	0	0	0	0
4198	Skate Park Extension	0	24,500	0	0	0	0	0	0	0	0
4199	Materials	10,000	10,028	0	10,000	0	10,000	6,220	10,000	0	0
4313	Sports Roadshow	3,000	0	0	0	0	0	0	5,000	0	0
4913	Water	0	0	0	0	0	0	0	2,200	0	0
	Overhead Expenditure	13,000	34,528	0	10,000	0	10,000	6,220	17,200	0	0
	Movement to/(from) Gen Reserve	(13,000)	(9,528)		(10,000)		(10,000)	(6,220)	(17,200)		
405	Solar Farm Projects										
1182	Solar money received	40,000	12,843	0	0	40,000	0	40,000	35,000	0	0
	Total Income	40,000	12,843	0	0	40,000	0	40,000	35,000	0	0
4500	Solar Money Projects	40,000	0	0	0	40,000	0	40,000	35,000	0	0
	Overhead Expenditure	40,000	0	0	0	40,000	0	40,000	35,000	0	0
	Movement to/(from) Gen Reserve	0	12,843		0		0	38,620	0		
Asset Management & Amenities - Income			0	0	72,300	0	72,300	52,504	66,900	0	0
	Expenditure	454,852	342,576	-150	433,100	0	432,950	225,290	478,460	0	0
	Movement to/(from) Gen Reserve	(369,622)	(271,519)		(360,800)		(360,650)	(172,786)	(411,560)		

Continued on next page

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022					Budget 2022/2023			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Community Development											
302	Projects										
1050	Grants Received	0	13,971	0	0	0	0	1,397	0	0	0
1059	Sponsorship	0	0	0	0	0	0	1,135	0	0	0
1210	Community Hub Income	0	1,018	0	0	0	0	0	0	0	0
Total Income		0	14,989	0	0	0	0	2,532	0	0	0
4073	Environmental Projects	0	0	0	0	0	0	0	1,000	0	0
4074	Neighbourhood Plan	10,000	6,685	0	0	5,000	0	5,000	5,000	0	0
4078	Community Projects	0	0	0	0	0	0	0	1,000	0	0
4081	Melksham Art Project	1,000	0	0	0	1,000	0	1,000	2,000	0	0
4083	Virtual Community Hub	5,000	0	0	0	5,000	0	5,000	1,200	0	0
4270	Community Hub Expenditure	0	2,247	0	0	0	0	0	0	0	0
Overhead Expenditure		16,000	8,931	0	0	11,000	0	11,000	10,200	0	0
Movement to/(from) Gen Reserve		(16,000)	6,058	(11,000)			(11,000)	250	(10,200)		
East Melksham Community Hall											
4050	Legal and Professional	0	0	0	0	0	0	1,729	1,000	0	0
Overhead Expenditure		0	0	0	0	0	0	1,729	1,000	0	0
Movement to/(from) Gen Reserve		0	0	0			0	(1,729)	(1,000)		

Continued on next page

**Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)**
Note: 2022/2023 Draft Budget

<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>					<u>Budget 2022/2023</u>			
Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Community Development - Income	0	14,989	0	0	0	0	2,532	0	0	0
Expenditure	16,000	8,931	0	11,000	0	11,000	4,011	11,200	0	0
Movement to/(from) Gen Reserve	(16,000)	6,058		(11,000)		(11,000)	(1,479)	(11,200)		

Continued on next page

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022				Budget 2022/2023				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Economic Development											
403 Economic Dev. and Planning											
1023	Projects: SID Deployment	350	0	0	0	0	0	0	0	0	0
1030	Income-Melksham Makers Market	0	0	0	1,000	0	1,000	1,769	1,000	0	0
	Total Income	350	0	0	1,000	0	1,000	1,769	1,000	0	0
4071	Town Floral Displays	10,000	8,733	0	10,000	0	10,000	5,796	10,000	0	0
4080	Melksham in Bloom Competition	700	509	0	500	0	500	628	1,000	0	0
4304	Christmas Tree	1,200	1,200	0	1,200	0	1,200	0	5,000	0	0
4308	CCTV	0	0	0	2,500	0	2,500	60	2,500	0	0
4309	Newsletter	4,000	0	0	4,000	0	4,000	40	4,000	0	0
4312	Shurnhold Fields	500	328	0	0	0	0	575	0	0	0
4327	Community Development Support	0	0	0	750	0	750	34	750	0	0
4328	Business Networking	0	0	0	1,000	0	1,000	0	0	0	0
4354	Parking Scheme	250	541	0	1,500	0	1,500	200	1,500	0	0
4356	Highways projects CATG	7,500	7,385	0	6,000	0	6,000	1,202	7,500	0	0
4922	Publicity & Marketing	0	0	0	1,000	0	1,000	645	2,000	0	0
4925	Town Development	0	2,000	0	6,500	0	6,500	8,415	15,000	0	0
	Overhead Expenditure	24,150	20,696	0	34,950	0	34,950	17,596	49,250	0	0
	Movement to/(from) Gen Reserve	(23,800)	(20,696)		(33,950)		(33,950)	(15,827)	(48,250)		

Continued on next page

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

	<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>					<u>Budget 2022/2023</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Economic Development - Income	350	0	0	0	1,000	0	1,000	1,769	1,000	0	0
Expenditure	24,150	20,696	0	0	34,950	0	34,950	17,596	49,250	0	0
Movement to/(from) Gen Reserve	(23,800)	(20,696)			(33,950)		(33,950)	(15,827)	(48,250)		

Continued on next page

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022					Budget 2022/2023			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Assembly Hall											
501	Assembly Hall Central Costs										
1000	Income-Assembly Hall Lettings	40,000	2,272	0	0	20,000	0	20,000	19,000	0	0
1050	Grants Received	0	16,643	0	0	0	0	14,994	0	0	0
	Total Income	40,000	18,916	0	0	20,000	0	20,000	19,000	0	0
4000	Salaries ENI & Pension	125,300	119,999	0	0	103,000	0	103,000	78,000	0	0
4900	Uniforms	900	0	0	0	500	0	500	625	0	0
4902	Salaries Casual staff	6,000	0	0	0	0	0	0	6,000	0	0
4905	Cleaning Materials	1,600	670	0	0	1,500	0	1,500	1,800	0	0
4907	Stationery/Printing/Postage	350	78	0	0	0	0	0	1,000	0	0
4909	Licences	1,000	2,607	0	0	3,500	0	3,500	3,600	0	0
4911	Electricity	6,000	13,651	0	0	12,000	0	12,000	13,200	0	0
4912	Gas	8,000	138	0	0	500	0	500	2,400	0	0
4913	Water	3,300	2,136	0	0	2,000	0	2,000	3,600	0	0
4914	Rates	9,000	8,608	0	0	9,000	0	9,000	9,000	0	0
4915	Equipment	2,000	2,883	0	0	0	0	0	6,600	0	0
4916	Maintenance-Equipment	3,500	3,432	0	0	3,000	0	3,000	3,600	0	0
4917	Service Contracts	7,000	7,314	0	0	7,000	0	7,000	7,200	0	0
4918	Maintenance	1,000	8,789	0	0	500	0	500	12,000	0	0
4922	Publicity & Marketing	8,500	126	0	0	2,000	0	2,000	5,000	0	0
4923	Mnagement Information Systems	1,400	1,122	0	0	1,400	0	1,400	6,600	0	0
4924	Telephone: security alarms	350	0	0	0	0	0	0	360	0	0
4927	Stocktaking	600	165	0	0	600	0	600	800	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 8)

Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022					Budget 2022/2023			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4929	AIB	831	0	0	1,000	0	1,000	447	1,800	0	0
4949	Provision/Hire Stage Lights	0	0	0	0	0	0	0	1,800	0	0
4958	Event Security	0	0	0	0	0	0	0	4,800	0	0
Overhead Expenditure		190,900	172,546	0	147,500	0	147,500	121,187	169,785	0	0
Movement to/(from) Gen Reserve		(150,900)	(153,631)	(127,500)			(127,500)	(101,738)	(150,785)		
510 Assembly Hall Events											
1004	Film shows	396	0	0	500	0	500	0	2,000	0	0
1173	Live Entertainment	804	0	0	0	0	0	4,396	34,500	0	0
Total Income		1,200	0	0	500	0	500	4,396	36,500	0	0
4919	Films: expenses and contract	280	0	0	500	0	500	1,573	2,000	0	0
4954	PA and Lighting Costs	589	0	0	0	0	0	150	6,000	0	0
4960	Live entertainment:	2,871	0	0	0	0	0	2,867	51,750	0	0
Overhead Expenditure		3,740	0	0	500	0	500	4,591	59,750	0	0
Movement to/(from) Gen Reserve		(2,540)	0				0	(195)	(23,250)		
520 Assembly Hall Bar and Catering											
1001	Income-Assembly Hall Bar	87	0	0	20,000	0	20,000	4,379	40,125	0	0
1003	Income Food and Snacks	0	0	0	0	0	0	0	13,375	0	0
Total Income		87	0	0	20,000	0	20,000	4,379	53,500	0	0
4901	Catering Stock Purchases	1,247	0	0	0	0	0	0	20,100	0	0
4903	Bar Stock Purchases	1,460	0	0	10,000	0	10,000	3,152	20,100	0	0

Continued on next page

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

16:35

	Budget 2020/2021		Budget 2021/2022					Budget 2022/2023			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	21,000	2,707	0	0	10,000	0	10,000	3,152	40,200	0	0
Movement to/(from) Gen Reserve	29,000	(2,620)			10,000		10,000	1,227	13,300		
Assembly Hall - Income	176,000	20,202	0	0	40,500	0	40,500	28,224	109,000	0	0
Expenditure	294,900	178,993	0	0	158,000	0	158,000	128,930	269,735	0	0
Movement to/(from) Gen Reserve	(118,900)	(158,791)			(117,500)		(117,500)	(100,706)	(160,735)		

Continued on next page

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022					Budget 2022/2023			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Earmarked Reserves											
901 Earmarked Reserves											
1180	CIL Received	0	16,290	0	0	0	0	18,930	0	0	0
Total Income			0	16,290	0	0	0	18,930	0	0	0
9202	Unplanned Maintenance	66,964	1,184	0	65,780	0	65,780	0	0	0	0
9203	Recreation Fund	19,402	17,272	0	2,130	0	2,130	0	0	0	0
9204	Town Team Project	0	0	0	5,000	0	5,000	0	0	0	0
9218	Election expenses	5,830	0	0	10,830	0	10,830	0	0	0	0
9228	Office Equipment	4,275	0	0	4,275	0	4,275	0	0	0	0
9232	Street Furniture	10,812	5,475	0	6,837	0	6,837	0	0	0	0
9233	Equipment Replacement	21,000	0	0	21,000	0	21,000	0	0	0	0
9243	Green Spaces	4,632	0	0	11,632	0	11,632	0	0	0	0
9244	Major Projects Reserve	439,662	137,772	0	299,900	0	299,900	10,284	0	0	0
9245	Solar Money	57,470	44,347	0	13,123	0	13,123	0	0	0	0
9246	Precept Support Fund	45,000	0	0	45,000	0	45,000	0	0	0	0
9248	CIL	42,665	30,146	0	31,449	0	31,449	0	0	0	0
Overhead Expenditure			717,712	236,195	516,956	0	516,956	10,284	0	0	0
Movement to/(from) Gen Reserve			(717,712)	(219,905)	(516,956)		(516,956)	8,647	0		
Earmarked Reserves - Income											
Expenditure		717,712	236,195	0	516,956	0	516,956	10,284	0	0	0
Movement to/(from) Gen Reserve			(717,712)	(219,905)	(516,956)		(516,956)	8,647	0		

Continued on next page

**Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)**

Note: 2022/2023 Draft Budget

<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>					<u>Budget 2022/2023</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Budget Income	1,146,702	1,006,660	0	0	1,033,550	0	1,033,550	1,022,710	176,900	0	0
Expenditure	1,909,414	1,189,385	0	0	1,560,706	0	1,560,706	640,133	1,241,747	0	0
Movement to/(from) Gen Reserve	<u>(762,712)</u>	<u>(182,725)</u>			<u>(527,156)</u>		<u>(527,156)</u>	<u>382,577</u>	<u>(1,064,847)</u>		

Draft Budget 2022 – 2023

Option 2

Precept = 1,106,895 ÷ 5717.10 (tax base)

Band D = £193.62*

***Band D in 2021-2022 £164.08**

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022					Budget 2022/2023			
Budget Actual			Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Finance, Admin & Performance											
101	Central Costs										
4000	Salaries ENI & Pension	269,000	224,773	0	0	269,000	0	269,000	154,861	225,000	0
4002	Locum Support	0	40,163	0	0	0	0	0	0	0	0
4021	Stationery	2,000	1,973	0	0	1,500	0	1,500	1,621	2,750	0
4023	Advertising	1,500	3,176	0	0	1,500	0	1,500	1,647	1,750	0
4024	Equipment/furniture	3,000	759	0	0	2,000	0	2,000	2,248	3,000	0
4026	Photocopying	2,500	1,373	0	0	1,500	0	1,500	640	1,200	0
4027	Telephones and Mobiles	2,300	5,002	0	150	3,000	0	3,150	1,874	3,000	0
4028	Postage	1,000	372	0	0	300	0	300	208	400	0
4029	Subscriptions	2,600	3,803	0	0	3,000	0	3,000	2,130	4,000	0
4040	Information Technology/Hardware	15,000	16,860	0	0	15,000	0	15,000	11,345	17,500	0
4042	Licences/Software	1,500	4,984	0	0	1,500	0	1,500	2,392	4,500	0
4058	Insurance	8,000	8,594	0	0	8,000	0	8,000	9,614	9,750	0
4061	Travel and Subsistence	1,500	9	0	0	500	0	500	94	500	0
4075	Training	5,000	2,823	0	0	4,000	0	4,000	4,795	5,000	0
Overhead Expenditure			314,900	314,664	0	150	310,800	0	310,950	278,350	0
Movement to/(from) Gen Reserve			(314,900)	(314,664)	(310,800)		(310,950)		(278,350)		
110	Corporate Costs										
1026	Income Interest	1,000	0	0	0	1,000	0	1,000	0	0	0
1176	Precept Received	884,122	884,122	0	0	918,750	0	918,750	918,750	0	0
Total Income			885,122	884,122	0	0	919,750	0	919,750	0	0

Continued on next page

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

Budget 2020/2021		Budget 2021/2022					Budget 2022/2023				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4017	500	365	0	0	500	0	500	998	500	0	0
4043	5,000	12,293	0	0	6,000	0	6,000	4,396	5,000	0	0
4050	2,500	1,381	0	0	3,000	0	3,000	1,564	3,500	0	0
4057	10,000	14,028	0	0	12,000	0	12,000	5,916	12,000	0	0
4076	2,500	354	0	0	2,000	0	2,000	1,426	2,500	0	0
Overhead Expenditure		20,500	28,420	0	0	23,500	0	23,500	23,500	0	0
Movement to/(from) Gen Reserve		864,622	855,702	896,250		896,250		904,451	(23,500)		
Civic and Democratic											
4030	400	235	0	0	400	0	400	235	300	0	0
4034	2,000	0	0	0	2,000	0	2,000	1,292	2,000	0	0
4062	5,000	0	0	0	2,000	0	2,000	0	2,000	0	0
4070	1,000	1,000	0	0	1,000	0	1,000	1,062	1,000	0	0
4085	2,500	1,044	0	0	2,500	0	2,500	1,377	2,500	0	0
4311	2,500	485	0	0	2,000	0	2,000	289	2,000	0	0
Overhead Expenditure		13,400	2,763	0	0	9,900	0	9,900	9,800	0	0
Movement to/(from) Gen Reserve		(13,400)	(2,763)	(9,900)		(9,900)		(4,255)	(9,800)		
Grants											
4301	15,000	18,846	0	0	25,000	0	25,000	9,998	25,000	0	0
4302	5,000	5,800	0	0	5,000	0	5,000	5,000	5,000	0	0
4303	10,000	10,000	0	0	10,000	0	10,000	10,000	10,000	0	0
4305	7,000	10,000	0	0	10,000	0	10,000	10,000	10,000	0	0
4306	3,000	2,000	0	0	3,000	0	3,000	0	3,000	0	0

Continued on next page

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

Budget 2020/2021		Budget 2021/2022					Budget 2022/2023			
Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4310 Grant Food and River Festival	1,000	0	0	3,000	0	3,000	3,000	3,000	0	0
4317 Grant Carnival	0	0	0	2,500	0	2,500	0	2,500	0	0
4330 Grant TIC	6,000	0	0	4,000	0	4,000	4,000	4,000	0	0
4331 Grant Trans Wilts	2,500	0	0	0	0	0	0	0	0	0
Overhead Expenditure	53,000	0	0	62,500	0	62,500	41,998	62,500	0	0
Movement to/(from) Gen Reserve	(53,000)			(62,500)		(62,500)	(41,998)	(62,500)		
Finance, Admin & Performance - Income	885,122	0	0	919,750	0	919,750	918,750	0	0	0
Expenditure	401,800	0	150	406,700	0	406,850	254,022	374,150	0	0
Movement to/(from) Gen Reserve	483,322			513,050		512,900	664,728	(374,150)		

Continued on next page

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022					Budget 2022/2023			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Asset Management & Amenities											
201 Town Hall											
1020		0	8,420	0	0	0	0	0	0	0	0
1034		13,000	0	0	6,500	0	6,500	468	1,000	0	0
	Total Income	13,000	8,420	0	6,500	0	6,500	468	1,000	0	0
4100	Gas	4,000	4,430	0	3,500	0	3,500	1,386	4,020	0	0
4101	Electricity	9,000	2,347	0	2,500	0	2,500	1,461	3,000	0	0
4102	Non Domestic Rates	10,500	8,653	0	10,000	0	10,000	7,788	10,000	0	0
4103	Water Rates	1,600	657	0	1,500	0	1,500	775	1,800	0	0
4104	Window Cleaning	1,400	1,420	0	1,400	0	1,400	720	1,600	0	0
4106	Repairs and Maintenance	0	0	0	0	0	0	1,518	6,000	0	0
4108	Service Contracts	6,000	9,534	0	8,000	0	8,000	10,901	6,000	0	0
4109	Trade Waste	1,200	-213	0	1,000	0	1,000	0	1,200	0	0
4110	Telephone: security alarms	200	0	0	-150	150	0	0	0	0	0
	Overhead Expenditure	33,900	26,828	-150	28,050	0	27,900	24,549	33,620	0	0
	Movement to/(from) Gen Reserve	(20,900)	(18,408)		(21,550)		(21,400)	(24,081)	(32,620)		
202 Asset and Amenities											
1027	Income - Amenity Services	1,600	4,692	0	0	3,000	0	3,000	4,000	0	0
	Total Income	1,600	4,692	0	0	3,000	0	3,000	4,000	0	0
4000	Salaries ENI & Pension	251,852	202,434	0	0	255,000	0	255,000	225,000	0	0
4027	Telephones and Mobiles	550	0	0	0	1,600	0	1,600	1,800	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 8)

Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022					Budget 2022/2023			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4150	Uniform/PPE	2,500	1,505	0	0	2,000	0	2,000	2,400	0	0
4151	Tools and Equipment	0	0	0	0	1,000	0	1,000	4,000	0	0
4153	Vehicle Running Costs	7,000	5,584	0	0	7,000	0	7,000	7,000	0	0
4156	Vehicle Leasing	10,000	12,469	0	0	12,000	0	12,000	13,000	0	0
4163	Repairs and Maintenance	10,000	7,386	0	0	10,000	0	10,000	12,000	0	0
4167	Street Furniture and Signage	3,000	1,448	0	0	2,000	0	2,000	10,000	0	0
4177	Churchyard maintenance	2,000	500	0	0	0	0	0	1,500	0	0
4186	Defibrillators	1,000	1,017	0	0	1,050	0	1,050	5,000	0	0
4196	Container storage	1,250	1,148	0	0	1,600	0	1,600	0	0	0
24915	Equipment	0	0	0	0	0	0	0	0	0	0
Overhead Expenditure		289,152	233,491	0	0	293,250	0	293,250	281,700	0	0
Movement to/(from) Gen Reserve		(287,552)	(228,799)	(290,250)		(290,250)		(156,114)	(277,700)		
203 Allotments											
1045	Income Allotments	5,000	5,141	0	0	4,700	0	4,700	5,000	0	0
Total Income		5,000	5,141	0	0	4,700	0	4,700	5,000	0	0
4200	Water Rates - Allotments	750	1,274	0	0	1,700	0	1,700	1,800	0	0
4201	Maintenance - Allotments	500	108	0	0	300	0	300	1,000	0	0
Overhead Expenditure		1,250	1,382	0	0	2,000	0	2,000	2,800	0	0
Movement to/(from) Gen Reserve		3,750	3,759	2,700		2,700		(314)	2,200		
204 KGV Pavilion and Car Park											
1046	Income - Pavilion	750	0	0	0	3,000	0	3,000	1,500	0	0

Continued on next page

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

	Budget 2020/2021		Budget 2021/2022					Budget 2022/2023			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward

Continued on next page

Annual Budget - By Committee (Actual YTD Month 8)

Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022					Budget 2022/2023			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1040	Income 31 Market Place	5,780	5,106	0	0	6,900	0	6,900	5,967	6,900	0
1042	Income Roundhouse	1,000	806	0	0	1,600	0	1,600	1,306	0	0
1047	Income Unit at Bowerhill	3,600	0	0	0	0	0	0	0	0	0
1048	Income Art House Cafe	7,500	2,500	0	0	0	0	0	6,000	0	0
Total Income			17,880	8,411	0	8,500	0	8,500	12,900	0	0
4175	Costs Art House Cafe	1,000	573	0	0	500	0	500	1,200	0	0
4178	Costs Roundhouse	1,000	1,447	0	0	0	0	0	9,000	0	0
4191	Costs 31 Market Place	1,000	130	0	0	500	0	500	500	0	0
Overhead Expenditure			3,000	2,151	0	1,000	0	1,000	10,700	0	0
Movement to/(from) Gen Reserve			14,880	6,261	7,500			7,500	2,200		
Art House Cafe											
4202	Gas	0	0	0	0	0	0	0	900	0	0
4913	Water	0	0	0	0	0	0	0	600	0	0
Overhead Expenditure			0	0	0	0	0	0	1,500	0	0
Movement to/(from) Gen Reserve			0	0	0			0	(1,500)		
Round House											
4102	Non Domestic Rates	0	0	0	0	0	0	0	600	0	0
4913	Water	0	0	0	0	0	0	0	240	0	0
Overhead Expenditure			0	0	0	0	0	0	840	0	0
Movement to/(from) Gen Reserve			0	0	0			0	(840)		

Continued on next page

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

		<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>					<u>Budget 2022/2023</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
213	31 Market Place											
4106	Repairs and Maintenance	0	0	0	0	0	0	0	0	1,200	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	1,200	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(1,200)		
215	Depot											
4103	Water Rates	200	269	0	0	200	0	200	43	600	0	0
4106	Repairs and Maintenance	0	0	0	0	0	0	0	0	2,400	0	0
4159	Electric - Unit	1,000	1,328	0	0	750	0	750	944	2,400	0	0
4160	Leasing	10,850	9,350	0	0	10,850	0	10,850	6,233	10,850	0	0
4161	Rates-Unit at Bowerhill	2,500	2,295	0	0	2,400	0	2,400	1,375	2,400	0	0
4184	Fire security: Unit	300	373	0	0	400	0	400	106	300	0	0
	Overhead Expenditure	14,850	13,615	0	0	14,600	0	14,600	8,701	18,950	0	0
	Movement to/(from) Gen Reserve	(14,850)	(13,615)			(14,600)		(14,600)	(8,701)	(18,950)		
220	Play Areas and Open Spaces											
4157	Grasscutting	10,000	5,551	0	0	10,000	0	10,000	8,380	18,000	0	0
4158	Replacement Play Equipment	5,000	5,630	0	0	5,000	0	5,000	0	100,000	0	0
4165	Maintenance play areas	5,000	1,327	0	0	5,000	0	5,000	1,632	20,000	0	0
4169	Maintenance of trees	2,000	0	0	0	2,000	0	2,000	0	0	0	0
4179	Tree Planting	5,000	0	0	0	0	0	0	0	5,000	0	0
4193	Rospa checks: Play areas	1,050	910	0	0	1,050	0	1,050	0	1,200	0	0
	Overhead Expenditure	28,050	13,418	0	0	23,050	0	23,050	10,012	144,200	0	0

Continued on next page

Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022				Budget 2022/2023				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve					(28,050)		(23,050)	(10,012)	(144,200)		
221 King George V Park											
1050	Grants Received	0	25,000	0	0	0	0	0	0	0	0
Total Income			0	25,000	0	0	0	0	0	0	0
4198	Skate Park Extension	0	24,500	0	0	0	0	0	0	0	0
4199	Materials	10,000	10,028	0	10,000	0	10,000	6,220	10,000	0	0
4313	Sports Roadshow	3,000	0	0	0	0	0	0	5,000	0	0
4313	Water	0	0	0	0	0	0	0	2,200	0	0
Overhead Expenditure			13,000	34,528	10,000	0	10,000	6,220	17,200	0	0
Movement to/(from) Gen Reserve			(13,000)	(9,528)	(10,000)		(10,000)	(6,220)	(17,200)		
405 Solar Farm Projects											
1182	Solar money received	40,000	12,843	0	40,000	0	40,000	38,620	35,000	0	0
Total Income			40,000	12,843	40,000	0	40,000	38,620	35,000	0	0
4500	Solar Money Projects	40,000	0	0	40,000	0	40,000	0	35,000	0	0
Overhead Expenditure			40,000	0	40,000	0	40,000	0	35,000	0	0
Movement to/(from) Gen Reserve			0	12,843	0		0	38,620	0		
Asset Management & Amenities - Income			85,230	71,056	72,300	0	72,300	52,504	66,900	0	0
Expenditure			454,852	342,576	433,100	0	432,950	225,290	579,460	0	0
Movement to/(from) Gen Reserve			(369,622)	(271,519)	(360,800)		(360,650)	(172,786)	(512,560)		

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

<u>Budget 2020/2021</u>			<u>Budget 2021/2022</u>					<u>Budget 2022/2023</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Community Development</u>											
<u>302 Projects</u>											
1050 Grants Received	0	13,971	0	0	0	0	0	1,397	0	0	0
1059 Sponsorship	0	0	0	0	0	0	0	1,135	0	0	0
1210 Community Hub Income	0	1,018	0	0	0	0	0	0	0	0	0
Total Income	0	14,989	0	0	0	0	0	2,532	0	0	0
4073 Environmental Projects	0	0	0	0	0	0	0	0	1,000	0	0
4074 Neighbourhood Plan	10,000	6,685	0	0	5,000	0	5,000	2,227	5,000	0	0
4078 Community Projects	0	0	0	0	0	0	0	0	1,000	0	0
4081 Melksham Art Project	1,000	0	0	0	1,000	0	1,000	0	2,000	0	0
4083 Virtual Community Hub	5,000	0	0	0	5,000	0	5,000	55	1,200	0	0
4270 Community Hub Expenditure	0	2,247	0	0	0	0	0	0	0	0	0
Overhead Expenditure	16,000	8,931	0	0	11,000	0	11,000	2,282	10,200	0	0
Movement to/(from) Gen Reserve	(16,000)	6,058			(11,000)		(11,000)	250	(10,200)		
<u>310 East Melksham Community Hall</u>											
4050 Legal and Professional	0	0	0	0	0	0	0	1,729	1,000	0	0
Overhead Expenditure	0	0	0	0	0	0	0	1,729	1,000	0	0
Movement to/(from) Gen Reserve	0	0			0		0	(1,729)	(1,000)		

Continued on next page

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)

Note: 2022/2023 Draft Budget

<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>					<u>Budget 2022/2023</u>			
Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Community Development - Income	0	14,989	0	0	0	0	2,532	0	0	0
Expenditure	16,000	8,931	0	11,000	0	11,000	4,011	11,200	0	0
Movement to/(from) Gen Reserve	(16,000)	6,058		(11,000)		(11,000)	(1,479)	(11,200)		

Continued on next page

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022					Budget 2022/2023			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Economic Development											
403 Economic Dev. and Planning											
1023	Projects: SID Deployment	350	0	0	0	0	0	0	0	0	0
1030	Income-Melksham Makers Market	0	0	0	1,000	0	1,000	1,769	1,000	0	0
	Total Income	350	0	0	1,000	0	1,000	1,769	1,000	0	0
4071	Town Floral Displays	10,000	8,733	0	10,000	0	10,000	5,796	10,000	0	0
4080	Melksham in Bloom Competition	700	509	0	500	0	500	628	1,000	0	0
4304	Christmas Tree	1,200	1,200	0	1,200	0	1,200	0	5,000	0	0
4308	CCTV	0	0	0	2,500	0	2,500	60	2,500	0	0
4309	Newsletter	4,000	0	0	4,000	0	4,000	40	4,000	0	0
4312	Shurnhold Fields	500	328	0	0	0	0	575	0	0	0
4327	Community Development Support	0	0	0	750	0	750	34	750	0	0
4328	Business Networking	0	0	0	1,000	0	1,000	0	0	0	0
4354	Parking Scheme	250	541	0	1,500	0	1,500	200	1,500	0	0
4356	Highways projects CATG	7,500	7,385	0	6,000	0	6,000	1,202	7,500	0	0
4922	Publicity & Marketing	0	0	0	1,000	0	1,000	645	2,000	0	0
4925	Town Development	0	2,000	0	6,500	0	6,500	8,415	15,000	0	0
	Overhead Expenditure	24,150	20,696	0	34,950	0	34,950	17,596	49,250	0	0
	Movement to/(from) Gen Reserve	(23,800)	(20,696)		(33,950)		(33,950)	(15,827)	(48,250)		

Continued on next page

**Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)**

17:07

Note: 2022/2023 Draft Budget

<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>					<u>Budget 2022/2023</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Economic Development - Income	350	0	0	0	1,000	0	1,000	1,769	1,000	0	0
Expenditure	24,150	20,696	0	0	34,950	0	34,950	17,596	49,250	0	0
Movement to/(from) Gen Reserve	<u>(23,800)</u>	<u>(20,696)</u>			<u>(33,950)</u>		<u>(33,950)</u>	<u>(15,827)</u>	<u>(48,250)</u>		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 8)

Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022					Budget 2022/2023				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
Assembly Hall												
501 Assembly Hall Central Costs												
1000	Income-Assembly Hall Lettings	40,000	2,272	0	0	20,000	0	20,000	4,455	19,000	0	0
1050	Grants Received	0	16,643	0	0	0	0	0	14,994	0	0	0
Total Income		40,000	18,916	0	0	20,000	0	20,000	19,449	19,000	0	0
4000	Salaries ENI & Pension	125,300	119,999	0	0	103,000	0	103,000	102,096	78,000	0	0
4900	Uniforms	900	0	0	0	500	0	500	0	625	0	0
4902	Salaries Casual staff	6,000	0	0	0	0	0	0	0	6,000	0	0
4905	Cleaning Materials	1,600	670	0	0	1,500	0	1,500	1,105	1,800	0	0
4907	Stationery/Printing/Postage	350	78	0	0	0	0	0	0	1,000	0	0
4909	Licences	1,000	2,607	0	0	3,500	0	3,500	180	3,600	0	0
4911	Electricity	6,000	13,651	0	0	12,000	0	12,000	3,086	13,200	0	0
4912	Gas	8,000	138	0	0	500	0	500	100	2,400	0	0
4913	Water	3,300	2,136	0	0	2,000	0	2,000	1,640	3,600	0	0
4914	Rates	9,000	8,608	0	0	9,000	0	9,000	6,025	9,000	0	0
4915	Equipment	2,000	2,883	0	0	0	0	0	0	6,600	0	0
4916	Maintenance-Equipment	3,500	3,432	0	0	3,000	0	3,000	100	3,600	0	0
4917	Service Contracts	7,000	7,314	0	0	7,000	0	7,000	5,148	7,200	0	0
4918	Maintenance	1,000	8,789	0	0	500	0	500	87	12,000	0	0
4922	Publicity & Marketing	8,500	126	0	0	2,000	0	2,000	571	5,000	0	0
4923	Mnagement Information Systems	1,400	1,122	0	0	1,400	0	1,400	603	6,600	0	0
4924	Telephone: security alarms	350	0	0	0	0	0	0	0	360	0	0
4927	Stocktaking	600	165	0	0	600	0	600	0	800	0	0

Continued on next page

**Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)**

Note: 2022/2023 Draft Budget

	<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>					<u>Budget 2022/2023</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4929 AIB	1,600	831	0	0	1,000	0	1,000	447	1,800	0	0
4949 Provision/Hire Stage Lights	1,500	0	0	0	0	0	0	0	1,800	0	0
4958 Event Security	2,000	0	0	0	0	0	0	0	4,800	0	0
Overhead Expenditure	190,900	172,546	0	0	147,500	0	147,500	121,187	169,785	0	0
Movement to/(from) Gen Reserve	(150,900)	(153,631)			(127,500)		(127,500)	(101,738)	(150,785)		
510 Assembly Hall Events											
1004 Film shows	2,000	396	0	0	500	0	500	0	2,000	0	0
11173 Live Entertainment	84,000	804	0	0	0	0	0	4,396	34,500	0	0
Total Income	86,000	1,200	0	0	500	0	500	4,396	36,500	0	0
1919 Films: expenses and contract	2,000	280	0	0	500	0	500	1,573	2,000	0	0
4954 PA and Lighting Costs	6,000	589	0	0	0	0	0	150	6,000	0	0
4960 Live entertainment:	75,000	2,871	0	0	0	0	0	2,867	51,750	0	0
Overhead Expenditure	83,000	3,740	0	0	500	0	500	4,591	59,750	0	0
Movement to/(from) Gen Reserve	3,000	(2,540)			0		0	(195)	(23,250)		
520 Assembly Hall Bar and Catering											
1001 Income-Assembly Hall Bar	50,000	87	0	0	20,000	0	20,000	4,379	40,125	0	0
1003 Income Food and Snacks	0	0	0	0	0	0	0	0	13,375	0	0
Total Income	50,000	87	0	0	20,000	0	20,000	4,379	53,500	0	0
4901 Catering Stock Purchases	1,000	1,247	0	0	0	0	0	0	20,100	0	0
4903 Bar Stock Purchases	20,000	1,460	0	0	10,000	0	10,000	3,152	20,100	0	0

Continued on next page

**Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)**

Note: 2022/2023 Draft Budget

Budget 2020/2021		Budget 2021/2022					Budget 2022/2023				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	21,000	2,707	0	0	10,000	0	10,000	3,152	40,200	0	0
Movement to/(from) Gen Reserve	29,000	(2,620)			10,000		10,000	1,227	13,300		
Assembly Hall - Income	176,000	20,202	0	0	40,500	0	40,500	28,224	109,000	0	0
Expenditure	294,900	178,993	0	0	158,000	0	158,000	128,930	269,735	0	0
Movement to/(from) Gen Reserve	(118,900)	(158,791)			(117,500)		(117,500)	(100,706)	(160,735)		

Continued on next page

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 8)
Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022					Budget 2022/2023			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Earmarked Reserves											
901	Earmarked Reserves										
1180	CIL Received	0	16,290	0	0	0	0	18,930	0	0	0
Total Income			0	16,290	0	0	0	18,930	0	0	0
9202	Unplanned Maintenance	66,964	1,184	0	65,780	0	65,780	0	0	0	0
9203	Recreation Fund	19,402	17,272	0	2,130	0	2,130	0	0	0	0
9204	Town Team Project	0	0	0	5,000	0	5,000	0	0	0	0
9218	Election expenses	5,830	0	0	10,830	0	10,830	0	0	0	0
9228	Office Equipment	4,275	0	0	4,275	0	4,275	0	0	0	0
9232	Street Furniture	10,812	5,475	0	6,837	0	6,837	0	0	0	0
9233	Equipment Replacement	21,000	0	0	21,000	0	21,000	0	0	0	0
9243	Green Spaces	4,632	0	0	11,632	0	11,632	0	0	0	0
9244	Major Projects Reserve	439,662	137,772	0	299,900	0	299,900	10,284	0	0	0
9245	Solar Money	57,470	44,347	0	13,123	0	13,123	0	0	0	0
9246	Precept Support Fund	45,000	0	0	45,000	0	45,000	0	0	0	0
9248	CIL	42,665	30,146	0	31,449	0	31,449	0	0	0	0
Overhead Expenditure			717,712	236,195	516,956	0	516,956	10,284	0	0	0
Movement to/(from) Gen Reserve			(717,712)	(219,905)	(516,956)		(516,956)	8,647	0		
Earmarked Reserves - Income			0	16,290	0	0	0	18,930	0	0	0
Expenditure			717,712	236,195	516,956	0	516,956	10,284	0	0	0
Movement to/(from) Gen Reserve			(717,712)	(219,905)	(516,956)		(516,956)	8,647	0		

Continued on next page

	Budget 2020/2021		Budget 2021/2022					Budget 2022/2023			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Budget Income	1,146,702	1,006,660	0	0	1,033,550	0	1,033,550	1,022,710	176,900	0	0
Expenditure	1,909,414	1,189,385	0	0	1,560,706	0	1,560,706	640,133	1,283,795	0	0
Movement to/(from) Gen Reserve	(762,712)	(182,725)			(527,156)		(527,156)	382,577	(1,106,895)		

Finance, Admin & Performance

Budget 2020/2021					Budget 2022/2023	Budget 2022/2023
Budget	Actual	Total	Actual	Projected	Option 3 Budget with loan	Option 4 Budget no loan
101 Central Costs						
4000 Salaries ENI & Pension	269,000	224,773	269,000	154,861	252,000	225,000
4002 Locum Support	0	40,163	0	0	0	0
4021 Stationery	2,000	1,973	1,500	1,532	2,700	2,750
4023 Advertising	1,500	3,176	1,500	1,647	1,750	1,750
4024 Equipment/furniture	3,000	759	2,000	2,230	2,500	3,000
4026 Photocopying	2,500	1,373	1,500	640	1,100	1,200
4027 Telephones and Mobiles	2,300	5,002	3,150	1,874	2,500	3,000
4028 Postage	1,000	372	300	208	250	400
4029 Subscriptions	2,600	3,803	3,000	2,130	3,000	4,000
4040 Information Technology/Hardware	15,000	16,860	15,000	11,215	15,000	17,500
4042 Licences/Software	1,500	4,984	1,500	2,380	4,200	4,500
4058 Insurance	8,000	8,594	8,000	9,614	9,700	9,750
4061 Travel and Subsistence	1,500	9	500	94	200	500
4075 Training	5,000	2,823	4,000	4,795	4,500	5,000
Overhead Expenditure	(314,900)	(314,664)	(310,950)	(193,220)	(299,400)	(278,350)
Net Budget	(314,900)	(314,664)	(310,950)	(193,220)	(299,400)	(278,350)

110 Corporate Costs						
1026 Income Interest	1,000	0	1,000	0	0	0
1176 Precept Received	884,122	884,122	918,750	918,750	918,750	0
Income	885,122	0	884,122	919,750	918,750	0
4017 Bank account fees	500	365	500	998	500	500
4043 HR consultancy	5,000	12,293	6,000	4,395	4,600	5,000
4050 Legal and Professional	2,500	1,381	3,000	1,564	3,000	3,500
4057 Accountancy and Audit	10,000	14,028	12,000	5,916	12,000	12,000
4076 Health & Safety	2,500	354	2,000	1,426	2,500	2,500
4088 Loan Repayments					58,952	0
Overhead Expenditure	(20,500)	(28,421)	(23,500)	(14,299)	(22,600)	(82,452)
Net Budget	864,622	855,701	896,250	904,451	896,150	(82,452)

115 Civic and Democratic						
4030 Town Crier's expenses	400	235	400	235	400	300
4034 Councillors' training	2,000	0	2,000	1,292	2,000	2,000
4062 Election Expenses	5,000	0	2,000	0	2,000	2,000
4070 Mayor's Allowance	1,000	1,000	1,000	1,062	1,000	1,000
4085 Civic and Ceremonial	2,500	1,044	2,500	1,258	2,500	2,500
4311 Remembrance Day	2,500	485	2,000	82	2,000	2,000
Overhead Expenditure	£13,400	(2,764)	(9,900)	(3,929)	(9,900)	(9,800)
Net Budget	(13,400)	(2,764)	(9,900)	(3,929)	(9,900)	(9,800)

151 Grants						
4301 Grants	15,000	18,846	25,000	9,748	25,000	25,000
4302 Grant CAB	5,000	5,800	5,000	5,000	5,000	5,000
4303 Grant-4Youth	10,000	10,000	10,000	10,000	10,000	10,000
4305 Grant Christmas Lights	7,000	10,000	10,000	10,000	10,000	10,000
4306 Grant Party in the Park	3,000	2,000	3,000	0	0	3,000
4310 Grant Food and River Festival	3,000	1,000	3,000	3,000	3,000	3,000
4317 Grant Carnival	2,500	0	2,500	0	0	2,500
4330 Grant TIC	4,000	6,000	4,000	4,000	4,000	4,000
4331 Grant Trans Wilts	3,500	2,500	0	0	0	0
Overhead Expenditure	(53,000)	(56,146)	(62,500)	(41,748)	(57,000)	(62,500)
Net Budget	(53,000)	(56,146)	£62,500	£41,748	£57,000	£62,500

Total Admin and Performance Budget						
Total Income	885,122	884,122	919,750	918,750	0	966,204
Less Overhead Expenditure	(375,000)	(401,995)	(406,850)	(253,196)	(388,900)	(374,150)
Net Budget	510,122	482,127	512,900	665,554	529,850	£592,054

Budget 2020/2021						
Budget	Actual	Total	Actual	Projected	Budget	Budget
Asset Management & Amenities						
<u>201 Town Hall</u>						
1020 Miscellaneous Income	0	8,420	0	0	900	0
1034 Income Town Hall Bookings	13,000	0	6,500	454	800	1,000
Income	13,000	8,420	6,500	454	1,700	1,000
4100 Gas	4,000	4,430	3,500	1,281	3,500	4,667
4101 Electricity	9,000	2,347	2,500	1,230	2,500	3,334
4102 Non Domestic Rates	10,500	8,653	10,000	7,788	9,500	10,000
4103 Water Rates	1,600	657	1,500	775	1,500	1,800
4104 Window Cleaning	1,400	1,420	1,400	720	1,400	1,600
4106 Repairs and Maintenance	0	0	0	1,492	1,322	6,000
4108 Service Contracts	6,000	9,534	8,000	10,901	10,240	10,240
4109 Trade Waste	1,200	-213	1,000	0	1,000	1,200
4110 Telephone: security alarms	200	0	0	0	0	0
Overhead Expenditure	(33,900)	(26,828)	(27,900)	(24,187)	(30,962)	(38,840)
Net Budget	(20,900)	(18,408)	(21,400)	(23,733)	(29,262)	(37,840)

<u>202 Asset and Amenities</u>						
1027 Income - Amenity Services	1,600	4,692	3,000	4,109	4,850	4,000
Income	1,600	4,692	3,000	4,109	4,850	4,000
4000 Salaries ENI & Pension	251,852	202,434	255,000	133,605	235,000	225,000
4027 Telephones and Mobiles	550	0	1,600	1,103	1,700	1,800
4150 Uniform/PPE	2,500	1,505	2,000	520	2,000	2,400
4151 Tools and Equipment	0	0	1,000	244	2,000	4,000
4153 Vehicle Running Costs	7,000	5,584	7,000	3,845	0	7,000
4156 Vehicle Leasing	10,000	12,469	12,000	8,728	13,000	13,000
4163 Repairs and Maintenance	10,000	7,386	10,000	5,639	10,000	12,000
4167 Street Furniture and Signage	3,000	1,448	2,000	555	2,000	10,000
4177 Churchyard maintenance	2,000	500	0	0	0	1,500
4186 Defibrillators	1,000	1,017	1,050	3,520	3,600	4,444
4196 Container storage	1,250	1,148	1,600	788	1,600	0
4915 Equipment	0	0	0	923	0	0
Overhead Expenditure	(289,152)	(233,491)	(293,250)	(159,470)	(270,900)	(281,144)
Net Budget	(287,552)	(228,799)	(290,250)	(155,361)	(266,050)	(277,144)

<u>Allotments</u>						
1045 Income Allotments	5,000	5,141	4,700	420	5,000	5,000
Income	5,000	5,141	4,700	420	5,000	5,000
4200 Water Rates - Allotments	750	1,274	1,700	527	1,500	1,800
4201 Maintenance - Allotments	500	108	300	207	300	1,000
Overhead Expenditure	(1,250)	(1,382)	(2,000)	(734)	(1,800)	(2,800)
Net Budget	3,750	3,759	2,700	(314)	3,200	2,200

204 KGV Pavilion and Car Park

1046 Income - Pavilion

Income

4250 Telephone - Pavilion

4252 Electricity - Pavilion

4254 Water - Pavilion

4255 Fire Safety Checks

4256 Maintenance - Pavilion

4260 Non Domestic Rates - Car Park

Overhead Expenditure

Net Budget

750	0	3,000	1,614	2,000	1,500	1,500
750	0	3,000	1,614	2,000	1,500	1,500
200	231	200	0	200	300	300
800	1,015	1,100	1,229	1,800	2,300	2,300
450	166	200	115	300	1,200	1,200
200	451	500	82	250	250	250
0	0	1,000	1,186	1,200	2,000	2,000
0	0	0	2,062	3,000	2,000	2,000
(1,650)	(1,863)	(3,000)	(4,674)	(6,750)	(8,050)	(8,050)
(900)	(1,863)	0	(3,060)	(4,750)	(6,550)	(6,550)

205 Public Toilets

1060 MWPC contr. to Market Place

Income

4180 Cleaning

4185 Electricity supply: Toilets

Overhead Expenditure

Net Budget

7,000	6,549	6,600	0	6,600	7,500	7,500
7,000	6,549	6,600	0	6,600	7,500	7,500
29,400	14,630	17,000	7,085	15,000	15,000	15,000
600	670	1,150	1,066	1,600	2,000	2,133
(30,000)	(15,300)	(18,150)	(8,151)	(16,600)	(17,000)	(17,133)
(23,000)	(8,751)	(11,550)	(8,151)	(10,000)	(9,500)	(9,633)

210 Corporate Properties

1040 Income 31 Market Place

1042 Income Roundhouse

1047 Income Unit at Bowerhill

1048 Income Art House Cafe

Income

4175 Costs Art House Cafe

4178 Costs Roundhouse

4191 Costs 31 Market Place

Overhead Expenditure

Net Budget

5,780	5,106	6,900	4,981	7,500	6,900	6,900
1,000	806	1,600	1,306	1,139	0	0
3,600	0	0	0	0	0	0
7,500	2,500	0	0	3,000	6,000	6,000
17,880	8,412	8,500	6,286	11,639	12,900	12,900
1,000	573	500	1,714	1,000	500	1,000
1,000	1,447	0	60	60	4,000	4,000
1,000	130	500	216	500	500	500
(3,000)	(2,150)	(1,000)	(1,990)	(1,560)	(5,000)	(5,500)
14,880	6,262	7,500	4,296	10,079	7,900	7,400

215 Depot

4103 Water Rates

4159 Electric - Unit

4160 Leasing

4161 Rates-Unit at Bowerhill

4184 Fire security: Unit

Overhead Expenditure

Net Budget

200	269	200	43	200	250	250
1,000	1,328	750	944	1,400	1,500	1,500
10,850	9,350	10,850	6,233	10,850	10,850	10,850
2,500	2,295	2,400	1,375	2,400	2,400	2,472
300	373	400	106	300	300	300
(14,850)	(13,615)	(14,600)	(8,701)	(15,150)	(15,300)	(15,372)
(14,850)	£13,615	(14,600)	(8,701)	(15,150)	(15,300)	(15,372)

220 Play Areas and Open Spaces

4157 Grasscutting

4158 Replacement Play Equipment

4165 Maintenance play areas

4169 Maintenance of trees

4179 Tree Planting/Ecology

4193 Rospa checks: Play areas

Overhead Expenditure

Net Budget

10,000	5,551	10,000	8,380	12,000	18,000	18,000
5,000	5,630	5,000	0	5,000	0	50,000
5,000	1,327	5,000	1,632	5,000	0	5,000
2,000	0	2,000	0	2,000	0	0
5,000	0	0	0	1,100	5,000	15,000
1,050	910	1,050	0	1,050	1,100	1,100
(28,050)	(13,418)	(23,050)	(10,012)	(26,150)	(24,100)	(89,100)
(28,050)	(13,418)	(23,050)	(10,012)	(26,150)	(24,100)	(89,100)

221 King George V Park

1050 Grants Received

Income

4198 Skate Park Extension

4199 Materials

4313 Sports Roadshow

Overhead Expenditure

Net Budget

0	25,000	0	0	0	0	0
0	25,000	0	0	0	0	0
0	24,500	0	0	0	0	0
10,000	10,028	10,000	6,220	10,000	10,000	10,000
3,000	0	0	0	0	5,000	5,000
(13,000)	(34,528)	(10,000)	(6,220)	(10,000)	(15,000)	(15,000)
(13,000)	(9,528)	(10,000)	(6,220)	(10,000)	(15,000)	(15,000)

405 Solar Farm Projects

1182 Solar money received

Income

4500 Solar Money Projects

Overhead Expenditure

Net Budget

40,000	12,843	40,000	38,620	38,620	10,000	38,620
40,000	12,843	40,000	38,620	38,620	10,000	38,620
40,000	0	40,000	0	38,620	10,000	38,620
(40,000)	0	(40,000)	0	(38,620)	(10,000)	(38,620)
0	12,843	0	38,620	0	0	0

Total Asset Managenet and Amenities Budget

Total Income
Less Overhead Expenditure
Net Budget

85,230	71,057	72,300	51,503	70,409	41,900	70,520
(454,852)	(342,575)	(432,950)	(224,139)	(418,492)	-412,014	-511,559
(369,622)	(271,518)	(360,650)	(207,433)	(348,083)	-370,114	-441,039

Community Development

Budget 2020/2021						
Budget	Actual	Total	Actual	Projected	Budget	Budget
302 Projects						
1050 Grants Received	0	13,971	0	1,397	0	0
1059 Sponsorship	0	0	0	1,135	1,135	0
1210 Community Hub Income	0	1,018	0	0	0	0
Income	0	14,989	0	2,532	1,135	0
4073 Environmental Projects						
4074 Neighbourhood Plan	10,000	6,685	5,000	2,227	2,500	5,000
4078 Community Projects	0	0	0	0	0	1,000
4081 Melksham Art Project	1,000	0	1,000	0	1,000	2,000
4083 Virtual Community Hub	5,000	0	5,000	55	5,000	1,200
4270 Community Hub Expenditure	0	2,247	0	0	0	0
Overhead Expenditure	(16,000)	(8,932)	(11,000)	(2,282)	(8,500)	(10,200)
Net Budget	(16,000)	6,057	(11,000)	250	(7,365)	(10,200)
310 East Melksham Community Hall						
4050 Legal and Professional	0	0	0	1,729	1,729	1,000
Overhead Expenditure	0	0	0	(1,729)	(1,729)	(1,000)
Net Budget	0	0	0	(1,729)	(1,729)	(1,000)

Total Community Development Budget

Total Income	0	14,989	0	2,532	1,135	0	0
Less Overhead Expenditure	(16,000)	(8,932)	(11,000)	(4,011)	(10,229)	(11,200)	(11,200)
Net Budget	(16,000)	6,057	(11,000)	(1,479)	(9,094)	(11,200)	(11,200)

Budget 2020/2021						
Budget	Actual	Total	Actual	Projected	Budget	Budget
Economic Development						
403 Economic Dev. and Planning						
1023 Projects: SID Deployment	350	0	0	0	0	0
1030 Income-Melksham Makers Market	0	0	1,000	1,424	1,500	1,000
Income	350	0	1,000	1,424	1,500	1,000
4071 Town Floral Displays	10,000	8,733	10,000	5,796	10,000	10,000
4080 Melksham in Bloom Competition	700	509	500	628	628	1,000
4304 Christmas Tree	1,200	1,200	1,200	0	1,500	1,500
4308 CCTV/Access Control	0	0	2,500	60	2,500	2,500
4309 Newsletter	4,000	0	4,000	40	2,000	4,000
4312 Shurnhold Fields	500	328	0	575	0	0
4327 Community Development Support	0	0	750	34	400	750
4328 Business Networking	0	0	1,000	0	0	0
4354 Parking Scheme	250	541	1,500	46	100	1,500
4356 Highways projects CATG	7,500	7,385	6,000	1,202	6,000	7,500
4922 Publicity & Marketing	0	0	1,000	645	1,000	2,000
4925 Town Development	0	2,000	6,500	8,415	7,400	15,000
Overhead Expenditure	(24,150)	(20,696)	(34,950)	(17,441)	(31,528)	(55,750)
Net Budget	(24,150)	(20,696)	(33,950)	(16,017)	(30,028)	(54,750)
Total Erconomic Development Budget						
Total Income	350	0	1,000	1,424	1,500	1,000
Less Overhead Expenditure	(24,150)	(20,696)	(34,950)	(17,441)	(31,528)	(55,750)
Net Budget	(23,800)	(20,696)	(33,950)	(16,017)	(30,028)	(54,750)

Assembly Hall

501 Assembly Hall Central Costs

1000 Income-Assembly Hall Lettings
1050 Grants Received

Income

4000 Salaries ENI & Pension
4900 Uniforms
4902 Salaries Casual staff
4905 Cleaning Materials
4907 Stationery/Printing/Postage
4909 Licences
4911 Electricity
4912 Gas
4913 Water
4914 Rates
4915 Equipment
4916 Maintenance-Equipment
4917 Service Contracts
4918 Maintenance
4922 Publicity & Marketing
4923 Mngement Information Systems
4924 Telephone: security alarms
4927 Stocktaking
4929 AIB
4949 Provision/Hire Stage Lights
4958 Event Security

Overhead Expenditure

Net Budget

Budget 2020/2021						
Budget	Actual	Total	Actual	Projected	Budget	Budget
40,000	2,272	20,000	3,926	10,000	38,000	38,000
0	16,643	0	14,994	14,994	0	0
40,000	18,915	20,000	18,920	24,994	38,000	38,000
125,300	119,999	103,000	102,096	103,000	78,000	78,000
900	0	500	0	500	625	625
6,000	0	0	0	0	0	0
1,600	670	1,500	1,051	1,500	700	700
350	78	0	0	0	600	600
1,000	2,607	3,500	180	0	3,600	3,600
6,000	13,651	12,000	3,086	12,000	13,200	13,200
8,000	138	500	73	150	1,000	1,000
3,300	2,136	2,000	1,640	2,100	2,400	2,400
9,000	8,608	9,000	6,025	9,000	9,000	9,000
2,000	2,883	0	0	0	0	0
3,500	3,432	3,000	100	3,000	10,000	10,000
7,000	7,314	7,000	5,148	7,000	7,200	7,200
1,000	8,789	500	73	500	12,000	12,000
8,500	126	2,000	571	2,000	4,800	4,800
1,400	1,122	1,400	603	1,400	6,600	6,600
350	0	0	0	0	360	360
600	165	600	0	600	600	600
1,600	831	1,000	447	1,000	1,800	1,800
1,500	0	0	0	0	1,800	1,800
2,000	0	0	0	0	2,400	2,400
(190,900)	(172,546)	(147,500)	(121,093)	(143,750)	(156,685)	(156,685)
(150,900)	(153,631)	(127,500)	(102,173)	(118,756)	(118,685)	(118,685)

510 Assembly Hall Events

1004 Film shows
1173 Live Entertainment

Income

4919 Films: expenses and contract
4954 PA and Lighting Costs
4960 Live entertainment:

Overhead Expenditure

Net Budget

2,000	396	500	0	0	200	200
84,000	804	0	4,396	7,000	43,000	43,000
86,000	1,200	500	4,396	7,000	43,200	43,200
2,000	280	500	1,573	1,573	2,000	2,000
6,000	589	0	150	0	6,000	6,000
75,000	2,871	0	2,867	6,000	40,000	40,000
(83,000)	(3,740)	(500)	(4,590)	(7,573)	(48,000)	(48,000)
3,000	(2,540)	0	(194)	(573)	(4,800)	(4,800)

520 Assembly Hall Bar and Catering

1001 Income-Assembly Hall Bar
1003 Income Food and Snacks

Income

4901 Catering Stock Purchases
4903 Bar Stock Purchases

Overhead Expenditure

Net Budget

50,000	87	20,000	4,379	5,000	60,750	60,750
0	0	0	0	0	21,500	21,500
50,000	87	20,000	4,379	5,000	82,250	82,250
1,000	1,247	0	0	0	10,752	10,752
20,000	1,460	10,000	3,110	2,500	30,375	30,375
(21,000)	(2,707)	(10,000)	(3,110)	(2,500)	(41,127)	(41,127)
29,000	(2,620)	10,000	1,269	2,500	41,123	41,123

Total Assembly Hall Budget

Total Income
Less Overhead Expenditure
Net Budget

176,000	20,202	40,500	27,696	36,994	163,450	163,450
(294,900)	(178,993)	(158,000)	(128,793)	-153,823	-245,812	-245,812
(118,900)	(158,791)	-117,500	-101,097	-116,829	-82,362	-82,362

Total Budget

Total Budget Income
Total Expenditure
Net Movement

1,146,702	0	990,370	1,033,550	1,001,905	1,028,788	206,350	1,201,174
(1,164,902)	0	(953,192)	(1,046,750)	(627,880)	(1,002,972)	(1,147,878)	(1,198,471)
(18,200)	37,179	(10,200)	374,325	25,816	(941,528)	£2,702	

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Melksham Town Council
Option 4 financed by:
Earmarked Reserves

	Balance at 1st April 2021	Income YTD	Spent YTD	Balance as at 31st Oct 21	Projected balance as at 1st April 2022	Income yr	Spend Bath Rd Toilets	Spend KGV	Spend CCTV	Spend Other parks	Projected balance as at 31st March 2023
Earmarked Reserves											
Unplanned Maintenance	£ 65,780.00			£ 65,780.00	£ 65,780.00						£ 65,780.00
Recreation Fund	£ 2,130.00			£ 2,130.00	£ 2,130.00						£ 2,130.00
Town Team Project	£ 5,000.00			£ 5,000.00	£ 5,000.00						£ 5,000.00
Election expenses	£ 10,830.00			£ 10,830.00	£ 10,830.00						£ 10,830.00
Office Equipment	£ 4,275.00			£ 4,275.00	£ 4,275.00						£ 4,275.00
Street Furniture	£ 6,837.00			£ 6,837.00	£ 6,837.00						£ 6,837.00
Equipment Replacement	£ 21,000.00			£ 21,000.00	£ 21,000.00						£ 21,000.00
Green Spaces	£ 11,632.00			£ 11,632.00	£ 11,632.00						£ 11,632.00
Major Projects Reserve	£ 299,900.00		£ 10,284.00	£ 289,616.00	£ 289,616.00		£ 50,000.00	£ 75,000.00		£ 20,000.00	£ 144,616.00
Solar Money	£ 13,123.00	£ 38,600.00		£ 51,723.00	£ 51,723.00				£ 50,000.00		£ 1,723.00
Precept Support Fund	£ 45,000.00			£ 45,000.00	£ 45,000.00						£ 45,000.00
	£ 485,507	£ 38,600	£ 10,284	£ 513,823	£ 513,823	£ -	£ 50,000	£ 75,000	£ 50,000	£ 20,000	£ 318,823
Specific Reserves - CIL											
CIL	£ 12,519	£ 18,930		£ 31,449	£ 31,449	£ -				£ 30,000	£ 1,449
Total	£ 498,026	£ 57,530	£ 10,284	£ 545,272	£ 545,272	£ -	£ 50,000	£ 75,000	£ 50,000	£ 50,000	£ 320,272

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Town Council Budget Meeting 13th December 2021

Budget 2022-2023

Report of the Town Clerk

1. Purpose of Report

To explain the background and the budget process; to present options for discussion on the draft budget for 2022-2023.

2. Background

Whilst the council has the power to discharge its functions to officers and committees; setting the precept is an important exception to this. The levying or issuing of a precept can only be discharged by the **Full Council** (LGA 1972 s101 (6)).

In accordance with section 25 of the LGA 2003, this report provides members with information concerning the recommended budget and adequacy of balances and reserves to meet the financial requirements of the next financial year.

The town council is required to set its precept in accordance with statutory requirements. This report sets out the implications of setting the council's precept for 2022-2023 and the impact it will have on the council's proportion of the council tax bill.

Each year, having regard to any advice received from the internal and external auditors, the council reviews its financial management arrangements and makes any changes necessary to facilitate the effective operation and efficient delivery of its services and responsibilities.

The budget must be ratified by Full Council at its meeting in January 2022 in order to provide adequate notice to Wiltshire Council for billing purposes – deadline 26 January 2022.

The preparation of the annual budget is one of the key statutory tasks undertaken by the council, irrespective of its size.

The budget:

- Results in the council setting the precept for the year;
- Gives the Clerk and other officers overall authority to make spending commitments in line with decisions of the council;
- Enables progress monitoring during the year by comparing actual spending against planned spending.

It is important that councillors are involved in and understand how the budget is put together and how it should be used. The budget is an essential tool for controlling the council's finances and demonstrates that the council will have enough income to meet its objectives and carry out its activities.

3. 2022-2023 Precept

Work on the budget began in October. Proposals have been discussed by the Committee Chairs. There have also been budget discussions at an informal meeting of the Council and a meeting of the Finance, Administration and Performance Committee. The Clerk has also met with councillors individually and in small groups to go through the budget and answer questions. The budget meeting in December will be a further opportunity for discussion and, if required, another budget meeting can be scheduled before the budget setting Council meeting on 24 January 2022.

The key stages in determining the draft budget are:

- Review of current year budget and spending;
- Determine the cost of spending plans;
- Assess levels of anticipated income;
- Provide contingencies and the need for reserves;
- Approve the budget;
- Set the precept;

4. 2022-2023 Budget Analysis

Detailed below are some of the budget cost centres which demonstrate the impact on a Band D property for the financial year 2022-2023 of the increase.

4.1 Finance & Admin

Cost Centre	Description	Overall Budget	Explanation	Impact on Band D Property per year £
101	Central Costs	278,350	Salaries and Administration costs	48.69
110	Corporate Costs	58,592	Estimated Loan Repayments	10.32
115	Civic & Ceremonial	9,800		1.72
151	Grants	62,500	Grants to Organisations	10.94
201	Town Hall	32,620	Running Costs	5.71

4.2 Asset & Amenities

Cost Centre	Description	Increase	Explanation	Impact on Band D property £
202	Asset & Amenities	277,700	Amenities and Grounds Services Admin and maintenance	48.58
204	KGV Pavilion & Car Park	7,750		1.36
205	Public Toilets – Market Place	14,000		2.45

210	Corporate Properties	12,900	Income from rental and running costs, including £4000 for works to Roundhouse (see building condition survey)	2.26
215	Depot (Bowerhill)	18,950	Lease and utilities	3.32
220	Play Areas & Open Spaces	44,200	Option 3	7.74
		164,200	Option 2	28.72

4.3 Solar Farm Income

405	Solar Farm	38,600	Income which is added directly to the ear marked reserve. Members need to decide on suitable projects and resolve accordingly.	-
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4.4 Community Development

302	Projects	10,200		1.79
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4.5 Economic Development

403	Events	49,750	<p>This includes an increase in the Christmas Light Switch On Event to cover running costs.</p> <p>At this stage no budget has been allocated for any additional events. Members may want to give consideration to other events including something to commemorate the Queen's Platinum Jubilee.</p>	8.71
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4.6 Assembly Hall

501	Assembly Hall	160,735	Subsidy based on budget forecast which is based on the information available at this time.	28.12
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5. Ear Marked Reserves

		Balance at	Income	Spent	Balance as at	balance as at
		1st April 2021	YTD	YTD	31st Oct 21	1st April 2022
Earmarked Reserves						
Unplanned Maintenance	£	65,780.00			£ 65,780.00	£ 65,780.00
Recreation Fund	£	2,130.00			£ 2,130.00	£ 2,130.00
Town Team Project	£	5,000.00			£ 5,000.00	£ 5,000.00
Election expenses	£	10,830.00			£ 10,830.00	£ 10,830.00
Office Equipment	£	4,275.00			£ 4,275.00	£ 4,275.00
Street Furniture	£	6,837.00			£ 6,837.00	£ 6,837.00
Equipment Replacement	£	21,000.00			£ 21,000.00	£ 21,000.00
Green Spaces	£	11,632.00			£ 11,632.00	£ 11,632.00
Major Projects Reserve	£	299,900.00		£ 10,284.00	£ 289,616.00	£ 289,616.00
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		£ 485,507	£ 38,600	£ 10,284	£ 513,823	£ 513,823
Specific Reserves - CIL						
CIL	£	12,519	£ 18,930		£ 31,449	£ 31,449
Total	£	498,026	£ 57,530	£ 10,284	£ 545,272	£ 545,272

Committed expenditure from the Major Projects ear marked reserve include:

Lighting – Design and installation at KGV	£50,000
KGV Sensory Garden	£25,000

7. Buildings Condition Survey

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

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

8. Borrowing Approval

I have now heard back from the Department of Levelling Up Housing and Local Communities who advise that if the council were minded to fund several projects from a Public Works Loan we would need to submit separate applications for each one.

Their advice, *“We ask that authorities only submit applications for one project at a time, if there are 2 (or more) projects submitted in an application it becomes difficult to differentiate between the projects when assessing against our criteria and considering the budgetary impact, financing requirements, resident consultation and support for both projects etc.”*

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Melksham Town Council Values

Our values underlie everything the Council does.

Accountable	We are accountable to the residents with council decisions and finances
Accessible	We are exemplary in being inclusive to all people, recognising the diversity of age, sexuality, race and religion in Melksham
Age Friendly	Proud to be an age friendly community
Caring	We care about and respect our staff, councillors and residents
Communication	We listen and communicate openly and regularly in simple language
Effective	We make good use of our assets and resources
Efficient	We offer value for money in our services and facilities. We are organized, resourceful and collaborate for efficiency
Environmentally responsible	We are sustainable and environmentally responsible in all our systems
Integrity	We are true to our word and deliver on promises to the community
Innovative	We find new and creative ways to solve problems
Inclusive	We are inclusive of people (digitally and non-digitally) and we are accessible, visible and easy to speak to
Productive	We value our staff and councillors as part of an effective and productive team, addressing under-performance with support and training
Proud	We have a passion and pride for Melksham, for our role in the Town Council, and for the people we serve
Representative	We strive to engage with and understand the community in order to effectively represent residents in all decisions
Realistic	We have a realistic approach to what can be achieved within our parameters
Teamwork	We welcome the variety of skills, experience and opinions of staff and councillors to achieve best results
Transparent	We are honest and open with the community

Page 185

Melksham Town Council: Motivated, transformative and capable

Melksham Town Council Strategic Plan

2021 –2025



INTRODUCTION

here are some words
about why we need a
Strategic Plan and how
we will follow it

Melksham Town Council:
Planning together, working together, achieving together

Agenda Item 16

People and Community

Raise pride in Melksham as a town where everyone is welcome and included

Support and empower voluntary groups to enhance the community

Continue to provide grants, publicity and advice to community groups
Create and maintain a virtual community hub to be a centre of information and resources for the community
Community Network Events and Newsletter

Support and encourage volunteers and volunteering

Promote volunteering opportunities on the virtual community hub

Work in partnership with Melksham Without Parish Council, schools and other agencies and groups to effectively serve the community with collaborative cooperation

Regular updates at Council meetings
Priority for People survey
Continue implementing the Neighborhood Plan
Community Groups Network events

Promote Melksham as a great place to stay and visit

Keep the town centre and play areas clean, tidy and safe
Improve public toilet provision
Support businesses
Parking Redemption Scheme
Updated information on social media, website and virtual hub

Create an Age Friendly Town

Ensure events are inclusive and accessible to all members of the community, including older people, young people and minorities

Provide paper copies of information as well as digital
Support a variety of groups through grants

More?

Effectively represent the community in all council policies, strategies and decisions

Carry out consultations on major decisions

More?



Wellbeing and Safety

Make Melksham a healthy place where everyone feels safe

Work with the Police and groups who focus on safety in Melksham

Continue strong relationship with Wiltshire Police
Support neighbourhood watch, pubwatch and safe places schemes.

Reduce anti-social behaviour

Work with police, schools and Youth Offending Team to work on prevention

Example project that reduces ASB?

Enhance CCTV throughout the town

Continue work with MWPC, WC and police to develop a coordinated CCTV system

Support the reduction of speeding

Install speed indicator devices and signage.

Anything else?

Encourage physically and mentally healthy and active lifestyles

Continue to support sports and fitness groups and mental health charities through grants and publicity

Improve accessibility to facilities

Improve public toilets
Work with Age Friendly Melksham to make the town more accessible

Prepare for emergencies

Promote and maintain defibrillators
Update and implement the Emergency Plan



Employment and Business

Promote and protect employment opportunities within Melksham.

Support and promote businesses in Melksham

Continue Business Bulletin
Regular social media shares
Create/promote markets
Parking redemption scheme

Support development of skills and employability of Melksham residents

Work with businesses and education providers to enhance training opportunities in Melksham

Support self-employment

How?

Attract and support start ups, artists and entrepreneurs

How?

Increase diversity of Melksham's business

Support planning applications for new businesses?

NHP?

Create a community open for business

?



Leisure and Recreation

Develop a wide joined-up range of facilities for an all encompassing leisure provision for Melksham.

Support creation of an all-encompassing leisure provision for Melksham

Continue strong relationship with Wiltshire Council and support the campus and integration with other services ?

Continue to enhance King George V Playing Field as a social and recreational centre for the town

Develop the café with suitable opening times and events
Complete the sensory garden, with planting, millennium mosaic and wildflowers
Complete the dog park
Demolish and rebuild the storage facility in the park
Plant more trees

Provide safe accessible play areas across Melksham

Continue to maintain, update and enhance the 14 play areas in town

Develop the Assembly Hall as a vibrant space for the whole community

Host and attract more events
Enhance publicity through MIN, Social media, posters and website
Refurbish and redecorate
Explore car parking solutions
More?

Support and create more events across Melksham

Continue to provide grant funding for Carnival, Party in the Park, Food and River Festival and Christmas Lights, and other events.
Publicise through social media, MTC website and virtual community hub

Celebrate the history and heritage of Melksham

Provide historical background on website and benches in KGV

Encourage availability of and access to sports

?

Develop and support arts and culture

Promote clubs, performances and events through the Virtual Hub
Participate in arts trails and develop community art projects

Promote what's on in Melksham

Create a community calendar on the virtual hub listing all events, music, markets, festivals and activities in the Melksham area



Environment

Consider the climate and environmental responsibility in everything the Council does

Increase planting of trees and wildflowers

Develop a joined up biodiversity strategy working with WC, MWPC and environmental groups

Protect and enhance green spaces

Protect parks, nature reserves, shared gardens, conservation areas

Remain environmentally responsible for wildlife and biodiversity

Incorporate woodland and wetland corridors in long term plans

Reduce pollution in the river and water courses

?

Reduce carbon emissions

Explore opportunities for pedestrianisation
Supporting local employment to reduce travel
Enhancing cycling and walking routes and reducing traffic speed through SIDs

Lead the way in recycling and composting

Review all council practices and procedures to include responsible waste management

Support renewable energy sources

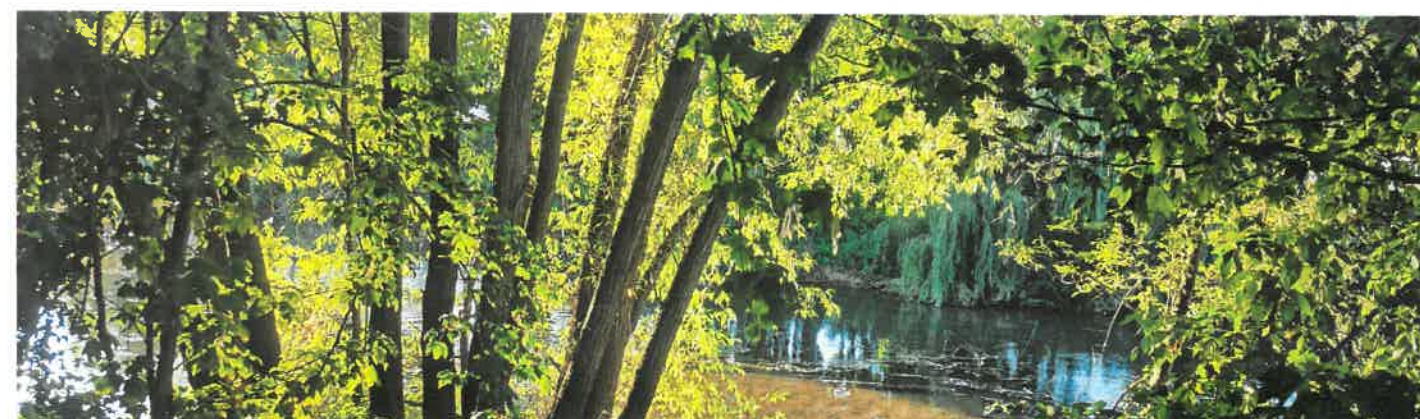
Consider solar and wind and other renewable energy sources through planning and NHP

Increase town cleanliness

Support the Melksham Bloomers' Tidy Town Days
Continue education through poster competitions and initiatives
Work with WC and voluntary groups to keep Melksham tidy

Support electric infrastructure

Support and promote more vehicle charging points in Melksham



MELKSHAM TOWN COUNCIL

MEETING OF FULL COUNCIL

13 December 2021

Temporary Part time Bar Supervisor - Assembly Hall

Report of the Amenities Manager

1. Purpose of the report

To consider the appointment of a Temporary Part time Bar Supervisor at the Assembly Hall.

2. Current Situation

Since the departure of the Hospitality and Facilities Manager, there have been times when the two deputies have needed support as they don't yet have the in-depth knowledge or information to hand, to suitably operate the bar to a professional standard. This has resulted in customer dissatisfaction and lost sales due to queues.

3. Background

The bar is old and tired and looks like a working mens' club type operation. It needs a lift in terms of physical appearance and customer experience. The current compliment of staff need support to be able to deliver improvements and it is believed that this will be a step forward in the right direction.

4. Financial implications

The proposal is to recruit a part time Bar Supervisor on 20 hours per week at £12.98 per hour. (SCP 18) annualised, pro-rata. This equates to £13,499.20 per annum or £259.60 per week, before on costs.

5. Links to Town Council policies and core values

Melksham Town Council strives to provide the best customer service possible for the town's residents and this will go some way to improving the experience at the Assembly Hall bar.

6. Risk assessment

The only risk associated with this proposal is that the Hall may 'go dark' at some stage during the year and the workload would be reduced. However, in reality, there will be more than enough to keep this position gainfully employed.

7. Crime and disorder implications

There are no downsides to this appointment. In fact, it will enhance the security and presence of the Assembly Hall staffing compliment.

8. Biodiversity considerations

n/a

9. Safeguarding

n/a

10. Recommendations

That the Town Council proceeds directly with recruiting to this position, ready for the New Year.

11. Contact

Hugh Davies
Amenities Manager
hugh.davies@melksham-tc.gov.uk

MELKSHAM TOWN COUNCIL MEETING OF THE NEXT FULL COUNCIL

Request for Melksham Town Council to engage with Wiltshire Council to masterplan Melksham Town

Proposed by: Councillor Phil Alford

Seconded by: Councillor Simon Crundell

Dated: 27/11/27

1. Purpose of the motion

To work with Wiltshire Council as part of a place board, alongside external consultants and local stakeholders to masterplan Melksham.
To review all publicly owned assets as part of a wider plan to enhance and regenerate the town.

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

As the Campus opens next year a number of sites will be vacated and there is an opportunity to have these redeveloped. In addition, Melksham House is being significantly enhanced with a large investment to make the building energy efficient and to restore it and its hall for community use. The Town also needs to significantly invest in the Assembly hall and there are a number of units around the town that would benefit for masterplanning.

3. Current Situation

4. What financial implications are there?

The cost of the project is yet to be determined regarding engaging the consultants but there is scope for this to be advanced by Wiltshire Council with costs shared between the two on a proportionate basis at a later point. It will require officer time and councillor engagement via the place board. Future costs will be decided by the council.

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

Regeneration of the town, investing in the town assets, enhancing the built environment, engaging local businesses and stakeholders.

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

There is risk that if we do not engage the town council misses an opportunity to masterplan and enhance the town.

7. What crime and disorder implications are there?

none

8. What environmental and biodiversity considerations are there?

Currently they are all brownfield sites but with positive engagement there is an opportunity to decarbonise the running of the town council buildings and plant trees within the town.

9. What safeguarding concerns are there?

none

10. Motion

That council resolves to engage constructively with Wiltshire Council in the masterplanning of Melksham Town.

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

no

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?

It has not

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

Work with Wiltshire Council as part of a place board. The composition of which is yet to be determined but the town will need to have regular representation at the meeting and provide constructive input into the future use of the sites within Melksham and explore opportunities within that for the Town Council.
There should be regular reports back to the town Council from the representatives and constructive engagement by the town to inform discussions.

Office Use:

Date of receipt by Proper Officer:

Date of proposed council meeting for motion:

Date/s of relevant resolutions:

(record full resolution/s here)

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

Reasons for rejection:

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MELKSHAM TOWN COUNCIL

Notice of Motion to Full Council 13/12/2021

Title of the Motion for inclusion in the agenda:

Urgent cosmetic maintenance work on Assembly Hall

What is the purpose of the motion?

To get Councillors to agree to this work going ahead asap to improve the appearance of the building

Please provide details and background of the current situation:

Appearance of the building to passers-by or residents generally has deteriorated to the point where when it's unoccupied it looks as if it's closed down or at least about to be closed down. At a time when we're trying to raise its profile and attract more people I would suggest this is working against us.

Paint seriously flaking on external doors

Lighting of venue name diminished, name is hardly visible from the Market Place

Noticeboards dilapidated and totally inadequate

Surrounding lighting non-existent

Are there likely to be any financial implications? If so, provide rough estimates:

Yes, £1,200

Does this issue link with Melksham Town Council policies and core values?

Yes

Are there any obvious risks?

No

Could there be any criminal and/or anti-social disorder implications

No

Are there any environmental concerns which should be considered?

No

Are there any safeguarding concerns to consider?

No

Are there any bio-diversity implications?

No

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

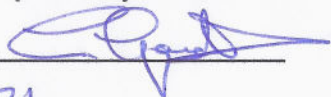
Yes

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

Implement repairs and/or replacements mentioned above asap

Take up offer from volunteers to paint doors and consult Paul Weymouth on most effective way to provide illumination of venue name and noticeboards

Motion proposed by Councillor:

COLIN GOODHIND 

Dated: 6/12/2021

Office Use:

Resolution made at the Council Meeting held on dd/mm/yy

(record full resolution here)

Reasons motion not carried:

(detail reason not carried here)

MELKSHAM TOWN COUNCIL
FULL COUNCIL MEETING
13TH DECEMBER 2021

Making use of KGV Cafe until new occupiers have been agreed.

Proposed by: Councillor Sue Mortimer

Seconded by: Councillor Jack Oatley

Dated: 7th December 2021

1. Purpose of the motion

To make use of KGV cafe including kitchen, dining area and toilets, until such time new occupiers take over. To open it just Saturday mornings 8:30am to 12:00pm with parkrun volunteers/community volunteers supervising. This would allow parkrun users to socialize after the event and give residents a chance to meet their Councillors and have an informal chat over a cup of tea or coffee.

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

The parkrun family in Melksham is very friendly and supportive to one another. This has come about by runners/walkers and volunteers joining each other for free refreshments in the adventure centre every Saturday after the run. Since returning after Covid the adventure centre wasn't available and but the KGV Cafe was open.

3. Current Situation

The parkrunners no longer have a place to socialize nor is there any toilet facilities in the area. The future of the café has yet to be decided and is currently unoccupied. Residents do not have anywhere where they can informally meet with their Councillors.

4. What financial implications are there?

There will be a small cost in heating the building and boiling of kettle and having fridge on. I have included an extra £250 cost in budget option 4 to cover the cost of electricity. I assume a similar cost could be included in option 3. I have spoken to Hugh re the need opening/closing of cafe and he agrees this can be accommodated without any further costs.

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

Links with Community Spirit and listening to residents.

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

Could be slight risk of ASB but don't anticipate any trouble.

7. What crime and disorder implications are there?

Not aware of any.

8. What environmental and biodiversity considerations are there?

Need to make sure proper cups and plates are used as opposed to disposal cups and plates.

9. What safeguarding concerns are there?

Not aware of any.

10. Motion

Until the future of the cafe in KGV is decided: to run the cafe every Saturday morning 8:30am to 12:00pm with parkrun Volunteers and Community Volunteers to serve teas and coffees to parkrunners. Also utilize the time and space for Councillors to meet informally with residents over a cup of coffee.

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

None known.

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?

Agreed.

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

Need to find crockery etc. most of this is already owned by parkrun team and they already have volunteers willing to serve teas and coffees. Need to find Community Volunteers and Councillors interested so the roster is covered.

I have spoken to Hugh and in principle he is ok with the idea. He did say we would need furniture. I am confident that I know somewhere we can borrow tables and chairs.

Office Use:

Date of receipt by Proper Officer:

Date of proposed council meeting for motion:

Date/s of relevant resolutions:

(record full resolution/s here)

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

Reasons for rejection:

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MELKSHAM TOWN COUNCIL MEETING OF THE next Full council

Request for Melksham Town Council to set up and run a new Community Music and Arts Festival - ArtBeats

Proposed by: **Councillor Jon Hubbard**

Seconded by: **Councillor Saffi Rabey**

Dated: **06 December 2021**

1. Purpose of the motion

For the Town Council to support and help organise a new music and arts festival for the town, held over 4 weekends throughout the year.

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 concept is to have 4 weekend mini festivals a year, all as part of a coordinated plan over a 12-month period. The weekends could comprise of:

- Friday evening – a contemporary/classical music concert
- Saturday daytime – an art exhibition in the Assembly Hall, with “hand-on” workshops. Idea is that there will be one classic art (ie painting) and one other art, such as pottery.
- Saturday evening – a night of music with local bands and artists
- Sunday daytime – repeat of the Saturday exhibition and workshops

3. Current Situation

There is currently nothing like this delivered by the council.

4. What financial implications are there?

The Town Council would need to underwrite the project. Estimates for non-staff costs have been made for £2500 per weekend, so a potential total exposure of £10,000.

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

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 would be a requirement for door staff to be brought in for the music nights

8. What environmental and biodiversity considerations are there?

n/a

9. What safeguarding concerns are there?

n/a

10. Motion

That the Council supports the establishment of a Working Group to set up a Melksham ArtBeats Festival Committee to deliver the festival. The Melksham ArtBeats Festival Committee to be able to rely on professional officer support during the planning stages of the events, specifically the Community Development Officer, the Head of Operations and the Deputy Managers at the Assembly Hall.

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

n/a

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

Following endorsement of the council a new Melksham ArtBeats Festival Committee to be formed and membership appointed by Full Council to include elected members and Officers. Further members to be co-opted by the committee as it sees fit.

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:
