

22.5.23 Annual Council agenda _____	3
AGENDA ITEM 08 - Report from Cllr Seed _____	6
AGENDA ITEM 09 (a) - Standing Orders for review _____	7
AGENDA ITEM 09 (b) - MWPC Complaints Procedure for review _____	38
AGENDA ITEM 10 - Clerk's Note for Code of Conduct _____	40
AGENDA ITEM 10 (a) - WC communication re Code of Conduct _____	41
AGENDA ITEM 10 (b) - MWPC Code of Conduct _____	45
AGENDA ITEM 10 (c) - WC Social Media Guidance _____	55
AGENDA ITEM 10 (c) - MWPC social media policy _____	60
AGENDA ITEM 10 (d) Roles & responsibilities of a Parish Councillor - adopted May 2018 _____	64
AGENDA ITEM 11 - Objectives and Priorities for 22-23 and 4 year term _____	65
AGENDA ITEM 12 - Committee Structure and Terms of Reference _____	66
AGENDA ITEM 13 - Committees & Working Parties _____	71
AGENDA ITEM 14 - Email from Whitley Reading Rooms Re Rep _____	72
AGENDA ITEM 14 - Organisation representatives _____	73
AGENDA ITEM 15 - Revised dates of meetings _____	74
AGENDA ITEM 15 - Change of dates _____	76
AGENDA ITEM 16 (a) - 24.4.23 Full Council minutes.FIN _____	77
AGENDA ITEM 18 (a, b) - Minutes of Finance Committee 15.5.23 _____	114
AGENDA ITEM 18 (c) - Receipts and Payments- Cashbook 1 Lloyds _____	119
AGENDA ITEM 18 (c) Receipts and Payments- Cashbook 2 Unity- REDACTED _____	122
AGENDA ITEM 18 (c) - Receipts and Payments- Cahsbook 3 Fixed Term _____	125
AGENDA ITEM 18 (c) Receipts and Payments- Cashbook 4 instant access savings account _____	127
AGENDA ITEM 18 (f)- Pension ER Rates for employees _____	129
AGENDA ITEM 19 (a) - Practice_Note_COMMUNITY SPEEDWATCH, TEMPORARY SPEED INDICATOR DEVICES, & CIVILIAN DEPLOYED ANPR CAMERAS _____	130

AGENDA ITEM 19 (b) - Solagen quote _____	141
AGENDA ITEM 20 (a) - New Berryfield Hall - PV battery commissioned REDACTED _____	142
AGENDA ITEM 20 (b) - Land made good following demolition of old village hall _____	147
AGENDA ITEM 20 (c) - Correspondence with Bellway _____	148
AGENDA ITEM 20 (c) - Costs of work undertaken at Whitworth play area ____	156
AGENDA ITEM 20 (d) - Land transfer Davey Play Area from T Wimpey ____	158
AGENDA ITEM 21 (a) - Carers week 2023 advert _____	159
AGENDA ITEM 21 (a) - Carers Week background info _____	160
AGENDA ITEM 21 (b) - Melksham Museum request 1 _____	161
AGENDA ITEM 21 (b) - Melksham Museum request 2 _____	163
AGENDA ITEM 21 (c) - New police sergeant for Melksham _____	164
AGENDA ITEM 21 (d) - Cash Access UK _____	165
AGENDA ITEM 22 - Climate Friendly objective - Shurnhold Fields _____	167



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 16 May 2023

Dear Members

You are summoned to attend the **Annual Council Meeting** of Melksham Without Parish Council which will be held on **Monday 22 May at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09>

Or go to www.zoom.us or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985**
Passcode: 070920. Instructions on how to access Zoom are on the parish council website www.melkshamwithout.co.uk. If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

Yours sincerely

A handwritten signature in black ink that reads "Strange".

Teresa Strange, Clerk

YOU CAN ACCESS THE AGENDA PACK HERE



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AGENDA

1. **Welcome, Announcements & Housekeeping**
2. **Appointment of Chair**
3. **To receive the Chair's Declaration of Acceptance of Office**
4. **Appointment of Vice Chair**
5. **To receive Apologies and approval of reasons given**
6. **To consider holding items in Committee due to confidential nature**
Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business (16b) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
7. **Declarations of Interest:**
 - a) To receive declarations of interest
 - b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.
8. **Public Participation & Invited Guests**
 - Wiltshire Councillor Nick Holder, Bowerhill
 - Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold
 - Wiltshire Councillor Jonathan Seed, Melksham Without West & Rural
9. **Standing Orders & Council Policies:**
 - a) To review Melksham Without Parish Council Standing Orders and consider if any updates are required (amendments to stand adjourned for adoption at June Full Council meeting)
 - b) To review and adopt Complaints Procedure
10. **Code of Conduct:**
 - a) To note update from Wiltshire Council on its new Code of Conduct and top tips for councillors
 - b) To review and adopt Code of Conduct (& Protocol for Member/Officer Relationship)
 - c) To review social media guidance and policy and adopt
 - d) To review "Roles & Responsibilities of a Councillor" and adopt
11. **Parish Council Objectives:**
 - a) To review Objectives for 2022/23 and set Parish Council Objectives for 2023/24
 - b) To review Priorities for Term of Council (2021-2025)
12. **To review and adopt revised "Committee Structure & Terms of Reference"**
13. **Appointment of Committees & Working Parties 2023/24**
 - a) Asset Management Committee

- b) Finance Committee
- c) Highways & Street Scene Committee
- d) Planning Committee
- e) Staffing & Resources Committee
- f) Working Parties

14. Appointment of Organisation Representatives 2023/24

15. To note dates of meetings for 2023/24

- a) To approve venue for **Annual Parish meeting** 15 April 2024

- 16.**
- a) To approve the Minutes of the **Full Council** meeting held on 24 April 2023
 - b) To approve the **Confidential Notes to accompany the Full Council** minutes of 24 April 2023

17. Planning:

- a) To approve the Minutes of the Planning Committee meeting held on 15 May 2023
- b) To formally approve Planning Committee recommendations of 15 May 2022

18. Finance:

- a) To approve the Minutes of the Finance Committee meeting held on 15 May 2023.
- b) To formally approve the Finance Committee recommendations of 15 May 2023 and a quotation for sports field surface cover if obtained.
- c) To note Income/Expenditure reports for April
- d) To appoint cheque signatories/online authority for May payments
- e) To approve transfer of funds between bank accounts and fixed term deposits
- f) To note new employer pension contribution rates

19. Highways

- a) To note new guidance for SIDs (Speed Indicator Device) published by Wiltshire Council
- b) To approve Solagen quote to reprogram (old) device (deferred from previous meeting)
NB: seeking clarification that the quote allows the device to meet the new guidance

20. Asset Management

- a) To note PV battery has now been installed & commissioned at Berryfield Village Hall (last of outstanding works)
- b) To note following demolition of the former Berryfield Village Hall the area has been re-seeded and the security fencing removed (last of outstanding works)
- c) To note update on Whitworth Play Area under delegated powers
- d) To consider aspects of land transfer of Davey Play Area (if received)

21. Community projects/partnership organisations:

- a) To note 'Melksham Carers' event to be held at the Assembly Hall on Friday 9 June from 4pm-7.00pm and to consider if the Parish Council wishes to be involved
- b) To consider supporting a request for a Melksham Museum
- c) To note Sergeant Gemma Rutter has joined Melksham Neighbourhood Policing Team replacing Sergeant James Twyford.
- d) To receive update on recent meeting with Cash Access UK

22. Meeting the Climate Friendly Objective: Works planned at Shurnhold Fields

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WILTSHIRE COUNCILLOR NEWS FROM JONATHON SEED

I write this message after an unusually cool month of May but just in advance of my departure for a week in the warmth of the coast of Croatia for a small family celebration. May was a month of national celebration and how good it was to be able to watch the Coronation of our new King on TV, albeit taking place in the rain. The reduced ceremony from that of seventy years ago was clearly a success but also very moving. State ceremony is something that our Country can be very proud of and something that we are very good at. I have personal experience of just how much is involved in all of this having served for several years at mounted ceremonial duty with the King's Troop RHA in London in the eighties. Many of those who come to watch the hugely successful execution of the Coronation ceremony and parade are from abroad and it an interesting response to those who question the cost of it all that over the Coronation weekend there was not a hotel room to be had in London and an estimate of £1billion was earned in tourism.

Back to Wiltshire where I have been spending a good deal of time on local planning issues. These range from concerns of Parish Councils on larger applications to much more localised individual concerns, many of which affect daily lives. I have sat on a planning committee of some sort for fifteen years on various Councils and so bring a good deal of experience to the subject. I am always happy to help where I can and it is particularly satisfying to be able to help get results for Parish Councils where they are concerned about larger applications. Latterly I have worked closely and in great detail with Melksham Without Parish Council on detail of an application for 144 houses in Berryfields and was pleased to see that we were able to get the concessions that the community wanted in the Western Area Planning Committee where I had asked the matter to be determined. I was also pleased to help to resist the latest forced application for 30 houses in Semington, a village which has had more than its fair share of predatory applications in recent years. In addition there are several small applications that could affect residents that I am working on and let's hope we can get a sensible resolution that does not blight neighbours lives. The point of all of this is that if you have a planning concern I am happy to listen to it and to help if I can.

Finally if any resident needs to contact me on any local government issue of concern then please feel free to do so by e-mail or phone.

Jonathon.seed@wiltshire.gov.uk

Tel. 07770774463



MODEL STANDING ORDERS 2018 (ENGLAND)

Melksham Without Parish Council Standing Orders

**Adopted at Annual Council Meeting 16 May 2022
Reviewed and adopted at Full Council 20 Feb 2023**

National Association of Local Councils (NALC)
109 Great Russell Street
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INTRODUCTION	4
1. RULES OF DEBATE AT MEETINGS	6
2. DISORDERLY CONDUCT AT MEETINGS.....	8
3. MEETINGS GENERALLY.....	8
4. COMMITTEES AND SUB-COMMITTEES	12
5. ORDINARY COUNCIL MEETINGS	13
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES	16
7. PREVIOUS RESOLUTIONS	16
8. VOTING ON APPOINTMENTS	17
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER.....	17
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE.....	18
11. MANAGEMENT OF INFORMATION	19
12. DRAFT MINUTES	20
13. CODE OF CONDUCT AND DISPENSATIONS	21
14. CODE OF CONDUCT COMPLAINTS.....	22
15. PROPER OFFICER.....	2322
16. RESPONSIBLE FINANCIAL OFFICER.....	24
17. ACCOUNTS AND ACCOUNTING STATEMENTS.....	2524
18. FINANCIAL CONTROLS AND PROCUREMENT	26
19. HANDLING STAFF MATTERS.....	2827
20. RESPONSIBILITIES TO PROVIDE INFORMATION	28
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	29
22. RELATIONS WITH THE PRESS/MEDIA.....	29
23. EXECUTION AND SEALING OF LEGAL DEEDS.....	29
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS	30
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES	30
26. STANDING ORDERS GENERALLY	30
27. ELECTIONS AND CO-OPTION.....	28

INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and,

unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c) A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d) If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f) If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g) A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- h) If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- i) Subject to standing order 1(j), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- j) One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- k) A councillor may not move more than one amendment to an original or substantive motion.
- l) The mover of an amendment has no right of reply at the end of debate on it.
- m) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of

debate on the final substantive motion immediately before it is put to the vote.

- n) Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i) to speak on an amendment moved by another councillor;
 - ii) to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii) to make a point of order;
 - iv) to give a personal explanation; or
 - v) to exercise a right of reply.
- o) During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- p) A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- q) When a motion is under debate, no other motion shall be moved except:
 - i) to amend the motion;
 - ii) to proceed to the next business;
 - iii) to adjourn the debate;
 - iv) to put the motion to a vote;
 - v) to ask a person to be no longer heard or to leave the meeting;
 - vi) to refer a motion to a committee or sub-committee for consideration;
 - vii) to exclude the public and press;
 - viii) to adjourn the meeting; or
 - ix) to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- r) Before an original or substantive motion is put to the vote, the

chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

- s) Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (5) minutes without the consent of the chairman of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b) If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c) If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. **MEETINGS GENERALLY**

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public**

thanksgiving or mourning.

- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. It is desirable that the following matters be treated as confidential a) engagement, terms of service, conduct and dismissal of employees; b) terms of tenders and proposals and counter proposals in negotiations for contracts; c) preparation of cases in legal proceedings; d) the early stages of any dispute.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than (5) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst**

- the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).
- p The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- r The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.
- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request

of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of (3) hours and shall finish no later than 10pm and 9.30pm on a Friday
- y In the event of the death of the Sovereign or another member of the Royal family or a national figure, the Clerk, as Proper Officer, will have delegated powers to action any time sensitive decisions, following confirmation by email by members of the Council or relevant Committee as appropriate. With regard to any planning application or highway requests for the LHFIG (Local Highway Footways Improvement Group) that are time sensitive, for the Clerk to have delegated powers to submit comments/requests following an informal meeting of the relevant members.

4. COMMITTEES AND SUB-COMMITTEES

- a) **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b) **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c) **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d) The Council may appoint standing committees or other committees as may be necessary, and:
 - i) shall determine their terms of reference;
 - ii) shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii) shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv) shall, subject to standing orders 4(b) and (c), appoint and

determine the terms of office of members of such a committee;

- v) may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer () days before the meeting that they are unable to attend;
- vi) shall permit a committee to appoint its own chairman at the first meeting of the committee;
- vii) shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- viii) shall determine if the public may participate at a meeting of a committee;
- ix) shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- x) shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xi) may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a) **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b) **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c) **If no other time is fixed, the annual meeting of the Council shall take place at 7pm**
- d) **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

- e) **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f) **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g) **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h) **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i) **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j) Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i) **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii) Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii) Receipt of the minutes of the last meeting of a committee;

- iv) Consideration of the recommendations made by a committee;
- v) Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi) Review of the terms of reference for committees;
- vii) Appointment of members to existing committees;
- viii) Appointment of any new committees in accordance with standing order 4;
- ix) Review and adoption of appropriate standing orders. NB: Financial Regulations are reviewed by the Finance Committee held in May/June and adopted at the June Full Council meeting.
- x) NB: Review of arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses to be reviewed by the appropriate committee.
- xi) Review of representation on or work with external bodies and arrangements for reporting back;
- xii) In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii) NB: Review of inventory of land and other assets including buildings and office equipment to be reviewed by Asset Management Committee in May/June/July and approved at June/July Full Council meeting. NB: Confirmation of arrangements for insurance cover in respect of all insurable risks to be undertaken by the Finance Committee in May under delegated powers.; NB: Council's and/or staff subscriptions to other bodies to be reviewed at the Finance Committee in May/June and approved by the June Full Council.
- xiv) Review of the Council's complaints procedure;
- xv) NB: Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*); to be reviewed by the Finance Committee in May/June and approved by the June Full Council.
- xvi) NB: Council's policy for dealing with the press/media to be reviewed by the Staffing & Resources Committee and approved by the following Full Council meeting. NB: Council's employment policies and procedures to be reviewed by the Staffing &

Resources Committee and approved by the following Full Council meeting. NB: Council's expenditure incurred under s137 of the Local Government Act 1972 or the general power of competence to be reviewed by the Finance Committee in May/June and be approved by the June Full Council.

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~~xvi)~~xvii) Confirming the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. NB: The dates are determined earlier in the council calendar to ensure that diary commitments are made.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chairman of a committee does not call an extraordinary meeting within (3) days of having been requested to do so by (2) members of the committee any (2) members of the committee may convene an extraordinary meeting of the committee

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (5) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (10) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (8) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the

motion on the agenda shall be final.

- g The Clerk shall date and time every motion received. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or

xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e Confidential Notes:
 - (i) A Confidential Note for a related Minute will be marked "confidential", produced on pink paper and circulated to Members AT THE MEETING. It will be signed with the public Minute of the same number. MEMBERS MUST RETURN THE CONFIDENTIAL NOTE AT THE END OF THE MEETING FOR CONFIDENTIAL DISPOSAL **(Deferred for review by IT Working Group following Full Council on 20 February 2023)**
 - (ii) The Council Master Minute Book only will include the letter C next to the open Minute eg. Min. 491/14C.
 - (iii) The Confidential Note for the Minute, along with the public version of the same Minute, will be retained in a separate file marked

“Confidential Notes for Minutes” in the Clerk’s office, out of reach of the public.

- (iv) A list to be kept of Confidential Notes for Minutes at the front of the file, to show the date, subject and Minute number.

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
-
-
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes

or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required, and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (7?) days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and

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procedures;

- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority
- xv. The Clerk shall notify all members of Council of every new planning application and planning application decision made on a weekly basis, by forwarding the local authority notification email to all councillors and add all planning applications received by the Council on the agenda of the Planning Committee who meet every 21 days and have delegated powers to submit comments to the local authority
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported ~~and~~ which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d At the Finance Committee meeting in May/June, the Responsible Financial Officer shall provide:
 - i. each committee member with a statement summarising the Council’s receipts and payments (or income and expenditure) for the year to date for information; and
 - ii. to the committee member the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to the Finance Committee to review in May/June and then to all councillors with the agenda papers for approval by the Full Council in June. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of

tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of the Staffing & Resources committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of [the Staffing & Resources committee] or, if he is not available, the vice-chairman (if there is one) of [the Staffing & Resources committee] of absence occasioned by illness or other reason and that person shall report such absence to the Full Council at its next meeting.
- c The chairman of [the Council and the chairman of the Staffing & Resources committee or in their absence, the vice-chairmen] shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk. The reviews and appraisal shall be reported verbally and are subject to approval by resolution by Full Council.
- d In line with the Council's adopted Grievance Policy, wherever possible, any grievance should be raised informally with the employee's line manager (the Clerk). In the case of the Clerk to the Council raising a grievance this should be directed to the Chairman for the Council unless the complaint is about the Chairman in which case another Member can be identified to handle the Clerk's concerns. The recipient of the grievance from the Clerk should share the grievance with the Staffing & Resources committee and the issues should be treated with discretion and confidentiality at all times.
- e If the employee does not consider it appropriate to raise the grievance informally, or if requested by the person the employee spoke to informally, then the employee should submit a formal grievance in writing to the Clerk, or in the case of the Clerk, to the Chairman.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 11(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015 if its gross annual income or expenditure (whichever is higher) exceeds £200,000.

- 21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**
(Below is not an exclusive list).

See also standing order 11.

- a **The Council may use a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

- 22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

- 23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall**

alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised no councillor shall:
 - i inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (2) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

27. **ELECTIONS AND CO-OPTION**

- a The Council will advertise any vacancy in the local press, council and community noticeboards, council website and social media sites.
- b Polling cards will **NOT** be issued by Wiltshire Council if a contested election is held for any vacant seat. **Election promotion will be via a full page advert in the Melksham News plus the methods in 27.a) to advertise a vacancy.**
- c Prospective candidates being considered for co-option will be required to provide the council with a written statement of interest and to attend the Full Council Meeting when the vote takes place (where possible) to make a short presentation.
- d Co-option voting will take place during the relevant Full Council meeting by a show of hands against the name of the candidate(s) they wish to see co-opted. Candidates will only be accepted if they have received a majority vote.
- e Candidates with the lowest vote will be eliminated and the Candidate with the highest vote will be duly elected. Where there is a tie, members will be required to repeat the process with just those candidates until a candidate has achieve a majority vote.
- f The Council reserve the right to not co-opt a prospective candidate, even if they are the only candidate, if they do not consider the candidate to be suitable for the seat.



MELKSHAM WITHOUT PARISH COUNCIL

COMPLAINTS PROCEDURE

Adopted on 16th May 2022

1. Melksham Without Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. Complaints by one Council employee against another Council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2. Complaints against Councillors. Complaints against Councillors are covered by the Code of Conduct for Members adopted by the Council at its annual meeting every May and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Wiltshire Unitary Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Wiltshire Unitary Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.

6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Complaints Committee of the Council [or to the Council (as appropriate)].
8. The Clerk or the Complaints Committee of the Council or the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Complaints Committee of the Parish Council or to the full Council (as appropriate) and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Contacts

The Clerk – Mrs Teresa Strange
Melksham Without Parish Council

Sports Pavilion
Westinghouse Way
Bowerhill
MELKSHAM
Wilts SN12 6TL

Telephone: 01225 705700
Email: clerk@melkshamwithout.co.uk

The Chair - Cllr John Glover
15 Wellington Drive
Bowerhill
MELKSHAM
SN12 6QW

Email: john.glover@melkshamwithout.co.uk

Clerk's Note

Agenda Item 10 Code of Conduct

Wiltshire Council have recently updated their Code of Conduct to reflect the LGA (Local Government Association) version that was published in 2020.

Whilst Wiltshire Council are the Monitoring Office where any complaints of a breach of the Code go, you do not have to use their code of conduct, but can have your own. You reviewed the new LGA version in May 2021 and felt that the MWPC one was fine, and just needed some headings etc to make it an easier, more digestible read, which Councillor Shona Holt undertook in liaison with the Clerk.

There is a view that using the Wiltshire Council version makes it easier for them to police/interpret but I have not heard that from WC since the new Monitoring Officer, Perry Holmes has been in place.

Following advice from another local council that when a breach had occurred that the Officer/Member Protocol was not included in deliberations as was an appendix to the Code of Conduct, the parish council incorporated their Protocol with their Code to ensure that would not be the case moving forward. It seems to me that the WC Code is more detailed than the MWPC one, but perhaps the MWPC with the Protocol incorporated is more detailed in total.

There is a communication from Wiltshire Council, to parish/town councils regarding their updated Code, which is included in your agenda pack, it has some useful links and a top tips section. There is also some social media guidance which is useful, and they mention that although its not part of their code, that if you do not adhere to the guidance that it would be considered a breach of the Code, which may be something that you want to consider. I have therefore added an agenda item with the WC guidance and your current social media policy for you to consider.

Also attached to the WC Code is an appendix with Roles & Responsibilities and whilst not appropriate for your role as parish councillors, I have included in the agenda pack a version from WALC (Wiltshire Association of Local Councils) that you may also wish to review and adopt; you have done so in the past.

The newsletter from WC also mentions their Positive Conduct equals Positive Democracy Charter which you did sign up to in October last year.



13 April 2023

Dear Town and Parish councils

- Wiltshire Council has adopted a new Code of Conduct for Councillors
- Update on the Positive Conduct, Positive Campaign and Charter
- Councillor Conduct – 7 Quick Tips

Wiltshire Council adopts a new Code of Conduct for Councillors

Wiltshire Council has adopted a new Code of Conduct for members and it is available on our website [here](#). The new Code is an amended version of the model Code of Conduct produced by the Local Government Association (LGA) following consultation with the sector (available [here](#)).

Under the Localism Act 2011, all councils are required to have a Councillor Code of Conduct. Individual councils set their own codes, but they must set out general principles of conduct and reflect the seven ethical standards for public life known as the Nolan Principles (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership).

As the principle authority in the area, Wiltshire Council is responsible for assessing all complaints made about all local councillors but they are assessed against the relevant council's code.

Wiltshire Council's new Code is more detailed and specific than the previous version, setting out expectations on councillors across the following behaviours:

1. Respect
2. Bullying, harassment, and discrimination
3. Impartiality of officers of the council
4. Confidentiality and access to information
5. Disrepute
6. Use of position
7. Use of local authority resources and facilities
8. Complying with the Code of Conduct
9. Interests
10. Gifts and Hospitality
11. Taking Decisions

New guidance accompanying the Code has also been developed, giving more detailed advice on how it should be interpreted and when it may be in force (e.g. on social media).

Positive Conduct, Positive Democracy campaign

Last year Wiltshire Council launched its Positive Conduct, Positive Democracy campaign for local councillors and clerks (more details [here](#)). The campaign seeks to build on the good work already happening in the county, sharing good practice and finding solutions to any barriers preventing positive local democracy in Wiltshire.

The campaign began with a **webinar** that focused on how local councillors and clerks can avoid Code of Conduct issues occurring. A video of the 1-hour session is available on YouTube ([link](#)). A second webinar will take place later this year covering responsibilities around registering and declaring interests. This is an area that can cause

confusion, lead to complaints and even criminal sanctions, so all councillors are encouraged to attend. Further details will be circulated soon.

We have also created a **Positive Conduct equals Positive Democracy Charter**. We are encouraging all local councillors and clerks to sign up to the Charter, to show their commitment to being a positive conduct ambassador and to promoting high standards in public life. Digital and printable versions are available on the Positive Conduct webpage. If you sign the Charter and email us to confirm you've done so, we will send you a special email signature banner to use, demonstrating that you are a Charter signatory.

Councillor Conduct – 7 Quick Tips

The Positive Conduct, Positive Democracy website includes a **Toolkit** (available [here](#)) for councillors and clerks that is full of practical advice and resources to support the smooth running of local council meetings and to deal with challenging local issues. For now, here are 7 quick tips to help you:

1. **Emails:** Encourage your council to adopt dedicated council email addresses for members. These should be used only in that capacity, with members' personal email addresses always used for personal correspondence. This provides clarity and transparency for everyone.
2. **Social media:** A good rule of thumb is, if you wouldn't say it in person or on the telephone, then don't say it on social media. You may be considered to be acting in your official capacity.
3. **Interests:** Carefully read your Code of Conduct's requirements on interests, as well as the relevant guidance from Central Government ([link](#)). If you are in doubt about your level of pecuniary or non-pecuniary interest, do declare. Better to be safe than sorry.
4. **Planning:** If you have your own application or live very near to one, consider whether you should be involved in formal meetings or discussions about it.

5. **Chairing:** Get to know your council's standing orders, so you know them without having to look them up. This will make you a more confident Chair and one who operates consistently within your own council's procedures.
6. **Abuse and threats:** Do not tolerate people being abusive, intimidatory or threatening towards you. You are entitled to stop any such conversations or interactions in person or online and if appropriate report the person to the local authority, social media provider or the police.
7. **Acting early:** If you identify a potential conduct issue, address it early, as small issues can quickly spiral. If you identify a potential conduct issue and don't know what to do, contact the [Wiltshire Association of Local Councils](#) (WALC) and clerks the [Society for Local Council Clerks](#) (SLCC).

If you have any thoughts or ideas about councillor conduct, please do get in touch at governance@wiltshire.gov.uk – we'd love to hear from you.





MELKSHAM WITHOUT PARISH COUNCIL

Code of Conduct/ Protocol on Member/Officer Relations

Code of Conduct

General principles

You are a member or co-opted member of Melksham Without Parish Council and hence you shall have regard to the following principles - **selflessness, integrity, objectivity, accountability, openness, honesty and leadership.**

Standards of councillor conduct

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the following requirements, by leadership and example.

Accordingly, when acting in your capacity as a member or co-opted member:

1. You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
2. You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
3. When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
4. You are accountable for your decisions to the public and you must cooperate fully with whatever scrutiny is appropriate to your office.
5. You must be as open as possible about your decisions and actions and

the decisions and actions of your authority, and should be prepared to give reasons for those decisions and actions.

6. You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties, and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out below:
7. You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

Registering and declaring pecuniary and non-pecuniary interests

8. You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living as a husband or wife, or as if you were civil partners.
9. In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interests which your authority has decided should be included in the register.
10. If an interest has not been entered onto the authority's register you must disclose the interest to any meeting of authority at which you are present, whereby you have a disclosable interest in any matter being considered and where the matter is not a sensitive interest.
11. Following any disclosure of an interest which is not on the authority's Register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.
12. Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your authority.

Protocol On Member/Officer Relations

1. Introduction and Principles

- 1.1 The purpose of this Protocol is to guide Members and Officers of the Council in their relations with one another in such a way as to ensure the smooth running of the Council and to satisfy the ethical standards required.
- 1.2 Given the variety and complexity of such relations this Protocol does not seek to be either prescriptive or comprehensive. It simply offers guidance on some of the issues which most commonly arise. It is hoped, however, that the approach which it adopts to these issues will serve as a guide to dealing with other circumstances.
- 1.3 This Protocol is to a large extent a written statement of current practice and convention. It seeks to promote greater clarity and certainty. If the Protocol is followed, it should ensure that Members receive objective and impartial advice and that Officers are protected from accusations of bias and any undue influence from Members.
- 1.4 This Protocol is consistent with the Members' Code of Conduct. Consequently, a breach of the provisions of this Protocol may also constitute a breach of these Codes.
- 1.5 This Protocol should be read in conjunction with the Codes of Conduct, and any guidance issued by the Standards Committee and/or Monitoring Officer of Wiltshire Council.

2. Limitations of Members' Authority

- 2.1. The authority of Members is collective and, as individuals, they have no authority to issue specific directions to any employee, or make criticism directly. Members must not formally inspect any Parish Council property without authority or issue orders or correspondence.
- 2.2. The long standing requirements on Members, as employers, were re-affirmed in law by an Employment Appeals Tribunal, *Moore v Bude & Stratton Town Council*. This confirmed that the Council collectively was the employer, that the unofficial actions of an individual Member could destroy the entire basis of the employer/employee relationship and that employees were entitled to a "reasonably congenial working relationship".

3. The Relationship: General Points

- 3.1 Whilst both Members and Officers are servants of the public and they are indispensable to one another the responsibilities are distinct. Members are responsible to the electorate and serve only so long as their term of office lasts. Members are responsible for setting policy. Officers are responsible to

the Council. Their job is to give advice to Members and the Council, and to carry out the Council's work under the direction and control of the Council and its various bodies.

- 3.2 At the heart of the Codes and this Protocol, is the importance of mutual respect. Member/Officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between Members and Officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.
- 3.3 Members must respect the impartiality and integrity of all the Council's Officers. Similarly, all Officers must respect the role of Members as elected representatives.
- 3.4. Inappropriate relationships can be inferred from language/style. To protect both Members and Officers, Officers should address Members at all formal meetings as Councillor or Chair. Save where circumstances clearly indicate that a level of informality is appropriate. Similarly, when addressing Officers at formal meetings of the Council, Members should address Officers by their post title.
- 3.5 A Member should not raise matters relating to the conduct or capability of an Officer in a manner that is incompatible with the objectives of this Protocol. This is a longstanding tradition in public service. An Officer has no means of responding to criticisms in public. If a Member feels he/she has not been treated with proper respect, courtesy or has any concern about the conduct or capability of an Officer, he/she should raise the matter with the Clerk. Any action taken against an Officer in respect of a complaint, will be dealt with in accordance with this policy. If the concern relates to the Clerk then the Member should raise the issue with the Chairman.
- 3.6 An Officer should not raise matters with a Member relating to the conduct or capability of another Officer in a manner that is incompatible with the overall objectives of this Protocol.
- 3.7 Where an officer feels that he/she has not been properly treated with respect and courtesy by a Member, he/she should raise the matter with the Clerk. In these circumstances the Clerk will take appropriate action either by approaching the individual Member and/or the Chairman or by referring the matter to the Monitoring Officer in accordance with the Code of Conduct.

4. Roles Of Members And Officers

- 4.1 Members have four main roles:
 - Determining the policy of the Council
 - Monitoring and reviewing the performance of the Council in implementing that policy and delivering services

- Representing the Council externally
- Acting as advocates on behalf of their constituents and the wider community

4.2 Officers have the following main roles:

- Initiating policy proposals
- Implementing agreed policy, managing and providing services and being accountable for the efficiency and effectiveness of the services provided
- Providing professional advice to the Council, its various bodies and individual members
- Ensuring the Council always acts in a lawful manner

5. The Council Decision Making Process

5.1 Day to day decision making remains the responsibility of the Clerk as delegated by the Parish Council.

5.2 Members must always remember that decisions and policies, once determined by the Parish Council are binding.

6. The Relationship: General Points

6.1 Officers are responsible for day-to-day managerial and operational decisions within the Council and will provide support to all Members in their various roles.

6.2 In giving such advice to Members and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and make recommendations. Members should not seek to pressure the Officer to make a recommendation contrary to the Officer's professional view because of their wish to express a contrary view.

6.3 The Clerk has certain statutory roles which need to be understood and respected by all Members. Members must respect these statutory obligations, must not obstruct the Clerk in the discharge of his/her responsibilities and must not victimise him/her for discharging his/her responsibilities.

6.4 The following key principles reflect the way in which Officers generally relate to Members:-

- All Officers are employed by, and accountable to the Council as a corporate body
- Support from Officers is needed for all of the authority's functions
- Day to day managerial and operational decisions should remain the responsibility of the Clerk and other Officers and
- All Officers will be provided with training and development to help them support the various Member roles effectively.

- 6.5. Finally, it must be remembered that Officers within the Parish Council are accountable to the Clerk and whilst Officers should always seek to assist a Member, they must not, in so doing, go beyond the bounds of whatever authority they have been given by the Clerk.

7. Preparation Of Council Agendas, Minutes And Reports And Conduct Of Meetings

- 7.1. The Clerk, or other appointed Officer, although responsible under statute for preparing the agendas for all meetings of the Parish Council, Committees, Subcommittees and Working Parties and for circulation of them to meet statutory requirements, will normally do so in consideration with the appropriate Chair. Additional matters for discussion may only be considered at the discretion of the Chair, in agreement with the Clerk.
- 7.2. The Clerk, or other appointed Officer, is responsible for the content of all Minutes and for circulation of them to meet statutory requirements.
- 7.3. An Officer will be present at all meetings involving Members of the Parish Council and will advise on any questions relating to Standing Orders, Financial Regulations, legal requirements or committee procedures and will produce formal minutes of the meeting.
- 7.4. When a named Officer has produced a written report for the consideration of Members he/she is known as the "lead Officer" for the particular topic and is always given the opportunity to introduce the report and answer any questions about it, preferably having received notice verbally or in writing.
- 7.5. The lead Officer may not necessarily be the same Officer who attends to give advice on legal requirements or procedures and produce the minutes as referred to in 7.3 above.
- 7.6. All Committee reports will contain a Recommendation where appropriate, which formally sets out the best advice from the Officer concerned, although the decision to accept this or not rests with the Members. Members should raise issues with that Officer prior to the meeting if at all possible.
- 7.7. Any Member is entitled to submit a Notice of Motion relevant to some question over which the Parish Council has power or which affects its area, for inclusion on the Parish Council Agenda. It must be received by letter or email by 7 days before the council meeting. Any such motion, on being adopted, would stand referred to the relevant Committee if it related directly to the Parish Council's services.
- 7.8. Unless authorised otherwise by the Chair of the meeting concerned, during Committee meetings, all mobile telephones and other electronic devices will be switched to silent.,.

- 7.9 All Members shall seek the advice of the Clerk where they consider there is doubt about the vires for a decision or where they consider a decision might be contrary to pre-determined policies of the Council.
- 7.10 Members and Officers should be mutually supportive in order to minimise any potential embarrassment to the Council. Criticism of officers should be dealt with in private and, by the same token, Officers will never be publicly critical of the Council or its policies.

8. The Relationship: Officer Support: Member And Party Groups

- 8.1 It must be recognised by all Officers and Members that in discharging their duties and responsibilities they serve the Council as a whole.
- 8.2 The only basis on which the Council can lawfully provide support services (e.g. stationery, typing, printing, photo-copying, transport etc) to Members is to assist them in discharging their role as Members of the Council. Such support services must therefore only be used on Council business. They should never be used in connection with party political or campaigning activity.

9. Members' Access To Information And To Council Documents

- 9.1 Members have the right to ask for information pursuant to their legal rights to information. This right extends to such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as a Member of the Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Clerk.
- 9.2 As regards the legal rights of Members to inspect Council documents, these are covered partly by statute and partly by the common law.
- 9.3 Members have a statutory right to inspect any Council document which contains material relating to any business which is to be transacted by the Council.
- 9.4 The common law rights of Members remain intact and are much broader and are based on the principle that any Member has prima facie right to inspect Council documents so far as his/her access to the document is reasonably necessary to enable the Member properly to perform his/her duties as a Member of the Council. This principle is commonly referred to as the 'need to know' principle.
- 9.5 The exercise of this common law right in regard to sensitive information depends therefore, upon an individual Member being able to demonstrate that he/she has the necessary 'need to know'. In this respect a Member has no right to 'a roving commission' to go and examine documents of the Council.

Mere curiosity is not sufficient. The crucial question is the determination of the 'need to know'. This question must initially be determined by the Clerk.

- 9.6 In some circumstances (e.g. a meeting of the Council or its bodies and a Member wishing to inspect documents relating to the business of that meeting) a Member's 'need to know' will normally be presumed. In other circumstances (e.g., a Member wishing to inspect documents which contain personal information about third parties) the Member will normally be expected to justify the request in specific terms.
- 9.7 Further and more detailed advice regarding Members rights to inspect Council documents may be obtained from the Clerk.
- 9.8 Finally, any Council information provided to a Member must only be used by Members for the purpose for which it was provided, i.e. in connection with the proper performance of the Member's duties as a Member of the Council. Therefore, for example, early drafts of Committee reports/briefing papers are not suitable for public disclosure and should not be used other than for the purpose for which they were supplied.

10. Correspondence

- 10.1 Correspondence between an individual Member and an Officer should not normally be copied (by the Officer) to any other Member. Where exceptionally it is necessary to copy the correspondence to another Member, this should be made clear to the original Member. In other words, a system of 'silent copies' should not be employed.
- 10.2 Official letters on behalf of the Council should normally be sent in the name of the appropriate Officer, rather than in the name of a Member. Letters which, for example, create legal obligations or give instructions on behalf of the Council should never be sent out in the name of a Member.

11. Publicity and Press Releases

- 11.1 Local authorities are accountable to their electorate. Accountability requires local understanding. This will be promoted by the Authority by explaining its objectives and policies to the electors and taxpayer. In recent years, all local authorities have increasingly used publicity to keep the public informed and to encourage public participation. Every Council needs to tell the public about the services it provides. Increasingly, local authorities see this task as an essential part of providing services. Good, effective publicity aimed to improve public awareness of a Council's activities is, in the words of the Government, to be welcomed.
- 11.2 Publicity is, however, a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential, therefore, to ensure that local authority decisions on publicity are properly made in accordance with clear principles of good practice. The

government has issued a Code of Recommended Practice on Local Authority Publicity. The purpose of the Code is to set out such principles. The Code develops the conventions that should apply to all publicity at public expense and which traditionally have applied in both central and local government. The Code is issued under the provisions of the Local Government Act 1986 as amended by the Local Government Act 1988 which provides for the Secretary of State to issue Codes of Recommended Practice as regards the content, style, distribution and costs of local authority publicity and such other matters as he/she thinks appropriate. That section requires that all local authorities shall have regard to the provisions of any such Code in coming to any decision on publicity.

- 11.3 Officers and Members of the Council will, therefore, in making decisions on publicity, take account of the provisions of this Code. If in doubt, Officers and/or Members should initially seek advice from the Clerk. Particular care should be paid to any such publicity used by the Council around the time of an election. Particular advice will be given on this by the Clerk.
- 11.4 The Clerk is the Parish Council's press officer, and as such all press publications should be issued by the Clerk and be the view of the Council as a Corporate Body. This includes publicity on social media platforms as well as press publications.

12. Members In Their Ward Role and Officers

- 12.1 Whenever a public meeting is organised by the Council to consider a local issue, all the Members representing the Ward or Wards affected will as a matter of course, be invited to attend the meeting. Similarly, whenever the Council undertakes any form of consultative exercise on a local issue, the Ward Members will be notified at the outset of the exercise.
- 12.2 Should Members or local residents convene a local meeting; Officer attendance will be at the discretion of the Clerk and will take account of the purpose of the meeting.
- 12.3 In all circumstances, the role of Officers at such meetings is to provide information on the topic under consideration and any decision making process which might be relevant, but not to offer or share judgements. Officers will seek to assist in the effective engagement of the community but will be mindful at all times of the integrity of the formal decision making process.
- 12.4 Members attending local consultation meetings, which may on occasion give rise to heated debate, should be mindful of the restrictions on the responses available to Officers and both Officers and Members should act at all times in accordance with their respective Codes of Conduct.

13. Access To Premises

- 13.1 Officers have the right to enter Council land and premises to carry out their work.
- 13.2 Members have a right of access to Council land and premises to fulfil their duties. When making visits as individual members, member should:
- whenever practicable, notify and make advance arrangements with appropriate manager or officer in charge;
 - comply with health and safety, security and other workplace rules;
 - not interfere with the services or activities being provided at the time of the visit;
 - if outside his/her own ward notify the ward members beforehand; and
 - take special care at schools and establishments serving vulnerable sections of society to avoid giving any impression of improper or inappropriate behaviour.

14. Use Of Council Resources

- 14.1 The Council provides all members with services such as typing, printing and photocopying, and may provide goods such as stationery and computer equipment, to assist in them discharging their roles as members of the Council. These goods and services are paid for from the public purse. They should not be used for private purposes or in connection with party political campaigning activities.
- 14.2 Members should not put pressure on staff to provide resources or support which officers are not permitted to give.

15. Conclusion

- 15.1 Mutual understanding and openness on these sort of sensitive issues and basic respect are the greatest safeguard of the integrity of the Council, its Members and Officers.
- 15.2 Questions of interpretation of this Protocol will be determined by the Clerk.
- 15.3 Copies of the Protocol will be issued to all Members, upon election, and all Officers.

Protocol on Member/Officer Relations recommended for approval by the Staffing Committee 12 March 2018 (Min 492/17a(iv) and approved by Full Council 26 March 2018

Code of Conduct reviewed May 2021 and adopted 27 June 2021

***At the Full Council meeting on 26 July 2021 it was agreed to merge the Code of Conduct and Protocol on Member/Officer Relations into one Policy document (Min 164(b)/21)
Reviewed and adopted by Annual Council 16 May 2022 (Min 11/22)***

Wiltshire Council

Social media guidance for councillors.

Introduction

Social media is the term used for online tools, websites and interactive media that enable users to interact with each other by sharing information, opinions, knowledge and interests. This guidance covers social media issues over the internet and by email, smart phones, social networking sites, blogging, and tweeting.

Social media increases our access to audiences and improves the accessibility of our communication. It enables us to be more active in our relationships with citizens, partners and stakeholders and encourages people to be involved in local decision making, enabling better engagement and feedback, ultimately helping to improve the services we provide.

For the purposes of this guidance, the term 'social media' covers sites and applications including but not restricted to Facebook, Twitter, MySpace, Flickr, YouTube, LinkedIn, blogs, discussion forums, wikis and any sites which may emerge after the creation of this guidance.

Wiltshire Council acknowledges social media as a useful tool however, clear guidelines are needed for the use of social media sites to ensure they are used effectively as part of a wider communications mix and that their use does not expose the council to security risks or breach the Data Protection Act.

Purpose

This guidance applies to councillors in respect of their personal use of social media. It sets out how to use social media, how to effectively manage social media usage and indicates how any risks or pitfalls can be minimised or mitigated. The following risks have been identified with social media use (this is not an exhaustive list):

- Virus or other malware (malicious software) infection from infected sites.
- Disclosure of confidential information.
- Social engineering attacks (also known as 'phishing').
- Discrimination, bullying, harassment or witch-hunting.
- Civil or criminal action relating to breaches of legislation.
- Breach of safeguarding through the use of images or personal details leading to the exploitation of vulnerable individuals.

This document is not a part of the constitution, but is guidance provided for the assistance of members

- Breach of the Wiltshire Council Members Code of Conduct through inappropriate use.

In light of these risks, the use of social media sites should be regulated to ensure that such use does not damage the council's employees, partners and the people it serves. As such this guidance aims to ensure:

- Council information and computer systems/networks remain secure and are not compromised through the use of social media.
- Users operate within existing policies, guidelines and relevant legislation..

Councillors must ensure that they use social media sensibly and responsibly and that their use will not adversely affect the council or its business.

Responsibilities of councillors

You are personally responsible for the content you publish on any form of social media, in the same way that you are responsible for letters or emails you send. Publishing or allowing to be published (in the form of a comment) an untrue statement about a person which is damaging to their reputation may incur a libel action.

Social media sites are in the public domain and it is important to ensure you are confident of the nature of the information you publish. Once published, content is almost impossible to control and may be manipulated without your consent, used in different contexts, or further distributed.

Make use of stringent privacy settings if you don't want your social media to be accessed by the press or public. Read the terms of service of any social media site accessed and make sure you understand their confidentiality/privacy settings.

Do not disclose personal details such as home addresses and telephone numbers. Ensure that you handle any personal or sensitive information in line with the council's Data Protection Policy Statement.

Safeguarding issues are paramount because social media sites are often misused by offenders. Everyone has a responsibility for protecting and safeguarding children and adults who may be vulnerable. If you have concerns that a child or adult is suffering or is likely to suffer from any form of maltreatment (whether financial, physical, sexual, emotional or neglect) this should be reported in the following ways:

- (a) if a child or vulnerable adult is in immediate danger or left alone, contact the police or call an ambulance on 999;
- (b) in all other cases involving children, referrals should be made to Wiltshire social care services via the Council's 'Multi-Agency Safeguarding Hub'

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(MASH) on 0300 456 0108 (or out of hours via the 'Emergency Duty Service' on 0845 607 0888);

(c) in all other cases involving adults, referrals should be made to the Council's customer advisers on 0300 456 0111 (or out of hours via the 'Emergency Duty Service'), e-mail customeradvisors@wiltshire.gov.uk.

Do not publish or report on meetings which are private or internal (where no members of the public are present or it is of a confidential nature) or are Part 2 reports (which contain confidential information or matters which are exempt under the provision of the Local Government (Access to Information) Act 1985).

Copyright laws still apply online. Placing images or text from a copyrighted source (e.g. extracts from publications or photos) without permission is likely to breach copyright. Avoid publishing anything you are unsure about or seek permission from the copyright holder in advance.

Don't send or post inappropriate, abusive, bullying, racist or defamatory messages to members of the public, other councillors or officers either in or outside the work environment.

The council will not promote councillors' social media accounts during the pre-election period.

In any biography, the account should state the views are those of the councillor in question and may not represent the views of the council.

Do not use the council's logo, or any other council related material on a personal account or website.

Social media must not be used for actions that would put councillors in breach of the Wiltshire Council Members Code of Conduct For example, don't publish on social media something you wouldn't say face to face, or at a public meeting.

Be aware of your own safety when placing information on the internet and do not publish information which could leave you vulnerable.

Anyone receiving threats, abuse or harassment via their use of social media should report it to their political group leader, Democratic Services and/or the police.

It is recommended that in the case of Facebook, councillors wishing to keep their personal life and role as a councillor separate create a Facebook page which members of the public can like rather than using their personal profiles.

Conduct

Councillors are reminded that in respect of social media, they are governed by the Wiltshire Council Members Code of Conduct and relevant law.

This document is not a part of the constitution, but is guidance provided for the assistance of members

This guidance is not exhaustive and if you have any queries you should contact the monitoring officer.

Breaches of this guidance may amount to a breach of the Wiltshire Council Members Code of Conduct. Other violations of this guidance, such as breaching the Data Protection Act, could lead to fines being issued and possible criminal or civil action being taken against the council or the individual(s) involved.

The council reserves the right to request the removal of any content that is deemed to be in breach of the Wiltshire Council Members Code of Conduct.

Principles for using social media

You should follow these five guiding principles for any social media activities:

Be respectful – set the tone for online conversations by being polite, open and respectful. Use familiar language, be cordial, honest and professional at all times. Make sure that you respect people’s confidentiality – do not disclose non-public information or the personal information of others.

Be credible and consistent – be accurate, fair, thorough and transparent. Encourage constructive criticism and deliberation. Make sure that what you say online is consistent with your other communications.

Be honest about who you are – it’s important that any accounts or profiles that you set up are clearly and easily identifiable. Be clear about your own personal role.

Be responsive – make an effort to share what you know. Offer insights where appropriate and put people in touch with someone who can help if you can’t. Respond to questions and comments in a timely manner..

Be confident – don’t be scared of participating. Follow this advice and seek further guidance if you need it. If you’re about to publish something that makes you even the slightest bit uncomfortable, pause to think about it. Feel confident in what you say before you say it – and say it as clearly as you can.

Guidance on capturing social media posts

Posts made using third party sites such as Facebook or Twitter are not held or within the control of the council - posts can be deleted by site administrators without knowledge or consent of the council. In exceptional circumstances, copies of posts may be made and retained by the council, (e.g. as evidence of inappropriate posts) in line with relevant council procedures, (depending on the nature of the allegation). These copies will be held for a period dependent on the type of investigation they are subject to, (e.g. disciplinary, audit, criminal, etc).

Where inappropriate use is suspected, it is suggested that you should pro-actively attempt to capture any inappropriate posts (before they might be deleted). Copies should be made (press, 'alt+Prt Scrn,' and copy into MS Word) and reported to both

This document is not a part of the constitution, but is guidance provided for the assistance of members

the relevant authority within the council as well as following the social media sites own reporting procedures where appropriate. Please note that this is just one means of gathering evidence of inappropriate use; it does not preclude the gathering of other types of evidence, e.g. witness statements.

Relationship with other council information

This guidance should be read in conjunction with:

- Wiltshire Council Constitution Protocol 7 – Media Relations
- Information Security Social Media and Blogging Policy
- Information Security Policy
- Members Code of Conduct
- Data Protection Policy Statement
- Information Assurance Acceptable Usage Policy for email, internet and computer use



MELKSHAM WITHOUT PARISH COUNCIL

SOCIAL MEDIA POLICY

1. Policy statement

- 1.1 This policy is intended to help employees including clerks, RFO's, Executive Officers, part-time, fixed-term and casual employees (collectively referred to as employees in this policy), volunteers and members make appropriate decisions about the use of social media such as blogs, social networking websites, forums, message boards, or comments on web-articles, such as Twitter, Facebook and LinkedIn.
- 1.2 This policy outlines the standards we require employees and volunteers to observe when using social media, the circumstances in which we will monitor your use of social media and the action we will take in respect of breaches of this policy.

2. The scope of the policy

- 2.1. All employees, volunteers and members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of our council.
- 2.2. Breach of this policy by employees may be dealt with under our Disciplinary Procedures and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

3. Responsibility for implementation of the policy

- 3.1 The council has overall responsibility for the effective operation of this policy.
- 3.2 The clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our work.
- 3.3 All employees, volunteers and members should ensure that they take the time to read and understand it. Any breach of this policy should be reported

to the Clerk, (or in the case of the breach by the Clerk, to the Chairman of the Council).

- 3.4** Questions regarding the content or application of this policy should be directed to the Clerk.

4 Using social media sites in our name

- 4.1** Only the Clerk or staff as directed by the Clerk are to post material on a social media website in the council's name and on our behalf.

5 Using social media

- 5.1** We recognise the importance of the internet in shaping public thinking about our council and community. We also recognise the importance of our employees, volunteers and members joining in and helping shape local government conversation and direction through interaction in social media.

- 5.2** Before using social media on any matter which might affect the interests of the council you must:

- a) have read and understood this policy
- b) employees and volunteers must have sought and gained prior written approval to do so from the Clerk

6 Rules for use of social media

Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules:

- 6.1** Do not upload, post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.
- 6.2** Any employee, volunteer or member who feels that they have been harassed or bullied, or are offended by material posted or uploaded by a colleague onto a social media website should inform the Clerk, or Chairman of the Council as appropriate.
- 6.3** Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with the Clerk.
- 6.4** Do not upload, post or forward any content belonging to a third party unless you have that third party's consent.
- 6.5** Before you include a link to a third-party website, check that any terms and conditions of that website permit you to link to it.

- 6.6 When making use of any social media platform, you must read and comply with its terms of use.
- 6.7 Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of the council.
- 6.8 You are personally responsible for content you publish into social media tools.
- 6.9 Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- 6.10 Don't discuss employees without their prior approval.
- 6.11 Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion.
- 6.12 Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

7 Monitoring use of social media websites

- 7.1 Employees should be aware that any use of social media websites (whether or not accessed for council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under our Disciplinary Procedures.
- 7.2 Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and us.
- 7.3 In particular a serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will probably amount to gross misconduct (this list is not exhaustive):
 - a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
 - b) a false and defamatory statement about any person or organisation;
 - c) material which is offensive, obscene
 - d) criminal, discriminatory, derogatory or may cause embarrassment to the council, members, or our employees;
 - e) confidential information about the council or anyone else
 - f) any other statement which is likely to create any liability (whether criminal or civil, and whether for you or the council); or
 - g) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.

Any such action will be addressed under the Council's Disciplinary Procedures/Code of Conduct and for employees may result in summary dismissal.

7.4 Where evidence of misuse is found we may undertake a more detailed investigation in accordance with our Disciplinary Procedures, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation.

7.5 If you notice any use of social media by other employees or volunteers in breach of this policy please report it to the Clerk.

8 Monitoring and review of this policy

8.1 The Staffing & Resources Committee shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice.

Adopted by Melksham Without Parish Council Min. 091/16 at Staffing & Resources Committee held 27th June 2016, approved by Full Council meeting Min 111/16 25th July 2016.

Based on SLCC Template April 2016.

Recommended for Re-adoption by the Staffing Committee on 16 March 2020 (Min 489c/19)



MELKSHAM WITHOUT PARISH COUNCIL

ROLES AND RESPONSIBILITIES OF A PARISH COUNCILLOR

- Effectively represents the interests of their ward or parish.
- Fulfils and enacts any statutory requirements of an elected member of the Council.
- Actively and constructively contributes to good governance.
- Actively encourages community participation and citizen involvement in the work of the Council.
- Encourages people to take up their roles of active and engaged citizenship.
- Knows and has contact with key local stakeholders.
- Represents the Council to the community, and the community to the Council, using all appropriate means.
- Is a channel of communication for the ward or parish and ensures constituents are informed of services available; decisions that affect them and the reasons for those decisions.
- Develops and maintains a working knowledge of organisations (including principal councils) operating within the area which have an impact on the wellbeing of both the community and the council as a whole.
- Deals with constituents' enquiries and representations fairly and without prejudice.
- Carries out case work for constituents and represents their interests, or enables the constituents to take action to deal with the matter themselves.
- Identifies and works with local "hard to reach" and under-represented groups to ensure their views can be identified.
- Contributes to the formation of the Council's policies and plans by active involvement in the Council meetings, committees and working parties.
- Undertakes appropriate training and development to help fulfill the requirements of the Councillor role.
- Acts as the Council's representative on outside bodies and reports back on their activities.
- Champions the causes which relate to the interests and sustainability of the Council's area and campaigns for improvement in the quality of life of those living in, working in or visiting the area.

Wiltshire Association of Local Councils – January 2013

Adopted by Melksham Without Parish Council, 15th May 2017

MELKSHAM WITHOUT PARISH COUNCIL

OBJECTIVES & PRIORITIES FOR 2022/23

- Neighbourhood Plan Review
 - Implementation, monitor and use of policies
 - Review of Plan
- To input and influence the Local Plan Review and Statement of Common Ground with Wiltshire Council and Melksham Town Council
- To influence and lobby in conjunction with Wiltshire Area Local Planning Alliance (WALPA) Central Government to change the new NPPF (National Planning Policy Framework) legislation for Neighbourhood Plans protected to a 3-year land supply, to hold for more than 2 years (working with WALPA Wiltshire Area Localism & Planning Alliance)
- Water refill points – post covid to look at installing water refill points at Shaw & Bowerhill sports field
- To review the Emergency Plan (reflect on learning from Covid)
- To engage with stakeholders and contractors to ensure a smooth transition for staff, councillors and parishioners during the Parish Council's move into new office and meeting space accommodation at the Campus in Autumn 2022
- Construction of Berryfield Village Hall
- Bowerhill Sports Field enhancement project – teen shelter/gym equipment
- Shurnhold Fields car park and improved entrance project
- To continue to maintain a good working relationship with Wiltshire Council, the Area Board and all the neighbouring parishes who abut Melksham Without.
- Progress a CIL (Community Infrastructure Levy) sharing arrangement with Melksham Town Council now the Neighbourhood Plan has been adopted.
- Progress East of Melksham community centre with Melksham Town Council

LONGER TERM OBJECTIVES & PRIORITIES FOR 4 YEAR TERM OF OFFICE 2021 - 2025

- To use less paper/become more climate friendly (in line with Wiltshire Council's goal of being Carbon Neutral by 2030)
- Work towards obtaining Quality Gold Award <https://www.nalc.gov.uk/our-work/local-council-award-scheme>
- To provide enhanced access to council meetings via remote technology to improve community engagement
- To obtain mains drainage for Beanacre
- To achieve best outcome for the parish as a whole, for the A350 Bypass

Approved at Annual Council meeting on 16 May 2022



MELKSHAM WITHOUT PARISH COUNCIL

COMMITTEE STRUCTURE AND TERMS OF REFERENCE

1. NUMBER AND NAMES OF COMMITTEES

There shall be five Standing Committees of the Parish Council called:-

1. Finance Committee
2. Planning Committee
3. Staffing and Resources Committee
4. Asset Management Committee
5. Highways and Street Scene Committee

2. PURPOSE & DELEGATED AUTHORITY

The purpose of committees is to assist the Council as a whole to fulfil its responsibilities and functions as swiftly and efficiently as possible, by ensuring matters are thoroughly examined so that decisions are based on well-informed opinion. The Council as a corporate body, has ultimate responsibility for committee activities and committees report to the main Council. All committee recommendations and decisions will therefore be formally recorded by the Clerk and referred to the main Council for final ratification and approval. Where the Council chooses to delegate authority to a committee this will be done via a formal Council resolution prior to the Committee meeting.

3. FREQUENCY OF MEETINGS & FUNCTION

While the five main committees are Standing Committees, the frequency of meetings for committees will vary according to its function and responsibilities.

3.1. Finance Committee: The Finance Committee will meet at least 3 times per year in May/June, March and January. It will function to:

- a) Be responsible for all Council matters directly relating to finance and spending
- b) Prepare and monitor the Council budget (January)
- c) Recommend the Council precept, based on budget requirements (January)
- d) Ensure Council funds are managed and invested for maximum return
- e) Consider grant applications and allocate grant aid (March)
- f) Carry out an Annual Review of the Council Insurance Policy to ensure Council assets are properly insured and liabilities covered (May)
- g) Carry out an Annual Review of Financial Regulations & Risk Register (May/June)

- h) Carry out a review of Year End Accounts, Audit requirements and Compliance to Transparency Code (May/June)
- i) Finance Committee members will approve accounts at Council meetings and sign cheques and authorise online banking payments in the office monthly (2 signatories).

3.2. Planning Committee: The Planning Committee will meet every 3 weeks to review planning applications if necessary. It will function to:-

- a) Ensure all planning applications are properly considered within the legal time framework of three weeks, set by Wiltshire Council. The Planning Committee has delegated powers to submit comments on planning applications, licenced premises applications, street trading applications and pre-application consultations. Officers have delegated powers to automatically submit original comments made on the planning application, to the Planning Inspectorate for Appeals.
- b) Consider other planning matters and correspondence, including any queries and discussions relating to s106 legal agreements.
- c) Refer any planning item to Full Council as and when necessary.
- d) Nominate Committee members to attend planning inquiries, and Wiltshire Council Planning Committees (Strategic & Western Area) and to attend planning site meetings.
- e) To Review the minutes of the Neighbourhood Plan Steering Group Meetings.
- f) To meet with developers at pre-application stage and as projects progress, in line with the Pre-App Policy in the Neighbourhood Plan.

3.3 Staffing and Resources Committee: The Staffing and Resources Committee will meet as required. It will function to:

- a) Appoint members of staff in liaison with the Clerk.
- b) Conduct staffing interviews and assessments.
- c) Assess job contracts and job descriptions to ensure they meet Council requirements and are in line with current legislation.
- d) Be responsible for staff health and safety in the work environment and risk assessment.
- e) Encourage appropriate training for staff development
- f) Advise on staff-related matters; e.g. appropriate pay rates, disciplinary matters, disputes etc
- g) Review staffing policies regularly.

Should any disciplinary matter be discussed by the Staffing Committee, then the Chair of Council will leave the room.

3.4 Asset Management Committee: The Asset Management Committee will meet as required. It will function to:

- a) Seek quotes on the provision, maintenance, repair or renewal of assets in the parish to inform the Finance Committee/Full Council.
- b) Review and assess quarterly written play area reports, identifying any actions required; and Annual Independent Play Area inspection reports.

- c) Address continued management of Bowerhill Pavilion and Sports Field, including annual maintenance contracts and the promotion of hiring of the facilities.
- d) Liaise with Shaw Village Hall [& Berryfield Village Hall Management Committee](#) to ensure maintenance schedules are adhered to so the building is suitably maintained and insured for its users.
- e) Review Allotment Tenancy Agreement and annual rent charges. Consider correspondence and requests from Allotment Tenants.
- f) Officers to have delegated powers to accept new bookings for the Bowerhill Sports Field and arrange suitable charges and for the Clerk to consult with the Chair and Vice Chair of the Asset Management Committee if necessary.
- g) Review Council resources, including parish and office equipment, to ensure staff are properly equipped to carry out work demands.

3.5 Highways and Streetscene Committee: The Highways and Streetscene Committee will meet every three months in line with Wiltshire Council Local Highways and Footpath Improvement Group (LHFIG)

3.6 It will function to:

- a) Consider all Highways, Footpaths & Rights of Way issues, recommending those to be supported and requested for action via LHFIG, within a timeframe that allows the Council Appointed Representative to report back to the next LHFIG meeting and [submission of requests in time for the LHFIG agenda](#).
- b) Officers have delegated powers to consider all non-statutory Highways and Streetscene jobs to be carried out by the Parish Steward, prioritise these and report to Wiltshire Council using their approved system. The committee will set the overall priorities for the Parish Steward tasks.
- c) Consider correspondence and requests from residents on Highways and Streetscene matters.
- d) Make recommendations for jobs to be addressed by the Parish Caretaker that do not fall under the statutory remit of Wiltshire Council or the Parish Steward.

4. CHAIRMAN & MEMBERSHIP

The Chair and Vice-Chair will be ex-officio members on all committees **(To review during 4 year term of office)**

In line with Standing Order 4)d)vi) Every Committee shall at its first meeting before proceeding to any other business elect a Chair and may elect a Vice-Chair who shall hold office until the next Annual Meeting of the Council. If both the Committee Chair and Vice-Chair are unable to attend, the Committee may elect a Chair for that Meeting.

Every member of the Council will be expected to serve on at least one Committee.

The quorum for committees wholly comprised of Council Members is half of the members on each committee (**All committees are currently 7 members, therefore the Quorum is 4 Members**).

Only members nominated to serve on a Committee may vote on committee decisions made, unless attending as a substitute.

In line with Standing Order 4d)v) A member who is unable to attend a committee meeting may send another suitable councillor as a substitute for that meeting. The substitute may then vote in that meeting on any resolution on behalf of the committee member. The member must inform an officer of the proposed substitution in advance of the committee meeting.

All Council members are welcome to attend any Committee meetings and may speak at the discretion of the Chair.

5. NUMBER OF MEMBERS ON COMMITTEES

The number of members on committees will be as follows:

Finance Committee

Chair, Vice-Chair & 5 Council members

Planning Committee

Chair, Vice-Chair & 5 Council members

Staffing & Resources Committee

Chair, Vice-Chair & 5 Council members

Asset Management Committee

Chair, Vice-Chair & 5 Council members

Highways & Streetscene Committee

Chair, Vice-Chair & 5 Council members

6. RULES OF AGENDA, PROCEDURE AND DEBATE

Any item for an Agenda on any committee, if not referred to the Committee by Full Council will need to be communicated in writing (email is sufficient) to the Clerk at least ten days prior to the Committee Meeting in question.

The Clerk will give Committee members at least three days clear notice of a committee meeting, including Saturdays but excluding Sundays. All Committee meetings will be advertised on Council notice boards at least three clear days prior to a meeting.

The Council rules of procedure and debate as detailed in the Council Standing Orders, will apply to all committees.

All discussion on an item will be directed through the Chair. A member may speak for up to 3 minutes on any particular item. Once a committee decision has been made in the normal way via a proposer, and seconder and formal vote, no further discussion may place on that item.

All committees will have regard to Council policy already in place.

Any major expenditure item, which has not already been included in the Council budget for the year in which funds are required, will be referred to the next meeting of the Council and if necessary the next Finance Committee meeting for consideration.

Declarations of Interest, pecuniary or otherwise, must be declared by all members at the commencement of a committee meeting and recorded in the Minutes.

7. ATTENDANCE OF PRESS AND PUBLIC

The press and public are welcome to attend all Committee meetings. The Committee will adjourn to allow for a period for public participation if members of the public attend. The time allowed for public participation will be at the discretion of the Chair.

Exclusion of the press and public will not be exercised generally but will only take place by resolution, for a particular occasion, if publicity would prejudice the public interest by reason of the confidential nature of the business under discussion. Reasons for exclusion are in accordance with the Public Bodies (Admissions to Meetings) Act 1960: matters relating to employees, terms of tenders, proposals and counter-proposals in contract negotiations, preparation of legal cases, and disputes.

A councillor who is not a member of a committee has the same rights as a member of the public. Therefore, if such a councillor wants to see certain exempt information or documentation, or remain in a committee meeting where members of the public have been excluded for Data Protection, Employment law or reasons detailed above; they must demonstrate the reasons for their "need to know" and explain how it is necessary for them to perform their duties as a councillor. It will then be at the discretion of the committee (or for papers outside of the meeting, the officer).

These terms of reference were reviewed and approved by Melksham Without Parish Council at the Annual Council Meeting on Monday 16th May 2022.

Committees and Working Parties for 2022/23

**Chair and Vice Chair of the Council to be
Ex-officio members of all committees and working parties:**

Chair of Council for 2022/23: Cllr John Glover

Vice Chair of Council for 2022/23: Cllr David Pafford

Finance Committee:

Cllrs John Glover (**Chair**), Alan Baines (**Vice Chair**), Richard Wood, David Pafford, Shona Holt, Robert Shea-Simonds, John Doel.

(Cllrs Stefano Patacchiola and Andy Russell to come in once a quarter to verify bank reconciliations as two non-finance committee councillors.)

Planning Committee:

Cllrs Richard Wood (**Chair**), John Glover, Alan Baines (**Vice Chair**), Peter Richardson, David Pafford, Mark Harris and Terry Chivers

Staffing & Resources Committee:

Cllrs John Glover, Alan Baines, Stefano Patacchiola, David Pafford, Robert Shea-Simonds, Shona Holt and Rob Hoyle.

Asset Management Committee:

Cllrs John Glover, David Pafford, Alan Baines (**Vice Chair**), Terry Chivers (**Chair**), Shona Holt, Rob Hoyle, Andy Russell.

Highways and Street Scene Committee:

Cllrs John Glover, Alan Baines, Mark Harris, David Pafford, Robert Shea-Simonds, Terry Chivers and Stefano Patacchiola.

Community Resilience Working Party:

Cllrs John Glover, David Pafford, Rob Hoyle, Alan Baines and Peter Richardson

Shurnhold Fields Joint Working Party:

Cllrs John Glover, David Pafford and Stefano Patacchiola

Office Relocation Project Working Party:

Cllrs Richard Wood, John Glover, David Pafford, Mark Harris, Stefano Patacchiola and Robert Shea-Simonds.

(Cllr Stefano Patacchiola is the parish council's IT representative for this project)

New Berryfield Village Hall Working Party

Cllrs Richard Wood, John Glover, David Pafford, Mark Harris and Shona Holt

I.T. & Data Protection Working Party

Cllrs John Glover, Stefano Patacchiola, David Pafford, Shona Holt and Mark Harris.

CIL Sharing (MTC)

Cllrs John Glover, David Pafford and Alan Baines

Heath & Safety Representative

Cllr Stefano Patacchiola

Teresa Strange

From: john.hamley@btinternet.com
Sent: 22 April 2023 08:43
To: john.doel@melkshamwithout-pc.gov.uk.
Cc: 'ian uffindell'; Teresa Strange
Subject: Reading Rooms, Whitley

To Cllr John Doel

At the MWPC meeting in March at Berryfields, we discussed the Whitley Reading Rooms. I said I'd let you know when the next meeting happens, which will be the AGM on Tuesday 18th July at 19:00. I'm not sure if you are the councillor with responsibilities for the Rooms (the website indicates 'vacancy') but we would be very pleased to see you there. If you feel another councillor would also have an interest, please do invite them as well.

Best regards
John Hamley (reading Rooms committee member)

ORGANISATION REPRESENTATIVES

For 2022/23

Organisations:

Age Friendly Melksham	John Doel
Berryfield & Semington Road Action Group (BASRAG)	Richard Wood
Berryfield Village Hall	Shona Holt
Bowerhill Residents Action Group (BRAG)	Rob Hoyle (Sub: Andy Russell)
Bowerhill Village Hall Trust	Andy Russell
CCTV Working Group (Town Council)	Stefano Patacchiola
Climate Friendly (NEW) ?? NOT AN ORGANISATION	John Doel
Community Action Whitley & Shaw (CAWS) & Flood Wardens	Peter Richardson
CPRE (Wiltshire Branch)	VACANCY
Dementia Action Alliance ?? STILL IN PLACE?	Robert Shea-Simonds
Market Place Toilet Joint Venture	Alan Baines & John Glover
Melksham Area Board	John Glover & David Pafford
Melksham ATC	Andy Russell
Melksham Chamber (previously Chamber of Commerce)	Rob Hoyle
Melksham Charities	R Shea-Simonds & John Doel
Melksham Community Area Transport Group <u>Local Highways & Footway Improvement Group</u>	Alan Baines
Melksham Hospital & Community ? STILL IN PLACE	Robert Shea-Simonds
Melksham Joint Health Forum	John Glover
Melksham Joint Neighbourhood Plan Steering Group	John Glover & David Pafford (A Baines & R Wood – reserve)
Melksham Oak Community School Governor	David Pafford
Melksham Transport Group	Mark Harris
Operational Flooding Working Group	Alan Baines
Parish Highways & Street Scene Rep	Parish Officer – L. McRandle
PGSO-Police Liaison	Officers
Press Representative	Clerk – Teresa Strange
Shaw Hall Management Committee	Stefano Patacchiola
Shurnhold Fields (Friends of)	(from Shurnhold Working Group Reps)
Whitley Reading Rooms	VACANCY
Wilts & Berks Canal Partnership	Mark Harris
WALC (Wiltshire Association of Local Councils)	Rob Hoyle

Footpath Representatives:

Beanacre	Terry Chivers
Berryfield	Richard Wood
Bowerhill, Redstocks and The Spa	John Glover & VACANCY
Sandridge & Blackmore	Alan Baines
Shaw & Whitley	Stefano Patacchiola & Terry Chivers

MELKSHAM WITHOUT PARISH COUNCIL COUNCIL MEETING DATES 2023/24

Please Note: All Council Meetings commence at 7.00pm and are held at Melksham Without Offices, First Floor, Melksham Community Campus, Market Place, SN12 6ES unless otherwise stated.
Web - www.melkshamwithout-pc.gov.uk E-mail - office@melkshamwithout-pc.gov.uk
Tel - 01225 705700

PLANNING	MONDAY 17 APRIL 2023
FULL COUNCIL	MONDAY 24 APRIL 2023
PLANNING COMMITTEE (changed from 8 May)	MONDAY 15 MAY 2023
FINANCE COMMITTEE	MONDAY 15 MAY 2023
ANNUAL COUNCIL (moved from 15 May)	MONDAY 22 MAY 2023
PLANNING COMMITTEE	MONDAY 05 JUNE 2023
HIGHWAYS & STREETSCENE COMMITTEE (to follow Planning)	MONDAY 05 JUNE 2023
ASSET MANAGEMENT — <u>FINANCE COMMITTEE</u>	MONDAY 12 JUNE 2023
FULL COUNCIL	MONDAY 19 JUNE 2023
PLANNING COMMITTEE	MONDAY 26 JUNE 2023
ASSET MANAGEMENT (+ Site Visit)	MONDAY 10 JULY 2023
PLANNING COMMITTEE	MONDAY 17 JULY 2023
FULL COUNCIL	MONDAY 24 JULY 2023
PLANNING COMMITTEE	MONDAY 07 AUGUST 2023
PLANNING COMMITTEE	MONDAY 04 SEPTEMBER 2023
FULL COUNCIL	MONDAY 11 SEPTEMBER 2023
PLANNING COMMITTEE	MONDAY 25 SEPTEMBER 2023
HIGHWAYS & STREETSCENE COMMITTEE (to follow Planning)	MONDAY 25 SEPTEMBER 2023
FULL COUNCIL	MONDAY 09 OCTOBER 2023
PLANNING COMMITTEE	MONDAY 16 OCTOBER 2023
PLANNING COMMITTEE	MONDAY 6 NOVEMBER 2023
FULL COUNCIL	MONDAY 13 NOVEMBER 2023
PLANNING COMMITTEE	MONDAY 27 NOVEMBER 2023
FULL COUNCIL	MONDAY 4 DECEMBER 2023
PLANNING COMMITTEE	MONDAY 18 DECEMBER 2023

MELKSHAM WITHOUT PARISH COUNCIL COUNCIL MEETING DATES 2023/24

Please Note: All Council Meetings commence at 7.00pm and are held at Melksham Without Offices, First Floor, Melksham Community Campus, Market Place, SN12 6ES unless otherwise stated.
Web - www.melkshamwithout-pc.gov.uk E-mail - office@melkshamwithout-pc.gov.uk
Tel - 01225 705700

FINANCE COMMITTEE	MONDAY 08 JANUARY 2024
PLANNING COMMITTEE	MONDAY 15 JANUARY 2024
HIGHWAYS & STREETSCENE COMMITTEE (to follow Planning)	MONDAY 15 JANUARY 2024
FULL COUNCIL	MONDAY 22 JANUARY 2024
PLANNING COMMITTEE	MONDAY 05 FEBRUARY 2024
FULL COUNCIL	MONDAY 19 FEBRUARY 2024
PLANNING COMMITTEE	MONDAY 26 FEBRUARY 2024
FINANCE COMMITTEE	MONDAY 04 MARCH 2024
PLANNING COMMITTEE	MONDAY 18 MARCH 2024
FULL COUNCIL	MONDAY 25 MARCH 2024
PLANNING COMMITTEE	MONDAY 08 APRIL 2024
ANNUAL PARISH MEETING (Venue TBC)	MONDAY 15 APRIL 2024
FULL COUNCIL	MONDAY 22 APRIL 2024
PLANNING COMMITTEE	MONDAY 29 APRIL 2024
HIGHWAYS & STREETSCENE COMMITTEE (to follow Planning)	MONDAY 29 APRIL 2024
ANNUAL COUNCIL	MONDAY 13 MAY 2024
PLANNING	MONDAY 20 MAY 2024
FINANCE COMMITTEE	MONDAY 20 MAY 2024
PLANNING	MONDAY 10 JUNE 2024
FULL COUNCIL	MONDAY 17 JUNE 2024

Teresa Strange

Subject: Finance Committee Meeting
Location: MWPC Meeting Space at the Campus

Start: Mon 12/06/2023 19:00
End: Mon 12/06/2023 22:00

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Teresa Strange
Required Attendees: Cllr David Pafford (david.pafford@melkshamwithout-pc.gov.uk); Cllr John Doel (john.doel@melkshamwithout-pc.gov.uk); Cllr Robert Shea-Simonds (robert.shea-simonds@melkshamwithout-pc.gov.uk); Cllr Shona Holt (shona.holt@melkshamwithout-pc.gov.uk); Councillor Alan Baines (alan.baines@melkshamwithout-pc.gov.uk); Councillor John Glover (john.glover@melkshamwithout-pc.gov.uk); Councillor Richard Wood (richard.wood@melkshamwithout-pc.gov.uk); Marianne Rossi

Dear Finance Committee

We have looked at the evening of the 15th May, and we have Planning scheduled before your Finance meeting. We need a Finance meeting then, to approve the insurance before 1st June, but won't have enough time to do all the year end stuff as well. Planning before will be considering its response to the 300 houses pre application on that evening.

Therefore, we have shuffled the Asset Management Committee on a few weeks to July, and will have another Finance meeting on 12th June – the deadline for the audit stuff is 30th June, so it can all be approved by the full council the following week on 19th June.

All the best, Teresa

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MINUTES of the Full Council of Melksham Without Parish Council held on Monday 24 April 2023 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 7.00pm

Present: Councillors John Glover (Chair of Council), David Pafford (Vice Chair of Council), Alan Baines, Terry Chivers, John Doel, Mark Harris, Shona Holt, Stefano Patacchiola JP, Robert Shea-Simonds, Richard Wood and Peter Richardson

In attendance: Wiltshire Councillors Nick Holder (Bowerhill), Jonathon Seed (Melksham West & Rural); Amanda Wilkes, HELP Counselling Services

In attendance: Teresa Strange, Clerk and Lorraine McRandle, Parish Officer

489/22 Welcome, Announcements & Housekeeping

Councillor Glover welcomed everyone to the meeting and advised Catesby Estates would be undertaking public engagement, prior to submitting a planning application for c300 dwellings at Snarleton Farm, at The Campus on Wednesday, 10 May, 1-3pm and 4-6.30pm, with a dedicated Councillor only session at 12pm.

490/22 To receive apologies and consider approval of reasons given.

Apologies were received from Councillor Rob Hoyle who was away and Councillor Andy Russell who was unwell.

Resolved: To accept and approve the reasons for absence.

Councillor Glover sought a change to the agenda and asked if Members and Wiltshire Councillors were happy for Amanda Wilkes, HELP Counselling to be invited to speak first to the Council, which was agreed.

Standing Orders were suspended to allow Amanda Wilkes, Councillors Nick Holder and Jonathon Seed to address the Council.

491/22 Invited Guests:

a) Amanda Wilkes, HELP Counselling services. To receive a grant on behalf of the group

Amanda explained HELP Counselling Services provided support and advice for those with mental health issues, including counselling sessions.

On behalf of the Parish Council, Councillor Glover presented a £200 grant cheque, which Amanda accepted on behalf of HELP Counselling Services and duly thanked the Parish Council for their

generosity and support.

b) Wiltshire Councillor Nick Holder (Bowerhill)

Councillor Holder provided an update on the Pathfinder Place development, explaining he had met with the Site Manager, in order to seek clarification on when Taylor Wimpey were likely to address the spoils left on Phase 2. It was understood house building on Phase 2 was now complete, with remedial work left to complete on site. A site meeting was planned for Wednesday, 26 April at 3pm with an invitation extended to the Parish Council to send a representative.

Councillor Holder explained he had been contacted by several residents of Pathfinder Place regarding flooding issues on site. Having spoken to Taylor Wimpey, they had confirmed these were being dealt with on a case-by-case basis, with a landscape gardener undertaking inspections and any remedial works necessary.

Regarding the proposed new primary school at Pathfinder Place, Councillor Holder explained Wiltshire Council had completed their tendering exercise and awarded the initial construction works to ISG.

Two design meetings had already taken place, with the initial design intended to provide a 1-form entry, 7 classroom school and nursery, extending to a 2-form entry school in the future. The building would be designed to be carbon neutral in operation, with a member of the Wiltshire Climate Team working on the design with the School Team.

It was understood that it had been written into the construction plan that whoever undertook these works would have to resolve issues with drainage and carry out remedial actions at a later stage, subject to something being built on site, if the drainage mitigation did not work.

Councillor Holder informed Members that the school would open as an academy and once there was a finalised opening date, an academy trust would be selected with himself sitting on the committee to do this.

It was confirmed ISG were intending to submit a pre application in May, with a full planning application in August, to hopefully start on site in December 2023. During May and August, it was understood ISG would undertake a period of consultation with the parish council and local community on the design, with consultation taking place locally on proposals.

Regarding proposals for 650 dwellings on Blackmore Farm (PL/2023/01949), Councillor Holder explained the Town Council would be considering their response that evening.

It was also understood a decision regarding proposals for 210 homes and a 70 bed care home (PL/2022/08504) on land South of Western Way was due later in the week.

Councillor Glover sought clarification if the expansion of Pathfinder Place School to a two-form entry school was not started within a certain period of time, if the land eventually reverted back to the developer.

Councillor Holder explained he understood this to be the case, but would seek clarification.

Councillor Baines sought clarification if the Parish Council were required to come up with a name for the school, explaining if so, the Parish Council would want to maintain the RAF link associated with Bowerhill.

Councillor Holder felt this would probably form part of the consultation process.

Councillor Harris stated he understood the timeline regarding the land transfer of the school site was 10 years from when the land was formally handed over by Taylor Wimpey to Wiltshire Council.

Councillor Holder clarified the land transfer had not yet taken place, with Wiltshire Council not prepared to take on the land until it was up to a required standard to allow the transfer to take place.

c) Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)

Councillor Seed passed on Councillor Alford's apologies as he was feeling unwell.

d) Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural)

Councillor Seed sought an update on The New Inn, Semington Road.

The Clerk clarified the recent complaints regarding the New Inn had been received from a resident, who had subsequently contacted Environmental Health, Wiltshire Council and was unaware of any update, but would investigate.

The Clerk explained the Parish Council had previously raised a concern whether Building Regulations were required for the recent extension. However, when officers had last checked, this did not appear to be the case, agreeing to investigate further and to update Councillor Seed.

Councillor Seed reminded Members of the additional funding Wiltshire Council had available to repair potholes, with significant numbers having already being filled in and reminding the meeting, unless reported, they would not be repaired.

The Clerk stated officers had put through some potholes, to be informed they did not meet the necessary criteria for repair. Councillor Seed asked for information on these to be forwarded to him, in order to investigate on behalf of the Council.

Councillor Seed noted the request from Semington Parish Council for an ANPR (Automatic Number Plate Recognition) camera at Semington bus gate was on the agenda for discussion and felt such a device should not be locally funded, noting the gate was in disrepair and needed replacing. Councillor Seed highlighted not all residents of Semington were in support of such a request, noting there appeared to be 50/50 for the installation of a camera.

Councillor Seed confirmed the bus gate had not been locked for several years, noting the local farmer had access, as did several other properties along this section of Semington Road. Therefore, he was seeking what the regulations were on vehicles passing through the bus gate, rather than passing the other side.

Councillor Patacchiola stated he was happy to investigate what the regulations were regarding bus gates.

Regarding the New Inn, Councillor Harris noted recent works had taken place to complete a 'pooch parlour' but was unaware of a recent planning application being submitted.

The Clerk stated investigations would have to be made. It was noted the construction may well fall within 'Permitted Development', depending on its size.

Councillor Wood informed Members he understood the works were yet to be fully completed and felt this small addition provided a useful addition to the pub and a positive way to encourage people with dogs to visit the pub.

Standing Orders were reinstated.

Councillor Seed left the meeting at 7.32pm.

492/22 a) To receive Declarations of Interests

Councillor Glover, as Chair, declared an interest in item 11(c) regarding the Chair's allowance.

Councillor Richardson, as Chair of Community Action: Whitley & Shaw (CAWS) declared an interest in agenda item 14(a), regarding a request from the group for the Council's contractor to plant Jubilee trees donated to the group.

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

None received.

493/22 To consider holding items in **Closed Session** due to confidential nature *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required (Agenda item 7b) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

The Clerk advised agenda items 7(b) and 9(f) be held in closed session for the following reasons:

Item 7(b) related to approval of Confidential Notes.

Item 9(f) related to the Neighbourhood Plan and site selection process, which was still work in progress and therefore confidential.

Resolved: For items 7(b) and 9(f) to be held in closed session for the reasons given by the Clerk.

494/22 Public Participation

No Members of public were present.

495/22 a) To approve the Minutes of the Full Council Meeting held on 27 March 2023.

Resolved: To approve and for the Chair to sign the Full Council minutes of 27 March 2023.

b) To approve the Confidential Notes to accompany the Full Council meeting minutes of 27 March 2023.

Resolved: To approve and for the Chair to sign the Confidential Notes to accompany the Full Council minutes of 27 March 2023.

Councillor Holder left the meeting at 7.35pm.

496/22 a) To approve the Annual Parish Council minutes of 3 April 2023 and receive feedback on the event

As Chair, Councillor Glover stated the meeting had gone well and thanked staff for organising the event, noting several thank you letters had been received from various organisations who had received their grant cheque at the meeting.

Resolved: To approve and for the Chair to sign the Annual Parish Council minutes of 3 April 2023.

b) To note the Annual Parish meeting is due to be held on Monday, 15 April 2024 and to agree venue.

It was noted the Annual Parish meeting in 2024 would take place on 15 April and each year was held at a different location in the parish, with a venue for the following year being sought in the North of the parish.

The Clerk explained various venues North of the parish had been contacted, some of which were not available or not suitable, due to lack of parking, but was waiting to hear back from Shaw Primary School on their availability.

Resolved: To defer agreeing a venue for the 2024 Annual Parish meeting until a response had been received from Shaw Primary School and to place on a future agenda for further discussion.

c) To consider further thoughts on a Parish Award for residents/organisations (deferred from Full Council 27 March 2023)

Members discussed the possibility of the Council awarding parish awards, how it would be managed and administered and whether it needed to be on an annual basis, bearing in mind both the Town Council and Melksham News also gave awards to individuals and organisations on an annual basis.

Resolved: To place an item on the January Full Council agenda each year, for the Council to give consideration to awarding a parish award(s) at the Annual Parish Meeting that year.

497/22 Planning

a) To approve the Minutes of the Planning Committee meeting held on 17 April 2023

Councillor Pafford thanked officers for their comprehensive response to proposals for 650 dwellings at Blackmore Farm (PL/2023/01949).

Resolved: To approve and for the Chair to sign the Planning

Committee minutes of 17 April 2023

b) To approve Confidential Notes to accompany the Planning Committee minutes of 17 April 2023

The Clerk informed the meeting there were no Confidential Notes to accompany the Planning Committee minutes of 17 April 2023.

c) To formally approve Planning Committee recommendations of 17 April 2023

Min 487(b)/22 – Empty Homes in Melksham Without and Melksham Town.

Thanks was expressed to Councillor Chivers for highlighting the issue of empty homes in both the town and the parish.

With regard to the recommendation to write to Wiltshire Council, it was asked that clarification be sought on how long the various homes had been empty

Resolved: To formally approve the Planning Committee recommendations of 17 April 2023.

d) East of Melksham Community Centre: To receive update on progress

It was noted within the Clerk's report, the Town Council had yet to submit a planning application for land to the rear of the Spa Medical Centre and were also looking at other sites.

e) Update on Community Infrastructure Levy (CIL) Sharing, including provision of real-time information (RTI) on bus shelters following meeting with Melksham Town Council.

Members noted the information contained within the Clerk's report on the recent meeting held with the Town Council.

It was noted as at 31 March 2023 the Parish Council had £5,123.31 in an earmarked reserve for Community Infrastructure Levy (CIL) for the shared pot with the Town Council (the additional 10% received in CIL due to a joint made Neighbourhood Plan). The Town Council were due to confirm their 10% of Community Infrastructure Levy (CIL) at year end.

It was noted to date only the Real Time Information project in bus shelters had been agreed as a joint project for CIL sharing.

Whilst the Parish Council had advised they felt the project should prioritise the 271/272/273 Bath-Devizes bus route first, having put

their own funds aside to fund a trial in Bowerhill in Mitchell Drive, at the meeting, it was agreed it would also be a good idea to install Real Time Information the Market Place (Town Hall side) bus shelter too.

Councillor Glover sought clarification as to which council would lead on this project.

Councillor Pafford stated clarification needed to be sought on which Council would administer the project, once the Town Council had approved the recommendation to install Real Time Information in one of the Market Place bus shelters.

f)C To consider any Neighbourhood Plan Group urgent next steps if required before Steering Group meeting (3 May)

HELD IN CLOSED SESSION.

The Clerk informed the meeting the Neighbourhood Plan Housing Task Group had met to review the AECOM site Assessment Report, in order to select housing sites for approval by the Steering Group for inclusion in NP#2. AECOM had gone through the sites on the Strategic Housing & Employment Land Availability Assessment (SHELAA) list, as well as sites that had come forward in the Call for Sites, and town centre regeneration opportunities. The final validated report would be published.

The Clerk explained it was felt important both Councils approve the direction of travel with regard to site selection, prior to sites being approved by the Neighbourhood Plan Steering Group. Following the Steering Group approving final site selection, these would go back to both the Town Council and Parish Councils (as qualifying bodies) for final approval.

The Clerk explained that ideally the Steering Group would have waited until they had sight of the Local Plan, in order to see what site(s) Wiltshire Council were allocating, in order the Neighbourhood Plan could allocate a different site(s). Unfortunately, as the Local Plan had been delayed until Q3, 2023 and given the two year NPPF Paragraph 14 protection against speculative development, afforded in having a made Neighbourhood Plan, was due to run out in July, there was a need to review the plan as soon as possible and include a housing allocation.

It was noted if, however, proposed changes as part of the Levelling Up Bill in the National Planning Policy Framework (NPPF) with regard to local councils not having to prove a 5 year land supply were to come into force, coupled with the Paragraph 14 protection being extended to 5 years, this would mean there could be a pause in

working quickly in getting the plan done and await the outcome of the Local Plan Review first.

498/22 Highways

- a) **To consider a request from Semington Parish Council for the installation of an ANPR camera at the bus gate on Semington Road.**

It was noted Semington Parish wished to submit a request to the Local Highway & Footpaths Improvement Group (LHFIG) that an ANPR camera be installed at the bus gate on Semington Road, which is in Melksham Without and not Semington, in order to deter drivers (other than authorised users) using it to access either Semington or Melksham.

Whilst it was noted some residents of Semington may welcome this proposal, others may not, particularly if they used this part of Semington Road to either access Melksham or Semington, which they should not be doing.

Councillor Patacchiola informed the meeting enforcement was not taking place, as the gate had been left open. Therefore, given local knowledge the bus gate was not locked and the law routinely ignored, people needed to be made aware of the potential for enforcement action, prior to it taking place.

Given the condition of the bus gate, Members felt this needed to be reinstated prior to an ANPR camera being installed and enforcement taking place.

Resolved: To support the request from Semington Parish Council for the installation of an ANPR camera at the bus gate on Semington Road but ask that the bus gate is reinstated for a time, prior to enforcement action taking place.

- b) **To note response from the Highway Technician regarding request to install white bar access markings in the layby outside Burnt Cottages, Beanacre in order to stop vehicles blocking their accesses.**

Members noted the response from the Highway Technician confirming no official dropped kerbs were present outside Burnt Cottages and the lane to the rear of Burnt Cottages. Therefore, the recommendation (Min

459(d)/22) to request white access bar markings at the Highway's & Streetscene Meeting on 20 March 2023 fell.

c) To approve quotation from Solagen to re-set the trigger speeds on the Solagen Speed Indicator Device (SID).

As Wiltshire Council's guidance regarding Speed Indicator Devices (SIDs) stated trigger speeds of a device should be set to match the Police threshold levels for prosecution ie roads with 30mph speed, the trigger speed should be set at 35mph, a quotation had been received from Solagen of £726 (ex VAT) to reset the trigger speed on one of the Council's speed indicator devices (SIDs) and collected from the council offices.

Officers had subsequently gone back for a revised quote, for the device to be dropped off and picked up at Solagen's premises in Yate instead, with a quote of £180 (ex VAT) being received and circulated to Members prior to the meeting.

Clarification had been sought from Solagen what speeds were currently shown on the device in a 30mph speed limit and what speeds would be shown if the trigger speed were changed, with the following being received:

Normally Speed Indication Device would activate as follows (example of setting the SID to 30mph):

- For speeds from 0mph to 19mph, sign will not activate.
- For speeds from 20mph to 30mph, sign will show the speed only, slow down will not illuminate.
- For speeds from 31mph to 40mph, sign will show the speed and will illuminate the slow down.
- For speeds above 40mph, sign will not show the speed and will only illuminate the slow down.

Following changes to a 35mph trigger speed:

- For speeds from 0mph to 19mph, sign will not activate.
- For speeds from 20mph to 34mph, sign will show the speed only, slow down will not illuminate.
- For speeds from 35mph to 40mph, sign will show the speed and will illuminate the slow down.
- For speeds above 40mph, sign will not show the speed and will only illuminate the slow down.

The Clerk explained advice had also been sought from the Highways Officer if they were happy with the speeds proposed and was awaiting a response, similarly, a response was still to be received from Solagen on

whether the device could be dropped off and collected on the same day to save on travel costs for the Parish Council.

It was felt, in order to get more battery life from the device, even without the changes to the trigger speed, speeds of 30mph and above should only be shown. Given Wiltshire Council's guidance, only speeds between 35mph and 40mph should be shown on the device, for speeds above 40mph, the speed should not be shown but just illuminate "Slow Down", which was not quoted, with only the following changes being required:

- For speeds from 35mph to 40mph the device to show the speed and slow down message.
- For speeds above 40mph the sign not to show the speed but illuminate the slow down message.

It was noted other Speed Indicator Devices (SIDs) in the County were not set as per Wiltshire Council's guidelines and whether other parishes/towns would also have to bring their devices in line with the advice the parish council had received.

Resolved: To defer this item to enable further investigations.

- d) **Town Council Roundabout Sponsorship. To note response from the Town Council regarding sponsoring the former 'Carsons Tyre' roundabout on the A365/A350 and to formally revoke the s96 licence (with possible transfer).**

The Clerk informed the meeting no response had been received as yet.

- e) **Trailers parking on Bowerhill Industrial Estate. To consider writing to those businesses parking trailers on Bowerhill Industrial Estate to remind them of their responsibility in adhering to the Highway Code.**

Councillor Harris expressed frustration at trailers not complying with the law and often being left on the public highway at Bowerhill Industrial Estate for two weeks or more at a time, particularly overnight and without lights which was against the law and had therefore, asked for businesses involved to be written to, in order to remind them of their responsibility in adhering to the Law.

Councillor Chivers expressed concern that if trailers were moved from Bowerhill Industrial Estate they could be left on residential areas within Bowerhill and highlighted the need for a lorry park, as did Councillor Wood.

Councillor Patacchiola felt there needed to be careful distinction between the different categories of offences ie trailers without a vehicle and

without number plate, was one issue, a trailer attached to a vehicle or low loader parked on the highway was another issue.

It was noted often a company would be used to transport goods for another company and therefore, if a particular company's trailer was left on the side of the road, it did not necessarily mean that company had left it there.

Concern was expressed by Councillor Harris at the lack of enforcement taking place. The meeting was reminded the local Police were aware of the issue and had instructed their officers to keep an eye on the situation. However, there was a limit to what action they could take, particularly given limited resources. It was suggested they could be made aware the Parish Council were still unhappy and asked what action was being undertaken to try and resolve the issue.

It was noted some of the vehicles could be waiting to be serviced/MOTed by a commercial business situated on Bowerhill Industrial Estate and whether it would be worthwhile writing to them, to remind them of the law.

Resolved: Councillor Harris to forward photographic evidence of the various trailers without cabs breaking the law and for officers to write to the owners and local commercial businesses to remind them of the need

to observe the law. To also write to the Traffic Commissioner to highlight the concerns and provide photographic evidence.

To note both Councillor Wood and Chivers abstained from voting on this item.

f) Semington Road Lighting. To consider dimming options for section of road between Melksham Police Station and Semington Bridge and feedback from Semington Parish Council.

Correspondence had been received from Stuart Brown, Exterior Lighting Consultant, Atkins Global regarding options for dimming the lights along parts of Semington Road.

Councillors welcomed the comprehensive and useful response.

Resolved: To request the lights on Semington Road between Melksham Police Station and Semington Bridge be dimmed as follows:

- 1) 60% output – dusk to 8pm
- 2) 40% output – 8pm to 11pm
- 3) 30% output – 11pm to 6am
- 4) 60% output - 6am to dawn

g) Waiting Restriction Requests

i) To consider a request for double yellow lines on Dunch Lane

Correspondence had been received from Wiltshire Councillor Phil Alford, who had been approached by a resident of Dunch Lane who was concerned at people parking inappropriately on Dunch Lane and requesting the installation of double yellow lines.

Councillor Glover highlighted whilst Dunch Lane was in the town, the resident believed the issue of inappropriate parking was being caused by visitors to Shurnhold Fields, a joint project between both the Town and the Parish Council.

Concern was expressed if double yellow lines were installed this would mean moving the problem elsewhere on Dunch Lane.

The Clerk highlighted the car park at Shurnhold Fields would hopefully be installed shortly.

Resolved: To inform Councillor Alford the Parish Council did not support the request for double yellow lines, at this stage, on parts of Dunch Lane, highlighting Shurnhold Fields car park would hopefully be constructed shortly.

ii) To note response from Highway Engineer regarding outstanding waiting restriction requests for the parish

Members noted the response from the Highway Engineer regarding outstanding waiting restriction requests from the Parish Council, which confirmed Wiltshire Council were waiting for requests to be submitted by the Town Council, in order to progress in one Traffic Order.

The Clerk and others expressed concern at what the implications of some of the response meant and whether there could be another delay in the Parish Council's requests being actioned. The Clerk agreed to seek clarification from the Highway Officer on this the following day.

Councillor Baines stated he would be attending the next Local Highway & Footpath Improvement Group (LHFIG) meeting and would push for the Parish Council's requests to be actioned and also highlight the Parish Council were prepared to contribute towards the costs involved, in order the requests could be progressed, even without the Town Council submitting their requests as previously advised.

499/22 Finance:

a) To note Receipts & Payments reports for March

Resolved: To note the Receipts & Payments reports for March.

b) To seek cheque signatories/online authority for April payments

Resolved: Councillors Glover and Shea-Simonds to be cheque signatories and online authority for April payments.

c) To approve the Chair's allowance for 2022-23 and 2023-24

Councillor Glover left the meeting during this item, with Councillor Pafford taking the Chair.

The Clerk explained the Chair's Allowance should have regard to the Local Pay Authority ie Wiltshire Council, with Wiltshire Council having raised their Member's Allowance the previous year in line with the staffing pay award. However, negotiations had not been finalised until quite late in the year and therefore not taken into consideration when considering the Chair's Allowance which, whilst agreed in the budget for 2022-23, there had been no separate minute recording approval in the minutes, which had been noted by the auditor.

The Clerk highlighted the Chair's allowance as at 31 March 2023 was £816.04 and had not been increased the previous year, noting

Wiltshire Council had increased their Chair's allowance by 6.6% (average pay increase) the same as the staff, which Members may wish to do retrospectively for the Chair's allowance for 2022-23 or confirm there was no change. This increased the Chair's allowance by £53.85. It was noted for 3 months, Councillor Pafford had deputised for Councillor Glover who was away and therefore had received the Chair's allowance.

Regarding this financial year, the Clerk explained the Council were in the same position as the previous year, in that Wiltshire Council were looking to increase their Members' allowance in line with the staffing pay award, which had not been agreed a yet, with negotiations on-going, with a recent recommendation of 3.88% being rejected by UNISON.

Resolved: To retrospectively approve an increase of 6.6% for the Chair Allowance for 2022-23 and to review the Chair's Allowance for 2023-24, once the National Joint Council pay award negotiations have been finalised, to reflect what Wiltshire Council then subsequently award.

Councillor Glover returned to the meeting and resumed chairing the meeting.

d) To approve a request to transfer funds to into the Fixed Term Deposit

The Clerk explained this item had unfortunately been omitted from the agenda, but required approval from Members to transfer £192,000 from the Lloyds account for one month to the fixed term deposit, once 50% of the precept had been received in April in the Lloyds account. **It was agreed to consider this, as it was a transfer of funds, not spend of funds.**

Resolved: To approve £192,000 being transferred from the Lloyds account to the fixed term deposit for one month once 50% of the council's precept had been received.

e) Quarterly Reports for Qtr 4 Jan, Feb, Mar)

i) To note Budget vs Actual

The Clerk explained officers were currently working on Year End figures, with the 'close down' of the 22/23 accounts taking place later in the week.

Resolved: To note the Budget vs Actual report.

ii) To note Bank Reconciliation

Resolved: To note the Bank Reconciliation Report.

iii) To note VAT reclaim submitted

Members noted VAT reclaims had been submitted as follows:

January 2023:	£492.64
February 2023:	£814.74

The Clerk explained a VAT reclaim could not be made for March until after 'close down' later in the week.

The Clerk suggested to Members that the Council now go back to claiming VAT quarterly, rather than monthly now Berryfield Village Hall had been built.

Resolved: To note the VAT reclaim for January and February 2023 and to make VAT reclaims quarterly going forward.

iv) To note "Over £500 spend" report to meet Transparency good practice

The Clerk explained in order to meet transparency good practice, the published list of payments over £500 should be uploaded to the parish council website quarterly, not annually and provided a sample report moving forward.

Resolved: To note the 'over £500 spend' report will be uploaded to the council website quarterly.

e) Age Friendly Project: To approve payment arrangements

Councillor Glover informed the meeting that following discussions with the Town Council, it had been agreed the best way forward would be for Age UK to invoice both the Town and Parish Councils for 50% of the quarterly amount each quarter. The Parish Council were expecting the grant for the project of £5,000 to be paid into their bank account and therefore would pay the 50% share to the Town Council to enable them to pay towards the Age UK invoices for the Melksham Community Support Senior Project Worker post.

Resolved: To approve payment arrangements for the Melksham Community Support Senior Project Worker post employed by Age UK Wiltshire.

500/22 Asset Management:

a) Bowerhill Sports Fields & Pavilion

i) To note report following meeting with FOF FC regarding their tournament scheduled to be held on 3rd & 4th June and consider any matters arising from this discussion

Members noted the report from the Finance & Amenities Officer following a meeting held with FOF FC regarding their tournament to be held on 3 & 4 June.

Within the report it was noted FOF FC wished to charge an entrance fee for the tournament, but not the wider public. This was brought to members' attention, as the field is a public open space, with some residents just using the field as amenity space, to walk their dog for instance.

Members noted reassurances had been received from FOF FC they would not stop anyone from entering the field or charge anyone not involved in the football tournament. They had tried charging at the car park areas in the past, but this was abused by attendees parking on the road to avoid the charges and so were now proposing to charge at the sports field gates.

Members were asked to consider an appropriate charge for using the pitches for the tournament, as well as kitchen facilities, noting FOF FC had been reminded by the Finance & Amenities Officer that if they wished to bring their own electrical equipment up-to-date PAT testing was required.

Resolved: To charge £100 for using the pitches during the tournament, plus any costs associated with special line marking and £25 for the use of the kitchen facilities.

ii) To approve quotation to spike all pitches at the sports field

Following a pitch inspection, it was recommended spiking of the pitches takes place, with a quotation of £745 received from J H Jones to undertake this work. There was £1,500 in the budget for this, with the funding to come from the solar farm fund.

Resolved: To approve the quotation of £745.

b) Market Place Toilets. To receive update following meeting with the Town Council on 18 April and consider next steps

Members had been circulated a report from the Clerk following a meeting held on 18 April with representatives of the Town Council, herself, Councillors Baines and Pafford.

It was noted the Parish Council had previously agreed to contribute 50% of the annual costs of maintaining the Market Place toilets up to £7,500 per annum (total cost of £15,000)

However, the invoice for the 50% share of the toilets for 2021/22 had not yet been paid, as the Parish Council at the time had felt it was unclear why the water and electricity elements included in the invoice were so high, compared to previous years. It was noted that there had been a rates rebate in 21/22 and expenditure for new CCTV and other items in 22/23. At the meeting this had been clarified with it being agreed the Parish Council would pay Melksham Town Council the following, pending approval of Full Council:

2021/2022:	£4,091.17
2022/2023:	£6,000

Going forward, it had also been agreed to give the Town Council a flat rate of £5,000 per annum for 3 years ie: 2023/24, 2024/25 and 2025/26, to be reviewed at the end of that period.

At the meeting, given concerns at the high cost of water and electricity compared to other years, it had been agreed the Town Council would investigate this. Councillor Patacchiola highlighted it was possible to install a sub meter for just the toilets.

Resolved: 1. To pay £4,091.17 for 2021/22 and £6,000 for 2022/23 now.
2. To approve a 3 year arrangement of a flat rate of £5,000 per annum to contribute towards the costs of the Market Place toilets and to review moving forward after the 3 year arrangement.

c) Shurnhold Fields. To receive update following meeting with the Town Council on 18 April and consider next steps

Members noted the Clerk's report of the meeting held with the Town Council on 18 April 2023 regarding Shurnhold Fields (a joint project with the Town Council), which had been attended by herself, along with Councillors Baines and Pafford.

It was noted the Town Council had submitted invoices to the Parish Council for bin emptying, by their maintenance team, in order to draw down from the maintenance contribution the Parish Council held (on behalf of both Councils). However, whilst in 2021/22 the Town Council had sent 2 quarterly invoices at £421.20 per quarter for 2.5hrs work per week at £14.40 per hour, this had subsequently risen to £18 per hour, which had not been agreed, but for 1.5 hours per week, costing £351 per quarter and therefore the invoices had been queried and not paid to date.

The outstanding invoices had been discussed at the meeting, with it being agreed to pay the outstanding invoices, pending approval of Full Council:

2021/22: £702 (for 2 quarters)
2022/23: £1,404 (for 4 quarters)

Resolved: To approve the payment of the outstanding invoices for bin emptying totalling £2,106 from the earmarked reserve for the maintenance sum from Persimmon held on behalf of both councils

d) Shaw Village Hall. To note recent damage to the village hall and consider next steps

Members noted that following an unidentified vehicle hitting the village hall adjacent to the car park, damage had occurred resulting in the hall being closed until investigations could be made into the extent of the damage and level of repair required.

The meeting was informed Rigg Construction had assessed the damage and provided a quote of c£9000 to repair the damage.

Councillor Richardson confirmed 3 quotes were being sought, as requested by the insurers.

e) Update on Whitworth Play Area

The Clerk explained she had discussed the recent ROSPA report findings and the surfacing under the teen shelter with the Council's insurance brokers, who confirmed that the parish council would not be defendable if a claim was made, having had an "8" Medium/Amber risk identified on the ROSPA report.

The Clerk explained the Council had previously given delegated powers to the Clerk for tarmacking the play area footpath and installing the safety surfacing, with quotes received and the value noted for both and included in the Budget. It was noted that Bellway had previously indicated they would undertake the tarmacking of the footpath once the play area had been adopted by the Parish Council, however, they had indicated their contractor would only do this when they were in the area and this would not be for some time.

The Clerk suggested requesting one last time that Bellway install the tarmacked footpath, prior to removal of the heras fencing, however, if Bellway were not prepared to install the footpath and the Parish Council undertook the work, advised it made sense to have one contractor to install the tarmac path and safety surfacing, as well as clear away the gravel over the play area and remove the heras fencing to be stored elsewhere for future use. It was noted that Bellway had stated the Parish Council were responsible for removing the heras security fencing that Bellway had installed.

Members expressed frustration at the delays experienced in getting the play area open and debated the merits of waiting for Bellway to tarmac the footpath at their cost versus the parish council undertaking the work at the cost of the tax payers but ensuring that the work was done in a timely manner and the play area opened for use.

Resolved:

1. For the Parish Council to instruct contractors to install the tarmac path and safety surfacing under the teen shelter, with the aim to open the play area prior to the May half term holiday.
2. To inform Bellway what actions the Parish Council have undertaken and to send the invoice for tarmacking the path to them, seeking reimbursement, and publicise why the Parish Council have undertaken this action.

501/22 Community Resilience

a) Community Resilience. To receive update on exercise held on 28/29 March and agree next steps

Councillor Richardson updated Members on the recent Community Resilience Exercise which took place on 28 and 29 March. The exercise included volunteers from the Shaw and Whitley Community Emergency Group (CEG), as well as other volunteers from various organisations.

The exercise held in Whitley Reading Rooms had proved a great success with emergency planning processes CAWS Community Emergency Group (CEG) already had in place proving extremely useful. A few operational issues had been identified, which was why the exercise had taken place and steps were being taken to address these.

A review meeting had been held on 18 April, attended by the Clerk and Councillor Richardson with feedback from Wiltshire Council on how well the CAWS Community Emergency Group (CEG) had done and would be used as an exemplar in briefing other authorities in the future.

The Clerk provided an update on both events which had been useful in highlighting where there were gaps in the Emergency Plan. The next phase would be to hold events elsewhere in the parish to seek and train volunteers, with volunteers from CAWS Community Emergency Group (CEG) in attendance to share their experience.

The Clerk explained during the review meeting it was highlighted it would be useful for Wiltshire Council to draw up a list of responses now to some of the frequently asked questions which arose during the exercise, in order to refer to in case of emergencies in the future.

Members agreed it would be useful for the various communities in the

parish to undertake community resilience training and seek volunteers.

502/22 Community projects/partnership organisations:

- a) To approve a request from Community Action Whitley & Shaw (CAWS) for the Council’s contractor to plant Jubilee trees which have been donated to the group**

The Clerk informed the meeting a quote would be sought in due course to undertake tree planting around the Parish in November and therefore sought an “in principle” decision that the Council were happy for the Council’s contractor to plant trees on behalf of Community Action Whitley & Shaw (CAWS).

Resolved: To approve in principle for the Council’s contractor to plant Jubilee trees which have been donated to Community Action Whitley & Shaw (CAWS).

- b) To approve a Garden Licence for land at Brabazon Way, Bowerhill for Bowerhill Residents Action Group (BRAG) to create a rewilding area**

Councillor Glover explained responsibility could not directly be assigned to Bowerhill Residents Action Group (BRAG) for the project with Wiltshire Council, however BRAG had agreed in writing to meet the terms set out in the Licence which the Parish Council would enter into on their behalf.

It was noted within the Licence clause 4.2.8 stated ‘Upon the termination of the Licence to reinstate the land to its former condition, removing any fences and gates, re-seeding or laying of turf as appropriate, having removed all things used in the cultivation of the garden and any rubbish or debris to the reasonable satisfaction of the Licensor (Wiltshire Council)’. The clerk agreed to check this clause as the aim of the project was rewilding.

The Clerk expressed frustration despite requesting the grass not to be cut here on several occasions, which had been confirmed in writing, this had been done again recently by Wiltshire Council contractors.

Resolved: To approve a Garden Licence for land at Brabazon Way, Bowerhill to be created into a rewilding area by Bowerhill Residents Action Group (BRAG).

The meeting closed at 10.02pm

Signed
The Chair, 22 May 2023

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		99,478.09					99,478.09	
V3180-BACS	Banked: 06/03/2023	1,170.00						
V3180-BACS	Future of Football	1,170.00			1210	210	1,170.00	Part of Inv.297 Aug 22
V3181-FC B	Banked: 06/03/2023	60.00						
V3181-BACS	FC Box	60.00			1210	210	60.00	Inv.328- 5th March pitch hire
V3182-VAT	Banked: 09/03/2023	814.74						
V3182-VAT	HM Revenue & Customs	814.74			105		814.74	VAT Refund February 23
V3183-BACS	Banked: 09/03/2023	500.00						
V3183-BACS	FOF FC	100.00			1210	210	100.00	Inv.323- Pitch 28 & 29 Jan
V3183-BACS	FOF FC	400.00			1210	210	100.00	Inv. 330- 4th & 5th Feb
					1210	210	100.00	Inv. 330- 11th & 12th Feb
					1210	210	100.00	Inv. 330- 18th & 19th Feb
					1210	210	100.00	Inv. 330- 25th & 26th Feb
V3184-BACS	Banked: 20/03/2023	4.47						
V3184-BACS	J Glover (British Girlguiding)	4.47			1130	110	4.47	Inv.331- Photocopying
V3185-BACS	Banked: 21/03/2023	21.17						
V3185-BACS	J Glover (British Girlguiding)	21.17			1130	110	21.17	Inv.329- Photocopying
500172-CHQ	Banked: 24/03/2023	244.00						
V3215-CHQ	HM Revenue & Customs	4.00			4250	120	4.00	Land Registry reimburse
V3216-AFC	AFC Melksham	60.00			1210	210	60.00	Inv.318- 12th Feb Pitch hire
V3217-AFC	AFC Melksham	180.00			1210	210	60.00	Inv.325- Pitch hire 5th March
					1210	210	60.00	Inv.325- 12th March pitch hire
					1210	210	60.00	Inv.325-26th March pitch hire
V2318-BACS	Banked: 27/03/2023	120.00						
V2318-BACS	Staverton Rangers	120.00			1210	210	60.00	Inv.324- Pitch hire 11th March
					1210	210	60.00	Inv.324- Pitch hire 25th March
V3219-BACS	Banked: 27/03/2023	500.00						
V3219-BACS	Future of Football	500.00			1210	210	70.00	Inv. 297- Aug 22 Summer camps
					1210	210	115.00	Reimburse Council for SCC Fee
					1210	210	315.00	Towards Easter camps April
Total Receipts for Month		3,434.38	0.00	0.00			3,434.38	
Cashbook Totals		102,912.47	0.00	0.00			102,912.47	

Continued on Page 176

Date: 05/04/2023

Melksham without Parish Council Current Year

Page: 176

Time: 13:52

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 12

Payments for Month 12

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>
20/03/2023	Plusnet	V3186-DD	36.60		6.10	4190	120	30.50	Inv.009- Office Line & Broadba
24/03/2023	HM Land Registry	V3212-6108	4.00			4250	120	4.00	Land Registry search Ashley Cl
31/03/2023	Suez	V3190-DD	54.98		9.16	4770	220	45.82	Inv.971- B'hill Waste away
Total Payments for Month			95.58	0.00	15.26			80.32	
Balance Carried Fwd			102,816.89						
Cashbook Totals			<u>102,912.47</u>	<u>0.00</u>	<u>15.26</u>			<u>102,897.21</u>	

Receipts for Month 12

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 :		478,288.02					478,288.02	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>478,288.02</u>	<u>0.00</u>	<u>0.00</u>			<u>478,288.02</u>	

Continued on Page 170

Date: 05/04/2023

Melksham without Parish Council Current Year

Page: 170

Time: 13:52

Cashbook 2

User: MR

Unity Bank

For Month No: 12

Payments for Month 12				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/03/2023	Dale Raine (Steeple Ashton)	V3211-BACS	50.00			550		50.00	Refundable deposit return
13/03/2023	Plusnet	V3187-DD	26.40		4.40	4384	220	22.00	Inv.004- Pavilion line & WIFI
16/03/2023	Unity Trust Bank	V3188-DD	567.72		64.60	4055	130	120.00	FILCA Finance & Amenities Offi
						4120	120	7.25	Planning & Asset Agenda packs
						4150	120	6.65	Wireless Mouse-Clir Richardson
						4150	120	1.81	Blue Tac
						4150	120	8.32	Envelopes
						4150	120	29.16	A4 Copier Paper
						4150	120	29.16	A4 Copier Paper
						4155	120	25.98	Biscuits for meetings
						4120	120	8.45	Notices & Posters
						4120	120	4.70	Full Council agenda pack x1
						4175	120	81.00	Office 365 subscription
						4190	120	33.90	Office phone charges
						4721	220	115.00	Small Claims Court fee
						4175	120	1.00	Website hosting
						4120	120	15.75	Notices & Posters
						4200	120	11.99	Online meeting subscription
						4140	120	3.00	Monthly fee
23/03/2023	Public Works Loan Board	V3189-DD	51,975.00			4583	142	49,500.00	PWL repayment- CAPITAL
						4584	142	2,475.00	PWL Interest
28/03/2023	Wiltshire Publication	V3192-BACS	594.00		99.00	4240	120	495.00	Inv.478- Winter newsletter
28/03/2023	Agilico	V3193-BACS	195.35		32.56	4130	120	162.79	Inv.431- Office photocopying
28/03/2023	Melksham Town Council	V3194-BACS	4,670.71			4680	170	4,670.71	Inv.44- 30% expenditure-NHP
28/03/2023	JH Jones & Sons	V3195-BACS	132.00		22.00	4490	142	110.00	Inv.3316- Carson R'about maint
28/03/2023	JH Jones & Sons	V3196-BACS	1,604.65		267.44	4402	320	60.15	Inv.3302-Allotment grass cutti
						4400	142	221.90	Inv.Play Area grass cut
						4780	142	52.50	Inv.3302-Play Area bin empty
						4781	220	79.58	Inv.3302-JSF Bin emptying
						4401	220	692.17	Inv.3302-JSF Grass cutting
						4400	142	34.66	Inv.3302-Kestrel shrub mainten
						4409	142	163.33	Inv.3302-Hornchurch grass cutt
						4820	142	32.92	Inv.3302-Shurnhold Field cut
						347	0	-32.92	Inv.3302-Shurnhold Field cut
						6000	142	32.92	Inv.3302-Shurnhold Field cut
28/03/2023	JH Jones & Sons	V3197-BACS	90.00		15.00	4490	142	75.00	Various noticeboard tasks
28/03/2023	Aquasafe Environmental Ltd	V3198-BACS	138.00		23.00	4212	220	115.00	Inv.202- February PPM Visit

Continued on Page 171

Date: 05/04/2023

Melksham without Parish Council Current Year

Page: 171

Time: 13:52

Cashbook 2

User: MR

Unity Bank

For Month No: 12

Payments for Month 12				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/03/2023	Aquasafe Environmental Ltd	V3199-BACS	138.00		23.00	4212	220	115.00	Inv.306- March PPM Visit
28/03/2023	JH Jones & Sons	V3200-BACS	84.00		14.00	4721	220	35.00	Pitch inspection 10th March
						4721	220	35.00	Pitch inspections 17th March
28/03/2023	Berryfield Village Hall	V3201-BACS	52.50			4200	120	52.50	Annual Parish meeting
28/03/2023	Berryfield Village Hall	V3202-BACS	45.00			4200	120	45.00	Hall hire Energy Cafe
28/03/2023	HM Revenue & Customs	V3203-BACS	2,306.90			4041	130	787.42	Period 12- March 2023
						4000	130	466.20	Period 12- March 2023-T
						4000	130	307.94	Period 12- March 2023-NI
						4020	130	187.20	Period 12- March 2023-T
						4020	130	127.02	Period 12- March 2023-NI
						4010	130	167.00	Period 12- March 2023-T
						4010	130	114.12	Period 12- March 2023-NI
						4460	142	203.60	Period 12- March 2023-T
						4800	320	21.60	Period 12- March 2023-T
						4070	120	-75.20	Period 12- March 2023-T
28/03/2023	Wiltshire Pension Fund	V3204-BACS	1,916.63			4000	130	234.92	Period 12- March 2023
						4020	130	122.18	Period 12- March 2023
						4010	130	115.94	Period 12- March 2023
						4045	130	1,443.59	Period 12- March 2023
28/03/2023	Teresa Strange	V3205-BACS	████████		9.75	4000	130	████████	March 2023 Salary
						4680	170	48.75	NHP Printing for Area Board
						4120	120	95.00	Purchase of 1st Class stamps
28/03/2023	Lorraine McRandle	V3206-BACS	████████			4020	130	████████	March 2023 Salary
28/03/2023	Marianne Rossi	V3207-BACS	████████			4010	130	████████	March 2023 Salary
						4582	142	20.00	Cutting of keys BYF Entrance
						4250	120	6.00	Land registry search
						4120	120	3.45	Postage- BYF V Hall lease
						4120	120	47.60	Purchase of 2nd class stamps
28/03/2023	Terry Cole	V3208-BACS	████████			4460	142	████████	March 2023 Salary
						4050	142	47.50	Travel Allowance March 23
						4051	142	63.45	Mileage x141 miles
28/03/2023	David Cole	V3209-BACS	████████			4800	320	████████	March 2023 Salary
28/03/2023	John Glover	V3210-BACS	131.24			4070	120	131.24	Chairs Allowance- March 23
31/03/2023	Teresa Strange	V3191-S/O	5.30		0.88	4190	120	4.42	Reinburse- Out of hours mob
31/03/2023	Unity Trust Bank	V3213	0.30			4140	120	0.30	Manual handling charge
31/03/2023	Unity Trust Bank	V3214	28.20			4140	120	28.20	Service Charge
Total Payments for Month			71,824.59	0.00	575.63			71,248.96	
Balance Carried Fwd			406,463.43						
Cashbook Totals			478,288.02	0.00	575.63			477,712.39	

Total Salaries
March 2023

£6,731.19

Receipts for Month 12

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 :		300,000.00					300,000.00	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>300,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>300,000.00</u>	

Continued on Page 96

Date: 05/04/2023

Melksham without Parish Council Current Year

Page: 96

Time: 13:52

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 12

Payments for Month 12

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>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		300,000.00						
	Cashbook Totals		<u>300,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>300,000.00</u>	

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

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 General Account Income								
1076 Precept	217,977	235,689	235,689	(0)			100.0%	
1080 Bank Interest Received	0	37	0	(37)			0.0%	
1100 Grants and Donations RCVD	2,338	8,361	10,000	1,639			83.6%	8,361
1120 Shaw VH and Playing Field-Rent	10	20	10	(10)			200.0%	
1130 Photocopying and YE Account Sa	55	70	50	(20)			141.0%	
1140 Solar Farm Community Fund	14,850	16,119	5,000	(11,119)			322.4%	
1150 Covid-19 Grants	934	0	0	0			0.0%	
General Account Income :- Income	236,164	260,296	250,749	(9,547)			103.8%	8,361
Net Income	236,164	260,296	250,749	(9,547)				
6001 less Transfer to EMR	0	8,361						
Movement to/(from) Gen Reserve	236,164	251,935						
120 Administration costs								
4070 Chairs Allowance	816	816	835	19		19	97.7%	
4080 Members Training	455	0	560	560		560	0.0%	
4090 Members Expenses	0	0	25	25		25	0.0%	
4100 Audit Fees	1,950	695	2,500	1,805		1,805	27.8%	
4120 Postage	751	992	500	(492)		(492)	198.5%	
4130 Photocopying	2,014	2,298	1,500	(798)		(798)	153.2%	
4140 Bank Charges	153	161	175	14		14	92.0%	
4150 Admin and Stationery	1,128	817	1,000	183		183	81.7%	
4155 Refreshments Comm Events	20	136	150	14		14	90.8%	
4160 Minute Books Binding	410	0	225	225		225	0.0%	
4175 Email & Cloud hosting	948	1,087	1,000	(87)		(87)	108.7%	
4180 IT Support	0	140	300	160		160	46.7%	
4185 Accountancy Support	818	270	850	580		580	31.8%	
4190 Telephone/Broadband/Line Rent	4,191	1,644	2,500	856		856	65.7%	
4200 Room Hire/Zoom	535	789	380	(409)		(409)	207.7%	
4210 Safety/PAT Check	195	57	150	93		93	38.1%	
4220 Chairman's Brd/Chain of Office	62	0	100	100		100	0.0%	
4230 Advertising	499	93	500	407		407	18.6%	
4240 Quarterly Newsletter	495	990	2,100	1,110		1,110	47.1%	
4250 Land Search Fee	51	20	50	30		30	40.0%	
4271 Office Utilities	1,500	0	0	0		0	0.0%	
4351 New Equip & Furniture	3,296	5,132	5,700	568		568	90.0%	
4352 Office Relocation	0	1,800	1,000	(800)		(800)	180.0%	
4370 Cleaning Materials	5	33	50	17		17	66.5%	
4372 Covid-19	913	0	500	500		500	0.0%	

Continued over page

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

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4380 Cleaning - Contractor	147	0	350	350		350	0.0%	
4390 Professional Services	0	1,250	300	(950)		(950)	416.7%	
4391 GDPR Compliance	35	35	110	75		75	31.8%	
4720 Repairs & Maintenance - Office	0	21	50	29		29	41.6%	
Administration costs :- Indirect Expenditure	21,388	19,277	23,460	4,183	0	4,183	82.2%	0
Net Expenditure	(21,388)	(19,277)	(23,460)	(4,183)				
130 Staffing								
4000 Clerk's Salary							105.0%	
4010 Finance & Amenities Officer Sa							96.2%	
4020 Parish Officer Salary							97.8%	
4041 NI - EmployER	7,763	9,564	10,000	436		436	95.6%	
4045 Superannuation - EmployER	16,057	17,201	18,207	1,006		1,006	94.5%	
4048 Office Staff Mileage & Parking	34	140	100	(40)		(40)	139.9%	
4055 Staff Training	950	905	350	(555)		(555)	258.6%	
4060 Staff DBS	111	0	60	60		60	0.0%	
Staffing :- Indirect Expenditure	106,424	119,803	120,272	469	0	469	99.6%	0
Net Expenditure	(106,424)	(119,803)	(120,272)	(469)				
140 Council Office Costs								
4270 Office Rent - Campus	0	6,920	7,779	859		859	89.0%	
Council Office Costs :- Indirect Expenditure	0	6,920	7,779	859	0	859	89.0%	0
Net Expenditure	0	(6,920)	(7,779)	(859)				
142 Parish Amenities								
1440 Shurnhold Fields Income	952	0	0	0			0.0%	
1450 Berryfield Village Hall PWL	494,827	0	0	0			0.0%	
1460 Insurance Claim	1,750	0	0	0			0.0%	
1470 Berryfield Village Hall Reimbu	0	2,233	0	(2,233)			0.0%	
Parish Amenities :- Income	497,529	2,233	0	(2,233)				0
1190 Defibrillator	1,397	979	1,035	56		56	94.6%	
4050 Caretaker Travel Allowance	570	570	570	0		0	100.0%	
4051 Caretaker Mileage & Parking	554	578	500	(78)		(78)	115.7%	
4281 Insurance	4,268	4,694	4,500	(194)		(194)	104.3%	
4385 Play Area Safety Surface Clean	2,930	3,300	8,821	5,521		5,521	37.4%	
4400 Play Area - Grass Cutting	3,079	2,822	3,969	1,147		1,147	71.1%	
4409 Hornchurch Road Public Open Sp	1,960	1,797	1,960	163		163	91.7%	
Total Actual last year on all salaries	£91,785	Total Actual Year to date on all salaries	£103,066	Current budget for all salaries	£101,582.00			

Continued over page

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4410 ROSPA Inspections	1,641	(119)	775	894		894	(15.4%)	
4420 St Barnabas Annual Rent	10	10	10	0		0	100.0%	
4460 Caretaker Salary							107.0%	
4490 Repair & Maintenance - Parish	1,610	3,215	300	(2,915)		(2,915)	1071.6%	
4500 Weedspraying	2,760	2,473	2,900	427		427	85.3%	
4510 CATG Contributions	0	0	5,500	5,500		5,500	0.0%	
4540 Speed Indicator Device	2,600	1,611	1,300	(311)		(311)	123.9%	
4560 Shaw & Whitley Flood Resource	493	268	500	232		232	53.6%	
4575 Village Halls & Play Areas (Ne	31,287	480	15,000	14,520		14,520	3.2%	
4576 Drinking Water Fountains	3,088	0	0	0		0	0.0%	
4582 New Berryfield Village Hall Pr	236,723	572,007	755,000	182,993		182,993	75.8%	
4583 PWL Capital Payment	49,500	99,000	99,000	0		0	100.0%	
4584 PWL Interest Payment	3,094	5,259	5,259	(0)		(0)	100.0%	
4585 East of Melksham Community Cen	0	315,030	0	(315,030)		(315,030)	0.0%	
4590 Street Furniture	3,069	2,611	2,500	(111)		(111)	104.4%	
4600 Bus Shelters Cleaning	450	0	840	840		840	0.0%	
4780 Play Area - Bin Emptying	630	578	840	263		263	68.8%	
4785 Replacing Wiltshire Council bi	1,172	1,134	1,000	(134)		(134)	113.4%	
4820 Shurnhold Fields Project	2,931	(159)	1,700	1,859		1,859	(9.3%)	543
4825 Shurnhold Fields CAPITAL Expen	1,904	0	0	0		0	0.0%	
Parish Amenities :- Indirect Expenditure	367,267	1,028,165	923,146	(105,019)	0	(105,019)	111.4%	543
Net Income over Expenditure	130,262	(1,025,932)	(923,146)	102,786				
6000 plus Transfer from EMR	312,454	543						
6001 less Transfer to EMR	494,827	0						
Movement to/(from) Gen Reserve	(52,111)	(1,025,389)						
170 Community Support								
1480 Neighbourhood Plan Income	2,736	0	500	500			0.0%	
Community Support :- Income	2,736	0	500	500			0.0%	0
4451 Young Melksham	2,500	0	0	0		0	0.0%	
4610 Section 137 Grant	9,200	13,850	15,000	1,150		1,150	92.3%	
4620 Village Hall Grants	9,250	14,700	15,000	300		300	98.0%	
4630 Other Grants (TIC - Section 14	600	600	800	200		200	75.0%	
4650 Subscriptions	1,218	1,552	1,750	198		198	88.7%	
4670 Melks Public Toilets Contrib	5,519	(7,500)	7,500	15,000		15,000	(100.0%)	
4680 Neighbourhood Plan	4,194	7,644	2,000	(5,644)		(5,644)	382.2%	
4685 Melksham Community Response	0	0	200	200		200	0.0%	
Community Support :- Indirect Expenditure	32,480	30,846	42,250	11,404	0	11,404	73.0%	0
Net Income over Expenditure	(29,745)	(30,846)	(41,750)	(10,904)				

Continued over page

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

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
180 Joint Ventures								
4690 New Train Station Contrib	3,000	0	0	0		0	0.0%	
4695 Art Contribution Bowerhill	50	0	0	0		0	0.0%	
Joint Ventures :- Indirect Expenditure	<u>3,050</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Net Expenditure	<u>(3,050)</u>	<u>0</u>	<u>0</u>	<u>0</u>				
210 Jubilee Sports Field Income								
1210 Football Bookings	9,518	11,150	9,000	(2,150)			123.9%	
1260 Hire of Lounge/Kitchen Area un	75	75	150	75			50.0%	
Jubilee Sports Field Income :- Income	<u>9,593</u>	<u>11,225</u>	<u>9,150</u>	<u>(2,075)</u>			<u>122.7%</u>	<u>0</u>
Net Income	<u>9,593</u>	<u>11,225</u>	<u>9,150</u>	<u>(2,075)</u>				
220 Jubilee Sports Field Expenditu								
4212 Safety/PAT Check - % JSF Use	2,757	3,463	3,200	(263)		(263)	108.2%	
4282 Insurance - % JSF Use	3,949	4,312	4,100	(212)		(212)	105.2%	
4302 Electricity - % JSF Use	1,043	1,571	2,100	529		529	74.8%	
4312 Gas - % JSF Use	1,630	1,665	1,100	(565)		(565)	151.3%	
4322 Water and Sewage - % JSF Use	358	360	900	540		540	40.0%	
4381 Cleaning Contractor - % JSF Us	1,701	1,453	3,000	1,547		1,547	48.4%	
4384 WiFi & Line- Pavilion	0	65	0	(65)		(65)	0.0%	
4401 JSF Grass Cutting/Line Marking	8,558	7,614	8,432	818		818	90.3%	
4405 JSF Hedge Maintenance	2,189	1,050	550	(500)		(500)	190.9%	
4430 Rates - % JSF Use	0	0	835	835		835	0.0%	
4700 Grass Cutting extra to Cntrct	101	(101)	0	101		101	0.0%	
4721 Repairs & Maintennce - JSF	14,411	4,899	1,500	(3,399)		(3,399)	326.6%	
4740 JSF Spiking	280	0	500	500		500	0.0%	
4750 Deep Clean	40	300	0	(300)		(300)	0.0%	
4770 Waste Collection - %JSF Use	810	1,238	980	(258)		(258)	126.4%	
4781 JSF Bin Emptying	955	875	955	80		80	91.7%	
4791 Boiler Servicing - % JSF Use	0	400	600	200		200	66.7%	
Jubilee Sports Field Expenditu :- Indirect Expenditure	<u>38,781</u>	<u>29,165</u>	<u>28,752</u>	<u>(413)</u>	<u>0</u>	<u>(413)</u>	<u>101.4%</u>	<u>0</u>
Net Expenditure	<u>(38,781)</u>	<u>(29,165)</u>	<u>(28,752)</u>	<u>413</u>				
6000 plus Transfer from EMR	2,189	0						
Movement to/(from) Gen Reserve	<u>(36,592)</u>	<u>(29,165)</u>						

Continued over page

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

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310 Allotment Income								
1310 Berryfield Allotment Rents - C	1,283	2,596	1,343	(1,253)			193.3%	
1320 Briarsfield Allotment Rent - C	1,122	2,397	1,140	(1,257)			210.3%	
Allotment Income :- Income	<u>2,405</u>	<u>4,993</u>	<u>2,483</u>	<u>(2,510)</u>			<u>201.1%</u>	<u>0</u>
Net Income	<u>2,405</u>	<u>4,993</u>	<u>2,483</u>	<u>(2,510)</u>				
320 Allotment Expenditure								
4323 Water - Allotments	306	373	580	207		207	64.4%	
4402 Allotment Grass Cutting	722	662	722	60		60	91.6%	
4722 Repairs & Maintenance - Allotm	14	830	50	(780)		(780)	1660.0%	
4800 Allotment Warden Salary	█	█	█	█		█	158.6%	
Allotment Expenditure :- Indirect Expenditure	<u>1,770</u>	<u>2,912</u>	<u>2,012</u>	<u>(900)</u>	<u>0</u>	<u>(900)</u>	<u>144.7%</u>	<u>0</u>
Net Expenditure	<u>(1,770)</u>	<u>(2,912)</u>	<u>(2,012)</u>	<u>900</u>				
350 CIL								
1420 Community Infrastructure Levy	6,414	12,014	50,000	37,986			24.0%	
CIL :- Income	<u>6,414</u>	<u>12,014</u>	<u>50,000</u>	<u>37,986</u>			<u>24.0%</u>	<u>0</u>
Net Income	<u>6,414</u>	<u>12,014</u>	<u>50,000</u>	<u>37,986</u>				
400 S106								
1170 Wiltshire Council Contribution	136,450	425,998	0	(425,998)			0.0%	
S106 :- Income	<u>136,450</u>	<u>425,998</u>	<u>0</u>	<u>(425,998)</u>				<u>0</u>
Net Income	<u>136,450</u>	<u>425,998</u>	<u>0</u>	<u>(425,998)</u>				
Grand Totals:- Income	891,292	716,759	312,882	(403,877)			229.1%	
Expenditure	571,159	1,237,088	1,147,671	(89,417)	0	(89,417)	107.8%	
Net Income over Expenditure	320,133	(520,329)	(834,789)	(314,460)				
plus Transfer from EMR	314,642	543						
less Transfer to EMR	494,827	8,361						
Movement to/(from) Gen Reserve	139,948	(528,147)						

Date: 05/04/2023
Time: 12:53

Melksham without Parish Council Current Year
Bank Reconciliation Statement as at 31/03/2023
for Cashbook 1 - Current Account & Instant Acc

Page 1
User: MR

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 02027655	31/03/2023		102,820.89
			<u>102,820.89</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
24/03/2023 V3212-6108 HM Land Registry		4.00	
			<u>4.00</u>
			102,816.89
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			102,816.89
		Balance per Cash Book is :-	102,816.89
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2023
for Cashbook 2 - Unity Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity	31/03/2023	108	406,463.43
			<u>406,463.43</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			406,463.43
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			406,463.43
		Balance per Cash Book is :-	406,463.43
		Difference is :-	0.00

Date: 05/04/2023
Time: 13:08

Melksham without Parish Council Current Year

Page 1

Bank Reconciliation Statement as at 31/03/2023
for Cashbook 3 - Fixed Term Deposit

User: MR

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Fixed Term Deposit	31/03/2023		300,000.00
			<hr/> 300,000.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			300,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			300,000.00
		Balance per Cash Book is :-	300,000.00
		Difference is :-	0.00

MINUTES of the Finance Committee of Melksham Without Parish Council held on Monday 15th May 2023 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 7.00pm

Present: Councillors. John Glover (Chair of Council & Committee), David Pafford (Vice Chair of Council), Alan Baines (Committee Vice-Chair), Richard Wood, John Doel and Robert Shea-Simonds.

Officers: Teresa Strange (Clerk), Marianne Rossi (Finance & Amenities Officer)

Housekeeping: Councillor Glover welcomed everyone to the meeting and explained the evacuation routes in the case of a fire.

503/22 Apologies: Apologies were received from Councillor Holt who had a prior engagement. This reason for absence was accepted.

504/22 Declarations of Interest

None received.

505/22 Dispensation Requests for this Meeting

None received.

506/22 Public Participation

There were two members of the public present at the meeting who did not wish to speak and were there as observers. Although, not members of the Finance Committee, Councillors Chivers and Harris were present at the meeting as observers.

507/22 Insurance:

- a) To note as per the terms of the lease Berryfield Village Hall's building insurance will be included in the parish insurance schedule and the cost element will be charged back to the Berryfield Village Hall Trust Committee**

Members noted that as part of the terms of the lease for Berryfield Village Hall, the parish council would include the building insurance for the village hall under their insurance schedule and charge back the insurance cost element to the Trust. This would be something that officers would need to calculate once the new insurance policy was in place. It was clarified that this was just for the building insurance and any other insurance, such as for contents would need to be arranged separately by the Village Hall Trust.

b) To note minutes of meeting between officers and insurance broker

The minutes of the meeting between officers and the council's current insurance broker were noted. The Clerk drew members attention to the fact that when officers were discussing the council's insurance provision for the year, it was decided that the council's buildings did not need to be index linked by the 12% rate this year. This was due to the council only recently undertaking a building valuation on the Bowerhill Sports Pavilion and the construction of Berryfield Village Hall only just being completed. The Clerk wanted to confirm with members that they were happy for their buildings to not be index linked this year, which all members agreed with. It was noted that the index linked figure for all other items was at 8% this year and the parish council's assets had been uplifted by this percentage on the insurance schedule.

Recommendation: To not uplift the parish council building cover by an index linked percentage, as they were recently valued.

c) To review and approve Insurance Cover for year commencing 1st June 2023 (including Cyber Security separate policy)

Councillor Glover advised that officers had obtained two insurance quotations for the parish insurance this year. It was noted that the insurance premium from Gallagher, the current brokers, had significantly increased from last year, therefore officers felt that alternative quotations needed to be sought to compare covers. The Clerk advised that officers did contact Community First to obtain a third quotation, however had not heard anything back from them to date.

The Finance & Amenities Officer advised that when comparing the levels of cover in each policy, there was a slight difference between the two schedules. She explained that the council had always insured the Bowerhill Sports Field surface, in the event that something, such as an unauthorised encampment, entered the field and significantly ruined the surfacing. Unfortunately, following discussions with Zurich, they were unable to provide cover for this type of surfacing, therefore this has been omitted from the schedule. It was noted that this cover was still included under the Hiscox schedule.

The Clerk advised that following the last unauthorised encampment, the council had increased security around the field by purchasing large boulder stones and a drop-down bollard at the entrance to the field. This was to try and prevent anyone unauthorised accessing the field and causing severe damage. Members queried what the cost to repair the field would be in the instance that it was severely damaged, the Clerk advised that it had previously been insured for circa £10,000. Councillor Baines enquired with members, whether it would be worth obtaining a quote for some separate insurance for the Bowerhill Sports Field surfacing.

Members reviewed each insurance schedule provided bearing in mind the fact that one policy did not include cover for the sports field surfacing. It was noted that the level of cover required listed on the asset register currently stood at £2,721,507. With the level of cover from the insurance providers as follows:

Hiscox Insurance Company	£2,729,741
Zurich Insurance Company Ltd	£2,734,644

Officers had provided members with a breakdown of the level of cover required for each insurance category as listed on the asset register, with a comparison against the policy schedules for each insurance policy. Whilst there were some differences between categories, the proposed level of cover that both of these policies provided was sufficient cover for all of the council's assets. Specific covers such as public liability, employers' liability, and fidelity insurance, were on par with each other and provided the same levels of cover. Members understood that they would be considering the quotations received under agenda item 5d and felt that each policy schedule presented to them proposed an adequate level of cover.

Separately to the parish insurance the council had received a policy schedule from Gallagher for the cyber insurance. Members were happy that this provided an adequate level of cyber cover.

Recommendation: The council accept the level of insurance cover proposed.

d) To consider quotation received for Insurance Cover and recommend appointment of provider

As discussed under agenda item 5c, due to the large increase in insurance premium this year officers have obtained an alternative insurance quotation, which are as follows:

Gallagher brokers (Hiscox Insurance Company)	£13,314.67
3-year LTA the premium	£13,389.67
Zurich Insurance Company Ltd	£ 4,646.71
3-year LTA the premium	£ 4,194.64

The Clerk explained that there were a few reasons why there was an increase in the insurance premium from the current brokers. One being that the council had previously been covered under the insurer Pen Underwriting AXA in a three-year long-term agreement, which was due to end on 31st May 2023. The insurance broker had also explained to officers that due to the local council sector introducing an increased rating model, several insurers have withdrawn from quoting for any further local council business. As a result of this, Gallaghers had undertaken a tender exercise with several insurance providers and had chosen to move forward with Hiscox.

Members had already looked at the level of cover proposed under agenda item 5c and felt that each schedule provided an adequate level of insurance. As Zurich Insurance Company Ltd was circa £8,000 less than the quote provided from Gallagher, it was felt that this insurance provider should be appointed from 1st June 2023. Members confirmed as per Councillor Baines suggestion under the previous agenda item that they wished for officers to

obtain a separate quotation for insurance cover for the Bowerhill Sports Field surfacing; if available.

It was highlighted that Zurich also provided a price reduction if the council were to enter into a 3-year long term agreement with them. It was noted that if the council was to accept the long-term agreement this did not mean that the premium would not rise over the course of the agreement. This is due to factors such as an increase in insurance cover, or if the council had to make a claim on the insurance during the agreement period. Members considered this option and felt that due to the reduction it offered, it would be prudent to accept the long-term agreement. It was noted for clarity this long-term agreement would start from 1st June 2023 until 31st May 2026, with the council reviewing the level of insurance cover annually before each insurance year commences to ensure that the correct cover was in place.

The council had also received a separate quotation of £367.36 from the insurance brokers for cyber security under a separate policy with Talbot Underwriting Ltd via Channing Lucas & Partners Ltd t/a Optimum Speciality Risks

Recommendation 1: The council enter into a 3-year long term agreement with Zurich Insurance Company Ltd from 1st June 2023.

Recommendation 2: The council approve the quotation of £4,194.64 received from Zurich Insurance Company Ltd for the council's general insurance.

Recommendation 3: Officers to obtain a separate quotation for insurance cover for the surfacing at the Bowerhill Sports Field.

Recommendation 4: The council approve the quotation of £367.36 from Galligher on behalf of Talbot Underwriting Ltd via Channing Lucas & Partners Ltd t/a Optimum Speciality Risks for cyber insurance.

508/22 Asset Register: To note asset register and formally approve Asset value as of 31st March 2023 as part of year end accounting procedure

The Clerk explained that this agenda item was to approve the asset figure as at 31st March 2023 for the annual return, not to look through the register line by line which would be done at the next Asset Management meeting. The Finance & Amenities Officer advised that there were a few amendments that needed to be made to the asset register, following some queries from Councillor Baines earlier on in the day. These amendments were as follows:

- Asset 98 which was the noticeboard on the old Berryfield Village Hall building was still listed on the register as having a value. The village hall building has now been demolished with the noticeboard being demolished with it, therefore this item needed to be disposed of.

Recommendation 1: The parish council confirm the disposal of asset 98, the noticeboard on the side of Berryfield Village Hall and detail its disposal on the asset register.

- The seats along the bridleway to the canal under assets 116 and 117, had previously been replaced with assets 287 and 288, but had not been listed as disposed of on the asset register. As this would be a change to the asset figure these items would need to be detailed as disposed of on the asset register.

Recommendation 2: The parish council dispose of assets 116 and 117 on the asset register.

- The Finance & Amenities Officer advised that assets 191 (seat inside Berryfield Play Area) and 194 (bin inside Berryfield Play Area) appeared to be a duplicate of 257 and 260. She explained that this was because it was detailed on the asset register that the earlier assets were purchased in 2018, whereas the other assets were purchased in 2019. She went on to explain that the bench in this play area was replaced, due to it being rated as being in a poor condition by ROSPA. As there was only a year between the purchase dates this didn't seem to be right. Members agreed with this and felt that the assets values of 257 and 260 should be taken off of the asset register.

Recommendation 3: The parish council take off the asset values for assets 257 and 260 as they are duplicated entries.

Following the amendments made, the asset figure as of 31st March 2023 stood at £1,150,955. Councillor Glover wished to clarify that this was the asset value and not the insurance value, as although some items such as the Bowerhill Sports Pavilion were acquired for £1, its level of insurance cover is much higher. The Clerk drew members attention to the fact that the asset value had increased significantly on last year's figure, which was £591,426 as at 31st March 2022. This was largely due to the completion of construction works on the Berryfield Village Hall building and the purchase of meeting room items following the office move into the Campus. It was noted in the last financial year £237,846 was included on the asset register, which was the value of the village hall works as of 31st March 2022. Now the construction has been completed £543,421 has been added to the register for this financial year, which makes up the full construction cost of £781,267.

Recommendation 4: The Parish Council approve the Asset Value of £1,150,955 for the financial year ending 31st March, 2023.

Meeting closed at 19.20pm

Signed.....
Chairman, Monday 22nd May 2023

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		102,816.89					102,816.89	
V3288-BACS	Banked: 06/04/2023	485.00						
V3288-BACS	Future of Football	485.00			1210	210	85.00	Inv.333 11th April 23 Camp
					1210	210	100.00	Inv.335 W/C 3 April training
					1210	210	80.00	Inv. 335 W/C 10 April Training
					1210	210	100.00	Inv.338 W/C 17 April Training
					1210	210	100.00	Inv.338 W/C 24 April Training
					1210	210	20.00	Inv.339 1st May training
	Banked: 24/04/2023	64,000.00						
20508946	Fixed Term Deposit	64,000.00			210		64,000.00	V3257- Fixed Term Depos return
V3287-INTE	Banked: 24/04/2023	27.62						
V3287-INTE	Lloyds Bank	27.62			1080	110	27.62	Fixed Term interest
V3289-PREC	Banked: 26/04/2023	122,635.52						
V3289-PREC	Wiltshire Council	122,635.52			1076	110	122,635.52	Parish Precept 1 of 2
Total Receipts for Month		187,148.14	0.00	0.00			187,148.14	
Cashbook Totals		<u>289,965.03</u>	<u>0.00</u>	<u>0.00</u>			<u>289,965.03</u>	

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/04/2023	Bowerhill Village Hall Trust	V3220-6109	5,000.00			4620	170	5,000.00	Grant Award 2023-24
03/04/2023	Bowerhill Village Hall	V3220-6109	-5,000.00			4620	170	-5,000.00	Grant award 2023-24
03/04/2023	Shaw Village Hall	V3221-6110	8,000.00			4620	170	8,000.00	Grant 2023-24
03/04/2023	Berryfield Village Hall	V3222-6111	2,500.00			4620	170	2,500.00	Grant Award 2023-24
03/04/2023	Whitley Reading Rooms	V3223-6112	800.00			4620	170	800.00	Grant award 2023-24
03/04/2023	Bowerhill Residents Action Gro	V3224-6113	450.00			4610	170	450.00	Grant Award 2023-24
03/04/2023	BASRAG	V3225-6114	500.00			4610	170	500.00	Grant Award 2023-24
03/04/2023	CAWS	V3226-6115	1,220.00			4610	170	1,220.00	Grant Award 2923-24
03/04/2023	1st Bowerhill Scout Group	V3227-6116	1,000.00			4610	170	1,000.00	Grant award 2023-24
03/04/2023	4 Youth (South West)	V3228-3117	2,750.00			4610	170	2,750.00	Grant award 2023-24
03/04/2023	2385 (Melksham) Squadron ATC	V3229-6118	500.00			4610	170	500.00	Grant Award 2023-24
03/04/2023	Shaw and Whitley Toddlers	V3230-6119	500.00			4610	170	500.00	Grant award 2023-24
03/04/2023	Group Five	V3231-6120	500.00			4610	170	500.00	Grant award 2023-24
03/04/2023	Melksham Phab Club	V3232-6121	350.00			4610	170	350.00	Grant Award 2023-24
03/04/2023	Wiltshire Air Ambulance	V3233-6122	500.00			4610	170	500.00	Grant Award 2023-24
03/04/2023	HELP Counselling Services	V3234-6123	180.00			4610	170	180.00	Grant award 2023-24
03/04/2023	Life Education Centres	V3235-6124	300.00			4610	170	300.00	Grant Award 2023-24
03/04/2023	Age UK Wiltshire	V3236-6125	300.00			4610	170	300.00	Grant Aid 2023-24
03/04/2023	Stepping Stones	V3237-6126	250.00			4610	170	250.00	Grant Award 2023-24
03/04/2023	Wiltshire Citizens Advice	V3238-6127	500.00			4610	170	500.00	Grant Award 2023-24
03/04/2023	Alzheimers Support	V3239-6128	300.00			4610	170	300.00	Grant Award 2023-24
03/04/2023	Rainbow Day Centre Melksham	V3240-6129	300.00			4610	170	300.00	Grant Award 2023-24
03/04/2023	Meadowbrook CIC	V3241-6130	500.00			4610	170	500.00	Grant Award 2023-24
03/04/2023	FearLess Charity	V3242-6131	500.00			4610	170	500.00	Grant Award 2023-24
03/04/2023	Melksham Food & River Festival	V3243-6132	400.00			4610	170	400.00	Grant Award 2023-24
03/04/2023	Melksham SixtyPlus Club	V3244-6133	300.00			4610	170	300.00	Grant award 2023-24
03/04/2023	that meeting space	V3245-6134	200.00			4610	170	200.00	Grant Award 2023-24
03/04/2023	Shaw & Whitley Connect	V3246-6135	250.00			4610	170	250.00	Grant award 2023-24
03/04/2023	TransWilts CIC	V3247-6136	1,000.00			4610	170	1,000.00	Grant Award 2023-24
03/04/2023	AFC Melksham (Disabled Footbal	V3248-6137	300.00			4610	170	300.00	Grant Award 2023-24
03/04/2023	Melksham Gardeners Society	V3249-6138	200.00			4610	170	200.00	Grant Award 2023-24
03/04/2023	Melksham Amateur Swimming Club	V3250-6139	340.00			4610	170	340.00	Grant Award 2023-24
03/04/2023	Shaw & Whitley Friendship Club	V3251-6140	450.00			4610	170	450.00	Grant Award 2023-24
03/04/2023	Shaw & Whitley Garden Club	V3252-6141	200.00			4610	170	200.00	Grant Award 2023-24
03/04/2023	Wiltshire Youth Canoe Club	V3253-6142	500.00			4610	170	500.00	Grant Award 2023-24
03/04/2023	Melksham Tourist Information C	V3254-6143	600.00			4630	170	600.00	Grant Award 2023-24
03/04/2023	Melksham WI	V3255-6144	150.00			4610	170	150.00	Grant Award 2023-24
03/04/2023	Whitley Cricket Club	V3256-6145	300.00			4610	170	300.00	Grant Award 2023-24
03/04/2023	Fixed Term Deposit	20508946	64,000.00			210		64,000.00	V3257-Transfer to fixed term d
03/04/2023	HM Land Registry	V2359-6146	4.00			4680	170	4.00	Land searches for NHP
17/04/2023	HM Land Registry	V3260-6147	4.00			4250	120	4.00	Land search- Bowerhill
18/04/2023	Plusnet	V3264-DD	36.60		6.10	4190	120	30.50	Inv.010- Campus wifi & Line
24/04/2023	HM Land Registry	V3261-6148	8.00			4680	170	8.00	Land search NHP
27/04/2023	Fixed Term Deposit	20517266	192,000.00			210		192,000.00	V3290- Fixed Term Deposit
28/04/2023	Suez	V3265-DD	148.94		24.82	4770	220	124.12	Inv.618- B'hill waste away

Continued on Page 179

Total Payments for Month	284,091.54	0.00	30.92	284,060.62
Balance Carried Fwd	5,873.49			
Cashbook Totals	<u>289,965.03</u>	<u>0.00</u>	<u>30.92</u>	<u>289,934.11</u>

Receipts for Month 1**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		406,463.43					406,463.43	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>406,463.43</u>	<u>0.00</u>	<u>0.00</u>			<u>406,463.43</u>	

Payments for Month 1

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>
04/04/2023	Instant Access Unity 20476339	V3258-TRAN	346,000.00			230		346,000.00	Transfer to instant access
13/04/2023	Bowerhill Village Hall	V3220-BACS	5,000.00			4620	170	5,000.00	Grant Award 2023/24
17/04/2023	Plusnet	V3263-DD	26.40		4.40	4384	220	22.00	Inv.005- Pavilion WIFI & Line
17/04/2023	Lloyds Bank PLC	V3266-DD	855.99		75.48	4150	120	32.48	Coloured Paper
						4150	120	9.16	Magnets for NB
						4150	120	3.32	CCTV Warning sign
						4370	120	16.67	Dishwasher Cleaner
						4381	220	89.98	Toilet Paper for pavilion
						4120	120	11.20	Finance agenda postage
						4650	170	296.00	SLCC Membership
						4650	170	55.00	ILCM Mmembersh (SLCC)
						4120	120	3.50	Notices & Posters
						4175	120	81.00	Office 365 subscription
						4190	120	33.90	Office phone charges
						4175	120	1.00	Website hosting
						4120	120	3.30	Full Council agenda postage
						4155	120	18.45	Biscuits for meeting
						4150	120	29.71	A4 Paper
						4150	120	29.70	A4 Paper
						4155	120	12.79	Biscuits for meeting
						4150	120	8.32	Green Pens
						4370	120	10.57	Disposable Cleaning Cloths
						4370	120	1.90	CIF
						4200	120	12.99	Meeting subscription
						4150	120	16.57	Labels for printing
						4140	120	3.00	Monthly fee
27/04/2023	Agilico	V3267-BACS	132.71		22.12	4130	120	110.59	Inv.881- Office photocopying
27/04/2023	Jens Cleaning	V3268-BACS	435.00			4381	220	435.00	Pavilion Cleaning-Feb/ March
27/04/2023	JH Jones & Sons	V3269-BACS	1,604.65		267.44	4402	320	60.15	Inv.3356- Allotment grass cut
						4400	142	221.90	Inv.3356- Play Area grass cut
						4780	142	52.50	Inv.3356- Play Area bin emptyi
						4781	220	79.58	Inv.3356- JSF bin emptying
						4401	220	692.17	Inv.3356- JSF Grass cutting
						4400	142	34.66	Inv.3356- Kestrel Shrub Mainte
						4409	142	163.33	Inv.3356- Hornchurch grass
						4820	142	32.92	Inv.3356- Shurnhold Fields
27/04/2023	Whitley Reading Rooms	V3270-BACS	180.00			4560	142	180.00	Room hire CEG Event
27/04/2023	Wiltshire Publication	V3271-BACS	83.52		13.92	4230	120	69.60	Annual Parish advert
27/04/2023	Whitley Reading Rooms	V3272-BACS	237.60		39.60	4560	142	198.00	Broadband & line for CAWS CEG
27/04/2023	Community Heartbeat Trust	V3273-BACS	28.80		4.80	4049	142	24.00	Inv.292- Triangle sign for Sha
27/04/2023	Community Heartbeat Trust	V3274-BACS	90.00		15.00	4049	142	75.00	Inv.347- Data card for upgrade

Continued on Page 174

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/04/2023	Wiltshire Council	V3275-BACS	2,593.25			4270	140	2,593.25	Office rent- 1.4.23-30.6.23
27/04/2023	HM Revenue & Customs	V3276-BACS	2,228.11			4041	130	736.45	Period 1 April 2023
						4000	130	282.87	Period 1 April 2023-NI
						4000	130	427.00	Period 1 April 2023-T
						4020	130	190.60	Period 1 April 2023-T
						4020	130	129.23	Period 1 April 2023-NI
						4010	130	169.80	Period 1 April 2023-T
						4010	130	115.96	Period 1 April 2023-NI
						4460	142	164.80	Period 1 April 2023-T
						4800	320	11.40	Period 1 April 2023-T
27/04/2023	Wiltshire Pension Fund	V3277-BACS	1,947.69			4000	130	221.34	Period 1 April 2023
						4020	130	123.24	Period 1 April 2023
						4010	130	116.83	Period 1 April 2023
						4045	130	1,486.28	Period 1 April 2023
27/04/2023	JH Jones & Sons	V3278-BACS	237.60		39.60	4722	320	198.00	Inv.3389- Plaining spread allo
27/04/2023	Melksham Town Council	V3284-BACS	4,091.17			4670	170	4,091.17	Public Toilets- 21/22
27/04/2023	Melksham Town Council	V3285-BACS	421.20		70.20	4820	142	351.00	Caretaking - 1 Oct 21-31 Dec 2
27/04/2023	BSS Group PLC	V3286-BACS	413.42		68.90	4721	220	344.52	Water boost pump service
28/04/2023	Teresa Strange	V3279-BACS	████████			4000	130	████████	April 2023 Salary
28/04/2023	Lorraine McRandle	V3280-BACS	████████		3.20	4020	130	████████	April 2023 Salary
						4155	120	6.85	Refreshments for Annual Parish
						4680	170	3.00	Land registry search NHP
						4680	170	15.99	Buy a plan for NHP
						4120	120	2.25	Agenda pack postage
						4680	170	6.00	Land Search for NHP
						4120	120	2.95	Agenda Pack postage
28/04/2023	Marianne Rossi	V3281-BACS	████████			4010	130	████████	April 2023 Salary
28/04/2023	Terry Cole	V3282-BACS	████████			4460	142	████████	April 2023 Salary
						4050	142	47.50	April Travel Allowance
						4051	142	39.15	Mileage x87 miles
28/04/2023	David Cole	V3283-BACS	████████			4800	320	████████	April 2023 Salary
Total Payments for Month			373,159.13	0.00	624.66			372,534.47	
Balance Carried Fwd			33,304.30						
Cashbook Totals			406,463.43	0.00	624.66			405,838.77	

Total Salaries
April 2023

£6,425.13

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		300,000.00					300,000.00	
	Banked: 03/04/2023	64,000.00						
20508946	Current Account & Instant Acc	64,000.00			200		64,000.00	V3257-Transfer to fixed term d
	Banked: 27/04/2023	192,000.00						
20517266	Current Account & Instant Acc	192,000.00			200		192,000.00	V3290- Fixed Term Deposit
Total Receipts for Month		256,000.00	0.00	0.00			256,000.00	
Cashbook Totals		<u>556,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>556,000.00</u>	

Payments for Month 1

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>
24/04/2023	Current Account & Instant Acc	20508946	64,000.00			200		64,000.00	V3257- Fixed Term Depos return
Total Payments for Month			64,000.00	0.00	0.00			64,000.00	
Balance Carried Fwd			492,000.00						
Cashbook Totals			<u>556,000.00</u>	0.00	0.00			<u>556,000.00</u>	

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 04/04/2023	346,000.00						
V3258-TRAN	Unity Bank	346,000.00			220		346,000.00	Transfer to instant access
Total Receipts for Month		346,000.00	0.00	0.00			346,000.00	
Cashbook Totals		<u>346,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>346,000.00</u>	

Payments for Month 1

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>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		346,000.00						
	Cashbook Totals		<u>346,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>346,000.00</u>	

Employer code	Employer name	Primary rate (% of pay)	Secondary rate (% of pay plus monetary amount)			Total contributions (primary rate plus secondary rate)			Notes
			2023/24	2024/25	2025/26	2023/24	2024/25	2025/26	
Town and Parish Councils (continued)									
48	Corsham Town Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
50	Warminster Town Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
58	Mere Parish Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
X 59	Melksham Without Parish Council	20.8%	-1.1%	-1.1%	-1.1%	X 19.7%	X 19.7%	19.7%	X
62	Bradford-on-Avon Town Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
66	Blunsdon St Andrew Parish Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
71	Wroughton Parish Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
73	Wanborough Parish Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
349	Hullavington Parish Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
350	Tidworth Town Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
356	Ludgershall Town Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
365	Idmiston Parish Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
402	Redlynch Parish Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
403	Central Swindon South PC	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
404	St Andrews Parish Council Swindon	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
409	Central Swindon North PC	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
413	Whiteparish Parish Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
435	Calne Without Parish Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	
496	West Swindon Parish Council	20.8%	-1.1%	-1.1%	-1.1%	19.7%	19.7%	19.7%	

**WILTSHIRE COUNCIL
WILTSHIRE & SWINDON ROAD SAFETY PARTNERSHIP**

PRACTICE NOTE

**COMMUNITY SPEEDWATCH, TEMPORARY SPEED INDICATOR
DEVICES, & CIVILIAN DEPLOYED ANPR CAMERAS**

- SITE ELIGIBILITY AND DEPLOYMENT CRITERIA

April 2023

1. Document Control Sheet

Project Title: COMMUNITY SPEEDWATCH, TEMPORARY SPEED INDICATOR DEVICES, & CIVILIAN DEPLOYED ANPR CAMERAS

Report Title: SITE ELIGIBILITY AND DEPLOYMENT CRITERIA

Revision: Version 1

Status: Final

Date: April 2023

Record of issue

Issue	Status	Author	Date	Check	Date	Authorised	Date
1	Final	DT	April 2023	SH	April 2023	SH	April 2023

April 2023

WILTSHIRE AND SWINDON ROAD SAFETY PARTNERSHIP PRACTICE NOTE

COMMUNITY SPEEDWATCH, TEMPORARY SPEED INDICATOR DEVICES, & CIVILIAN DEPLOYED ANPR CAMERAS - SITE ELIGIBILITY AND DEPLOYMENT CRITERIA

1.0 Introduction

- 1.1 This note sets out the eligibility and deployment criteria used for Community Speed Watch (CSW), temporary Speed Indicator Devices (SIDs) and Civilian deployed ANPR cameras.
- 1.2 CSW and SIDs can only be deployed on roads subject to 20, 30 and 40 mph speed limits. Enforcement activities on roads with higher speed limits remains solely within the remit of the Police.
- 1.3 CSW and SIDs are considered overt in operation as they are clearly visible to passing motorists and will have a direct impact on all road users passing them when deployment is taking place. Civilian deployed ANPR cameras are considered covert in operation as they usually cannot be seen by motorists and the data they record is used to provide intelligence and to target individual speeding motorists. It will be for the Parish and Town Councils to decide the best combination of activity to address the concerns in their local area.

2.0 Community Speedwatch (CSW)

- 2.1 CSW is a scheme which gives local people the power to help reduce traffic speeds and improve the quality of life in their community. Local community volunteers are provided with special equipment and trained by Wiltshire Police staff in the use of hand held speed devices so that they can record the speed of passing motorists. Motorists caught speeding by the volunteers are sent a warning letter from the Police. Persistent offenders receive a visit from Wiltshire Police and may be subject to further action. Intelligence gathered by the volunteers can be used by the Police to identify speeding hotspots and to target individual persistent speeding motorists.
- 2.2 CSW can only be undertaken during the hours of daylight and is therefore not the appropriate solution where investigation shows that high speeds are experienced during the hours of darkness.
- 2.3 Wiltshire Police will carry out a risk assessment to determine where CSW can be deployed to ensure the safety of the volunteers and to maximise effectiveness and impact.
- 2.4 Co-ordination and support of the CSW volunteer groups is undertaken by a dedicated CSW Co-ordinator within Wiltshire Police.
- 2.5 Other factors relating to CSW and further details can be found at www.wiltshire-pcc.gov.uk/the-pcc-and-you/get-involved/community-speedwatch/

3.0 Temporary Speed Indication Devices (SIDs)

- 3.1 Key factors relating to SID deployment are set out at **Appendix A** and Frequently Asked Questions are set out in **Appendix C**

April 2023

- 3.2 SIDs are a means of raising awareness of vehicle speeds and educating driver behaviour. They are useful in supporting other methods of direct speed control such as Police enforcement and Community Speedwatch. They can provide a means of highlighting speed issues where direct measures cannot be used, such as where speeding occurs at night or at locations with difficult access.
- 3.3 SIDs can be deployed at locations on a long term basis if desired. However, it is recommended that to maintain effectiveness they should be deployed on a temporary basis and normally be in place at a site for between 2 and 8 weeks and not redeployed until a minimum time of 4 weeks has elapsed.
- 3.4 Deployment periods are at the discretion of the relevant Town or Parish Council based on individual site circumstances, but it is recommended that this is evidence led.
- 3.5 Town & Parish Councils either singularly or in collaboration are responsible for the sourcing, purchase, installation, deployment and maintenance of suitable SID units.
- 3.6 Deployment of the SIDs must be undertaken by an approved Contactor or by volunteers who have undertaken the online training course available through Wiltshire Council. See Appendix A for further details.
- 3.7 SIDs must not be positioned within 100m of speed limit terminal points except in exceptional circumstances such as reduced visibility or proximity of side road junctions.

4.0 **Civilian deployed ANPR Cameras**

- 4.1 Key factors relating to civilian deployed ANPR Cameras as set out in **Appendix B**
- 4.2 Civilian deployed ANPR cameras are small battery powered devices that can be deployed to record passing vehicles, their speed, and registration details. Data from the ANPR cameras can be reported to the Police on their website using the 'report a crime' function to aid intelligence by their Control Room. The "report a crime" function accepts one vehicle's details at a time, so it is necessary for users to prioritise the input of data. It should also be noted that evidence from these cameras is not currently admissible as evidence in Court.
- 4.3 Parish & Town Councils deploying ANPR cameras will need to satisfy themselves that they are compliant with the General Data Protection Regulations (GDPR).
<https://www.gov.uk/data-protection>
- 4.4 ANPR cameras can be deployed on existing highway street furniture, such as sign posts, but additional freestanding posts will not be provided or permitted. Note: Telegraph / electrical poles are not classified as street furniture.
- 4.5 Deployment sites are not subject to any formal approval process but locations must be subject to a recorded risk assessment and comply with the manufacturer's requirements for mounting heights and clear visibility distances to ensure accuracy of recorded data.
- 4.6 Deployment of the ANPR cameras must be undertaken by an approved Contractor or by volunteers who have undertaken the online training course available through Wiltshire Council. See Appendix B for further details

5.0 **Eligibility Criteria**

April 2023

- 5.1 For locations identified for CSW and SIDs the Council will undertake traffic counts at each requested site in order to measure vehicle speeds and allow assessment against the criteria. The counters will be in situ for a week at each site and will record vehicle speeds and volumes at all times during that week. This enables an overall assessment of vehicle speeds, including trends relating to speed at certain times of the day or night. No site will be considered for CSW or SID deployment until a traffic count is undertaken.
- 5.2 The eligibility criteria for the use of CSW & SIDs is set out in the table below. The threshold levels have been set to accord with the National Police Chiefs Council (NPCC) speed enforcement guidelines.

	No Further Action	CSW & SID
20 mph limit	85 th ile speed up to 23.9 mph	85 th ile speed 24.0 mph and over
30 mph limit	85 th ile speed up to 34.9 mph	85 th ile speed 35.0 mph and over
40 mph limit	85 th ile speed up to 45.9 mph	85 th ile speed 46.0 mph and over

The 85th percentile speed is that not exceeded by 85% of the vehicles using the route.

- 5.3 A flow chart illustrating the process is included at **Appendix C**
- 5.4 ANPR cameras can be deployed without the need to undertake a traffic count.
- 5.5 Where a previously approved CSW or SID site has operated, but speeds have reduced to below the threshold speeds, these sites can continue to operate for as long as the volunteer groups and Parish and Town Councils consider them to be justified.

Temporary Speed Indicator Devices (SID) Deployment Guidelines

1. These guidelines apply to all SIDs used on the Wiltshire Highway network regardless of the funding source, ownership and device location
2. Sites must meet the eligibility criteria as set out in this Practice Note.
3. SIDs can be deployed at locations on a long term basis if desired. However, it is recommended that to maintain effectiveness they should be deployed on a temporary basis and normally be in place at a site for between 2 and 8 weeks and not redeployed until a minimum time of 4 weeks has elapsed.
4. Deployment periods are at the discretion of the relevant Town or Parish Council based on individual site circumstances, but it is recommended that this is evidence led. For example the number of times the SID is triggered on a week by week comparison.
5. Wiltshire Council reserves the right to remove any device where the location is considered a road safety hazard, or if the SID is not being deployed in accordance with the stated guidelines and a charge may be made for this.
6. Any additional infrastructure required to enable SID deployment can be funded by the Local Highway & Footway Improvement Group (LHFIG) or the relevant Town / Parish Council and approved by Highways officers prior to installation.
7. Trigger Speeds of the device should be set to match the posted speed limit level.
8. SIDs must be mounted at a minimum height of 2.0 metres above ground level (to avoid damage / vandalism) in verge areas and 2.4 metres in footway and cycle-ways. Devices must have a minimum edge clearance to the running carriageway of 450mm and cannot be fixed to telegraph poles or concrete street lighting columns.
9. No ladders, step ladders or other climbing aids should be placed in direct contact with or leant against the column or post used to mount the SID as the additional weight may result in sudden failure. Any damage to Highway furniture will be recharged.
10. Additional posts can be provided to facilitate SID deployment. However they must not be permanently left in place when the SID is not deployed. Posts must be fixed via a socketed ground anchor to allow for post removal. An example fixing can be found at <http://www.nal.ltd.uk/products/retention-socket-systems/retention-socket-non-illuminated-base/>.
11. Whilst the use of dedicated posts is the preferred mounting method, SIDs can be erected on suitable existing street lighting columns. Approval must be given by Wiltshire Council prior to deployment. Annual reapproval must be sought as previously approved sites may no longer be suitable due to column ageing affecting strength. Approval can be sought by sending an email to streetlighting@wiltshire.gov.uk providing the dates of deployment, the road name, and the column identification number.
12. SIDs require a straight road on the approach, free of obstruction, to allow the radar to accurately assess vehicle speed. Dips in the road will affect the operation of the SIDs, as

can bus shelters reflecting the sun. Careful consideration is required to direct devices away from property windows and avoid problems associated with light pollution. SIDs must not be positioned within 100m of speed limit terminal points.

13. Where deployment of the SIDs is undertaken by an approved Contactor they must have Operators Streetworks accreditation (for more details see <https://www.gov.uk/government/publications/street-works-qualifications-in-england>) and Public Liability Insurance of at least £5,000,000. Responsibility for checking and approval of suitable contractors rests with Town & Parish Councils and is therefore self-policing.
14. It will be for the Town & Parish Councils to decide on how many contractors are engaged and how any payment mechanism should work.
15. Where deployment of the SIDs is undertaken by volunteers they must have undertaken the online training course available through Wiltshire Council. Registration for training can be achieved by sending a request to Integrated.transport@wiltshire.gov.uk. with the title 'online training request' as the subject heading. The course takes about an hour to complete and includes how to undertake and record a risk assessment.
16. Town and Parish Councils are encouraged to review, amend or add to the deployment programme not less than every six months to take into account new sites or any changes in circumstances.

Civilian deployed ANPR cameras Deployment Guidelines

1. Wiltshire Council and Wiltshire Police reserve the right to remove any device where the location is considered a road safety hazard, or if the ANPR camera is not being deployed in accordance with the stated guidelines and a charge may be made for this.
2. Deployment of cameras must comply with the manufacturer's requirements for mounting heights and clear visibility distances to ensure accuracy of recorded data.
3. Information notices (signs) advising of the deployment of ANPR cameras must be in place during operation. This is a legal requirement under the Protection of Freedoms Act 2012. When the system is not operational the signs are to be removed to prevent proliferation of the notices.
4. No ladders, step ladders or other climbing aids should be placed in direct contact with or leant against the column or post used to mount the ANPR camera as the additional weight may result in sudden failure.
5. Any damage to Highway furniture caused by ANPR deployment will be recharged.
6. Where deployment of the ANPR camera is undertaken by an approved Contactor they must have Operators Streetworks accreditation (for more details see <https://www.gov.uk/government/publications/street-works-qualifications-in-england>) and Public Liability Insurance of at least £5,000,000. Responsibility for checking and approval of suitable contractors rests with Town & Parish Councils and is therefore self-policing.
7. It will be for the Town & Parish Councils to decide on how many contractors are engaged and how any payment mechanism should work.
8. Where deployment of the ANPR cameras is undertaken by volunteers they must have undertaken the online training course available through Wiltshire Council. Registration for training can be achieved by sending a request to Integrated.transport@wiltshire.gov.uk with the title 'online training request' as the subject heading. The course takes about an hour to complete and includes how to undertake and record a risk assessment.

SIDs - Frequently Asked Questions

1. *Why can SIDs only be deployed on roads subject to 20, 30 and 40 mph speed limits?*

Enforcement of speed limits on roads subject to limits over 40mph has to be done by Police Officers who are suitable trained using in car or handheld speed enforcement devices. This is national practice agreed by the National Police Chiefs Council (NPCC) not just applicable to Wiltshire.

2. *Why is it recommended that SIDs be removed from a location after 8 weeks?*

Research by the Transport Research Laboratory has indicated that the effect of the SID on speed reduction is greatest within the first two weeks of deployment, with sites having SIDs in situ for longer recording little or no further speed reductions after two weeks.

3. *Why does a count have to be carried out before SID deployment takes place?*

Counts are undertaken to establish if there is speeding taking place, the extent of the speeding problem and to identify the correct solution. Pedestrians and residents routinely overestimate the speed of vehicles passing by and it is vital that factual data is used. This helps to identify those locations which genuinely have a speeding problem and also means that further comparative counts can be undertaken to establish whether the problem has been addressed.

4. *Can a SID be used to collect traffic data?*

The data capture capability that some SIDs have has not been utilised due to concerns that the presence of the SID itself may alter driver behaviour and collecting data from it may give a false impression or different set of results that may not be representative. In addition data is only collected in one direction. To enable comparison between before and after speeds, those sites where SIDs are deployed may be subject to further counts as these provide more reliable data.

5. *What does the 85th percentile mean and why is it chosen? Doesn't this mean that speeding is being tolerated?*

The concept of the 85th percentile speed has been developed from the considerable body of research and observation carried out to analyse driver behaviour. It is the highest speed at which most drivers can be considered to be driving sensibly and in a manner appropriate for the prevailing conditions. Those drivers exceeding the 85th percentile value are therefore much less likely to conform to reasonable patterns of behaviour and consequently would pay little regard to safety enforcement measures.

The 85th percentile speed is defined as that which reasonable people tend to adopt according to the road environment and is calculated by recording the speeds at or below which 85% of all vehicles travel under free flowing conditions past a nominated point. For example if a count records the speeds of 100 vehicles then the top 15 are discounted and the resulting highest speed is then the 85th percentile value.

6. *Can we have a permanent SID like the ones we see elsewhere in other counties?*

National evidence has shown that the effectiveness of permanently installed vehicle activated signs for speed education purposes reduces with time. The use of temporary SIDs is intended to maximise the impact of this type of sign on motorists.

It is Wiltshire Council policy that permanent vehicle activated signs will only be provided to warn motorists of a hazard, such as sharp bends, where there is significant collision history. They will not be provided to highlight speed limits.

7. Can SIDs be used at sites not meeting the criteria?

The use of SIDs at sites where there is no speeding problem is not encouraged as this may impact on the availability and frequency of deployment at those sites with a speeding problem and lessen the overall impact that SIDs are intended to have.

8. How often do they need servicing / recalibration?

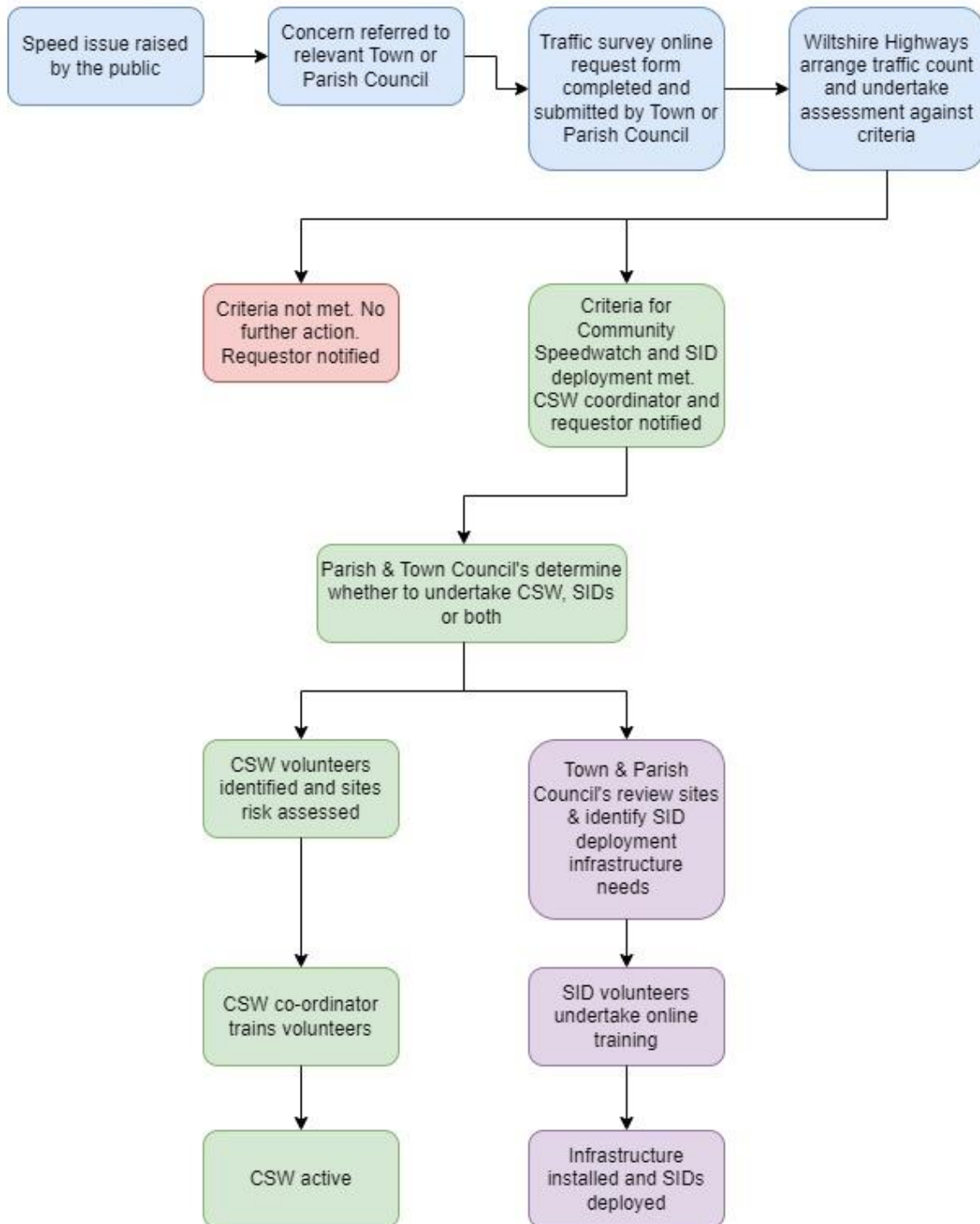
Annually.

9. What is an Approved Contractor?

An approved contractor is a company, business, group or individual who holds Operator's Streetworks accreditation and has a minimum £5,000,000 of Public Liability Insurance.

APPENDIX D

Wiltshire SID and Community Speed Watch Process



April 2023

QUOTATION

Melksham Without Parish Council
 Sports Pavilion
 Westinghouse Way
 Bowerhill
 Melksham, Wiltshire
 SN12 6TL

QUOTE REF:	9356
ACCOUNT REF:	MEL002
QUOTE DATE:	24/04/2023
EXPIRY DATE:	23/05/2023
CURRENCY:	Pound Sterling
REPRESENTATIVE	Solagen Sales Team

F.A.O	Lorraine McRandle
--------------	-------------------

Qty	Product Description	£ Unit Price	£ Discount	£ Net Amount
	This quotation relates to enquiry dated 14/0/2023 For software change to SID			
2.00	Charge for software changes Labour Charge	90.00	0.00	180.00

Should you have any enquires concerning this quote or require further information. Please contact your sales representative:

Mobile: 07930 345633
 Tel: 01454 318260
 email: sales@solagen.com

DISCOUNT	0.00
CARRIAGE	0.00
NET AMOUNT	180.00
VAT AMOUNT	36.00
GROSS AMOUNT	216.00

Teresa Strange

From: Jon Price <jonprice@riggconstruction.co.uk>
Sent: 10 May 2023 08:32
To: David Sharp; Teresa Strange; Shona Holt; Marianne Rossi
Cc: Martin Pickard
Subject: RE: Berryfield Village Hall - PV Battery Unit
Attachments: 1.jpg; 2.jpg; 3.jpg; 4.jpg; 5.jpg; 6.jpg; 7.jpg; Battery Storage.pdf; Battery Kit.jpg; GivEnergy Residential Battery-Warranty 2021v1.pdf; AC3 Coupled.pdf; Giv-Bat 5.2.pdf; GivEnergy AC Inverter 10 year warranty extended Feb 2020-1 (1).pdf

Good morning,

Hope you are all well.

I'm writing to confirm that after a very drawn out saga the installation of the PV Battery Storage unit has finally been completed – the main installation was undertaken at the end of January and unit was running but required commissioning which they returned at the end of March however they found that to complete this a component for the circuit board was required – I'm pleased to advise this was installed on Thursday 4th May and now fully operational (photo's attached).

Fuseland have provided the attached information. The unit is a GivEnergy 3.0KW AC coupled inverter with 5.2kwh battery package. **Teresa** – please can you add this info to the electronic and hard files of the Electrical Installation Manual in section 8.10 P.V. Equipment.

I advised Shona / Teresa / Marianne last week but to for completeness a brief explanation on how the PV panels and battery storage generally works is –

The electricity to the building is a 3 phase supply, meaning that distribution and power to the different circuits (areas or sections) is divided over the three phases rather than all being from one single supply cable (single phase). Whilst the energy produced directly from the PV panels is distributed and used by all three phases and therefore used by all the circuits the PV battery can only be connected to one phase and therefore only circuits connected to that phase will benefit from using the stored power in the battery. The battery has been connected to phase 1 / circuit 1 which means the following is connected to it –

- Main Hall lighting
- External lighting columns
- Fire alarm panel
- Main hall ring main (power outlets)
- Kitchen water heater
- Heat Recovery Unit
- UFH manifolds
- Male WC hand dryer

There is nothing to control or do particularly as the electricity will automatically be drawn from where it is available i.e battery storage / pv panels / mains supply.

Shona – GivEnergy have an app for Smart phones that can be downloaded to allow performance of the system to be monitored. Once the app is downloaded the login information is as follows:-

[REDACTED]

Please don't hesitate to contact me should you have any queries or issues.

Kind regards,

Jon Price



Lancaster House, Lancaster Park, Bowerhill, Melksham, SN12 6TT
T: 01225 705668 F: 01225 790069
E: jonprice@riggconstruction.co.uk
W: www.riggconstruction.co.uk

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From: Jon Price
Sent: Tuesday, January 31, 2023 4:57 PM
To: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; David Sharp <dsharp@bta-architects.co.uk>; Martin Pickard <Martin@mpaqs.co.uk>
Subject: RE: Berryfield Village Hall - PV Battery Unit

Afternoon Marianne,

Just a quick line to confirm discussion earlier and for benefit of others that Fuseland have been at the Village Hall yesterday and today to install the PV Battery unit.

When I met the engineer earlier this afternoon to lock up he advised that some additional components needed to be ordered and that he will need to return when they have these in around a weeks time – he told me the battery is connected and working however not as efficiently as it will be once install completed.

I will be in contact to arrange to collect the keys for access when I hear from them.

Kind regards,

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 25 January 2023 13:21
To: Jon Price <jonprice@riggconstruction.co.uk>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Berryfield Village Hall - PV Battery Unit

Hi Jon,

Many thanks for your email, if you could come and collect the keys on Friday afternoon that would be great.

Many thanks

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

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From: Jon Price <jonprice@riggconstruction.co.uk>

Sent: 25 January 2023 12:09

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Subject: FW: Berryfield Village Hall - PV Battery Unit

Good afternoon,

As per e-mail exchange below with Fuseland the PV battery unit / equipment is now all available and they have suggested attending to install at 8am on Monday (30th January not 29th as stated below).

Is this convenient? I would be happy to collect keys and alarm code etc from you Friday afternoon and provide them with access if you would like me to.

Kind regards,

Jon Price



Lancaster House, Lancaster Park, Bowerhill, Melksham, SN12 6TT
T: 01225 705668 F: 01225 790069

E: jonprice@riggconstruction.co.uk

W: www.riggconstruction.co.uk

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From: Rob <rob@fuseland.net>

Sent: 25 January 2023 08:34

To: Jon Price <jonprice@riggconstruction.co.uk>

Cc: Nigel Hall <nigel.hall@fuseland.net>

Subject: RE: Berryfield Village Hall -

Jon

I can confirm we have the battery unit is available at last. We would like to attend site this Monday 29th January to install and would like to gain access at 08.00am.

Can you please arrange this for us and confirm back.

Regards

Rob Wilson

Senior Contracts Manager

Direct Dial Tel No. 01179 580904

Main Office Tel No. 01179 354435

Mobile Tel No. 07768886148



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Fuseland Electrical Services Limited a company registered in England & Wales Company Registered Number: 01389913

Registered Address : 4 Dragon Court , St George , Bristol , BS57XX

From: Jon Price <jonprice@riggconstruction.co.uk>
Sent: 23 January 2023 15:09
To: Rob <rob@fuseland.net>
Cc: Nigel Hall <nigel.hall@fuseland.net>
Subject: RE: Berryfield Village Hall -

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Afternoon Rob,

Hope you are well.

Is all of the PV battery kit now in stock? If so can we get a date proposed for installation please?

Kind regards,

Jon Price



Lancaster House, Lancaster Park, Bowerhill, Melksham, SN12 6TT
T: 01225 705668 **F:** 01225 790069
E: jonprice@riggconstruction.co.uk
W: www.riggconstruction.co.uk

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Teresa Strange

From: Bethan Powell <bethan.powell@bellway.co.uk>
Sent: 16 May 2023 12:27
To: Teresa Strange; Lorraine McRandle; Marianne Rossi
Cc: Tim Lund; Chris Jones; Shauna Humphreys; Lee Mullens; David Pittick
Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Good Afternoon Teresa,

Bellway will take this as a formal rejection of our Goodwill Gesture to install a tarmac path as this has instead been done by yourselves at your own cost without our knowledge. Bellway accept this rejection and look forward to seeing the area open and in use by residents. There is no further work needed, or to be carried out, by Bellway Homes on this Play Area

For any landscape maintenance issues on Management Company Land please contact AF Partnerships, for any landscape maintenance issues within your Play Area these will be down to yourselves to resolve.

Appreciate your time on this, lovely to reach a resolution which benefits all parties – especially the residents in time for the summer.

Thank you,

Bethan Powell
Commercial Manager

01454 451960

Bellway Homes Limited (South West)

1st Floor
2540 The Quadrant
Aztec West
Almondsbury
Bristol
BS32 4AQ
www.bellway.co.uk



From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: Tuesday, May 16, 2023 12:10 PM
To: Bethan Powell <bethan.powell@bellway.co.uk>
Cc: Tim Lund <tim.lund@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: RE: Bowood View Melksham - Play Area & Village Hall.

ALERT: This message originated outside of Bellway's network. **BE CAUTIOUS** before clicking any link or attachment.

Dear Bethan

Melksham Without Parish Council undertook the works last week. We are returning this week to repair the edge of the safety surfacing to the path edge. We have installed concrete kerb edges, whereas you had installed wooden board edging; see attached.

During the excavation process of the existing footpath we found that the area had only been excavated to approx. 70mm in depth and applied a light dusting of Type 1 sub base thus leaving the path constructed directly onto a clay base with no sound foundation, see attached.

At the parish council's additional cost we have excavated out 72m² at 75mm depth of clay and disposed off site. Supplied and lay woven member. Supplied, lay and compacted 72m² of Mot Type 1 at 72mm depth. The path construction now meets the CD 239 regulations for footpath and cycleways 2020.

The parish council are very disappointed to discover that this was not laid adequately by yourselves in the first place.

There are three dead trees in the play area, do we contact yourselves or Alexander Faulkner to arrange their replacements, or is this already in hand?

For your information, we have cut the grass, and also installed the safety surfacing under the teen shelter, rated an 8 Medium risk by ROSPA.

Regards, Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

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From: Bethan Powell <bethan.powell@bellway.co.uk>

Sent: 15 May 2023 15:53

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Cc: Tim Lund <tim.lund@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>

Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Importance: High

Good Afternoon,

As below am I still awaiting your confirmation- *“In terms of the goodwill gesture path works, if you no longer wish us to undertake these and do these yourselves – that is absolutely fine. However unless instructed by Bellway we will be unable to pay any invoice you forward over. Please confirm you would still like these carried out by Bellway and as I have said on many occasions below I will do this as soon as I am able, keeping in touch with you throughout.”*

Can you let me know please.

Thanks,

Bethan Powell
Commercial Manager

01454 451960

Bellway Homes Limited (South West)

1st Floor

2540 The Quadrant

Aztec West

Almondsbury

Bristol

BS32 4AQ

www.bellway.co.uk



From: Bethan Powell

Sent: Tuesday, May 9, 2023 3:28 PM

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Cc: Tim Lund <tim.lund@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>

Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Good Afternoon Teresa,

Thank you for responding, our Customer Care Department will now be able to advise all customers that call through to complain that this area is in your formal ownership and to contact yourselves for a better idea of opening date. Can you please give us the best contact details to pass over to them, I assume this isn't to be your email/ phone number! As you can imagine due to the protracted nature of this opening Customers are quite regularly voicing their concern and we do wish to give them the most correct response and contact details hence my chasing you for an answer.

In terms of the goodwill gesture path works, if you no longer wish us to undertake these and do these yourselves – that is absolutely fine. However unless instructed by Bellway we will be unable to pay any invoice you forward over. Please confirm you would still like these carried out by Bellway and as I have said on many occasions below I will do this as soon as I am able, keeping in touch with you throughout.

Thank you,

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Sent: Tuesday, May 9, 2023 2:50 PM

To: Bethan Powell <bethan.powell@bellway.co.uk>

Cc: Tim Lund <tim.lund@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Shauna Humphreys

<Shauna.Humphreys@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Subject: RE: Bowood View Melksham - Play Area & Village Hall.

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Dear Bethan

Thank you for your email.

We have been waiting until we had something concrete to advise in terms of confirmed dates.

The parish council have contracted the outstanding work to be done before removing the heras fencing and opening the play area to the public with the aim to do so before the half term holiday at the end of May.

They should have started on site today; we will be checking on site later.

We will be communicating that information to residents when we have a firmer date, and would prefer that you left that to ourselves please, as it is now the parish council's play area and not Bellway's.

We were able to find several contractors, including the one that originally installed the play area, to be able to undertake the work in the next couple of weeks, we aren't sure why Bellway needed a minimum of 12-16 weeks before the tarmac path could be constructed. Perhaps as this was a gesture of goodwill you would be happy for us to forward the invoice to you for reimbursement?

For clarification, I am the Proper Officer in law for the parish council and act under the direction of the parish council; the corporate body.

The Local Authority have no jurisdiction over parish councils at all.

Regards,

Teresa

Teresa Strange

Clerk

Melksham Without Parish Council

Sports Pavilion

Westinghouse Way

Bowerhill, Melksham

Wiltshire, SN12 6TL

01225 705700

clerk@melkshamwithout.co.uk

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From: Bethan Powell <bethan.powell@bellway.co.uk>

Sent: 09 May 2023 14:35

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Cc: Tim Lund <tim.lund@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>

Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Importance: High

Good Afternoon,

As below please – a response would be appreciated for clarity.

Have you another contact within the Parish or a traditional LA representative I can escalate this with please?

Thank you,

Bethan Powell
Commercial Manager

01454 451960

Bellway Homes Limited (South West)

1st Floor

2540 The Quadrant

Aztec West

Almondsbury

Bristol

BS32 4AQ

www.bellway.co.uk



From: Bethan Powell

Sent: Thursday, May 4, 2023 8:31 AM

To: 'Teresa Strange' <clerk@melkshamwithout-pc.gov.uk>; 'Lorraine McRandle' <office@melkshamwithout-pc.gov.uk>; 'Marianne Rossi' <admin@melkshamwithout-pc.gov.uk>

Cc: Tim Lund <tim.lund@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>

Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Good Morning,

As below - can you please formally confirm what you will be doing as regards to opening the area in the interim, as there is no reason you now cannot open for public use, so that our Customer Care department can correctly advise those who ring through to us.

Thank you,

From: Bethan Powell

Sent: Thursday, April 27, 2023 7:17 AM

To: 'Teresa Strange' <clerk@melkshamwithout-pc.gov.uk>

Cc: Tim Lund <tim.lund@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>

Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Good Morning Teresa,

As I have advised, this will be a minimum 12-16 weeks. I will do this as soon as I am able, keeping in touch with you throughout.

Can you please formally confirm what you will be doing as regards to opening the area in the interim, as there is no reason you now cannot open for public use, so that our Customer Care department can correctly advise those who ring through to us.

Thank you,

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Sent: Wednesday, April 26, 2023 2:37 PM

To: Bethan Powell <bethan.powell@bellway.co.uk>

Cc: David Penwarden <David.Penwarden@hughjames.com>; Tim Lund <tim.lund@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Asma Shamim <Asma.Shamim@wellerslawgroup.com>

Subject: RE: Bowood View Melksham - Play Area & Village Hall.

ALERT: This message originated outside of Bellway's network. **BE CAUTIOUS** before clicking any link or attachment.

Dear Bethan

Thankyou for your email.

I have confirmation that the transfer has taken place, so look forward to hearing from you asap with a date when this work can take place; so we can make decisions accordingly.

With kind regards, Teresa

Teresa Strange

Clerk & Responsible Financial Officer

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place, Melksham

Wiltshire, SN12 6ES

01225 705700

www.melkshamwithout-pc.gov.uk

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From: Bethan Powell <bethan.powell@bellway.co.uk>

Sent: 26 April 2023 10:48

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Cc: David Penwarden <David.Penwarden@hughjames.com>; Tim Lund <tim.lund@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Asma Shamim <Asma.Shamim@wellerslawgroup.com>
Subject: RE: Bowood View Melksham - Play Area & Village Hall.

Good Morning Teresa,

The transfers will be undertaken today, this is already agreed between the Solicitors.

The goodwill gesture of tarmac to the play area will be carried out once you have legally completed, as I have already advised.

Once this is done, I can look to get quotes and instruct a contractor – and will do this as soon as I am able, keeping in touch with you throughout. However most companies are on a 12-16 week lead time currently so it would be an awful shame for you to delay this opening even further as this work will likely stretch into , or indeed past, children’s summer holidays. As you can imagine, any quotes for work I had originally lined up back last September when this drawn out adoption process began are now no longer valid.

As the area has been signed off by both ROSPA and Wilthire CC as it stands, with the agreed hoggin path, there is no reason this cannot be open for public use – then only closed for a short period of time for the tarmac to be done. I’m sure all the residents would appreciate you removing the fencing asap.

As advised 13/9/22

“Play Area - Path

- Parish to confirm if the goodwill gesture of a tarmac path is needed/ not needed. A quick decision would be appreciated to co-ordinate trades. **TS to advise.**
- If the tarmac is not needed, the path will be left as is but can be re-compacted to reduce gravel spread as much as possible. **TS to advise.**
- Please note, the path is currently signed off under the ROSPA as safe for use, and inclusion within this area, as it is installed. There is no reason the parish cannot take the area now once the manual is passed to Steve Hawkins. If the goodwill gesture of a tarmac path is agreed too, this can then be co-ordinated in the future and the area closed for a short period of time for works to be undertaken.”

Thank you,

Bethan Powell
Commercial Manager

01454 451960
Bellway Homes Limited (South West)
1st Floor
2540 The Quadrant
Aztec West
Almondsbury
Bristol
BS32 4AQ
www.bellway.co.uk



From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Sent: Wednesday, April 26, 2023 10:26 AM

To: Bethan Powell <bethan.powell@bellway.co.uk>

Cc: David Penwarden <David.Penwarden@hughjames.com>; Tim Lund <tim.lund@bellway.co.uk>; Chris Jones <chris.jones@bellway.co.uk>; Shauna Humphreys <Shauna.Humphreys@bellway.co.uk>; Lee Mullens <Lee.Mullens@bellway.co.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>; Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Asma Shamim <Asma.Shamim@wellerslawgroup.com>

Subject: RE: Bowood View Melksham - Play Area & Village Hall.

ALERT: This message originated outside of Bellway's network. **BE CAUTIOUS** before clicking any link or attachment.

Dear Bethan

The latest update from our solicitors is that Bellway's solicitor has been informed that our solicitor is holding the signed Transfer in readiness for completion and is waiting for them to pay their invoice and call them to complete the Transfer.

Once the Transfer has been completed, the Play area will belong to the Parish Council and at that stage we will want to get the footpath tarmacked as soon as possible, before the Heras fencing is removed and the play area opened (we don't want to have to close it again for the work to be undertaken).

Can you please confirm to us when your solicitors will be undertaking the transfer and when the tarmac path will be done.

With many thanks, Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

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From: Bethan Powell <bethan.powell@bellway.co.uk>

Sent: 17 April 2023 10:39

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Whitworth Play Area works

Correspondence received from Bellway advised that the timeframe for tarmacking the pathway at the play area would at a minimum be between 12-16 weeks. At the Full Council meeting on 24th April, it was resolved that the parish council should instruct contractors to install the tarmac path and safety surfacing under the teen shelter, with the aim to open the play area prior to the May half term holiday.

As Bellway were not going to undertake the tarmacking before May half term and following the timeframe given by them, which suggests that it would not be undertaken until after the summer, contractors were instructed to undertake the works.

The following quotations had been obtained for the pathway works:

Ed Bodman Ltd-	£14,630.00 + VAT
SJ Aplin Playgrounds ltd	£13,504.00 + VAT
idverde	£ 6,669.42 + VAT

Teen shelter safety surfacing:

id verde	£ 1,665.60 + VAT
SJ Aplin Playgrounds ltd	£ 1,580.00 + VAT

When comparing quotes to each other, the availability of each contractor was taken into account due to the timeframe the council were looking to get the works done by. Both SJ Aplin and idverde had availability to undertake before May half term, with Ed Bodman unable to meet this timeframe. As the quote from idverde was like for like with the others, they were appointed to undertake the works on the tarmac pathway and teen shelter. Unfortunately, during the excavation process of the existing footpath idverde found the pathway had been constructed directly onto a clay base with no sound foundation. The above quotation was based on laying the tarmac path on top of a suitable foundation that was already assumed to be there, therefore an additional **£1,300 + VAT** was added

onto the cost to create a suitable sub base for the tarmac surface to be laid on.

Following the works on the footpath some safety surfacing edge repairs needed to be undertaken at a cost of **£1,210.50 + VAT**.

As Bellway had erected heras fencing around the play area and made clear that it was the council's responsibility to remove, idverde had agreed to remove and keep the fencing once works had been completed at a cost of **£263.85 + VAT**. It was felt that, although the council could store the fencing somewhere, someone would have to take it down and deliver it, which would come at a cost. Also, when it was required again someone would have to collect it from its location and erect it, which would come at a charge, so it was felt that it made more sense to ask idverde to remove once leaving site and keep; they took into account them keeping the heras fencing in their pricing.

The total cost of the works:

Tarmac Pathway and edge repairs	£ 9,179.92 + VAT
Teen shelter	£ 1,665.60 + VAT
Removal of heras fencing around play area	£ 263.85 + VAT
Total	£11,109.37 + VAT

Following the instruction to idverde works have now been completed and the heras fencing is due to be taken away on Friday 19th May, following a visual inspection by the Caretaker on Thursday 18th May so that the play area can be open for the weekend.

Teresa Strange

From: Susan Beaton - TW Bristol <Susan.Beaton@taylorwimpey.com>
Sent: 16 May 2023 14:15
To: Teresa Strange
Subject: Remedials at Pathfinder Way Melksham plan app-16/01123/out

Good Afternoon Teresa,

I have received the following update, from our legal team:

‘Still waiting to hear from the council’s solicitors. I’ve emailed them office copies and plans. They called me yesterday (15th May) and I told them I’m waiting for them to send me a draft Transfer for approval.’

I hope this helps

Kind regards

Susan

Susan Beaton | Customer Director | Taylor Wimpey Bristol
Ground Floor, 730 Waterside Drive, Aztec West, Almondsbury, Bristol, BS32 4UE
T: 01454 628417 | M: 07771 842457 | e: susan.beaton@taylorwimpey.com
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Wimpey



From: Susan Beaton - TW Bristol
Sent: 15 May 2023 16:13
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Remedials at Pathfinder Way Melksham plan app-16/01123/out

Good Afternoon,

Thank you for your email.

I understand that we have instructed the legal team, I will find out the details and com back to you by 5pm Wednesday 17th May.

Kind regards

Susan

MELKSHAM CARERS FESTIVAL!

Date

FRI 9 JUNE

Location

MELKSHAM ASSEMBLY HALL & MARKET PLACE

**Information Stands | Craft Activities and
Screenprinting| Grandma and The
Lion|Free Refreshments|Healthchecks**

All ages welcome| Drop in

4:00PM - 7:00PM

MELKSHAM COMMUNITY CAMPUS - SPORTS HALL

**Young Carer and Parent Carer
Event | Inflatable Disco| Snack
Station| Take Away Crafts**

Booking essential

4:30PM - 6:30PM

Call Carer Support Wiltshire on **0800 181 4118** or email
admin@carersupportwiltshire.co.uk to book onto the Young
Carer/Parent carer event

Wiltshire Council



**Carer Support
Wiltshire**

Teresa Strange

From: Rogers, Richard <Richard.Rogers@wiltshire.gov.uk>
Sent: 10 May 2023 12:31
To: Alan McFall; Amanda Brookes, Primary Care Network; Ashley Harris, CSW; Barker, Wendy; Cade, Emma; Carole Stripe; Catherine Symington (Healthwatch); Chris Guest; Chris Pickett; Christopher Guest (Berkley Care Group); Claire Rigby (Spa Medieval Centre); David Walker; Francesm Care Home Volunteers; George Brown; Grace Dalgleish; Holder, Nick; Hubbard, Jon; Jackie Maton; Jacob Russell, Nurse Plus; Jess Scott <Rethink>; JessicaThimbleby (WWT); Jo Woodsford; John Firth; John Glover; LeQuesne, Caroline; Louisa Lewis; Lyn Coble; Martin Elson; Miriam Zaccarelli; Patsy Clover; Rebecca Seymour; Rogers, Richard; Sarah Cardy; Sarah Huke, Carers Lead, Spa Medical Practice; Sue Mortimer (Age Friendly Melksham); Teresa Strange; Terri Welch
Subject: Melksham Carers Festival
Attachments: Carers week ads 2023.pdf; organisational stand booking form.docx

Hello

As part of the work of Melksham Community Area Health and Wellbeing Group, Melksham Area Board and Wiltshire Carer Support working with others partners are arranging a Melksham Carer Festival for Friday 9th June from 4pm to 7pm. This is during carers week. There are essentially three events taking place:

1. Carers Tea – This will take place in the afternoon of June 6th at Spa and Giffords surgeries and is being organised by Jackie Maton. Final details will follow shortly
2. Young carers and their parents activities – June 9th from 4.30pm to 6.30pm (Booking required – see poster). Carer Support are leading on this
3. Information and activities for all types of carers – June 9th, 4pm to 7pm in the Assembly Hall (See poster)

The second and third events are located very close together designed so that people can go to both. Many people do not recognise themselves as carers and we want to ensure that they are valued and aware of the support they can have. Hence we are looking at caring in its broadest sense that ranges from fostering, SEND to looking after elderly parents.

We would appreciate your help in the following ways:

- We have a number of stands booked but are looking for more. If your organisation is able to attend or you know of any that can, then please get in touch or complete the booking form attached. We are looking for groups ranging from leisure activities to special support, community care groups to financial help.
- I have attached a poster which I would ask that you use to help promote this event. We are particularly keen to reach out to people of all ages who care for others and those that are cared for.
- We are looking for a few volunteers to help with serving refreshment, be on the craft stall or simply help with any issues arising. If you are able to help then do get in touch.

There is a health and wellbeing meeting arranged for 9.30am on the 6th June in Melksham Without Parish Office. I will be able to update you again then.

For now, please do help start getting the word out and with organisational stands.

Kind regards

Richard

Teresa Strange

From: John Glover
Sent: 12 May 2023 18:51
To: David Pafford; Shona Holt; Terrence Chivers; Stefano Patacchiola; Alan Baines; John Doel; Peter Richardson; Mark Harris; Rob Hoyle; Richard Wood; robt-shea-simmonds@melkshamwithout-pc.gov.uk; Andy Russell
Cc: Teresa Strange
Subject: Re: Permanent Melksham Museum

Hi All,
This has been on Facebook by Paul Junior.
If we are being asked as councillors by Paul Senior, then this should be on the agenda for a formal position.
However, anyone can answer as they see fit to Paul Junior's survey.
Have a good weekend.
John

John Glover

From: Paul Carter [REDACTED]
Sent: Friday, May 12, 2023 5:46 pm
To: John Glover <john.glover@melkshamwithout-pc.gov.uk>; David Pafford <david.pafford@melkshamwithout-pc.gov.uk>; Shona Holt <shona.holt@melkshamwithout-pc.gov.uk>; Terrence Chivers <terry.chivers@melkshamwithout-pc.gov.uk>; Stefano Patacchiola <stefano.patacchiola@melkshamwithout-pc.gov.uk>; Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>; John Doel <john.doel@melkshamwithout-pc.gov.uk>; Peter Richardson <peter.richardson@melkshamwithout-pc.gov.uk>; Mark Harris <mark.harris@melkshamwithout-pc.gov.uk>; Rob Hoyle <rob.hoyle@melkshamwithout-pc.gov.uk>; Richard Wood <richard.wood@melkshamwithout-pc.gov.uk>; robt-shea-simmonds@melkshamwithout-pc.gov.uk <robt-shea-simmonds@melkshamwithout-pc.gov.uk>; Andy Russell <andy.russell@melkshamwithout-pc.gov.uk>
Subject: Permanent Melksham Museum

Dear Councillors,

On behalf of the Melksham and District Historical Association, I am writing to you today
to see whether our aim of creating a permanent Melksham Museum would garner your support?

At the moment the Association is making an inventory of all its possessions in the hope that
a permanent home can be found to exhibit them.

One interesting item found is a rag roll of all who contributed to the creation of the towns
King George 5th Playing Fields, from the owners who agreed to sell the land to those who
donated large or small amounts of money.

One avenue is to see whether a room in Melksham House might be available and is so investigate the costs and how this would be raised.

Your support and any suggestions from yourselves going forward would be most appreciated.

With all good wishes.

Yours ever,

Paul Carter (Snr)

████████████████████

████████████████████

Teresa Strange

From: Teresa Strange
Sent: 12 May 2023 08:20
To: Lisa Ellis
Subject: Re: Museum

Hi Lisa

I would have to ask the council their view I am afraid, it's not something that has come up for them in the past so not sure on their thoughts. I can do that Mon 22nd.... so in 10 days or so.....

Sorry I can't give a quicker response.

All the best

Teresa

Sent from [Outlook for Android](#)

From: Lisa Ellis <lisa@SN12.net>
Sent: Thursday, May 11, 2023 2:57:47 PM
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Museum

Hi Teresa,

You may have seen various posts of mine pushing to get a museum in Melksham. My little Well House Collection has outgrown my sole ability to maintain it, yet people still bring me things.

I'm currently in talks with several people and the feedback is very encouraging. At this stage I am looking to build interest and excitement by getting key people on board with the idea. Then I can go back and tell folks, "Hey, we have a lot of interest!"

I'm approaching you as one of those key people, and I'd like to know if there is enough interest in Melksham Without to be able to help with funding. I'm not asking for a commitment right now. I'm not asking for an amount, either. I would just like to know if there is support if a museum were to open up in the town.

Already on board with support is Melksham and District Historical Association (Paul Carter) and the history centre in Chippenham (Heather Perry) with much-needed advice. Michelle Donelan has shown an interest, as well as Simon Crundell, and a few others who have a keen interest in local history. I am also getting excellent feedback on Facebook posts, and the small survey that Graham put out a couple weeks ago, and the extensive work on the Neighbourhood Plan's Heritage Assets with Mark Harris, et al.

Melksham Without would be represented in displays already to hand, including RAF Melksham, The Spa, Cromwell House & Tree, as well as the villages and The Forest, etc.

May I mention to people that you and Melksham Without are supportive in establishing a proper museum in the town? Emotional support, above all; financial support would help greatly, but, how and how much, I don't know as yet. As I mentioned, I am just gauging interest at this stage.

Kind regards,
- Lisa Ellis

Teresa Strange

From: James Twyford <james.twyford@wiltshire.police.uk>
Sent: 28 April 2023 11:46
To: Carol Burche - Great Hinton PC; Chris Stirland - Seend PC; Georgina Berry - Broughton Gifford PC; Hannah Becket - Bulkington PC; Jeanette Young - Poulshot PC; Jonathon Seed; Juliette Finch - Atworth PC; Melksham Town Council (townhall@melksham-tc.gov.uk); Nicola Duke; Roger Coleman - Semington PC; Sarah Dow - Keevil PC; Teresa Strange; Colin Goodhind
Cc: Gemma Rutter
Subject: Monthly Police Update - April
Attachments: Melksham - Apr 23.pptx

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning All,

This'll be the last Monthly update you get from me. They'll continue, but will come from Sgt Gemma Rutter in future, at the end of each month. I've CC'ed Gemma into this email so you have direct contact in the same way.

We've had an extensive handover of Staffing, Priorities, ongoing commitments and service level agreements; so you should benefit from solid continuity moving forwards.

I wish you all the best for the future and thank you to those of you who I've established good working relationships with over the last three years. The efforts of these community-minded individuals have made my tenure in this post a really pleasant experience on the whole. For that I'm really, personally grateful. Particular thanks in this regard go to Linda Roberts, Colin Goodhind and Teresa Strange, who I've probably had cause to interact with the most often. Your sense of community spirit is unparalleled and I've been really grateful for your balanced, sensible, constructive and common sense approach to everything we've looked at together.

Wishing you all the best for the future,
James

James Twyford 2448

Police Sergeant

CPT Neighbourhoods – Melksham and Bradford on Avon
Trowbridge Police Station, Polebarn Road, Trowbridge. BA14 7EP

Email: James.twyford@wiltshire.police.uk

Phone: 01722 547242

Mobile: 07833 436039



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Teresa Strange

From: Teresa Strange
Sent: 26 April 2023 10:22
To: Andy Russell; David Pafford; John Doel; Rob Hoyle; Robert Shea-Simonds; Shona Holt; Stefano Patacchiola; Alan Baines; John Glover; Mark Harris; Richard Wood; Terrence Chivers; Peter Richardson
Cc: Lorraine McRandle; Marianne Rossi
Subject: Banking solutions

Dear Councillors

I should have provided you with an update at the meeting on Monday about current work with **Cash Access UK**.

<https://www.retailbankerinternational.com/news/uk-banks-launch-new-entity/#:~:text=Called%20Cash%20Access%20UK%2C%20the,trade%20association%20UK%20Finance%20said.>

https://www.fstech.co.uk/fst/UK_Lenders_Launch_Access_To_Cash_Company.php

This is a not for profit organisation, set up by the main banking institutions, to work with providing access to cash in communities.

The meeting was held at the invitation of the Federation of Small Businesses, and including a representative from Wiltshire Council's Economic Regeneration, the town clerk, and Simon Crundell in his role as aide to Michelle Donelan MP.

As you may be aware, efforts by our MP for a banking hub in Melksham have stalled as there is currently a Nationwide building society in the town – which do not allow for businesses or not for profit organisations. The best thing actually would be for Nationwide to pull out, but not something to say out loud necessarily! And then the town would be eligible for a hub.

The meeting therefore was to look at other solutions, which included the use of banking pods in community locations (the post office is not very accessible for businesses to use in terms of parking and opening hours); the campus was a good location for something inside that is part time and/or a shipping container type pod that goes in a car park. We visited the library and they are already in discussion with Barclays setting up a community pod regularly.

Nothing much more to report, I have only attended one meeting, but you may see on social media us asking residents – and small/medium businesses – to fill out the two different surveys to inform the needs locally. I assume we will meet again when the results of the survey have been analysed in a few weeks.

I will pop on the agenda for the May meeting and perhaps for the Planning Committee is a thing to add to the list of things you want to see on new development – a convenience store that provides a free cashpoint (not all of them do). The town council have asked for one for the planning application for the 650 houses at Blackmore Road.

The social media post is here:

Please fill out this survey and let us know how your banking needs can best be met. We are working with different organisations for a variety of solutions.... particularly with "Cash Access UK" who are an independent, not for profit organisation funded by the 9 large banking institutions. These are their surveys to give them a better of idea of what you need in the Melksham area.

There are two surveys, a general one for members of the community

<https://www.surveymonkey.co.uk/r/MelkshamCommunity> and one particularly aimed at Small & Medium businesses <https://www.surveymonkey.co.uk/r/MelkshamSME>

PLEASE SHARE

Thankyou

Teresa Strange

Clerk & Responsible Financial Officer
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place, Melksham
Wiltshire, SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

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Teresa Strange

From: Teresa Strange
Sent: 16 May 2023 12:39
To: Alex Aulds; Nikolay Keray; Everett, Daniel
Cc: Linda Roberts (linda.roberts@melksham-tc.gov.uk); Hugh Davies
Subject: Sharing contacts for potential mutual benefit

Dear Alex and Nikolay

I am writing to you to share the contact details of Danny Everett, who is the Principal Drainage Engineer for Wiltshire Council.

Danny is working on a project at Shurnhold Fields, which is a mini country park jointly owned by Melksham Without Parish Council and Melksham Town Council, to provide flood mitigation works to housing that has previously suffered from flooding. He is working with the Environment Agency on this scheme.

This is to take the form of a bund to the rear of the houses on Dunch Lane.

Shurnhold Fields is where Wessex Water are going to develop a wildflower meadow on site, as ecology mitigation for your works at Beanacre.

In addition, the parish and town council are improving the visibility and access gate to the site (moving it slightly off the corner) and installing a car park.

In conversation with Danny this morning, it seems that there may be some mutual benefits to discussing works planned. Perhaps even that Wiltshire Council could use some of your spoil from excavations at Beanacre for the bund at Shurnhold Fields.

Therefore I am sharing contact details below.

Alex Aulds
Project Manager
Wessex Water
Tel: 07500 128 075

Nik Keray
Engineer
Wessex Water
Claverton Down Bath BA2 7WW
01225526766
07525083246

Daniel Everett
Principal Drainage Engineer
Wiltshire Council
Daniel.Everett@wiltshire.gov.uk

With kind regards, Teresa

Teresa Strange
Clerk & Responsible Financial Officer
Melksham Without Parish Council

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