

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 20th January 2020 at 1 Swift Way, Westinghouse Way, Bowerhill, Melksham, SN12 6QX at 7.00 p.m.

Present: Councillor. Richard Wood (Chair), John Glover (Vice Chair), Alan Baines, Paul Carter, Terry Chivers, Nick Holder, David Pafford, Robert Shea-Simonds, Paul Taylor (*from 7.19pm*) and Stuart Wood

Officers: Teresa Strange (Clerk) and Lorraine McRandle (Parish Officer)

348/19 Welcome, Housekeeping & Announcements

Councillor R Wood welcomed everyone to the meeting.

a) To observe one minute's silence for former Wiltshire Councillor Roy While (Melksham Without South)

The Chair informed the meeting that unfortunately former Wiltshire Councillor for Melksham Without South, Roy While had passed away before Christmas, with his funeral taking place on Thursday, 2 January 2020 and invited everyone to observe a one minute's silence.

b) To note resignation of Councillor Kaylum House

To note Councillor House had formally resigned with a notice issued by Wiltshire Council that a vacancy has arisen in the Bowerhill Ward.

The Clerk informed the meeting she had verbally received notification that an election had been called to fill the vacancy and was awaiting notification as to when an election would take place.

c) To note proposed closure of St Damian's Doctors Surgery

The Chair explained whilst the consultation on the proposed closure of St Damian's surgery was for patients, the deadline to respond to the consultation had expired and sought views from Members on whether they wished to comment on this closure.

Following discussion, it was

Resolved: To write to the CCG expressing the Parish Council's disappointment that the surgery is due to close, especially given the increase in residents and the current and proposed development in the area.

The Clerk informed the meeting Alan Henderson, Principal of Melksham Oak School and Simon Cowley, Regional Director of White Horse Academy would be attending the Full Council meeting on 10 February 2020. Councillor Holder spoke as a Governor of Melksham Oak and commented that the similar attendance at a Melksham Town Council meeting had prompted useful debate and encouraged the parish councillors to

come to the February meeting with lots of relevant questions as the school representatives were keen to engage with the local community.

349/19 Apologies

Apologies were received from Councillor Pile who was unwell and Councillor Coombes who had another engagement.

Resolved: The reasons for absence were accepted.

350/19 Invited Guests

a) Wiltshire Councillor Phil Alford (Melksham Without North)

Unfortunately, Councillor Alford was unable to attend the meeting.

b) Wiltshire Councillor Nick Holder (Melksham Without South)

Councillor Holder explained he had no update since the last meeting, apart from the Community Governance Review which was on the agenda for discussion.

It was noted that members of the public were in attendance regarding this item, therefore, it was suggested this item could be moved further up the agenda to allow members of the public to speak to this item if they wished.

c) Neighbourhood Policing Team Representative

The meeting was informed Maggie Ledbury was no longer the PCSO for the area. The Clerk explained she would send a card on behalf of the Council in due course thanking Maggie for her support.

Councillor Glover explained he had attended a Community Safety Group meeting the previous week, at which it was explained there had been a change to the structure of policing in the West Wiltshire Area. It was noted there was a new PCSO for the area – Adam Almond. In addition, Inspector Andy Fee had informed the Clerk that PS James Twyford and PC Darren Foulger were being assigned to the area.

351/19 a) To receive Declarations of Interest

Councillor Glover declared an interest in agenda item 9a Asset Management regarding Bowerhill Sports Field, as his grandson occasionally worked for the youth football development organisation.

b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered:

None were received.

c) To note that Councillors living in the Parish have a dispensation for Precept setting

Noted.

352/19 To consider holding items in Closed Session due to confidential nature

That items 9a)ii) regarding the approval of recommendations contained within the Finance minutes of 7 January 2020 be held in closed session as this item referred to individual staffing member's salaries[ⓐ] as well as potential discussions at the start of negotiations with Melksham Town Council regarding Community Infrastructure Levy payments[ⓑ]. Therefore, any publicity would be prejudicial to the public interest. The members were clear that only the part of the recommendation relating to those two items be held in a closed session, but the remainder of any discussion regarding the budget and precept setting be held in the public domain.

Resolved: That members of the public and representatives of the press and broadcast media be excluded from the meeting during consideration of these items under Standing Order 3d for the following reasons [ⓐ]a) engagement, terms of service, conduct and dismissal of employees; [ⓑ]b) terms of tenders and proposals and counter proposals in negotiations for contracts;

Councillor Paul Taylor arrived at 7.19pm.

353/19 Public Participation (2 members of public were present, and 2 representatives from a local youth development football organisation).

The members of public present did not wish to speak at this point, but indicated they wished to hear discussions on the Community Governance Review.

The Council agreed to suspend Standing Orders for a period of public participation.

354/19 Bowerhill Sports Field: To consider a Protocol with regard to pitch bookings

Representatives from a local youth football organisation were in attendance to discuss their proposals to hold training/matches at the Bowerhill Sports Field facilities, explaining they had met the Clerk to discuss their proposals.

It was explained that the football club had been created to enhance children's' football ability, in order to achieve a high level of football/technical achievement and whilst they were currently using pitches within the area, were looking to locate to a new venue. Having investigated several options and given the club had over 200 children from the local area including, Trowbridge, Westbury and Melksham (35 from the parish) training with them currently, felt Bowerhill Sports Field would be ideal.

Councillor Glover asked the number of pitches which would be required and whether they wished to use the changing rooms.

It was explained that they would require 5, 7 and 9 aside pitches initially with training on Friday evenings and Saturday mornings from March through to October. From

September they would require the pitches on a Saturday and Sunday morning for fixtures. In the short term they would not require changing rooms, but this could change in the future.

Councillor Shea-Simonds asked if club was a 'not for profit' organisation. It was explained that whilst the main club wasn't, the actual team would be 'not for profit' enabling them to apply for grants.

A representative explained that currently they would not require 11 aside pitches, however, this may change in the future.

It was asked what other facilities would be required.

A representative explained toilets would be required and noted whilst the kitchen and games area/lounge were currently being used as offices for the Council, the club would like to use these facilities when they become available in the future.

The Council reconvened and agreed to bring forward agenda item 9 for discussion.

The Chair explained this was the first time there were more teams wanting to use the pitches on Jubilee Fields than possible capacity, thereby causing a dilemma for Members.

It was noted the Clerk had provided a report highlighting current use of the pitches and potential issues, which was circulated to Members prior to the meeting for information.

The Clerk explained that officers usually contacted users in July to ascertain their requirements for the following season and explained Members needed to make a decision on pitch booking protocol.

The following points were raised:

- The need for a cleaner in between changing room bookings.
- Potential conflict with other users, given Jubilee Fields is a 'Public Open Space'.
- Potential wear and tear of the pitches and time required to recover between matches. (The Council had previously investigated getting drainage work done, however, this was cost prohibitive at the time).
- Impact on current users.
- Potential to add a 5 x 5 pitch in the far corner between Knorr Bremse and Cereal Partners.
- Income from this booking compared to current bookings. (current fee £50 per match with use of showers).
- The parish council objective for 2019/20 "To continue to actively seek ways to promote the hire of the Bowerhill Sports Field and Pavilion changing room facilities"

Councillor Holder explained the annual cost for Bowerhill Sports Field, including the pavilion, was £24,000 this year against a current revenue of £2,000 from bookings and therefore this proposal was an opportunity for the Council to increase revenue.

It was reiterated whilst there was no clash with current bookings, there would be in September, therefore, it was:

Resolved: To allow the youth football organisation to hire the football pitches on Bowerhill Sports Field every Friday evening and Saturday morning. That a working party meeting be arranged for Monday, 3 February 2020 at the Sports Field to discuss how to move forward from September 2020.

The Working Party to include Councillors R Wood, Glover, Pafford, S Wood and Carter, as well as representatives from the local youth football team and J H Jones, grass cutting/pitch lining contractors.

Representatives of the youth football club left the meeting at this point.

The Chair asked if the item regarding the Community Governance Review could be moved further up the agenda given, public interest in this item.

Resolved: To move agenda item 10 regarding the Community Governance Review further up the agenda, given interest from Members of the public.

355/19 Community Governance Review

a) To consider next steps regarding public consultation

The Clerk explained a meeting was due to be held on proposals for Melksham, Melksham Without and Seend on Wednesday, 22 January at 6.00pm at Bowerhill Village Hall, which the Council were unaware of until the previous Friday, the Council had also not had sight of the press release, which had caused frustration as an opportunity had been missed to advertise this in Melksham News and more widely. It was also noted a meeting was due to be held at the Assembly Hall on Friday, 14 February 2020, which also was not ideal given this was Valentine's Day.

The Clerk explained that she had also been made aware that the consultation letter going out to residents had an error and did not include proposals for Melksham or Melksham Without, however, revised letters were going out shortly.

The Clerk explained that when she became aware, by accident, of these meetings on Friday 17 January, had contacted Wiltshire Council to make representation that the meeting on 22 January be re-arranged to allow time for residents/community groups to be made aware of the consultation meetings, especially as a proposal put forward by the Town Council was to merge both the Town Council and Parish Council with Shaw and Whitley creating their own parish if they wished. However, no response had been received that day. Therefore, she had publicised the meeting over the weekend and had noted various comments on social media and raised a concern that people were confused what was being proposed, as it was not clear from the consultation.

It was noted there were 4 options for the Scheme 24: Melksham Merger proposal, with options A & B from the town council and options C & D from residents:

- A: Full Merger
- B: Merger (not Shaw and Whitley)
- C: Merger (not Shaw, Whitley and Beanacre)
- D: Merger (not Shaw Whitley, Beanacre and Blackmore Ward)

Concern was expressed when Members of the Council and the Clerk attended a meeting with Wiltshire Council on proposals put forward for consultation, they were only aware of two proposals and therefore did not have an opportunity to respond to the other proposals.

The Clerk asked if Members wished the response of the Parish Council on proposals to be made available for members of the public online, as well as making hard copies of the survey available in key locations around the parish.

Councillor Baines raised a concern at the difficulties in filing in the survey online and how un-user friendly it was.

Councillor Glover, raised a concern whether the two additional proposals had been received within the deadline.

Members were made aware by a member of public present that the meeting on 22 January had been booked over a month ago and therefore there was ample time for Wiltshire Council to make the Parish Council and residents aware of this meeting.

Councillor Baines noted that the press release dated 15 January had only gone out the previous Wednesday to residents and in the Wiltshire Times on Friday (17 January), with residents only just receiving their letters and questioned whether this was legal, given town/parish councils have to give 3 clear days' notice of a meeting (excluding Sunday and the day of the meeting).

Several councillors raised a concern that inadequate consultation had taken place with residents and that the parish council did not have enough time to inform residents of the various proposals and the impact it could have.

The meeting was also informed no mention was made of the Community Governance Review and the public meetings at the Area Board meeting on 6 January 2020.

Councillor Holder explained as the Wiltshire Councillor for Melksham Without South, he and 3 other representatives on the Area Board had written to the Deputy Leader of Wiltshire Council and Councillor Clewer, leading the Governance Review, objecting in the strongest terms at the short notice given for the meetings on 22 January and 14 February asking that they be cancelled and rescheduled. Also, as the letters sent out to residents omitted the Melksham and Melksham Without schemes had suggested the consultation be paused to allow more time for residents to respond to the consultation.

Resolved:

1. To write to the Legal Officer at Wiltshire Council raising the following concerns:
 - Had the right legal procedures taken place in consulting with the public, given the short notice of the meeting on 22 January.
 - That the Melksham and Melksham Without Scheme was omitted from the original consultation letter.
 - No mention was made of the Community Governance Review and public meetings arranged at the Area Board meeting on 6 January 2020.
 - The start time of 6.00pm of the meetings is not convenient for those people who work in particular.
 - Members were not aware of 2 schemes, which seemed to be added after the deadline date.
 - That the online consultation was not clear, and residents were finding it very difficult to respond.
2. To place a newsletter in the next edition of Melksham News to include an article on the Precept.
3. To place an article on the Governance Review in Shaw & Whitley Connect if possible.

b) To consider responding to Melksham Town Council's proposal

The Clerk raised a concern that Melksham Town Council's merger proposals were not available online prior to the parish sending in their proposals and asked if Members wished to make a response and make their views known to members of the public.

Resolved: It was agreed to publish a response to the Town Council's merger proposals and to make this available online and include Wiltshire Council guidance on Governance Reviews for resident's information.

c) To report feedback from meeting on 9 December 2019 at County Hall

The Chair updated Members on the meeting held on 9 December 2019 regarding the Governance Review.

The remaining 2 members of public left the meeting (8.50pm).

356/19 To approve the Minutes of the Full Council Meeting, 9 December 2019

Councillor Baines noted on page 10, under item 307/19 a) To note draft minutes of CAWS CEG of 3 December, the figure of **£330,00** should read **£330,000**.

Resolved: The minutes of the Full Council Meeting held on 9 December 2019 were formally approved with the above amendment and signed by the Chairman as a correct record.

357/19 Planning

a) To approve the Minutes of the Planning Committee meeting held on 16 December 2019 and 13 January 2019

Planning Minutes – 16 December 2019

Councillor Pafford noted on page 2 under Planning Application 19/10934/FUL: 406c The Spa, the word cited in the fifth paragraph needed to be amended to read 'cited'.

Planning Minutes – 13 January 2019

Councillor Baines asked if under Min 342/19a) Wilts & Berks Canal the following could be included within the Wilts & Berks presentation minutes:

'A corridor of land is needed for a 12m wide canal with a 7m wide path divided, if it included a bridleway, to segregate horses from pedestrians and cyclists. In some places the path may need to be away from the canal, if there was insufficient space over embankments or structures.

Members expressed reservations about a shared use path in the light of conflicts on the Kennet & Avon towpath between cyclists and pedestrians with children, prams and dogs.

The representatives stated they were unaware of the recently established two new Rights of Way in the area where the canal would leave the river, particularly that one of these was won on appeal against Wiltshire Council around their land at Forest Farm'.

Councillor Baines also asked if under Min No 344/19 b) regarding 406c The Spa that the response to Wiltshire Council highlight the serious issue of how the entrance will interact with the shared footway/cycleway to and from Oak School, apart from the road.

It was noted this information was included within the minutes.

However, Members noted the following sentences needed to be amended:

- 'The Parish Council still OBJECT to this application and made the following additional observations than those raised on 16 December 2019' should read as follows:

'The Parish Council still OBJECT to this application and made the following observations additional to those raised on 16 December 2019.'

- 'The boundary lines to the front of the properties are not in line with the properties, which seemed odd and could cause issues further down the line ...'

Should read as follows 'The boundary lines to the front of the properties are not in line, which seemed odd and could cause issues further down the line ...'

- Under item 345/19 b) Planning meeting date should read '16 December' 2019 and not 13 December 2019.
- Under item 345/19 d) Regarding the Statement of Common Ground, the following sentence should read as follows: 'The Chair explained that a list of draft strategic priorities had been drawn-up to form discussions as part of the Statement of Common Ground.'

Resolved: To approve and sign the Planning Committee meeting minutes of 16 December 2019 and 13 January 2019 with the above amendments.

b) To formally approve Planning Committee Recommendations

Resolved: To approve the recommendations 315d) and 319/19a)iii) contained within the Planning Committee Minutes of 16 December 2019 and recommendations 345/19 a), b), c) and 346/19a of 13 January 2019.

358/19 Finance

a) To formally approve the minutes of the Finance Committee meetings held on 16 December 2019 and 7 January 2020.

It was noted the minutes of 7 January 2020 should read 'Tuesday' rather than Monday, 7 January 2020.

Resolved: To approve the minutes of the Finance Committee Meetings held on 16 December 2019 and 7 January, 2020 (with the above amendment) and signed by the Chairman as a correct record.

Councillor Carter thanked officers for the comprehensive minutes of 7 January.

The Clerk informed the meeting, that whilst reporting there were no more CIL receipts expected for 2019/20 at the Finance Committee meeting, £74,355.29 had been received in CIL receipts this week from the development land East of Spa Road, but it was not clear from which developer/phase/trance this referred within the site.

The Clerk explained this would not make a difference to the Precept calculation as all the CIL from the East of Melksham (Hunters Wood) development was being put into a ringfenced earmarked Reserve for the new community centre in the town.

It was noted that two play areas would be coming on stream at the end of the next financial year from new housing developments and the attributable cost had been included in the Budget. Therefore, it would be logical to include the s106 maintenance contribution as income in 2020/21 too; again, this would make no impact on the Precept calculation and would have to be held in a ringfenced earmarked Reserve for maintenance of the Pathfinder Place play area. The

figure of £58,540 be shown as Income for 2020/21, it was noted that the figure would be slightly more as index linked.

The Chair handed over the meeting to Councillor Glover, as Chair of Finance Committee

- i) **To formally note the decisions made under delegated powers on 16 December 2019 with regard to appointing professional services for new village hall at Berryfield**

Note.

- ii) **To formally approve the Finance Committee recommendations contained within the minutes of 16 December 2019 and 7 January 2020 (except recommendations for Precept)**

Unanimously Resolved: To approve the recommendations contained within the Finance Minutes of 7 January 2020 detailed in Min 333/19 a), 334/19 b), 335/19, 336/19 a) and 339/19. It was noted that the recommendation under Min 337/19c (Precept Setting) would be considered under a separate agenda item to ensure clarity.

- b) **To formally approve the Precept for 2020/21**

Unanimously Resolved: To formally approve the recommendation detailed in Min 337/19c: The Parish Council set the Precept for 2020/21 at £221,234.00 against a taxbase of 2,754.09. A rise of £20,126.00 (10.01%) on last year's Precept. An average Band D household contributing £80.33 for the year, an additional £4.64 on last year, which is a rise of 6.13%.

The Chair of the Council and the Clerk formally signed the precept request paperwork in the presence of the Full Council members.

- c) **To consider Press Release on Precept and Budget Proposals**

The Clerk informed the meeting that usually the Council issued a press release on the precept and budget proposals and asked Members what message the Council wished to convey to residents and suggested a positive press release highlighting the facilities the parish provide, for example village halls, play areas, playing fields, water refill stations, as well as facilities the council contribute to in the town, such as Market Place toilets, grants for organisations in the town, junior parkrun and TransWilts.

Resolved: To approve the issuing of a press release as suggested above.

- d) **To note information to be provided for Council Tax leaflet**

Members noted the information to be contained within the Council Tax leaflet and that the Budget was now presented to Members with the same headings, namely Administration, Public Amenities and Community Support.

e) To note Income/Expenditure reports for December

Members noted the Income/Expenditure reports for December.

f) Quarterly Reports for Qtr 3 (Oct, Nov, Dec 2019)

i) To note Budget vs Actual

Noted. The Clerk explained that this report had been produced for information only, as the Council's position of current actual spend vs budget had been examined as part of the Budget setting process at the Finance Committee on 7 January; and adjustments from Reserves agreed.

ii) To note Bank Reconciliation

Noted.

iii) To note VAT reclaim submitted

To note £4,494.54 had been reclaimed in VAT and banked. The Clerk explained that this process now being undertaken quarterly was working well with a swift reimbursement from HMRC. This would be important moving forward when VAT sums reaching circa £100,000 would be involved when building the new Berryfield village hall, and a swift reimbursement would be essential for cashflow planning.

g) To agree two finance councillors to authorise monthly payments for January

Councillors Carter and R Wood to authorise online banking payments and any cheque payments for January 2020.

Councillor R Wood resumed the chair.

359/19 Asset Management

a) New Berryfield Village Hall Project

Members were informed that at the Finance Meeting on 16 December 2019 Arthur Williams had been appointed Project Manager and had met with Councillors R Wood and Carter, as well as the Clerk, the previous week to discuss the project. It was hoped to take the project to tender by early February, with some local contractors as well as those contractors previously approached before Christmas. A meeting will be arranged in due course with Arthur Williams to review tenders received.

The Clerk reminded Members that planning permission for this project needed to be submitted by 16 May 2020 and had sought a budget figure for the removal of the old temporary hall to be put before Members in due course.

Councillor Glover suggested if the Parish Council were paying for designs for a new village hall in Berryfield and a similar project for the East of Melksham was moved forward, whether these designs could be used for this project as well.

360/19 Community projects/partnership organisations

a) To note Operational Flood Working Group North minutes 11 December 2019

Unfortunately, the minutes of the Operational Flood Meeting on 11 December 2019 were not yet available. As Councillor Baines attended the meeting and he provided Members with an update and noted that the flood alleviation measures installed in Whitley seemed to be working well.

Resolved: To write to Danny Everett, Principal Drainage Engineer, Wiltshire Council thanking him for his hard work on this project.

b) East of Melksham Community Centre. To consider update from Melksham Town Council and next steps

The Clerk informed the meeting she was awaiting an update from the Town Clerk on progress on this project, however, as she was meeting the Town Clerk the following day would seek an update.

c) To consider response on NALC's response to Government consultation on "Strengthening Police Powers to Tackle Unauthorised Encampments"

The Clerk explained the National Association of Local Councils (NALC) had forwarded their response to a new Home Office consultation on strengthening Police powers to tackle unauthorised encampments. The consultation covered criminalising the act of trespassing, broadening the existing categories of criminal trespass and broadening Police powers to deal with trespassers.

The Clerk informed the meeting that the Parish had responded to the initial consultation in April 2018, with that response being circulated with the agenda papers.

It was noted that NALC had suggested principal authorities should have the power to demand the Police attend as soon as an unauthorised encampment appears and to claim back costs incurred in repairing damage caused by clearing up after them. The Members felt that this should be the same for town and parish councils, especially as many such assets have been devolved to them.

Resolved: To reiterate the first 3 bullets points raised in the Parish's initial response and to add that Town and Parish Councils should have the same powers as Principal Authorities to demand the Police attend unauthorised encampments and to be able to claim back clear up costs.

Meeting closed at 9.37pm

Chairman, 10 February 2020

Date: 03/02/2020

Melksham without Parish Council Current Year

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Time: 17:43

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		6,025.07					6,025.07	
/1448-BS26	Banked: 02/12/2019	30.00						
/1448-BS26	Allotment Holder	30.00			1320	310	30.00	Briansfield 26 allotment rent
	Banked: 09/12/2019	608,000.00						
/136219040	Fixed Term Deposit	608,000.00			210		608,000.00	V1411-Fixed Term Deposit retur
V1411-Inte	Banked: 09/12/2019	274.35						
V1411-Inte	Lloyds Bnak	274.35			1080	110	274.35	Bank interest recieved
V1464	Banked: 09/12/2019	50.00						
V1464	Lion and Fiddle	50.00			1210	210	50.00	Pitch Hire-9th Dec 19
V1463	Banked: 10/12/2019	50.00						
V1463	Staverton United	50.00			1210	210	50.00	Pitch Hire-10th Dec 19
V1462	Banked: 11/12/2019	15.00						
V1462	Allotment Holder	15.00			1320	310	15.00	Briansfield 1A allotment rent
V1468-S/O	Banked: 19/12/2019	10.00						
V1468-S/O	Melksham Fitness	10.00			1210	210	10.00	Inv.145-Dec Changing room Hire
*1469-BACS	Banked: 19/12/2019	100.00						
*1469-BACS	FC Devizes United	100.00			1210	210	50.00	12th January 2020 match fee
					1210	210	50.00	19th January 2020 match fee
Total Receipts for Month		608,529.35	0.00	0.00			608,529.35	
Cashbook Totals		614,554.42	0.00	0.00			614,554.42	

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Date: 03/02/2020

Melksham without Parish Council Current Year

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Time: 17:43

Cashbook 1

User: MF

Current Account & Instant Acc

For Month No: 9

Payments for Month 9

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>
2/12/2019	Grist Environmental	V1427-DD	42.75		7.13	4770	220	35.62	Inv.294265=Waste Collection
3/12/2019	Survey Monkey	V1447-DD	675.00		112.50	4150	120	562.50	Inv.123-1 year subscription
2/12/2019	Unity Bank	V1461-5996	26,000.00				220	26,000.00	To top up Unity Bank
2/12/2019	Fixed Term Deposit	13634844	582,000.00				210	582,000.00	Fixed Term Deposit
3/12/2019	EE Limited	V1465-DD	13.34		2.22	4195	120	11.12	Inv.521-Wifi for meetings
6/12/2019	Eon	V1466-DD	194.79		9.28	4312	220	185.51	Inv.F2B-Pavilion Gas
9/12/2019	Sirus Telecom	V1467-DD	236.18		39.36	4190	120	196.82	Inv.45087-Office call charges
3/12/2019	Eon	V1470-DD	148.48		7.07	4302	220	141.41	Inv.882- Pavilion Electricity
Total Payments for Month			609,310.54	0.00	177.56			609,132.98	
Balance Carried Fwd			5,243.88						
Cashbook Totals			614,554.42	0.00	177.56			614,376.86	

Date: 03/02/2020

Melksham without Parish Council Current Year

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Time: 17:43

Cashbook 2

User: MF

Unity Bank

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	84,724.43					84,724.43	
	Banked: 12/12/2019	26,000.00						
V1461-5996	Current Account & Instant Acc	26,000.00			200		26,000.00	To top up Unity Bank
Total Receipts for Month		26,000.00	0.00	0.00			26,000.00	
Cashbook Totals		<u>110,724.43</u>	<u>0.00</u>	<u>0.00</u>			<u>110,724.43</u>	

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Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2/12/2019	Arien Signs and Graphics	V1428-BACS	41.40		6.90	4820	142	34.50	6030-Spare keys-SHF Notice boa
						347	0	-34.50	6030-Spare keys-SHF Notice boa
						6000	142	34.50	6030-Spare keys-SHF Notice boa
2/12/2019	Arien Signs and Graphics	V1429-BACS	56.40		9.40	4490	142	47.00	Inv.5975-Perspex for noticeboa
2/12/2019	Parkinson Partnership	V1430-BACS	654.00		4390	120		654.00	VAT advice
2/12/2019	Melksham Town Football Club	V1431-BACS	200.00		4200	120		50.00	inv.641-Mon 11th Nov hire
					4200	120		50.00	inv.641-Mon 18th Nov hire
					4200	120		50.00	inv.641-Mon 25th Nov hire
					4200	120		50.00	inv.641-Mon 27th Nov hire
2/12/2019	TDP Ltd	V1432-BACS	601.94		100.32	4590	142	501.62	Inv.89407-Hornchurch Picnic be
2/12/2019	TDP Ltd	V1433-BACS	1,965.89		327.65	4820	142	672.00	Dale seat x2 SHF
						4820	142	886.24	X2 Springback picnic table-SHF
						4820	142	80.00	X4 anchor kit for seats-SHF
2/12/2019	Radcliffe Fire Protection Ltd	V1434-BACS	165.00		27.50	4721	220	137.50	Inv.2736-heat sensor replaceme
2/12/2019	Stonehill Officeright	V1435-BACS	156.30		26.05	4150	120	14.31	3x Polo shirts
						4150	120	30.00	3x Fleece
						4150	120	47.94	Main MWPC Logo
						4150	120	18.00	Embroidery
						4150	120	20.00	Digitization
2/12/2019	TransWilts	V1436-BACS	15.00		4650	170		15.00	Annual Transwilts subscription
2/12/2019	JH Jones & Sons	V1437-BACS	474.00		79.00	4820	142	395.00	Inv.13257-SHF Grass Cutting
						347	0	-395.00	Inv.13257-SHF Grass Cutting
						6000	142	395.00	Inv.13257-SHF Grass Cutting
2/12/2019	Condor Office Solutions Ltd	V1438-BACS	113.82		18.97	4130	120	94.85	Inv.571440-Photocopying
2/12/2019	Glasdon U.K Limited	V1440-BACS	425.91		70.99	4590	142	354.92	Inv.710-Extra bin-Hornchurch P/A
2/12/2019	Cleveland Sitesafe	V1441-BACS	6,579.60		1,096.60	4350	142	5,483.00	Inv.6357-Allotment Shed
2/12/2019	Wiltshire Publication	V1442-BACS	297.00		49.50	4240	120	247.50	Inv.55970-Autumn Newsletter
2/12/2019	Melksham Town Council	V1443-BACS	1,453.24			4680	170	1,453.24	Inv.231920-Neighbourhood Plan
2/12/2019	JH Jones & Sons	V1444-BACS	883.69		147.28	4402	320	56.66	Inv.13260- Allotment Grass Cut
						4400	142	211.33	Inv.13260- Play Area Grass Cut
						4780	142	17.50	Inv.13260- Play Area bin empty
						4781	220	75.83	Inv.13260- JSF Bin empty
						4401	220	375.09	Inv.13260- JSF Pitch Maintenance
2/12/2019	GB Sport & Leisure	V1445-BACS	78.78		13.13	4490	142	65.65	Inv.4457-Fast Cure resin
2/12/2019	Wiltshire Publication	V1446-BACS	55.68		9.28	4230	120	46.40	Inv.56458-Grant advert

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Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2/12/2019	Teresa Strange	V1451-BACS	[REDACTED]	[REDACTED]	34.75	4000	130	[REDACTED]	December 2019 Salary
						4155	120	12.00	Refreshments- commemorati event
						4155	120	44.00	Tree Planting refreshments
						4720	120	8.00	Spray paint for office mainten
						4820	142	5.79	Safety Glasses
						347	0	-5.79	Safety Glasses
						6000	142	5.79	Safety Glasses
						4820	142	11.63	Flexi Tub 40L
						347	0	-11.63	Flexi Tub 40L
						6000	142	11.63	Flexi Tub 40L
						4820	142	15.00	Hi Vis
						347	0	-15.00	Hi Vis
						6000	142	15.00	Hi Vis
						4820	142	12.58	Safety Gloves
						347	0	-12.58	Safety Gloves
						6000	142	12.58	Safety Gloves
						4820	142	5.37	Safety Goggles
						347	0	-5.37	Safety Goggles
						6000	142	5.37	Safety Goggles
						4820	142	6.40	Eye wash station x2
	347	0	-6.40	Eye wash station x2					
	6000	142	6.40	Eye wash station x2					
	4820	142	37.29	Saw x5					
	347	0	-37.29	Saw x5					
	6000	142	37.29	Saw x5					
	4820	142	11.27	Mallet					
	347	0	-11.27	Mallet					
	6000	142	11.27	Mallet					
	4820	142	1.23	Garcien Twine					
	347	0	-1.23	Garcien Twine					
	6000	142	1.23	Garcien Twine					
	4820	142	27.50	Red and white barrier tape					
	347	0	-27.50	Red and white barrier tape					
	6000	142	27.50	Red and white barrier tape					
	4722	320	15.82	Eye wash- allotment shed					
	4722	320	15.81	Items to make allot shed visab					
2/12/2019	Lorraine McRandle	V1452-BACS	[REDACTED]	[REDACTED]		4020	130	[REDACTED]	December 2019 Salary
2/12/2019	Marianne Rossi	V1453-BACS	[REDACTED]	[REDACTED]		4010	130	[REDACTED]	December 2019 Salary
2/12/2019	Terry Cole	V1454-BACS	[REDACTED]	[REDACTED]		4460	142	[REDACTED]	December 2019 Salary
						4050	142	47.50	Travel Allowance
						4051	142	51.30	Mileage
2/12/2019	David Cole	V1455-BACS	[REDACTED]	[REDACTED]		4800	320	[REDACTED]	December 2019 Salary
2/12/2019	Richard Wood	V1456-BACS	208.10	[REDACTED]		4070	120	208.10	2nd Chairs Allowance installme
2/12/2019	HM Revenue & Customs	V1457-BACS	1,599.10	[REDACTED]		4041	130	501.08	Period 9- December 2019
						4000	130	251.71	Period 9- December 2019-
						4000	130	318.40	Period 9- December 2019-

total
Salaries
85087.71

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4020	130	98.13	Period 9- December 2019-
						4020	130	81.00	Period 9- December 2019-
						4010	130	85.18	Period 9- December 2019-
						4010	130	60.60	Period 9- December 2019-
						4460	142	145.00	Period 9- December 2019-
						4800	320	6.00	Period 9- December 2019-
						4070	120	52.00	Period 9- December 2019-
2/12/2019	Wiltshire Pension Fund	V1458-BACS	1,517.31			4045	130	1,162.23	Period 9- December 2019
						4000	130	183.08	Period 9- December 2019
						4010	130	82.87	Period 9- December 2019
						4020	130	89.13	Period 9- December 2019
2/12/2019	Simon J White	V1459-BACS	195.00			4490	142	195.00	7942-Cars Tyre R/about mainten
2/12/2019	Jens Cleaning	V1450-BACS	847.45		1.24	4381	220	84.00	Friday 27th September clean
						4381	220	42.00	Saturday 28th September 1&2
						4381	220	84.00	Friday 4th October clean
						4381	220	42.00	Friday 11th October 3&4 clean
						4381	220	42.00	Saturday 12th October clean
						4381	220	42.00	Friday 18th October clean
						4381	220	42.00	Friday 25th October clean
						4381	220	42.00	Saturday 26th October clean
						4381	220	84.00	Friday 1st November clean
						4381	220	42.00	Saturday 2nd November clean
						4381	220	42.00	Friday 8th November clean
						4381	220	42.00	Saturday 9th November clean
						4381	220	42.00	Friday 15th November clean
						4381	220	42.00	Friday 22nd November clean
						4381	220	84.00	Friday 29th November clean
						4381	220	42.00	Saturday 30th November clean
2/12/2019	Keep Britain Tidy	V1439-BACS	1,260.00		210.00	4490	142	6.21	Cleaning materials
						4490	142	1,050.00	We are watching you dog poster
						328	0	-1,050.00	We are watching you dog poster
						6000	142	1,050.00	We are watching you dog poster
2/12/2019	TDP Ltd	V1432-BACS	-601.94		-100.32	4590	142	-501.62	Inv-89407-HornC bench-VAT ERRO
2/12/2019	TDP Ltd	V1432-BACS	601.94		100.32	4590	142	501.62	INV.89407-HornC Picnic Bench
6/12/2019	Unity Trust Bank	V1449-DD	714.67		64.66	4120	120	243.70	Purchase of Stamps
						4820	142	167.49	Seeds for Shurnhold Fields
						347	0	-167.49	Seeds for Shurnhold Fields
						6000	142	167.49	Seeds for Shurnhold Fields

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Unity Bank

For Month No: 9

Payments for Month 9

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>
						4610	170	168.13	Turbine bulb planting-donation
						4150	120	9.07	4x Puka pads
						4610	170	32.91	Turbine planting-from donation
						4820	142	23.74	Bamboo canes x2
						347	0	-23.74	Bamboo canes x2
						6000	142	23.74	Bamboo canes x2
						4820	142	1.97	Heavy duty scissors
						347	0	-1.97	Heavy duty scissors
						6000	142	1.97	Heavy duty scissors
						4140	120	3.00	Monthly fee
6/12/2019	TDP Ltd	V1432-BACS	-601.94		-100.32	4590	142	-501.62	89407-HornC Picnic Bench VAT E
6/12/2019	TDP Ltd	V1432-BACS	601.94			4590	142	601.94	Inv.89407-HornC Rd Bench
7/12/2019	Teresa Strange	V1471-S/O	5.30			4190	120	5.30	Reimburse-Out of hours mobile
1/12/2019	Unity Trust Bank	V1472	1.20			4140	120	1.20	Handling Charge
1/12/2019	Unity Trust Bank	V1473	24.90			4140	120	24.90	Service Charge
Total Payments for Month			26,041.63	0.00	2,192.90			23,848.73	
Balance Carried Fwd			84,682.80						
Cashbook Totals			110,724.43	0.00	2,192.90			108,531.53	

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Fixed Term Deposit

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	608,000.00					608,000.00	
	Banked: 12/12/2019	582,000.00						
13634844	Current Account & Instant Acc	582,000.00			200		582,000.00	Fixed Term Deposit
Total Receipts for Month		582,000.00	0.00	0.00			582,000.00	
Cashbook Totals		<u>1,190,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>1,190,000.00</u>	

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Fixed Term Deposit

For Month No: 9

Payments for Month 9

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>
9/12/2019	Current Account & Instant Acc	M136219040	608,000.00			200		608,000.00	V1411-Fixed Term Deposit retur
Total Payments for Month			608,000.00	0.00	0.00			608,000.00	
Balance Carried Fwd			582,000.00						
Cashbook Totals			1,190,000.00	0.00	0.00			1,190,000.00	