

|   |     |
|---|-----|
| Annual Council agenda 18th May 2026 FIN _____   | 3   |
| AGENDA ITEM 10a - FOR REVIEW Model-Standing-Orders-England _____                                | 7   |
| AGENDA ITEM 10b - FOR REVIEW MWPC Complaints Procedure<br>adopted 2025 _____                    | 36  |
| AGENDA ITEM 10c - FOR REVIEW Code of Conduct with Protocol on<br>Member-Officer Relations _____ | 39  |
| AGENDA ITEM 10d - Civility and Respect Pledge _____   | 53  |
| AGENDA ITEM 10d - Positive Conduct equals Positive Democracy -<br>Wiltshire Council _____       | 56  |
| AGENDA ITEM 11 - FOR REVIEW COMMITTEE STRUCTURE AND<br>TERMS OF REFERENCE _____                 | 58  |
| AGENDA ITEM 12 - CHART Committees_and_working_parties_ _____                                    | 65  |
| AGENDA ITEM 12 Councillor committees and reps 2025-26 - updated 25<br>July 25 _____             | 66  |
| AGENDA ITEM 12f - MTC working party representatives _____                                       | 68  |
| AGENDA ITEM 13 Organisation Representatives for 2025-26 updated 21.<br>10.25 _____              | 69  |
| AGENDA ITEM 15 - Review of Objectives & Priorities _____  | 70  |
| AGENDA ITEM 16 - A-guide-to-the-Local-Council-Award-Scheme RAG<br>rated by Clerk _____          | 76  |
| AGENDA ITEM 16 Clerk Note for Local Council Award Review _____                                  | 101 |
| AGENDA ITEM 17 Meeting Dates from May 2026-May 2027-CLEAN COPY .                                | 102 |
| AGENDA ITEM 18a - Annual Parish meeting minutes- 27th April 2026 FIN _                          | 104 |
| AGENDA ITEM 19 - FULL COUNCIL MINUTES Monday 20th April 2026 -<br>FIN _____                     | 109 |
| AGENDA ITEM 20 - Planning Committee meeting- Monday 11th May 2026<br>FIN _____                  | 124 |
| AGENDA ITEM 21a & c - FINANCE MINUTES 12th May 2026- FIN _____                                  | 140 |
| AGENDA ITEM 21e - Lloyds Receipts and Payments-CB1 _____  | 148 |
| AGENDA ITEM 21e - Receipts and Payments-CB2_Redacted _____                                      | 151 |

|   |     |
|---|-----|
| AGENDA ITEM 21e - Receipts and Payments-CB4   | 155 |
| AGENDA ITEM 21e - Receipts and Payments-CB5   | 157 |
| AGENDA ITEM 22a - Correspondence MoU  | 159 |
| AGENDA ITEM 22b - Repayment to insurance company  | 162 |
| AGENDA ITEM 24a i - Shaw & Whitley Village Gates  | 165 |
| AGENDA ITEM 24a iii Kittyhawk Close - Melksham - PROPOSED PROHIBITION OF ENTRY                          | 171 |
| AGENDA ITEM 24a iv WC Motion_2026_06 Briefing Note  | 172 |
| AGENDA ITEM 24a iv WC Notice of Motion No.2026-06 Local Highways and Footpaths Improvements Group LHFIG | 174 |
| AGENDA ITEM 24b - 20mph limit for Bowood View   | 175 |
| AGENDA ITEM 24c - Road Traffic event  | 177 |
| AGENDA ITEM 25a HWB Notes May 26  | 179 |
| AGENDA ITEM 25b - What is Melksham Area Community Transport   | 184 |
| AGENDA ITEM 25c - Roots and Shoots  | 186 |
| AGENDA ITEM 25d Community Lottery - Good Cause Launch   | 189 |



## MELKSHAM WITHOUT PARISH COUNCIL

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Tuesday 12th May 2026

Dear Members

You are summoned to attend the **Annual Council Meeting** of Melksham Without Parish Council which will be held on **Monday 18<sup>th</sup> 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.**

**PLEASE NOTE THAT THERE IS WORK BEING UNDERTAKEN IN THE CAMPUS CARPARK SO LEAVE PLENTY OF TIME TO ARRIVE AND FIND A PARKING SPACE AS THERE WILL BE FEWER SPACES AVAILABLE THAN USUAL. YOU MAY NEED TO USE ALTERNATIVE CAR PARKS IN THE AREA.**

**Click link here:**

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVVWU54UW1YWWE4NkNrZz09&omn=88183533964>

Or go to [www.zoom.us](http://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](http://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

Teresa Strange, Clerk

**YOU CAN ACCESS THE AGENDA PACK HERE**



Serving rural communities around Melksham

# AGENDA

1. **Welcome & Housekeeping**
2. **Appointment of Chair**
3. **To receive the Chair's Declaration of Acceptance of Office**
4. **Appointment of Vice Chair**
5. **Announcements**
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 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 note requirement under the Code of Conduct for Register of Interests to be displayed online. Members to check their current listing.
  - b) To receive declarations of interest
  - c) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.
8. **Public Participation & Invited Guests**
  - a) Wiltshire Councillor Nick Holder, Bowerhill
  - b) Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold
  - c) Wiltshire Councillor Andrew Griffin, Melksham Without West & Rural
10. **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
  - c) To review and adopt the Code of Conduct
  - d) To take the Wiltshire Council and national Civility & Respect pledge
11. **To review and adopt "Committee Structure & Terms of Reference"**
12. **Appointment of Committees & Working Parties 2026/27**
  - a) Planning Committee
  - b) Asset Management Committee
  - c) Finance Committee (and confirm the Members of the Finance Committee are the bank & CCLA signatories)
  - d) Highways, Footpaths & Street Scene Committee
  - e) Staffing Committee
  - f) Working Parties
13. **Appointment of Organisation Representatives 2026/27**
14. **To consider any Councillor training needs**

- 15. Parish Council Objectives:**
- a) To review Objectives & Priorities for 2025/26 and to review progress and update Objectives & Priorities set for the Term of the Council (2025-2029)
  - b) To set Objectives and Priorities for 2026/2027
- 16. Local Council Award**
- To consider the review of the Local Council Award scheme and to consider having a “new look” annual plan for priorities and objectives linked with 3 year budgeting forecast
- 17. Meetings**
- To confirm dates of meetings for 2026/27
- 18. Annual Parish Meeting**
- a) To approve the Minutes of the Annual Parish meeting held on 27<sup>th</sup> April 2026
  - b) To consider any feedback from the meeting and format
  - c) To consider giving a donation to the Bobby Van Trust who presented at the Annual Parish meeting
  - d) To consider the venue for the Annual Parish meeting in 2027
- 19. Full Council**
- To approve the Minutes of the **Full Council** meeting held on 20<sup>th</sup> April 2026.
- 20. Planning:**
- a) To approve the Minutes of the **Planning Committee** meeting held on 11<sup>th</sup> May 2026.
  - b) To approve the Confidential Notes to accompany the **Planning Committee** minutes of 11<sup>th</sup> May 2026.
  - c) To formally approve the **Planning Committee** recommendations of 11<sup>th</sup> May 2026.
- 21. Finance:**
- a) To approve the Minutes of the **Finance Committee** meeting held on 12<sup>th</sup> May 2026
  - b) To approve the Confidential Notes to accompany **Finance Committee** meeting held on 12<sup>th</sup> May 2026.
  - c) To formally approve the **Finance Committee** recommendations of 12<sup>th</sup> May 2026
  - d) To approve delegated powers for approving insurance provision and quote before 1<sup>st</sup> June 2026, if required.
  - e) To note Income/Expenditure reports for April.
  - f) To appoint cheque signatories/online authority for May payments.
  - g) To approve bank account and fund transfers.
  - h) To approve the setting up of new Finance Committee members on the bank mandate for authorizing online payments and signing cheques, and to remove from the bank mandate any members that are no longer Finance Committee members (following Agenda item 12c)
- 22. Asset Management**
- a) To review and approve the RTI Memorandum of Understanding and Quotation and to consider next steps
  - b) To note reimbursement of partial insurance claim to reflect actual spend.

**24. Highways and Road Safety:**

- a) Local Highways and Footway Improvement Group (LHFIG) – last meeting 7<sup>th</sup> May
  - i. Item 9-24-33: To approve the revised quotation for the installation of village gates in 2 locations in Shaw and Whitley at a cost of £3,807.78 (1/3 of £11,423.35). Previously agreed cost was £4000 (1/3 contribution = £1,334) – Min 464/25b
  - ii. Item 9-24-37: To note that the estimated cost for holistic provision of dropped kerbs in Bowerhill is likely to be more than £50,000. A substantive bid will still require a contribution from the parish council. To consider next steps.
  - iii. Item 9-24-40: To approve the cost of installation of No Entry signs on Kittyhawk Close at a cost of £2867 (1/3 of £8600) and to consider the suggestion for local consultation before action is progressed
  - iv. To consider Notice of Motion re LHFIG at Wiltshire Council Full Council meeting on 19<sup>th</sup> May and submit any comments to parish Wiltshire Councillors
- b) To consider submitting comments on the Traffic Regulation Order consultation for 20mph limit in Bowood View, Berryfield.
- c) To note “save the date” for the Wiltshire Council/WALC/Police Traffic Speeding event is now Friday 17<sup>th</sup> July

**25. Community projects/partnership organisations:**

- a) To receive feedback from Melksham Area Board Health & Wellbeing meeting on 7<sup>th</sup> May
- b) To note information on Melksham Community Transport
- c) To receive feedback from “Roots and Shoots” – football intervention programme for young people
- d) To note launch of Wiltshire Council’s Lottery for community group fundraising



# MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)

## MELKSHAM WITHOUT PARISH COUNCIL

Reviewed and adopted at Annual Council 12<sup>th</sup> -18<sup>th</sup> May 2025~~2026~~

For review and adoption at Annual Council 18<sup>th</sup> May 2026 with any amendments for adoption at June 2026 Full Council as to stand adjourned to next meeting

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National Association of Local Councils (NALC)

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

## **INTRODUCTION**

**This is an update to Model Standing Orders 14 and 18.**

### **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.**

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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. Model standing orders use gender-neutral language (e.g. "Chair").

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 chair 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 chair 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 their 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 chair of the meeting.
- i Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- j One or more amendments may be discussed together if the chair 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 chair 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 they 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 they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- p A point of order shall be decided by the chair of the meeting and their 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 chair 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 their right of reply.
- s Excluding motions moved under standing order 1(q), 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 chair 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 chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair 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 chair 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.**
- 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 chair 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 chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair 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 Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair 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 chair 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 their casting vote whether or not they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair 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 their 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 their 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 before the meeting that they are unable to attend;

- vi. shall permit a committee , to appoint its own chair 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 Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they ~~has resigned~~ or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of**

**the election of the new Chair 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 Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chair 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 Chair of the Council of their 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. (Amendments to Standing Orders to stand adjourned for adoption until the next Full Council meeting). NB: Financial Regulations are reviewed by the Finance Committee held in May/June and adopted at the June Full Council meeting.
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - 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 the June/July Full Council meeting.

- xiv. 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 if required.-
- xv. NB: Review of the 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
- xvi. Review of the Council's complaints procedure;
- xvii. 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.
- xviii. NB: Review of the Council's policy for dealing with the press/media to be reviewed by the Staffing Committee and approved by the following Full Council meeting
- xix. NB: Review of the Council's employment policies and procedures to be reviewed by the Staffing Committee and approved by the following Full Council meeting;
- xx. NB: Review of the Council's expenditure incurred under s.137 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 meeting
- xxi. 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 Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair 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 chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chair 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 chair 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 chair 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.
- h 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 Supporting Notes:**

- i. **A Confidential Supporting Note for a related Minute will be marked “confidential” and with a “Confidential” water mark and will be included in the “Councillor Only” agenda pack circulated before the meeting when the minutes are approved and signed and not published on the website/or posted to a Councillor if they do not receive their papers electronically. It will be approved and signed with the public minutes of the same number.**
- ii. **The Council Master Minute Book only will include the letter C next to the open Minute eg. Min. 491/14C.**
- iii. **The Confidential Supporting Note for the Minute, along with the public version of the same Minute, will be retained in a separate file marked**

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"Confidential Supporting Notes for Minutes" in the Clerk's office, out of reach of the public.

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

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## 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 chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:  

"The chair 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 this 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 they have 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 they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have 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 they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they 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 Chair or Vice Chair (if the complaint is about the Chair). The Clerk will notify the Council if a breach has been upheld via an agenda item at a public meeting so sanctions can be discussed and further action taken if necessary. If the complaint is not upheld, the Council will be notified via an agenda item to note the decision; with details of the complaint anonymised to enable lessons learnt, as long as it does not identify the councillor.
- b Where the notification in standing order 14(d) 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 them. Such action excludes disqualification or suspension from office.**

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**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 their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their 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 procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- 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. 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 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 last quarter and the year to date for information; and
- ii. to the committee member the accounting statements for the year in the form of Section 2 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 [ £40,000 excluding VAT] 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. 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. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. 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;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## 19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council OR the Staffing committee OR a related working party 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 Chair and Vice Chair of Council, and Chair of Staffing Committee of relevant unplanned absence, which they will report to the next council meeting if appropriate.

⊖ NB the changes to clause b is the clerk's suggested wording, to reflect current practice

ec The chairs of the Council and Staffing Committee or in their absence, the vice-chairs shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported verbally and are subject to approval by resolution by Full Council.

ed 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 committee and the issues should be treated with discretion and confidentiality at all times.

fe 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.

gf 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.

hg In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

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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.**

**If gross annual income or expenditure (whichever is the higher) exceeds £200,000, the Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.** FOR DISCUSSION AS CONFLICTS WITH ADVICE FROM THE INTERNAL AUDITOR NB: THE ADVICE IN THE DRAFTING NOTES AT THE START OF THESE MODEL STANDING ORDERS SAYS: **Model standing orders that are in bold type contain legal and statutory requirements.**

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21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their 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 chair 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 achieved 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.

**Review and Change Log**

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| <b>Review date</b>          | <b>Minute Number</b>        | <b>Meeting</b>                 | <b>Changes</b>  |
|-----------------------------|-----------------------------|--------------------------------|---|
| <a href="#">13 May 2024</a> | <a href="#">Min 09/24</a>   | <a href="#">Annual Council</a> | <a href="#">11(e)(i) to reflect current practice</a><br><a href="#">14(a) to remove conflict with advice from the Monitoring Officer</a><br><a href="#">17(e)(ii) &amp; 4d(vii) to correct references</a> |
| 12 May 2025                 | Min <del>11(a)</del> /25(a) | Annual Council                 | <a href="#">Incorporating new Model version of Standing Orders from NALC and amendments previously made by the council</a>  |
| 18 May 2026                 |                             | Annual Council                 |   |



# MELKSHAM WITHOUT PARISH COUNCIL

## COMPLAINTS PROCEDURE

Adopted on ~~42-18<sup>th</sup>~~ May ~~2025~~2026

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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 Chair of the Council (in writing), 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 Chair 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  
Melksham Community Campus (First Floor)  
Market Place  
MELKSHAM  
Wilts SN12 6ES

Telephone: 01225 705700  
Email: [clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)

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

Email: [john.glover@melkshamwithout-pc.gov.uk](mailto:john.glover@melkshamwithout-pc.gov.uk)

[Review and Change Log](#)

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| <b>Review date<br/>(Annually at<br/>Annual<br/>Council in<br/>line with<br/>Standing<br/>Orders)</b> | <b><u>Minute<br/>Number</u></b> | <b><u>Meeting</u></b>          | <b><u>AmendmentsChanges</u></b>    |
|--|---------------------------------|--------------------------------|------------------------------------|
| 22 May 2023  | <a href="#">Min 09/23(b)</a>    | <a href="#">Annual Council</a> | Approved with amendment to point 7 |
| 13 May 2024  | <a href="#">Min 09/24(b)</a>    | <a href="#">Annual Council</a> | Approved: <del>(Min9(b))</del>     |
| 12 May 2025  | <a href="#">Min 09/25(b)</a>    | <a href="#">Annual Council</a> | Approved: <del>(Min9(b))</del>     |
| <a href="#">18 May 2026</a>  |                                 | <a href="#">Annual Council</a> |                                    |



# MELKSHAM WITHOUT PARISH COUNCIL

## Code of Conduct (incorporating Protocol on Member/Officer Relations)

Reviewed and adopted at Annual Council 18<sup>th</sup> May 2026

The Melksham Without Parish Council Code of Conduct sections 1-11 are aligned with the Wiltshire Council model Code of Conduct

### Code of Conduct

#### General principles

As a Member or Co-opted Member of Melksham Without Parish Council, I shall have regard to the following principles:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

To uphold these principles, I will follow the below Code of Conduct whilst carrying out my role.

#### 1. Respect

- 1.1 I treat other Councillors and members of the public with respect.
- 1.2 I treat parish council employees and representatives of partner organisations and those volunteering for the parish council with respect and respect the role they play.

#### 2. Bullying, harassment, and discrimination

- 2.1 I do not bully any person.
- 2.2 I do not harass any person.

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2.3 I promote equality and do not discriminate unlawfully against any person.

### **3. Impartiality of officers of the council**

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the parish council.

### **4. Confidentiality and access to information**

4.1 I do not disclose information:

4.1.1 given to me in confidence by anyone;

4.1.2 acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless:

4.1.2.1 I have received the consent of a person authorised to give it;

4.1.2.2 I am required by law to do so;

4.1.2.3 The disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or

4.1.2.4 The disclosure is:

a) Reasonable and in the public interest; and

b) made in good faith and in compliance with the reasonable requirements of the parish council; and

c) I have consulted the ~~Monitoring Officer~~ Clerk prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family members, my employer or my business interests

4.3 I do not prevent anyone from getting information that they are entitled to by law.

### **5. Disrepute**

5.1 I do not bring my role or parish council into disrepute.

### **6. Use of position**

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

6.2 I do not place myself under a financial or other obligation to outside individuals or organisations that might seek to influence me in the performance of my official duties.

### **7. Use of parish council resources and facilities**

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- 7.1 I do not misuse council resources.
- 7.2 I will, when using the resources of the parish council or authorising their use by others:
- 7.2.1 act in accordance with the parish council's requirements; and
- 7.2.2 ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the parish council or of the office to which I have been elected or appointed.

### **8. Complying with the Code of Conduct**

- 8.1 I undertake Code of Conduct training provided by my parish council.
- 8.2 I cooperate with any Code of Conduct investigation and/or determination.
- 8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
- 8.4 I comply with all sanctions imposed on me and any recommendations agreed to be undertaken by me following a finding that I have breached the Code of Conduct and any undertakings that I have agreed to fulfil as part of the informal/alternative resolution of any alleged breach of the Code of Conduct.

### **9. Interests**

- 9.1 I register and disclose my interests as defined below:
- Within 28 days of becoming a member or your re-election or re-appointment to office you must register:
- Disclosable Pecuniary Interests – these are categories of interests which apply to you and your partner. The categories are set out in regulations made under s27 of the Localism Act 2011 and knowing non-compliance is a criminal offence.
  - Other registerable interests – these are categories of interest which apply only to you and which should be registered as an aid to transparency.

### **10. Gifts and hospitality**

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the parish council, or from persons who may apply to the parish council for any permission, licence or other significant advantage.
- 10.2 I register with the Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- 10.3 I register with the Clerk any significant gift or hospitality that I have been offered but have refused to accept.

## **11. Taking decisions**

- 11.1 When carrying out my public duties, I make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
- 11.2 I am as open as possible about my decisions and actions and the decisions and actions of my authority, and am prepared to give reasons for those decisions and actions.
- 11.3 I am accountable for my decisions to the public and will cooperate fully with whatever scrutiny is appropriate to my office.

This Code of Conduct sets out the minimum standards of conduct required of you as a Member.

The professional bodies NALC (National Association of Local Councils) SLCC (Society of Local Council Clerks) and LGA (Local Government Association) have provided guidance tailored to parish and town councils – this can be provided on request.

# **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\_ with written notice of the wording to the Proper Officer at least (10) clear 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 parish council decisions on publicity are properly made in accordance with clear principles of good practice. The government has issued a Code of Recommended Practice on Parish council 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 parish council 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.



**Review and Change Log**

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| <b>Review date</b>           | <b>Minute Number</b>          | <b>Meeting</b>                 | <b>Changes</b>   |
|------------------------------|-------------------------------|--------------------------------|--|
| <a href="#">17 May 2021</a>  | Min 08/21                     | <a href="#">Annual Council</a> | Reviewed Code of Conduct Policy against the LGA version.<br><br>Agreed to continue with MWPC Model                     |
| <a href="#">26 July 2021</a> | <a href="#">Min 164/21(b)</a> | <a href="#">Full Council</a>   | <a href="#">Agreed to merge the Code of Conduct and Protocol on Member/Officer Relations into one Policy document.</a> |
| <a href="#">16 May 2022</a>  | <a href="#">Min 11/22(b)</a>  | <a href="#">Annual Council</a> |  |
| 22 May 2023                  | Min 10(b)/23(b)               | Annual Council                 |  |
| 13 May 2024                  | Min 09(e)/24(c)               | <a href="#">Annual Council</a> |  |
| 12 May 2025                  | <a href="#">Min 11/25(c)</a>  | <a href="#">Annual Council</a> | <a href="#">Agreed to adopt Wiltshire Council Code of Conduct and embed the Member/Officer protocol.</a>               |
| <a href="#">18 May 2026</a>  |                               | <a href="#">Annual Council</a> |  |

|  |   |
|--|---|
| <b><del>Review date (Annually at Annual Council in line with Standing Orders)</del></b>    |   |
| <del>Reviewed Code of Conduct Policy against the LGA version in May 2021 (Min 08/21)</del> | <del>Agreed to continue with MWPC Model.</del>  |
| <del>Full Council July 2021 (Min 164(b)/21)</del>  | <del>Agreed to merge the Code of Conduct and Protocol on Member/Officer Relations into one Policy document.</del> |
| <del>Adopted Annual Council 22 May 2023 (Min 10b).</del>                                   |   |

|   |  |
|---|--|
| Adopted Annual Council 13 May 2024<br>(Min 9c)  |  |
| Adopted Annual Council 12 May 2025<br>(Min 11c) | Agreed to adopt Wiltshire Council Code of Conduct and embed the Member/Officer protocol. |



## CIVILITY AND RESPECT PLEDGE

Now is the time to prioritise civility and respect and start a culture change in the parish and town council sector. We are introducing the Civility and Respect Pledge because there is no place for bullying, harassment and intimidation within our sector. The pledge is easy for councils to sign up for, enabling them to demonstrate their commitment to addressing poor behaviour across and fostering positive changes that support civil and respectful conduct.

You can see how parish and town councils have signed up for the pledge using our [\*\*tracker\*\*](#) and where those councils are located using our [\*\*mapper\*\*](#).



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

**Please complete this form to sign up your council to the pledge. Once completed, you'll receive a certificate by email, and your council will be listed alongside others a national map, showing the councils that have signed up.**

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate



# CIVILITY AND RESPECT PLEDGE

We asked sector-leading representatives to explain what the Civility and Respect Pledge is and why it's important for parish and town councils to sign up to help tackle poor behaviour and join the culture change.

## NATIONAL ASSOCIATION OF LOCAL COUNCILS

We are the only recognised national membership organisation for community, neighbourhood, parish, and town councils. We believe these vibrant and dynamic councils are at the centre of community effort, delivering services and giving their communities a democratic voice.



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# Positive Conduct equals Positive Democracy


We are supporting local councillors and clerks to help Wiltshire be the leading county on promoting positive conduct and democracy.


We have launched our Positive Conduct equals Positive Democracy campaign for local councillors and clerks. The campaign builds on the good work already happening in the county and looks to support the sharing of good practice, facilitating honest conversations and looking to collectively find solutions to any issues or barriers that might be preventing positive local democracy from taking place.

We have produced a toolkit full of hints, tips and useful links to help support the smooth running of local council meetings and good practice for dealing with challenging local issues in order to achieve positive and productive outcomes for local communities.

We have also created a Positive Conduct equals Positive Democracy Charter, and we encourage local councillors and clerks to sign up to it, in order to show their support and commitment to be a positive conduct ambassador in their role and embody and promote high standards in public life.


## Toolkit


 [Positive Conduct equals Positive Democracy Toolkit \(PDF, 953 KB\)](https://www.wiltshire.gov.uk/media/9477/Positive-Conduct-equals-Positive-Democracy-Toolkit/pdf/Positive_Conduct_Equals_Positive_Democracy_Toolkit.pdf?m=1657200651497)  
([https://www.wiltshire.gov.uk/media/9477/Positive-Conduct-equals-Positive-Democracy-Toolkit/pdf/Positive\\_Conduct\\_Equals\\_Positive\\_Democracy\\_Toolkit.pdf?m=1657200651497](https://www.wiltshire.gov.uk/media/9477/Positive-Conduct-equals-Positive-Democracy-Toolkit/pdf/Positive_Conduct_Equals_Positive_Democracy_Toolkit.pdf?m=1657200651497))

 [Positive Conduct equals Positive Democracy Toolkit \(OpenDocument text format, 27 KB\)](https://www.wiltshire.gov.uk/media/9478/Positive-Conduct-equals-Positive-Democracy-Toolkit/default/Positive_Conduct_equals_Positive_Democracy_toolkit_.odt?m=1657201432250)  
([https://www.wiltshire.gov.uk/media/9478/Positive-Conduct-equals-Positive-Democracy-Toolkit/default/Positive\\_Conduct\\_equals\\_Positive\\_Democracy\\_toolkit\\_.odt?m=1657201432250](https://www.wiltshire.gov.uk/media/9478/Positive-Conduct-equals-Positive-Democracy-Toolkit/default/Positive_Conduct_equals_Positive_Democracy_toolkit_.odt?m=1657201432250))

## Charter

Printable and digital version of our charter:

 [Positive Conduct equals Positive Democracy digital charter \(PDF, 139 KB\)](https://www.wiltshire.gov.uk/media/9474/Positive-Conduct-equals-Positive-Democracy-digital-charter/pdf/Positive_Conduct___Positive_Democracy_Charter_Digital.pdf?m=1657122064197)  
([https://www.wiltshire.gov.uk/media/9474/Positive-Conduct-equals-Positive-Democracy-digital-charter/pdf/Positive\\_Conduct\\_\\_\\_Positive\\_Democracy\\_Charter\\_Digital.pdf?m=1657122064197](https://www.wiltshire.gov.uk/media/9474/Positive-Conduct-equals-Positive-Democracy-digital-charter/pdf/Positive_Conduct___Positive_Democracy_Charter_Digital.pdf?m=1657122064197))

 [Positive Conduct equals Positive Democracy printable charter \(PDF, 102 KB\)](https://www.wiltshire.gov.uk/media/9476/Positive-Conduct-equals-Positive-Democracy-printable-charter/pdf/Positive_Conduct___Positive_Democracy_Charter_printable_version.pdf?m=1657123603933)  
([https://www.wiltshire.gov.uk/media/9476/Positive-Conduct-equals-Positive-Democracy-printable-charter/pdf/Positive\\_Conduct\\_\\_\\_Positive\\_Democracy\\_Charter\\_printable\\_version.pdf?m=1657123603933](https://www.wiltshire.gov.uk/media/9476/Positive-Conduct-equals-Positive-Democracy-printable-charter/pdf/Positive_Conduct___Positive_Democracy_Charter_printable_version.pdf?m=1657123603933))

## Councillors and clerks

Councillors and clerks are encouraged to sign the charter show their support and commitment to what we're trying to achieve.

To let us know you have signed it, email [governance@wiltshire.gov.uk](mailto:governance@wiltshire.gov.uk)  
(<mailto:governance@wiltshire.gov.uk>) with the following information:

- your full name
- your role title
- the council you represent



# MELKSHAM WITHOUT PARISH COUNCIL

## COMMITTEE STRUCTURE AND TERMS OF REFERENCE

*Reviewed and adopted at the Annual Council Meeting on Monday, ~~4<sup>th</sup>~~-18<sup>th</sup> May 2025*  
2026

### 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 Committee
4. Asset Management Committee
5. Highways, Footpaths and Streetscene 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 their 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 (February in an election year)
- 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 (May/June) & Risk Register (January)
- h) Carry out a review of Year End Accounts, Audit requirements and Compliance to Transparency Code (May/June)
- i) Finance Committee members will sign cheques and authorise online bank ~~and CCLA ing~~ payments ~~and transfers in the office~~ and supporting documentation monthly and as required (2 signatories) in line with Financial Regulations.

**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~~ 21 days, 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. To receive updates from the Neighbourhood Plan Steering Group and to consider and give a steer to parish council representatives on the Steering Group.
- f) To meet with developers at pre-application stage and as projects progress, in line with the Pre-App ~~Protocol~~ Policy in the Neighbourhood Plan.
- g) To give delegated powers to submit responses to informal and formal consultations when the deadline means Full Council are unable to approve recommendations of the Planning committee:
  - Government consultations on Planning issues
  - Wiltshire Council consultations on Planning issues Eg Design Code, Gypsy & Traveller Plan,
  - Pre-application consultations by developers
  - Neighbourhood Plan consultations from neighbouring parishes

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

- a) ~~Appoint members~~ To make recommendations on appointment 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 and make recommendations on scale points
- g)h) Review staffing policies regularly.

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Should any disciplinary matter be discussed by the Staffing Committee, then the Chair of Council will leave the room and not be included in the circulation of papers and correspondence.

**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.~~
- e)b) Address continued management of Bowerhill Pavilion and Sports Field, including annual maintenance contracts and the promotion of hiring of the facilities.
- e)c) Liaise with Shaw Village Hall Management Committee & Berryfield Village Hall Management ~~Company~~Committee to ensure maintenance schedules are adhered to so the buildings are suitably maintained and insured for its users.
- e)d) Review Allotment Tenancy Agreement and annual rent charges. Consider correspondence and requests from Allotment Tenants.
- f)e) 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)f) Review Council resources, including parish and office equipment, to ensure staff are properly equipped to carry out work demands.

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

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. If LHFIG agenda timeframe does not provide sufficient time for requests to be approved at Full Council prior to submission, LHFIG requests may be submitted and then considered at the next Full Council meeting - requests may be withdrawn if not supported at this stage. It is noted that the requests to LHFIG do not commit the parish council to spend.

- 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. CHAIR & 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 Committee**

Chair, Vice-Chair & 5 Council members

### **Asset Management Committee**

Chair, Vice-Chair & 5 Council members

### **Highways, Footpaths & 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 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. NOT SURE THIS NEEDS REPEATING HERE AS IN STANDING ORDERS~~

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. If during a meeting a Member realises they have an interest in a particular item, they should declare it.

## **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. REMOVE AS MODEL STANDING ORDERS NO LONG LIST THE REASONS BUT NOTE THAT THE REASON SHOULD BE MINUTED~~

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).

### Review and Change Log

| Review date                 | Minute Number             | Meeting                        | Changes  |
|-----------------------------|---------------------------|--------------------------------|--|
| <a href="#">13 May 2024</a> | <a href="#">Min 10/24</a> | <a href="#">Annual Council</a> | <a href="#">Updates to Planning Committee re. delegated powers</a> |
| 12 May 2025                 | <a href="#">Min 12/25</a> | Annual Council                 |  |
| 18 May 2026                 |                           | Annual Council                 |  |

Appointment of Committees and Working Parties for 2026

|  |      | Berryfield    |              | Bowerhill   |               |             |                  |             |               |               | Beanacre, Shaw, Whitley & Blackmore |                 |               |                  |
|--|------|---------------|--------------|-------------|---------------|-------------|------------------|-------------|---------------|---------------|-------------------------------------|-----------------|---------------|------------------|
|  |      | Martin Franks | Richard Wood | Alan Baines | Mark Blackham | John Glover | Martin Haffenden | Mark Harris | David Pafford | Anne Sullivan | John Doel                           | Chris Griffiths | Tony Hemmings | Peter Richardson |
| Chair  | 2025 |               |              |             |               | x           |                  |             |               |               |                                     |                 |               |                  |
| Vice-Chair   | 2025 |               |              |             |               |             |                  |             | x             |               |                                     |                 |               |                  |
| <b>Committees</b>  |      |               |              |             |               |             |                  |             |               |               |                                     |                 |               |                  |
| Planning   | 2025 | x             | C            | VC          |               | x           |                  | x           | x             |               |                                     |                 |               | x                |
| Finance  | 2025 |               | x            | x           | x             | C           |                  |             | x             |               | VC                                  | x               |               |                  |
| Staffing   | 2025 |               |              | x           | x             | x           |                  |             | x             | C             |                                     | VC              | x             |                  |
| Asset  | 2025 | C             |              | x           |               | x           | x                |             | x             | VC            |                                     |                 | x             |                  |
| Highways   | 2025 |               |              | VC          |               | x           | x                | x           | x             | x             |                                     | C               |               |                  |
| <b>Working Parties</b>                                   |      |               |              |             |               |             |                  |             |               |               |                                     |                 |               |                  |
| Community Resilience                                     | 2025 |               |              |             |               | (x)         |                  | x           |               |               |                                     |                 |               | x                |
| Shurnhold Fields (joint with Melksham Town Council)      | 2025 |               |              |             |               | x           |                  | x           | x             |               |                                     |                 |               |                  |
| IT   | 2025 |               |              |             |               |             |                  | x           |               | x             |                                     |                 | x             |                  |
| Website procurement                                      | 2025 |               |              |             |               |             |                  |             |               | x             |                                     |                 |               | x                |
| <b>DISSOLVED</b><br>Joint CIL with Melksham Town Council | 2025 |               |              | x           |               | x           |                  |             | x             |               |                                     |                 |               |                  |
| Cemetery (joint with Melksham Town Council)              | 2025 |               |              |             | x             | x           |                  | x           |               |               |                                     |                 |               |                  |
| Road Safety  | 2025 |               |              |             |               |             | x                | x           |               | x             |                                     | x               |               | x                |
| <b>NEW</b> East of Melksham Community Centre             | 2026 |               |              |             |               | x           |                  | x           | x             | x             | x                                   |                 | x             |                  |
| <b>NEW</b> Beanacre Play Area                            | 2026 | x             |              |             |               |             |                  |             |               |               | x                                   |                 | x             |                  |
| <b>NEW</b> Holistic Review of Semington Road             | 2026 | x             | x            |             |               |             | x                |             |               |               |                                     |                 |               |                  |
| H & S representative for MWPC                            | 2025 | x             |              |             |               |             |                  |             |               |               |                                     |                 |               |                  |

## Committees and Working Parties for 2025/26

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

**Chair of Council for 2025/26: John Glover**

**Vice Chair of Council for 2025/26: David Pafford**

|   |                 |                  |                               |
|---|-----------------|------------------|-------------------------------|
| <b><u>Finance Committee</u></b>   |                 |                  |                               |
| Alan Baines   | Mark Blackham   | John Doel        | Chris Griffiths               |
| John Glover   | David Pafford   | Richard Wood     |                               |
| <b><u>Planning Committee</u></b>  |                 |                  |                               |
| Alan Baines   | Martin Franks   | Mark Harris      | Peter Richardson              |
| John Glover   | David Pafford   | Richard Wood     |                               |
| <b><u>Staffing Committee</u></b>  |                 |                  |                               |
| Alan Baines   | Mark Blackham   | Chris Griffiths  | Tony Hemmings                 |
| John Glover   | David Pafford   | Anne Sullivan    |                               |
| <b><u>Asset Management Committee</u></b>  |                 |                  |                               |
| Alan Baines   | Martin Franks   | Martin Haffenden | Tony Hemmings                 |
| John Glover   | David Pafford   | Anne Sullivan    |                               |
| <b><u>Highways, Footpaths and Streetscene Committee</u></b>                     |                 |                  |                               |
| Alan Baines   | Chris Griffiths | Martin Haffenden | Mark Harris                   |
| John Glover   | David Pafford   | Anne Sullivan    |                               |
| <b><u>Community Resilience Working Party</u></b>                                |                 |                  |                               |
| To be revisited   |                 |                  |                               |
| <b><u>Shurnhold Fields (Joint Working Party with Melksham Town Council)</u></b> |                 |                  |                               |
| John Glover   | David Pafford   | Mark Harris      |                               |
| <b><u>I.T. &amp; Data Protection Working Party</u></b>                          |                 |                  |                               |
| Mark Harris   | Tony Hemmings   | Anne Sullivan    | (Clive Merritt IT Contractor) |
| <b><u>CIL Sharing (Joint working party with Melksham Town Council)</u></b>      |                 |                  |                               |
| John Glover   | David Pafford   | Alan Baines      |                               |
| <b><u>Cemetery (Joint working party with Melksham Town Council)</u></b>         |                 |                  |                               |
| John Glover   | Mark Blackham   | Mark Harris      |                               |
| <b><u>Road Safety Working Party</u></b>   |                 |                  |                               |
| Martin Haffenden  | Mark Harris     | Chris Griffiths  | Peter Richardson              |
| Anne Sullivan   |                 |                  |                               |
| <b><u>Health &amp; Safety Representative</u></b>                                |                 |                  |                               |
| Martin Franks   |                 |                  |                               |

## ORGANISATION REPRESENTATIVES For 2025/26

### Organisations:

|  |  |                  |
|--|--|------------------|
| Age UK – Melksham Community Support                    | John Doel                                  |                  |
| Berryfield & Semington Road Action Group (BASRAG)      | Richard Wood                               | Martin Haffenden |
| Berryfield Village Hall                                | Martin Franks                              | Richard Wood     |
| Bowerhill Residents Action Group (BRAG)                | Mark Blackham                              | Anne Sullivan    |
| Bowerhill Village Hall Trust                           | Mark Harris                                | David Pafford    |
| CCTV Working Group (Town Council)                      | Mark Harris                                |                  |
| Community Action Whitley & Shaw (CAWS) & Flood Wardens | Peter Richardson                           | Tony Hemmings    |
| CPRE (Wiltshire Branch)                                | Martin Franks                              |                  |
| Health & Wellbeing Group (Melksham Area Board)         | Anne Sullivan                              |                  |
| Local Highways & Footway Improvement Group             | Alan Baines                                |                  |
| Melksham Area Board                                    | John Glover                                | David Pafford    |
| Melksham ATC   | Martin Franks                              |                  |
| Melksham Charities/Almshouses                          | John Doel                                  | VACANCY          |
| Melksham Hospital & Community (Friends of)             | Anne Sullivan                              |                  |
| Melksham Joint Neighbourhood Plan Steering Group       | John Glover                                | David Pafford    |
| Melksham Transport User Group                          | Mark Harris                                | John Glover      |
| Operational Flooding Working Group                     | Alan Baines                                |                  |
|  | (Peter Richardson – sub)                   |                  |
| Parish Highways & Street Scene Rep                     | Parish Officer                             |                  |
| Police Liaison   | Officers                                   |                  |
| Police Parish Forum                                    | Mark Harris                                |                  |
| Press Representative                                   | Clerk – Teresa Strange                     |                  |
| Shaw Hall Management Committee                         | Martin Franks                              |                  |
| Shurnhold Fields (Friends of)                          | (from Shurnhold Fields Working Group Reps) |                  |
| Whitley Reading Rooms                                  | John Doel                                  |                  |
| Wilts & Berks Canal Trust                              | Mark Harris                                |                  |
| Wiltshire, Swindon & Oxfordshire Canal Partnership     | Mark Harris                                |                  |
| WALC (Wiltshire Association of Local Councils)         | VACANCY                                    |                  |

### Footpath Representatives:

|                                  |                  |             |
|----------------------------------|------------------|-------------|
| Beanacre                         | John Doel        |             |
| Berryfield                       | Martin Haffenden |             |
| Bowerhill, Redstocks and The Spa | John Doel        | John Glover |
| Sandridge & Blackmore            | Chris Griffiths  |             |
| Shaw & Whitley                   | Peter Richardson |             |

## Fiona Dey

---

**From:** Committee Clerk <committee.clerk@melksham-tc.gov.uk>  
**Sent:** 14 May 2026 14:23  
**To:** Fiona Dey  
**Subject:** Membership details

Hi Fiona.

Hope all is well in the parishes 😊.

Here is the MTC membership of the joint groups.

**Cemeteries Task & Finish Group**

Councillor P Alford  
Councillor A Griffin  
Councillor C Stoke

**Shurnhold Fields Working Group**

Councillor P Alford  
Councillor E Calland  
Councillor S Rabey

For the **MWPC East of Melksham Community Centre Working Group** Councillor C Stokes was appointed the MTC rep.

Once you have had your annual meeting could you please confirm the MWPC membership of the joint groups and the rep for the **CCTV and Community Safety Working Group** (if you are still going to send one. There was some fuss about it and I can't remember how it was left).

Thanks.

Andrew

## ORGANISATION REPRESENTATIVES

For 2025/26

### Organisations:

|   |  |                  |
|---|--|------------------|
| Age UK – Melksham Community Support                     | John Doel                                  |                  |
| Berryfield & Semington Road Action Group (BASRAG)       | Richard Wood                               | Martin Haffenden |
| Berryfield Village Hall                                 | Martin Franks                              | Richard Wood     |
| Bowerhill Residents Action Group (BRAG)                 | Mark Blackham                              | Anne Sullivan    |
| Bowerhill Village Hall Trust                            | Mark Harris                                | David Pafford    |
| <b>CCTV Working Group (Town Council) For discussion</b> | Mark Harris                                |                  |
| Community Action Whitley & Shaw (CAWS) & Flood Wardens  | Peter Richardson                           | Tony Hemmings    |
| CPRE (Wiltshire Branch)                                 | Martin Franks                              |                  |
| Health & Wellbeing Group (Melksham Area Board)          | Anne Sullivan                              |                  |
| Local Highways & Footway Improvement Group              | Alan Baines                                |                  |
| Melksham Area Board                                     | John Glover                                | David Pafford    |
| Melksham ATC  | Martin Franks                              |                  |
| Melksham Charities/Almshouses                           | John Doel                                  | Anne Sullivan    |
| Melksham Hospital & Community (Friends of)              | Anne Sullivan                              |                  |
| <b>Melksham Joint Neighbourhood Plan Steering Group</b> | John Glover                                | David Pafford    |
| Melksham Transport User Group                           | Mark Harris                                | John Glover      |
| Operational Flooding Working Group                      | Alan Baines                                |                  |
|   | (Peter Richardson – sub)                   |                  |
| Parish Highways & Street Scene Rep                      | Parish Officer                             |                  |
| Police Liaison  | Officers                                   |                  |
| Police Parish Forum                                     | Mark Harris                                |                  |
| Press Representative                                    | Clerk – Teresa Strange                     |                  |
| Shaw Hall Management Committee                          | Martin Franks                              |                  |
| Shurnhold Fields (Friends of)                           | (from Shurnhold Fields Working Group Reps) |                  |
| Whitley Reading Rooms                                   | John Doel                                  |                  |
| Wilts & Berks Canal Trust                               | Mark Harris                                |                  |
| Wiltshire, Swindon & Oxfordshire Canal Partnership      | Mark Harris                                |                  |
| WALC (Wiltshire Association of Local Councils)          | VACANCY                                    |                  |

Dissolved

### Footpath Representatives:

|                                  |                  |             |
|----------------------------------|------------------|-------------|
| Beanacre                         | John Doel        |             |
| Berryfield                       | Martin Haffenden |             |
| Bowerhill, Redstocks and The Spa | John Doel        | John Glover |
| Sandridge & Blackmore            | Chris Griffiths  |             |
| Shaw & Whitley                   | Peter Richardson |             |

**FOR REVIEW at Annual Council meeting 18<sup>th</sup> May 2026**

**Clerk's Notes in red**

## **OBJECTIVES AND PRIORITIES**

### **New term of Office – May 2025 onwards**

All Parish Councillors are volunteers; they are passionate about their communities and seek to make a change to help improve residents' lives. They give up their time, and spend a lot of energy, working to get the best for the communities that they live in, and represent. The Melksham Without Parish Councillors have good local knowledge and a unique understanding of the distinct characteristics of the five villages, two hamlets and rural areas that they represent.

Where they don't have direct decision making authority, they will engage with those who do, for the good of the community. They strive to have:

- a holistic view across the parish
- influence decision makers
- join up the dots and look at the bigger picture
- look at highways and speeding issues

They are committed to achieving the right infrastructure, from community facilities to health and education provision, for all parish residents. At the start of the new term of four years, they have broken that down into more specific priorities and objectives, which are listed in no particular order.

## Objectives & Priorities for 2025/26

- To progress the review of the joint Melksham Neighbourhood Plan through Examination and Referendum\*  
**DONE**  
Referendum 31<sup>st</sup> July 2025 and adopted 4<sup>th</sup> August 2026
- To implement, monitor and use the policies in the current and reviewed Melksham Neighbourhood Plan\*  
**CONSISTENTLY BEING USED** with specific training on how to use the policies in November 25 and May 26.  
Defended at Appeals  
**ONGOING – leave on list for 2026/27**
- To progress the installation of a drinking water refill point at Shaw Sports Field  
**NOT DONE**  
Struggling to engage with the Village Hall Committee on this, will try again with their operational/sports field member  
Will look to apply for grant funding for this, aware that Melksham Town Council have received funding for similar  
**KEEP ON LIST FOR 2026**
- To review the Emergency Plan\*  
Joint Plan with Melksham Town Council – have held joint meeting with them(10<sup>th</sup> Feb 26) to review the operational plan, they have then reviewed separately 3<sup>rd</sup> March 26 and then added some detail to the working copy on 31<sup>st</sup> March. It still is a work in progress.  
MTC did not appoint a representative for the Flood Ops meeting of the local stakeholders organised by Wiltshire Council despite our prompting  
  
Still work to be done, and then for the Community Resilience Working Party to review to ensure that they are happy with it.  
  
**ONGOING – leave on list for 2026/27**
- To progress the Shurnhold Fields car park and improved entrance project\*  
**DONE**  
Still working through invoicing with Wiltshire Council, Milestone and Town Council to work out split of costs.  
Water connection still to be done with Wessex Water, have way forward since site visit 8<sup>th</sup> May.  
Heras fencing still up while land recovers and seed grass and wild flowers takes – weather dependent  
**REMOVE FROM LIST NOW MAIN WORK DONE? OR COULD KEEP ON AND AMEND progress to finish/complete**

- To continue to maintain a good working relationship with Wiltshire Council, the Area Board and all the neighbouring parishes who abut Melksham Without.  
ONGOING – leave on list for 2026/27 – but feel that feedback from the Annual Parish meeting from Wiltshire Council and community groups and partners was very positive
- To agree a new lease for Shaw Village Hall with the Management Trust  
This expired in April 2025 and we are struggling to get response on the draft that has been prepared by parish council's solicitors. They are seeking new committee members.  
  
ONGOING – leave on list for 2026/27
- To ensure the best outcome for the parish from any major National Infrastructure projects  
ONGOING – leave on list for 2026/27  
Might be some movement on the Bypass in the summer  
Supporting the efforts of CAWS (Community Action: Whitley & Shaw) on the Lime Down and wider Cumulative Impact issues  
(Meeting with the Wilts & Berks canal trust in early Summer – not national infrastructure though)
- To build funds for a new East of Melksham Community Centre  
Continuing with s106 requests and negotiations and with funding that the Town Council currently have  
ONGOING – leave on list for 2026/27
- To review and update the parish council website (both content and to meet new accessibility criteria)  
ONGOING – leave on list for 2026/27  
Procurement working group in place to tighten up quote awarding criteria  
Specification drawn up  
Councillors and officers attended recent "Improving Community Engagement using the Council website" webinar
- To progress project for a footbridge over the brook to connect Buckley Gardens development to Bowood View development (off Semington Road, Berryfield)  
ONGOING – leave on list for 2026/27  
Struggling to get quotes, have managed site visit and survey 3<sup>rd</sup> March 26 by one supplier's installer but no quote yet
- To support village halls and community groups with any impact of new legislation e.g.: change in Waste rules, Martyn's Law  
ONGOING – leave on list for 2026/27  
MWPC are members of Wiltshire Village Hall Association and attending their twice yearly conference with suggestions from Melksham group on agenda in Autumn. Regular group meeting every few months for an hour in person, and in contact for peer support in whatsapp

## Objectives & Priorities for Term of Council (2025-2029)

- To assess and make best use of evolving technology such as AI and Microsoft tools **DEFINITELY ONGOING but using more and more tools which saving officer time**  
**ONGOING – leave on list**
- To work towards obtaining the Local Council Quality Gold Award  
**See separate agenda item 16 where review of what is outstanding to meet criteria and decision on way forward – defer this objective until after that item**
- To continue to provide enhanced access to council meetings via remote technology to improve community engagement.  
**Yes – do you want to look at additional microphone/camera options for the table, or happy with the current set up (limited to other venues to what equipment they have)**  
**ONGOING – leave on list**
- To achieve the best outcome for the parish, for the proposed A350 Bypass.  
**ONGOING – understand Wiltshire Council will know more in the summer**  
**ONGOING – leave on list**
- To continue to progress wider Realtime Information (RTI) in bus shelters across the parish and town\*  
**To consider under separate agenda item 22a as some concerns raised with Wiltshire Council on longevity of support.**  
**Defer this objective until after that agenda item.**
- To obtain higher speed internet access in the parish  
**To facilitate linking individual residents and providers using the collective power of the voucher scheme – approved at March full council to write to residents on list provided by Wiltshire Council**  
**ONGOING – leave on list**
- To improve drainage at Bowerhill Sports Field  
**ONGOING – leave on list**  
**Funding in place and in the budget for the match funding element.**  
**The prolonged bad weather in the early part of 2026 prevented the work taking place, can be done in off season**
- To continue the Melksham Community Support project with Age UK\* and look to develop a similar project for younger age groups  
**ONGOING – leave on list**  
**Won Community First award for the project at end of 2025**  
**Being replicated across Wiltshire in other areas, very much seen as a successful pilot scheme**  
**Clerk has raised with the Area Board Health and Wellbeing Group and Age UK about ways of extending for younger people. No progress yet.**

- To campaign and progress an improved Melksham health facility/hospital  
Attended, and supported with evidence/statistics, the MP's "strategic" meeting in November 25; some success with audiology appointments available weekly at Melksham Hospital since April

Raised in parliament re Melksham Hospital and MIU by MP in January

NHS England being restructured, so difficult to engage as changing staff members

The Government's 10 year plan commits to future community access to services

ONGOING – leave on list

- To progress an East of Melksham Community Centre\*

ONGOING – leave on list

Land secured, funds being pooled

Site visit to new facilities in Bromham Community Centre to meet those involved to be arranged now Town Council rep in place

- To progress Road Safety improvements

Holistic review for Semington Road commissioned – first meetings later in the week.

Work being done on cumulative impact on A365 in Bowerhill

LHFIG schemes being implemented and some ideas for Substantive Scheme in 2026/27

To attend Wiltshire Council/Police/WALC event in July

ONGOING – leave on list

- To achieve the best outcome for the community from current and future planning applications for major development in the parish

ONGOING – leave on list

Demonstrated by Appeal Hearing attendances and request to Wiltshire Council for better engagement with s106 and conditions.

General approach to planning applications from pre app to post build was praised at Annual Parish meeting by Wiltshire Councillor

- To facilitate 3G pitch/es as per the identified need for two pitches in the Melksham community area

ONGOING – leave on list

Monitoring s106 requests for funding

Further meeting planned with Wiltshire FA

Business Plan to progress as s106 funding closer to being paid

- To progress the Bowerhill Sports Field enhancement project with teen shelter/gym equipment

No progress on this, grant application not successful

Council to advise? Continue or to wait until more visibility of 3G project, as might have impact on space/location available?

\* Working with Melksham Town Council

# A guide to the Local Council Award Scheme

Published by the National Association of Local Councils (NALC)

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**THE LOCAL COUNCIL AWARD SCHEME EXISTS TO CELEBRATE THE SUCCESSES OF THE VERY BEST LOCAL COUNCILS, AND TO PROVIDE A FRAMEWORK TO SUPPORT ALL LOCAL COUNCILS TO MEET THEIR FULL POTENTIAL**

All local councils want to serve their local communities and make a real difference to the lives of the people that live there. This scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Local Council Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB). Councils can apply for an award at one of three levels:

- The Bronze Award demonstrates that a council meets the requirements for operating lawfully and according to standard practice.
- The Silver Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.
- The Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.

To support transparency, every award level has a requirement for certain information to be published online (plus some information that does not need to be published). In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For Gold, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims.

## CONTENTS

5 BRONZE AWARD CRITERIA

11 SILVER AWARD CRITERIA

16 GOLD AWARD CRITERIA

This section sets out in brief what is required for each award and then explains in more detail the evidence that the accreditation panel is looking for. Councils should find this additional guidance helpful in identifying what is required.

8 BRONZE AWARD ACCREDITATION PROCESS

13 SILVER AWARD ACCREDITATION PROCESS

18 GOLD AWARD ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

This section outlines guidance for the process for accreditation. These are not strict rules, and can be tailored to local need in consultation with NALC.

23 FEES

There are two fees:

- A registration fee paid to NALC
- An accreditation fee paid to the organisation responsible for administering the local or national accreditation process.

25 EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow the sector to feel ownership of the Local Council Award Scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. This section outlines the evaluation and improvement process that will allow the scheme to be dynamic and respond over time to changes in the sector, national policy and other relevant issues.

## BRONZE AWARD

TO ACHIEVE A BRONZE AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

Before applying for the Bronze award the council confirms by resolution that all the required documents, information and conditions are in place for the Bronze award, and that these are published on the council's website, where applicable

To achieve the Bronze award the council must publish on its website:

| Governance   | Community  | Development  |
|--|--|--|
| <i>Criteria demonstrating good governance in managing the business and finances of a council</i> | <i>Criteria representing a council's role in the community and how it engages with the community</i> | <i>Criteria representing council improvement through the management and development of staff and councillors</i> |
| Its standing orders  | Council contact details  |  |
| Its financial regulations  | Councillor information, including registers of interests, in line with the Transparency Code         |  |
| Its Code of Conduct  | Its action plan for the current year   | List of objectives and priorities, but not an "Action Plan"  |
| Its accessibility statement  | Evidence of consulting the community   |  |
| Its publication scheme   | Publicity advertising council activities   |  |
| Its complaints procedure   | Evidence of participating in town and country planning   |  |
| Its privacy notice   | Evidence of publicising elections and vacancies on the council                                       |  |
| Its last annual return   |  |  |
| Transparent information about council payments   |  |  |
| A calendar of all meetings including the annual meeting of electors                              |  |  |

|   |  |  |
|---|--|--|
| Minutes for at least one year of full council meetings and all committee and sub-committee meetings |  |  |
| Current agendas   |  |  |
| The budget and precept information for the current or next financial year                           |  |  |
| It's biodiversity policy  |  |  |

The following documents and information must be in place and evidence provided to the assessment panel:

| Governance  | Community   | Development   |
|---|---|---|
| Criteria demonstrating good governance in managing the business and finances of a council | Criteria representing a council's role in the community and how it engages with the community                 | Criteria representing council improvement through the management and development of staff and councillors |
| A risk management policy  | Evidence of considering the impact of their functions and decisions on crime and disorder in their local area | Disciplinary and grievance procedures   |
| A register of assets  |   | A policy for training and development of staff and councillors  |
| Up-to-date insurance policies that mitigate risks to public money                         |   | A record of all training undertaken by staff and councillors in the last year                             |
|   |   | The clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year           |
|   |   | Signed up to the Civility & Respect Pledge, including adopting a Dignity at Work policy                   |

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

## BRONZE AWARD - WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that the council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. All policies should comply with current legislation and guidance and note the date of the next review.

| Criteria  | Guidance   |
|---|--|
| <p>Its standing orders</p> <p>Its financial regulations</p> <p>Its Code of Conduct</p> <p>Its accessibility statement</p> <p>Its publication scheme</p> <p>Its complaints procedure</p> <p>Its privacy notice</p> | <p>Standing orders, financial regulations, the Code of Conduct, publication scheme, accessibility statement, privacy statement and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls.</p> <p>For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.</p>                  |
| <p>Its last annual return</p>   | <p>The panel checks that the council has published its most recent Accounting Statements and Annual Governance Statement.</p> <p>Where the council is eligible for external audit the panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given.</p> <p>The panel checks the arrangements for internal audit and internal controls.</p> |
| <p>Transparent information about council payments</p>   | <p>Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices.</p> <p>The panel will seek evidence that the council publishes information on payments in line with the appropriate transparency code. For smaller councils publishing payments over £100 annually and larger councils publishing payments over £500 quarterly. For more information see the Good Councillors Guide to Finance and Transparency.</p>       |
| <p>A calendar of all meetings including the annual meeting of electors</p>  | <p>The calendar includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.</p>   |
| <p>Minutes for at least one year of full council meetings and all committee and sub-committee meetings</p> <p>Current agendas</p>   | <p>Minutes and agendas are published for all council meetings for at least the last year, including committees and the Annual Meeting of the Council. The panel checks that minutes (including associated papers) and agendas demonstrate the lawful convening of meetings and decision-making and that all meetings allow the public to make representations to the council.</p> <p>Draft minutes (marked Draft) of all council and committee meetings should be posted up as soon as</p> |

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|  | <p>possible after the meeting and within at least four weeks.</p> <p>The minutes will show that the council monitors its performance against the budget at least every three months.</p>   |
| The budget and precept information for the current or next financial year                    | <p>The council can post up the current or next year's budget (or both).</p> <p>The council publishes detailed budget documents that include information on income and expenditure (or receipts and payments). Documents show how the precept was calculated and that the council understand the impact of precept changes on taxpayers.</p>  |
| Council contact details  | <p>The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body.</p>   |
| Councillor information, including registers of interests, in line with the Transparency Code | <p>It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code.</p> <p>The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.</p>  |
| Its action plan for the current year   | <p>The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.</p>  |
| Evidence of consulting the community<br><br>Publicity advertising council activities         | <p>The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings</p> |
| Evidence of participating in town and country planning                                       | <p>Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.</p>   |
| Evidence of publicising elections and vacancies on the council                               | <p>The panel will seek evidence that when there are scheduled elections or council vacancies, the council informs the public. This includes displaying notices in conspicuous places within the parish and should also involve additional methods such as announcements on</p>   |

|  |  |
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|  | the council's website or in local newspapers.  |
| It's biodiversity policy   | The biodiversity policy will show the council's commitment to protecting and enhancing biodiversity in the parish. Including specific objectives, such as promoting habitat creation, supporting pollinators, or enhancing green spaces.<br>Practical actions the council might take could include reviewing planning applications for biodiversity impacts, managing council-owned land for wildlife, or working with local conservation groups.  |
| A risk management policy   | The risk management policy shows the council has considered all relevant risks to the council, including but not limited to health and safety.   |
| A register of assets   | The register of assets can be based on a model but tailored to the specific council. They are not published.   |
| Up-to-date insurance policies that mitigate risks to public money  | The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. The panel does not seek to judge the appropriateness of the insurance policies themselves.   |
| Evidence of considering the impact of their functions and decisions on crime and disorder in their local area  | Evidence might include a published policy, or minutes of meetings, or other materials that describe council activities that relate to crime and disorder   |
| Disciplinary and grievance procedures  | Disciplinary and grievance procedures can be based on a model but tailored to the specific council. There is not a requirement to publish.   |
| A policy for training and development of staff and councillors<br><br>A record of all training undertaken by staff and councillors in the last year<br><br>A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year | A training and development policy for staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, events, online courses, learning on the job and qualifications.<br>Councillors undertake a range of development activities such as attending conferences, undertaking training, or reading about developments in the sector.<br>The CPD points are for the clerk in employment with the council at the time of application. The clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB. |
| Signed up to the Civility & Respect Pledge, including adopting a Dignity at Work policy  | The panel will ask to see the certificate that the council has signed up to the Civility and Respect pledge.<br>A Dignity at Work Policy should ensure a respectful and supportive workplace by outlining expectations for behaviour, defining and prohibiting bullying, harassment, and discrimination, and providing procedures for raising and addressing concerns.   |

## SILVER AWARD

TO ACHIEVE THE SILVER AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE BRONZE AWARD AND HAS ADDITIONAL DOCUMENTATION AND INFORMATION IN PLACE FOR GOOD GOVERNANCE, EFFECTIVE COMMUNITY ENGAGEMENT AND COUNCIL IMPROVEMENT.

Before applying for the Silver award the council confirms by resolution that all the required documents, information and conditions are in place for the Silver award, and that these are published on the council's website, where applicable

To achieve the Silver award the council must publish on its website:

| Governance   | Community   | Development  |
|--|---|--|
| <i>Criteria demonstrating good governance in managing the business and finances of a council</i> | <i>Criteria representing a council's role in the community and how it engages with the community</i>  | <i>Criteria representing council improvement through the management and development of staff and councillors</i> |
| A Health and Safety policy   | A community engagement policy involving two-way communication between council and community   |  |
| Its policy on equality   | Councillor profiles   |  |
| A co-option policy   | A grant awarding policy   |  |
|  | Evidence showing how electors contribute to the Annual Parish or Town Meeting   |  |
|  | An action plan and related budget responding to community engagement and setting out a timetable for action and review  |  |
|  | Evidence of community engagement, council activities and the promotion of democratic processes in an annual report that is actively shared with the community, online material and regular news bulletins |  |
|  | Evidence of helping the community plan for its future   |  |
|  | Evidence of encouraging public engagement in local democracy  |  |

The following documents and information must be in place and evidence provided to the assessment panel:

| Governance  | Community   | Development   |
|---|---|---|
| Criteria demonstrating good governance in managing the business and finances of a council | Criteria representing a council's role in the community and how it engages with the community                               | Criteria representing council improvement through the management and development of staff and councillors |
| A scheme of delegation (where relevant)   | At least two-thirds of its councillors who stood for election, or significant evidence of the council advertising vacancies | A qualified clerk   |
|   | Evidence of a customer service in how the council handles correspondence with the public                                    | A formal appraisal process for all staff  |

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

## SILVER AWARD - WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that the criteria for the Bronze Award are in place if the award was granted more than one year ago. The exception to this is if the council received the Bronze award less than a year ago. Then the panel does not check the Bronze criteria again, but the council still confirms in a public meeting that it meets these criteria.

It then considers the additional criteria for the Silver Award.

The panel assesses the quality of documents and information seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel confirms that the documentation and information is in place and up-to-date and complies with the guidance below. The council is encouraged (but not obliged) to use a gov.uk domain for its website and email addresses for staff and councillors. All policies should comply with current legislation and guidance and note the date of the next review.

| Criteria   | Guidance   |
|--|--|
| A Health and Safety policy<br>Its policy on equality   | The panel seeks evidence that the council has in place light touch policies for managing Health and Safety, including its duty of care to staff and promoting equality in compliance with legislation. For example, evidence might include employment documents or statements on agendas.  |
| A co-option policy   | The panel will seek evidence that the co-option policy includes a well-defined process for co-option, that the process is transparent, and where the council openly advertises seats available for co-option.  |
| A community engagement policy involving two-way communication between council and community                            | A community engagement policy demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions.   |
| Councillor profiles  | Councillor profiles normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.  |
| A grant awarding policy  | The council gives grants to community organisations and publishes a grant awarding policy.   |
| Evidence showing how electors contribute to the Annual Parish or Town Meeting  | Evidence that electors can contribute to the Annual Parish or Town Meeting can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.  |
| An action plan and related budget responding to community engagement and setting out a timetable for action and review | The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan. The council's budget shows how the action plan is put into practice and manages risks to public money. |
| Evidence of community engagement, council activities and the promotion of democratic                                   | The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be  |

|  |   |
|--|---|
| <p>processes in an annual report that is actively share with the community, online material and regular news bulletins</p> | <p>online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council's website. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations, including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year.</p> <p>The annual report should be actively communicated and shared with the community. It might be produced digitally and/or in hard copy. It is accepted that it cannot always be distributed to all households, but digital versions could be distributed by email and social media. Hard copies could be left at prime locations in a community, including a library, doctors' surgeries, schools, pubs, shops or residential homes.</p> |
| <p>Evidence of helping the community plan for its future</p>   | <p>The panel seeks evidence from council documents and online information that it supports the community in planning for its future.</p> <p>The panel seeks evidence that the council has considered environmental matters as part of how it plans for the future of the community. This may be through the planning system such as considering environmental impact in neighbourhood plans, or through engagement with the community. The council might also undertake activities to engage with the community on the environment outside of the planning system, this might include tree planting, litter picking, reducing carbon and addressing climate change.</p>   |
| <p>Evidence of encouraging public engagement in local democracy</p>  | <p>The panel will seek evidence of encouraging the public in engagement in local democracy. This might include campaigns to encourage people to vote or stand for election. It might include providing information on the council website on how the council makes decisions and how the public can observe or take part in council meetings.</p>   |
| <p>A scheme of delegation (where relevant)</p>   | <p>The panel may wish to check that a council properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation.</p>   |
| <p>At least two-thirds of its councillors who stood for election, or significant evidence of the council advertising</p>   | <p>At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council</p>   |

|  |  |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
|--|--|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|
| <p>vacancies</p>   | <p>represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below.</p> <p>The panel will seek evidence that when there are scheduled elections or council vacancies, the council puts significant effort towards informing the public and encouraging participation. The panel will be looking for the council to demonstrate it has done more than the statutory requirements of posting notices, for example posters in noticeboards, posts on social media, articles in newsletters, local newspapers etc.</p> |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
| <p>Total Council Seats</p> <p>Two Thirds</p>   | <table border="0"> <tr> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td> </tr> <tr> <td>4</td><td>4</td><td>5</td><td>6</td><td>6</td><td>7</td><td>8</td><td>8</td><td>9</td><td>10</td><td>10</td><td>11</td><td>12</td><td>12</td><td>13</td><td>14</td> </tr> </table>  | 5 | 6 | 7 | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 4 | 4 | 5 | 6 | 6 | 7 | 8 | 8 | 9 | 10 | 10 | 11 | 12 | 12 | 13 | 14 |
| 5  | 6  | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
| 4  | 4  | 5 | 6 | 6 | 7  | 8  | 8  | 9  | 10 | 10 | 11 | 12 | 12 | 13 | 14 |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
| <p>Evidence of a customer service in how the council handles correspondence with the public</p> <p>Bader Parkrecent work?<br/>LHFIG requests</p> | <p>The panel seeks evidence of how the council handles correspondence with the public and takes a customer service approach. Evidence shows how the council plans for and manages correspondence with the public, this might include examples of the council has addressed complaints, queries and other communications in the past year. It might also include any policies or training for staff that illustrates the councils commitment to customer service.</p>   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
| <p>A qualified clerk</p>   | <p>This criteria relates to the clerk employed by the council at the time of application. A qualified clerk is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.</p>   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |
| <p>A formal appraisal process for all staff</p>  | <p>The panel may ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council.</p>  |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |

## GOLD AWARD

TO ACHIEVE A GOLD AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE BRONZE AND SILVER AWARDS, AND IS AT THE FOREFRONT OF BEST PRACTICE BY ACHIEVING AN EXCELLENT STANDARD IN COMMUNITY GOVERNANCE, COMMUNITY LEADERSHIP AND PERFORMANCE MANAGEMENT.

Before applying for the Gold award the council confirms by resolution that all the required documents, information and conditions are in place for the Gold award, and that these are published on the council's website, where applicable

To achieve the Gold award the council must publish on its website:

| Governance   | Community  | Development  |
|--|--|--|
| <i>Criteria demonstrating good governance in managing the business and finances of a council</i>   | <i>Criteria representing a council's role in the community and how it engages with the community</i>   | <i>Criteria representing council improvement through the management and development of staff and councillors</i> |
| A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community | <p>An annual report, online material, news bulletins and other council communications with evidence of:</p> <ul style="list-style-type: none"> <li>• Engaging with diverse groups in the community using a variety of methods</li> <li>• Community engagement influencing council activity and priorities</li> <li>• A wide range of council activities, including innovative projects, that produce positive outcomes for the community</li> <li>• Co-operating constructively with other organisations</li> <li>• Active promotion of elections, including that at least two-thirds of its councillors stood for election</li> </ul> | See Consultation Statement for the Neighbourhood Plan 2  |

The following criteria require statements (of no more than one page) that should be presented to the accreditation panel showing how the council:

| <b>Governance</b>  | <b>Community</b>   | <b>Development</b>   |
|--|--|--|
| <i>Criteria demonstrating good governance in managing the business and finances of a council</i> | <i>Criteria representing a council's role in the community and how it engages with the community</i> | <i>Criteria representing council improvement through the management and development of staff and councillors</i> |
| Ensures that the council delivers value for money  | Provides leadership in planning for the future of the community                                      | Manages the performance of staff and the council as a corporate body to achieve its business plan                |
|  | Engages with the community on issues related to the environment and climate change                   | Supports a culture of civility and respect in the council  |

**Need statements to be written so to be done, need to start collecting examples**

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

## GOLD AWARD - WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that criteria for the Bronze and Silver Awards are in place if an award was assessed more than one year ago. It then considers the additional criteria for Gold. The exception to this is if the council received a Bronze or Silver award less than a year ago. Then the panel does not check the criteria for that award again, but the council still confirms in a public meeting that it meets these criteria.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. In identifying excellence, the panel confirms that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.

The panel also seeks evidence of councillors and officers working together as a corporate body to achieve the criteria at Gold level. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.

Complying with the guidance below, the panel confirms that up-to-date documentation and information for Gold is in place. The panel may ask for further information or talk to councillors and staff. Councils seeking the Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

| Criteria  | Guidance   |
|---|--|
| <p>A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community</p>   | <p>The council works to a forward plan (or business plan) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.</p>   |
| <p>An annual report, online material, news bulletins and other council communications with evidence of:</p> <ul style="list-style-type: none"> <li>• Engaging with diverse groups in the community using a variety of methods</li> <li>• Community engagement influencing council activity and priorities</li> <li>• A wide range of council activities, including innovative projects, that produce positive outcomes for the community</li> <li>• Co-operating constructively with other organisations</li> <li>• Active promotion of elections, including that at least two-thirds of its councillors</li> </ul> | <p>The annual report, web material and news bulletins publicise the work and achievements of the council and contain substantial evidence that the council takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community, including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills.</p> <p>These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four)</p> |

|  |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |            |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |
|--|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|--|
| <p>stood for election</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>NHP2 was "ambitious"</p> <p>Melksham Community Support is considered an exemplar and being replicated across Wiltshire</p> <p>Shaw &amp; Whitley flood wardens are an exemplar and used for testing new Community Hub idea</p>  | <p>of consulting and involving local people to understand their views.</p> <p>There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy.</p> <p>The panel seeks evidence that community engagement is at the heart of determining council priorities. Evidence shows this engagement leads to actions and projects within the council that deliver positive outcomes for the community. The council is innovative; this is the case if the council undertakes actions that are still relatively new or unusual for that council. There is evidence that the council embraces new ideas and trying new projects. The panel also checks that the council is co-operating with other organisations, including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnerships.</p> <p>At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table provided below</p> |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |            |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |
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| Two Thirds   | 4   | 4 | 5 | 6 | 6 | 7  | 8  | 8  | 9  | 10 | 10 | 11 | 12 | 12 | 13 | 14 |    |            |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |
| <p>Ensures that the council delivers value for money</p>   | <p>The statement on ensuring value for money explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk's role in serving</p>   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |            |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |

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|  | <p>the council, the purchase of computer equipment or a grass cutting contract. It may also include reference to criteria from the other award levels as a number of these criteria do provide evidence that the council offers value for money.</p> <p>The statement will describe to the panel how the council understands and upholds its responsibilities over use of public money and showing due care and appropriate processes have been followed.</p> <p>The panel will look for evidence of sound financial management and transparency, including that the council has had two consecutive years of unqualified audits and it would be desirable if the council published its internal audit report on its website alongside the AGAR each year.</p> |
| <p>Provides leadership in planning for the future of the community</p>                                   | <p>The statement on leadership in planning for the future shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real® or community conferences. The statement should include the council's approach to neighbourhood planning.</p>   |
| <p>Engages with the community on issues related to the environment and climate change</p> <p>NHP2</p>    | <p>The panel seeks evidence in this statement that the council has considered climate change and other environmental issues and has engaged with the community on these issues. The council will have considered how it can support or facilitate the community to take actions that could have a positive environmental impact for the local area, or more widely.</p>  |
| <p>Manages the performance of staff and the council as a corporate body to achieve its business plan</p> | <p>The statement on performance management explains the processes by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. The statement also includes confirming that each member of staff has their own professional development plan and that the majority of councillors</p>   |

|  |   |
|--|---|
|  | <p>participate in a member development programme that is specific to their roles and the needs of the council. It is important to show evidence that the council is a good employer.</p>  |
| <p>Supports a culture of civility and respect in the council</p> | <p>The statement will provide the panel with a variety of ways in which the council actively supports a culture of civility and respect. This might include information from council meetings where commitment has been made to civil and respectful debate. It might include council policies, training for staff and councillors related to code of conduct, NOLAN principles and other relevant topics. The council might include information of where conflict in the council has been successfully managed and resolved. The statement might include supporting comments from staff, councillors, other partners</p> |

## THE OUTCOME

When the panel is satisfied that it has seen sufficient information, the findings are presented in a report agreed by the panel. The panel makes one of three recommendations to the council:

- The Award is achieved.
- The Award is achieved but the council is advised to make some small changes.
- The Award is not achieved until specified improvements have been made.

If a council has applied for a higher award but has not achieved all the criteria, the panel can award a lower award if appropriate.

The aim of the scheme is to be supportive and help councils achieve the status they have applied for and so it is expected that achieving a lower (or no) award would be an exceptional circumstance. The panel will let the council know as soon as possible if it appears that they have omitted necessary evidence or it appears likely that they will not achieved the award, and the council will be given some time to respond to that feedback.

Once an award has been achieved NALC will issue a certificate and provide resources to help the council celebrate & promote its achievements. County Associations that carry out their own local panel assessments will present the certificate to the council themselves.

A list of currently awarded councils is published on the NALC website and is updated on a quarterly basis

Councils and accreditation panels may be contacted by NALC for feedback on the process and the benefits of receiving the awards.

A council may appeal to the IDB (with an additional fee of £100) if it feels that the panel's decision is unjustified. The IDB will appoint two representatives to review the appeal and the IDB's decision is final.

## **UPGRADING ACCREDITATION, RE-ACCREDITATION AND REMOVAL OF ACCREDITATION**

Accreditation lasts for four years.

Applying for a higher award:

- If a council wishes to apply for a higher award, it makes a fresh registration and application.
- A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.

Re-accreditation:

- The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation before the four-year end-date, it loses its award.

Removal of accreditation:

- The council is expected to maintain its reputation by meeting the criteria throughout the four years.
- Although some circumstances may change, the council will not lose its award unless a significant event such as an audit, employment tribunal, court case or police investigation demonstrates the council's poor performance. In this case, a panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award.
- The council can appeal to the IDB if the decision to remove an award is taken in which case two different IDB representatives review the case and their decision is final.

## **FEES**

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process. This will either be NALC or the local county association.

The registration fee paid to NALC is £50 paid by all councils regardless of size and is payable upon registration.

The accreditation fee is payable once the council has received their result and varies according to:

- The award applied for
- The income of the council
- The council's accreditation history.

The accreditation fee covers the cost of the accreditation panel decision making process only. County Associations may charge additional costs for advice, training or support of applications.

|        | ANNUAL INCOME<br>UNDER £25,000 | ANNUAL<br>INCOME OVER<br>£25,000 |
|--------|--------------------------------|----------------------------------|
| Bronze | £50                            | £80                              |
| Silver | £80                            | £100                             |
| Gold   | £100                           | £200                             |

All figures quoted are excluding VAT.

The figures quoted are the discounted rates for members of NALC.

Both the registration fee and accreditation fees listed above are for local councils in membership of NALC and their local county association.

Non-member councils must pay a higher fee that is double the figure quoted above.

The fee is reduced by 20% if the council achieved accreditation at a lower level within the previous 12 months as the checking process covering criteria for the previous award requires less work.

## **EVALUATION AND IMPROVEMENT**

The aim of the evaluation and improvement process is to allow councils to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

### **QUALITY ASSURANCE**

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council's website.

The findings will not affect a council's award but will be used to improve the training for accreditation panels and to inform regular reviews of the scheme.

### **EVALUATION**

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved.

### **IMPROVEMENT**

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including the content and accreditation process, will be reviewed regularly.

The IDB will oversee all changes to the scheme.

## AGENDA ITEM 16

### Clerk's Note

## REVIEW OF LOCAL COUNCIL AWARD SCHEME

The RAG (Red Amber Green) review of the Local Council Award Scheme identified that Melksham Without Parish Council is already delivering much of the work expected for Silver and Gold level accreditation, particularly in relation to community engagement, project delivery, financial planning and partnership working. The council has a strong set of agreed priorities and objectives for both the current year and wider 2025–2029 council term, together with substantial evidence of consultation, infrastructure planning, community initiatives and forward budgeting. The main gap identified was not a lack of activity, but the need to better bring this work together into a clearer strategic framework which demonstrates how community engagement directly informs council priorities, action plans, budgeting, project delivery and annual reporting back to residents. It would require the council's budget to have a 3 year forecast, not just one year.

The suggested way forward is therefore to develop a rolling strategic action plan or business plan linked to the council's agreed objectives and priorities. This would list lead committees or Full Council responsibility, which officers and councillors, timescales, milestones, funding sources and links to medium-term financial planning over a three-year period. The framework could also support officer appraisals, councillor and staff training plans, workforce planning and identification of future skills needs linked to council projects and priorities. This would create a clearer audit trail showing the link between community consultation, council decision making, budget setting, delivery and annual reporting, whilst also strengthening governance, accountability and performance management in line with the expectations of the Local Council Award Scheme.

MELKSHAM WITHOUT PARISH COUNCIL  
COUNCIL MEETING DATES 2026/27

For approval at May 26 Annual Council Meeting

**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](http://www.melkshamwithout-pc.gov.uk) E-mail - [office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk) Tel - 01225 705700

**ANNUAL COUNCIL**

PLANNING

FINANCE

PLANNING

**FULL COUNCIL**

ASSET & SITE VISIT

PLANNING

STAFFING

**FULL COUNCIL**

PLANNING

PLANNING

**FULL COUNCIL**

PLANNING

HIGHWAYS

PLANNING

**FULL COUNCIL**

PLANNING

ASSET

**FULL COUNCIL**

PLANNING

PLANNING

**FULL COUNCIL**

PLANNING

**MONDAY 18 MAY 2026**

MONDAY 01 JUNE 2026

MONDAY 15 JUNE 2026

MONDAY 22 JUNE 2026

**MONDAY 29 JUNE 2026**

MONDAY 6 JULY 2026

MONDAY 13 JULY 2026

MONDAY 20 JULY 2026

**MONDAY 27 JULY 2026**

MONDAY 3 AUGUST 2026

MONDAY 24 AUGUST 2026

**MONDAY 7 SEPTEMBER 2026**

MONDAY 14 SEPTEMBER 2026

MONDAY 21 SEPTEMBER 2026

MONDAY 5 OCTOBER 2026

**MONDAY 12 OCTOBER 2026**

MONDAY 26 OCTOBER 2026

MONDAY 2 NOVEMBER 2026

**MONDAY 9 NOVEMBER 2026**

MONDAY 16 NOVEMBER 2026

MONDAY 30 NOVEMBER 2026

**MONDAY 14 DECEMBER 2026**

MONDAY 21 DECEMBER 2026

|                       |                                 |
|-----------------------|---------------------------------|
| FINANCE               | MONDAY 4 JANUARY 2027           |
| PLANNING              | MONDAY 11 JANUARY 2027          |
| <b>FULL COUNCIL</b>   | <b>MONDAY 25 JANUARY 2027</b>   |
| PLANNING              | MONDAY 1 FEBRUARY 2027          |
| PLANNING              | MONDAY 15 FEBRUARY 2027         |
| <b>FULL COUNCIL</b>   | <b>MONDAY 22 FERBRUARY 2027</b> |
| FINANCE               | MONDAY 1 MARCH 2027             |
| PLANNING              | MONDAY 15 MARCH 2027            |
| <b>FULL COUNCIL</b>   | <b>MONDAY 22 MARCH 2027</b>     |
| PLANNING              | MONDAY 12 APRIL 2027            |
| <b>FULL COUNCIL</b>   | <b>MONDAY 19 APRIL 2027</b>     |
| PLANNING              | MONDAY 26 APRIL 2027            |
| FINANCE-INSURANCE     | MONDAY 10 MAY 2027              |
| <b>ANNUAL PARISH</b>  |                                 |
| PLANNING              | MONDAY 17 MAY 2027              |
| <b>ANNUAL COUNCIL</b> | <b>MONDAY 24 MAY 2027</b>       |
| PLANNING              | MONDAY 7 JUNE 2027              |
| FINANCE               | MONDAY 14 JUNE 2027             |
| <b>FULL COUCIL</b>    | <b>MONDAY 21 JUNE 2027</b>      |
| PLANNING              | MONDAY 28 JUNE 2027             |

**MINUTES of the Annual Parish Meeting of Melksham Without  
Parish Council held on Monday 27<sup>th</sup> April 2026 at 7.00pm  
At Melksham Rugby Club, Oakfields, Eastern Way, Melksham, SN12 7GU**

**Present:** John Glover (Chair), David Pafford (Vice Chair), Alan Baines, John Doel, Martin Haffenden, Mark Harris, Tony Hemmings, Anne Sullivan, Peter Richardson, and Richard Wood.

**Officers:** Teresa Strange (Clerk), Marianne Rossi (Finance & Amenities Officer) and Fiona Dey (Parish Officer)

**In attendance:** Wiltshire Councillors Nick Holder (Bowerhill) and Andrew Griffin (Melksham Without West & Rural). Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold) was due to provide his report; however, he had to leave prior to the start of the meeting due to prior commitments. A written version of Councillor Alford's report is included in the Annual Parish booklet.

52 Members of public

### **1. Welcome, Housekeeping and Apologies**

Councillor Glover warmly welcomed everyone to the meeting and explained the fire evacuation procedures in the event of a fire.

Apologies were received from Councillor Blackham, Councillor Franks and Wiltshire Councillor Alford.

Councillor Chris Griffiths was not present.

### **2. Chair's report on the work of the Council during the year.**

Councillor Glover gave his report of the work of the parish council during 2025/26 (**Appendix 1**). He thanked council staff, councillors, and volunteers for their continued work supporting parish services and facilities and noted recent changes in council membership. He explained that the 2026/27 precept has increased by 6.1% to address inflation and to continue investment in local amenities, grants, and community support, including services for older residents. The council has actively managed planning applications, often opposing speculative developments, while supporting the updated Neighbourhood Plan and progressing projects such as improvements at Shurnhold Fields. Ongoing priorities include asset maintenance, emergency planning, and the delayed rollout of real-time bus information systems, alongside continued support for community initiatives.

### **3. Reports from the Wiltshire Councillors for the Parish**

#### **i. Wiltshire Councillor Nick Holder (Bowerhill) - Appendix 2:**

Councillor Holder highlighted that Melksham Without Parish Council is widely regarded as an exemplar and plays a strong role in supporting residents, particularly on planning issues. He raised concerns about unplanned development, especially in Bowerhill, but noted successful outcomes where residents worked with the council to influence decisions. Examples included securing a safer construction traffic route at Maitland Place and protecting land at Bader Park from development. He emphasised

the importance of residents engaging in a future Neighbourhood Plan review to help identify and safeguard Local Green Spaces.

ii. **Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)**

As detailed above, Councillor Alford had sent his apologies for having to leave the meeting before giving his report. His report has been provided under **Appendix 3** in the Annual Parish Booklet.

iii. **Wiltshire Councillor Andrew Griffin (Melksham Without West & Rural) - Appendix 4**

Councillor Griffin explained that as well as his role on Wiltshire Council he is a Melksham Town Councillor. He highlighted that despite differences between the communities, it is essential to work collaboratively across Melksham Without, Melksham Town and Wiltshire Council for the benefit of the wider area - as demonstrated by the joint Neighbourhood Plan. Recent planning appeals, along with the proposed withdrawal and restart of the Wiltshire Local Plan (unlikely to be delivered for at least 18 months), have reduced the strength of the Neighbourhood Plan in resisting speculative, unplanned development. In the meantime, it is vital to strengthen how the other Melksham Neighbourhood Plan policies are applied. We must continue to work to influence planning conditions and maximise developer contributions to support key community infrastructure such as community centres, play areas and green spaces.

iv. **Richard Rogers, Strategic Engagement and Partnership Officer, Melksham Community Area – Appendix 5**

Richard provided a summary of the purpose and work of the Area Boards. He went on to promote the new Wiltshire Community Lottery, explaining that local community groups, organisations and clubs can sign up from today to take part.

Each group will have its own webpage to promote itself, and when people purchase tickets they can nominate which group they wish to support. Of every £1 spent, 50p will be given to the chosen group.

He expressed the hope that the lottery will generate additional funding for the local community.

#### **4. Update on the Joint Melksham Neighbourhood Plan 2**

Councillor Pafford as former Chair of the Neighbourhood Plan Steering Group apologised that, contrary to his expectations last year, he needed to speak again regarding the Neighbourhood Plan (NHP).

The NHP was adopted on 4 August 2025. The following day, Wiltshire Council's Strategic Planning Committee refused an application for 300 houses at Snarlton Farm, which had been recommended for approval by officers. This was seen as supporting the strength of the NHP. However, the developer appealed and the decision has been called in by the Secretary of State, and a decision is still awaited following hearings held in January.

A separate appeal for 70 houses at Woodrow Road was approved despite strong local opposition. The decision was based largely on Wiltshire Council's lack of a five-year housing land supply (currently 2.42 years) and the absence of an up-to-date Local Plan, which inspectors of the plan have indicated should be withdrawn or would be rejected.

This creates a difficult context for the NHP, as it is intended to align with the Local Plan. David expressed concern that housing shortfalls are leading to approval of speculative developments and emphasised the need to continue opposing unplanned proposals.

He highlighted that the NHP covers a wide range of policies beyond housing, including green spaces, heritage, transport and community wellbeing.

Residents were encouraged to engage with the planning process by reviewing and commenting on applications via the Wiltshire Council planning portal. Melksham Without Parish Council considers applications every three weeks and seeks to influence decisions, with community input being key to this process.

#### **5. Presentation from Age UK Wiltshire on Melksham Community Support – Appendix 6**

Sara Thomson gave a short presentation about the services provided by Melksham Community Support Service which is jointly funded by Melksham Without Parish Council and Melksham Town Council. She can be contacted on 01225 809265.

Sara also highlighted that Age UK run a Fitness and Friendship group held at Bowerhill Village Hall every 2 weeks and offer a Wellbeing Check with Meal service.

#### **6. Introduction to new Melksham Police Sergeant Charly Chilton**

Charly Chilton introduced herself as the new Neighbourhood Policing Sergeant for Melksham and provided an update on recent work addressing issues relating to e-bikes and drug offences. She emphasised the importance of the public reporting incidents to the police and noted that she and her team are happy to visit local organisations on request.

#### **7. Presentation from the Bobby Van Trust on Top Tips for Crime Prevention in the home**

Vincent Logue gave a short presentation on the work of the Bobby Van Trust and shared some top tips for crime prevention in the home. They can be contacted at: [BobbyVan@wbvt.org](mailto:BobbyVan@wbvt.org)

#### **8. Presentation from St John's Ambulance on how to use a Community Access Defibrillator**

Andy Freestone gave a short demonstration of how to access and use a community access defibrillator and to perform CPR. He offered to visit local organisations and groups on request to provide a more detailed training session.

In Melksham Without, the parish council's community access defibrillators are located at:

- The New Inn, Berryfield

- Berryfield Village Hall, Berryfield
- The Pilot, Bowerhill
- Bowerhill Sports Field
- Pathfinder Way, Bowerhill
- Bowerhill Village Hall
- Whitley Reading Rooms
- Shaw Village Hall
- St Barnabas Church, Beanacre

Thanks were extended to the volunteers who check the defibrillators each week.

### **9. Comment and question time**

A member of the public asked when the Parish Steward would be available again.

The Clerk explained that the Parish Stewards are employed by Wiltshire Council to carry out small-scale, discretionary highway maintenance, focusing on local priorities. As the service is discretionary, the Stewards are not always available due to other highways priorities – at present the Parish Stewards are focussed on pot-hole repair. The parish council do not have a timeline for when they will return to the parish support but confirmed that the service has not been discontinued.

### **10. To present Grant Aid cheques to and receive latest news from local organisations and groups**

The Chair and Vice Chair presented Grant Aid cheques to those groups and organisations who had been awarded a grant, having provided a service which benefitted the residents of the parish.

The Chairman invited groups and organisations to say a few words whilst receiving their grant cheques, with representatives from all the groups thanking the parish council for their support and providing an explanation of the services they provided and what they would be spending their grant funding on.

### **Written reports from Organisations and Groups in the parish – Appendix 7**

The following reports were noted:

#### **Action Groups**

BASRAG (Berryfield and Semington Road Action Group)

BRAG (Bowerhill Residents Action Group)

CAWS (Community Action: Whitley & Shaw)

#### **Village Halls**

Berryfield Village Hall

Bowerhill Village Hall

Whitley Reading Rooms

#### **Groups and Organisations**

that meeting space administered by GoodNews Church

Bowerhill Pre-School

Group Five

Wiltshire and Bath Air Ambulance Charity

Age UK Wiltshire  
Beyond Dementia (formerly Alzheimer's Support)  
Wiltshire Search and Rescue Team  
Friends of Giffords Surgery  
St John Ambulance Devizes and Central Wiltshire Network  
Families Out Loud  
Melksham Foodbank and Lifeline CIO  
Melksham Food & River Festival  
Shaw & Whitley Community Hub Ltd  
Melksham Carnival  
Melksham Remembers  
Melksham Gardeners' Society  
Shaw & Whitley Garden Club  
Melksham WI  
SixtyPlus  
Corsham Cricket Club  
Melksham and Corsham Gateway Club  
Bowerhill Ladies  
Shaw and Whitley Art Group  
Melksham Oak Community School

Meeting finished at 9.00pm

Signed .....  
Annual Council Meeting, 18<sup>th</sup> May 2026

**MINUTES of the Full Council Meeting of Melksham Without Parish Council  
held on Monday 20<sup>th</sup> April 2026 at**

**Melksham Without Parish Council Offices (First Floor), Melksham  
Community Campus, Market Place, SN12 6ES at 7:00pm**

**Present:** John Glover (Chair of Council), David Pafford, John Doel, Alan Baines, Martin Franks, Mark Harris, Mark Blackham, Anne Sullivan, Tony Hemmings, Martin Haffenden, Chris Griffiths and Richard Wood.

**Officers:** Teresa Strange (Clerk) and Fiona Dey (Parish Officer)

**In attendance:** Wiltshire Councillor Holder, Wiltshire Councillor Alford, 16 members of the public (part)

**On Zoom:** 4 members of the public

**539/25 Welcome, Announcements & Housekeeping:**

Councillor Glover welcomed everyone to the meeting. As there were new attendees present, the housekeeping messages were read out. Everyone present was reminded that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

**540/25 To receive Apologies and approval of reasons given**

**Resolved:** To accept apologies from Councillor Richardson due to a family matter.

**541/25 Declarations of Interest**

a) Declarations of interest

None

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

None were received.

**542/25 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 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

No items identified.

**543/25 Public Participation**

Standing Orders were suspended to allow the Invited Guests and members of the public to speak.

It was noted that no-one was present to provide feedback on Area Board Changes.

Wiltshire Councillor Alford

Wiltshire Councillor Alford commented that there was a Wiltshire Council parking consultation in progress which includes increasing parking charges, extending

charging periods and bringing Sunday charges in line with the rest of the week. He suggested that the changes had already been included in Wiltshire Council budget and therefore the consultation perhaps had limited value.

#### Wiltshire Councillor Holder

Wiltshire Councillor explained that he had been working with residents and Wiltshire Council to clarify the situation with the land advertised for sale at Bader Park (agenda item 12a). He had received a response, that day, from Wiltshire Council's Solicitor, which he read out:

1. *There is a planning obligation on the land to maintain it as public open space. This can still be enforced. It is registered as a land charge and would be obvious to any purchaser. It would be a significant factor that planners would consider if someone attempted to develop housing on the land.*
2. *There is a second legal feature of this land, less obvious, which means the Council could also seek an injunction to protect the land remaining as public open space.*
3. *There is also a provisional Tree Preservation Order (issued 15 April 2026) against 3 Maple Trees on the site. A provisional Tree Preservation Order (TPO) immediately forbids cutting, topping, lopping, uprooting, or intentionally damaging designated trees for up to 6 months. It acts as an urgent, temporary protection while the council assesses whether to make it a permanent TPO. Works require formal consent, with penalties for non-compliance. This is a third level of protection against development.*
4. *There is a contractual obligation on the site which potentially adds a fourth level of protection.*
5. *Officers have reported the Auctioneers for the misleading description of the site, to the Property Ombudsmen and to Trading Standards.*

#### Questions from Members and Members of the Public for Wiltshire Councillor Holder

Q: The covenant states that there should be no advertising signs on the open space. Can the auctioneers 'For Sale' sign be removed?

A: It would be a civil matter and not for the councillor to address.

Q: Can the land be designated as a Village Green?

A: This will be discussed later under agenda item 12a. It could be designated as a Local Green Space in the next version of the Melksham Neighbourhood Plan, but this would require input from local residents. Designation as a Local Green Space would provide an additional level of protection over the protections highlighted by the Council's Solicitor. Local Green Space designation is different from designation as a Village Green.

Q: At present the parcel of land for sale is in the part of the estate with odd numbered houses. There is also open space in the part of the estate with even numbered houses – both are understood to be owned by the same people. Is second parcel of land also protected?

A: The Land Title (WT30549) cover both areas and therefore it is reasonable to assume that the same protections apply to both areas.

Q: Is the sale still going ahead?

A: Yes, but the title has little value. There is a registered land charge which should be visible to any prospective purchasers. Ownership of the land does not convey any rights related to development of the land.

Q: What happens if the land is not sold?

A: Nothing. The land remains with the current owner and Wiltshire Council continue to mow the grass.

Q: Will that [grass mowing] continue?

A: Yes, Wiltshire Council have an obligation to continue.

Q: What is the second legal feature referred to in point 2?

A: There is no further information that can be shared in public at this time.

Councillor Baines noted that right of way MELW135 crosses the parcel of land for sale and MELW132 cross the open space in the part of the estate with even numbered houses.

Q: Are there services under the site/footpath?

A: Yes, there are services under/alongside the footpath.

The Clerk noted that new legal documents had been uploaded onto the Auction Website that day. These included the notification of a new provisional Tree Preservation Order (TPO/2026/00006) and a plan showing that the adopted highway includes the parking bay. It was also noted that changes had been made to the Special Conditions document which increase the buyer's assumed liability/knowledge.

Q: Did the original purchasers pay for maintenance in perpetuity?

A: Money was paid by residents to Wiltshire Council when the site was built. As Wiltshire Council has been mowing the grass and maintaining the area since then (~1980) the original money has probably been spent. However, their duty to mowing the grass and provide maintenance remains in perpetuity.

Q: Could the land be resurfaced e.g. tarmacked by a purchaser? What would prevent an owner using it for parking?

A: Not sure. Legal advice would be sought if this situation arose. However, the land is designated as Public Open Space and now is subject to provisional Tree Preservation Order (TPO).

Q: How long does the temporary TPO last?

A: The provisional order lasts 6 months. During this time, there will be a consultation before Tree Officers decide whether or not to make the order permanent. Residents can influence the decision responding to the consultation about the importance of the trees.

The meeting reconvened. Agenda Item 12a (Options for safe-guarding Land at Bader Park) was brought forward.

## 544/25 Land at Bader Park

Members considered the information from Wiltshire Council's Solicitor, presented by Wiltshire Councillor Holder, and the questions and clarifications from the Public Participation session.

The Clerk explained that to obtain designation as a Village Green there needs to be evidence of the land being used for sports or other past times for 20 years. She felt that this land was unlikely to meet the requirements for designation as a Village Green.

She went on to explain that the land could be designated as a Local Green Space (LGS) which provides protection against development similar to that for Green Belt, but that the mechanism for that would be via the next iteration of the Neighbourhood Plan. She noted that neither open space in Bader Park had been proposed by residents as LGS during the preparation of the recently adopted Melksham Neighbourhood Plan 2.

### **Resolved:**

1. To take no further action regarding the sale of the land at Bader Park due to the protections on the public open space detailed by Wiltshire Council's Solicitor
2. To write to thank Wiltshire Council for their prompt advice, and to offer them support, from the parish council, for any actions they take to ensure that the land is preserved as public open space.
3. To record the intention to propose the public open spaces at Bader Park, and elsewhere on Bowerhill, for Local Green Space designation in the next iteration of the Melksham Neighbourhood Plan.

Wiltshire Councillors Holder and Alford, 16 Members of the Public and one Member of the Public on Zoom left the meeting.

Councillor Blackham left the meeting.

## 545/25 Full Council

- a) **Resolved:** To approve the Minutes of the Full Council Meeting held on 23<sup>rd</sup> March 2026 and for the Chair to sign them as a correct record.
- b) **Resolved:** To approve the confidential note accompanying the Full Council Meeting held on 23<sup>rd</sup> March 2026.
- c) **Resolved:** To note that the Annual Parish meeting will be held on Monday 27<sup>th</sup> April 2026 at Melksham Rugby Club.

Councillor Blackham rejoined the meeting.

## 546/25 Planning

- a) **Resolved:** The Minutes of the Planning Committee Meeting held on Monday 13<sup>th</sup> April 2026 were formally approved by the council:
- b) There were no confidential notes to accompany the minutes from 13<sup>th</sup> April 2026.
- c) **Resolved:** To approve the recommendation in the minutes of the Planning Committee Meetings held on Monday 13<sup>th</sup> April 2026 to consent to stopping-up part of the Highway adjacent to 165 Littleworth Lane, Whitley.

The Clerk noted the following points related to the Gompels planning application (PL/2024/11426):

- The Secretary of State has decided to not call in the Gompels decision and so the Strategic Planning Committee decision to approve, pending agreement of conditions and s106 agreement, stands.
- Gompels have requested a meeting with the Parish Council to discuss warehouse appearance on 29<sup>th</sup> April 2026. This was open to any interested councillors.
- An archaeology dig starts on the planned warehouse site week commencing 27<sup>th</sup> April 2026.

The Clerk explained that it had previously been agreed that Councillor Richardson could speak on behalf of Melksham Without Parish Council as well as Community Action Whitley and Shaw (CAWS), at the Opening Floor Hearing 1 of the Lime Down Solar examination.

**Resolved:** To approve Dan Pike (Secretary of CAWS) to speak on behalf of Melksham Without Parish Council at the Opening Floor Hearing 1 of the Lime Down Solar examination on Tuesday 21<sup>st</sup> April 2026, as Councillor Richardson is unable to attend.

It was noted that a meeting with the Applicant of Middle Farm, Whitley (PL/2024/09725) and the planning committee was planned for Thursday 23<sup>rd</sup> 2026.

The Clerk noted that the Wilts & Berks Canal Trust had expressed disappointment that the parish council did not agree to sign a Memorandum of Understanding regarding the Melksham Link Project and had suggested a meeting with the council.

**Resolved:** To arrange a meeting with the Wilts & Berks Canal Trust to discuss the current update and next steps regarding the Melksham Link Project.

## 547/25 Finance

- a) **Resolved:** To note Receipts & Payments reports for March 2026.
- b) Quarterly Reports for Quarter 4 (Jan, Feb, Mar)
  - i. **Resolved:** To note Budget vs Actual Q4 report (Jan, Feb, Mar).  
It was noted that the report does not show all of the year-end adjustments and therefore will be different for year-end reporting.
  - ii. **Resolved:** To note the Bank Reconciliation report
- c) It was noted that the VAT reclaim has not be submitted yet and that it would be submitted after any year-end adjustments.
- d) **Resolved:** For Councillors Blackham and Wood to be cheque signatories/online authority for March payments and to sign the grant cheques. For another member of the Finance Committee to sign the grant cheques for Bowerhill Residents Action Group (BRAG) due to the involvement of Councillor Blackham in the organisation, and Berryfield Village Hall and Berryfield & Semington Road Action Group (BASRAG) due to the involvement of Councillor Wood in the organisation.
- e) **Resolved:**
  - To transfer £41,000 from the Unity current account to Lloyds current account
  - To transfer £61,000 from CCLA to the Unity current account.

- When the precept payment has cleared, to transfer £154,000 from Lloyds current account to the Unity current account and then from the Unity current account to the CCLA.

**Post meeting note:**

As the Precept had been deposited in the Lloyds bank account the following morning there was no need for funds to be transferred from CCLA to Lloyds, so the following transfers were made:

- £20,000 from CCLA to Unity Bank to cover the April payment run and £5,000 buffer
  - £109,000 from Lloyds to Unity Bank (nominated account for transfers) to move to CCLA
- f) As with other organisations who are given funding by the parish council, Melksham Town Council had been asked to provide an end-of-year report on how the money provided for the Market Place toilets had been used. It was noted that report had been received yet. It was also noted that the signs on the toilets that said that they were jointly funded by the parish council had not been replaced when repainted.

**Resolved:** To make no further payments to Melksham Town Council for toilets until an end-of-year report

**548/25 Highways, Footpaths and Streetscene**

- a) **Resolved:** To delay the installation the Rediweld bolt-down traffic islands on the A365 at the Hornchurch Road junction until the school summer break and to not incur the additional costs. LHFIFG item 09-24-12
- b) **Resolved:** To approve the costs for implementing the recommendations from the speed limit assessment on Lower Woodrow at a cost of £2000-£3000 (1/3 of £6000 - £9000).
- c) The resubmission of the request to LHFIFG for footway measures to accommodate a new Bus Shelter on Falcon Way was noted.
- d) The Wiltshire Police Road Safety update (18<sup>th</sup> March 2026) was noted.
- e) It was noted that Melksham News had published an article related to the Melksham Bypass which stated that Wiltshire Council expect to get an update by June.
- f) Members noted that the changes to car park charges had already been included in the Wiltshire Council budget and that the car parks were not in the parish. They had no comments to make in response to the consultation.
- g) Members considered the Fee Proposal from the Walk Wheel Cycle Trust of a holistic review of Semington Road. Councillor Baines suggested the reference to a 'Bus Shelter' in the Methodology section should be change to 'Bus Stop'. The Clerk noted that she had already suggested that the Stakeholder meeting be held at Berryfield Village Hall and not in the town hall.
- Resolved:** To accept the Fee Proposal Ref. 16327-BR-PR-01 from the Walk Wheel Cycle Trust for a holistic review and recommendations for Semington Road for £13,800 excluding VAT plus £1,500 Traffic counts allowance.

It was noted that the Clerk had not sought 3 quotes as required by the Financial Regulations (Regulation 5.8) as Walk Wheel Cycle Trust are providing a specialist professional service and were the only company recommended by Wiltshire Council, as the Local Highway Authority, for this work (Regulation 5.12).

The Clerk noted that she had confirmed with Wiltshire Council that CIL (Community Infrastructure Levy) funding could be used to pay for the project. £10,000 has been budgeted for 2026/27 from CIL under LHFIG contributions of £30,000, with the parish council agreeing an indicative cost of £10,000 - £15,000 under Min. 424/25 at the Highways Committee in January with further funds to come from the CIL Reserve. The work to be undertaken under the General Power of Competence legal power.

#### **549/25 Transport:**

- a) The publication by the Government of Better Connected: A Strategy for Integrated Transport was noted.
- b) Members considered Wiltshire Council's Local Transport Plan 4 draft Delivery Plan and the comments proposed by the Clerk.

**Resolved:** To submit the Clerks comments to the Wiltshire Council's Local Transport Plan 4 draft Delivery Plan survey.

#### **550/25 Asset Management:**

- a) The Clerk noted that she was meeting representatives from Wiltshire Council and Melksham Town Council on Tuesday 21<sup>st</sup> April to review the invoices related to the Shurnhold Fields works and to agree the allocations to the different elements of the project. These would then be brought back to the next Full Council meeting.
- b) The tree felling work in Berryfield undertaken due to safety concerns, under delegated powers, was noted.

Part of a large willow tree on the grassed area next to Berryfield Play Area (land owned by the parish council) fell in strong winds on 25<sup>th</sup> March. J H Jones contractors cleared the debris and made the area safe. Upon inspection of the tree the contractors advised that the remaining part of the tree needed to be felled as soon as possible as there was internal decay through the trunk, with concerns that the rest of the tree would fall. As the tree was very close to the parish council's allotment sites in Berryfield the opportunity to deliver the chippings to site for use as mulch by the plot tenants was taken.

Officers instructed the work under 5.18 of the Financial Regulations: "In cases of serious risk to the delivery of council services or health and safety of councillors, staff and residents, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter."

**Resolved:** To pay invoice 5935 from J H Jones for felling the tree, removing the arisings, and delivering the chippings to Briansfield Allotments for £1,456.00 excluding VAT. To be funded by Reserves.

- c) Members reviewed the quotation for weed spraying in the Spring and noted that only one weed spraying application had been budgeted for 2026/27 at £1,800. Members raised concerns about whether some areas had been missed when weed-spraying had last been performed, particularly in the Hornchurch Road area.

**Resolved 1:** To approve the quotation NWX12722 for weed spraying from Complete Weed Control for £1,807.00 excluding VAT.

**Resolved 2:** Following the next weed spraying, members to highlight to Officers any roads they think have been missed.

- d) Members noted the request for a Play Area in Whitley and response provided by the Clerk.
- e) Members considered the revised Wiltshire Council Service Devolution and Asset Transfer policy. They had concerns that the policy passes responsibilities and costs onto parish councils for no benefit.

**Resolved:** Officers to comment on the policy requesting a more flexible approach and consideration of the timings of announcements (e.g. before the parish precept is set).

- f) Footbridges
- i. It was noted that an emergency repair had been made to the footbridge at Bowerhill Sports Field. A quote had been received to replace the bridge which was higher than expected.

**Resolved:** Officers to seek alternative quotes for replacement of the footbridge at Bowerhill Sports Field.

- ii. The specification and cost for a new Footbridge connecting Bowood View and Buckley Gardens have not yet been received.

### **551/25 Partnership Working:**

- a) Members discussed the Dorset and Wiltshire Fire and Rescue Authority's proposals to close eight fire stations—four in Dorset and four in Wiltshire. While Melksham Fire Station is not affected, the station at Bradford-on-Avon is proposed for closure.

Members expressed significant concern regarding the Fire Authority's current capacity to respond effectively to incidents, particularly in light of the increasing number of Battery Energy Storage Systems (BESS) within the parish and surrounding area. They noted that such installations present complex fire risks requiring specialist response capabilities.

In addition, Members highlighted the cumulative impact of ongoing and proposed developments, including solar farms, housing growth, and increased traffic, all of which contribute to heightened risk within the area.

Members considered that any reduction in fire service provision would be irresponsible under these circumstances and stressed the need for an enhanced, rather than reduced, level of service.

**Resolved:** To respond to the consultation by opposing any reduction in fire service provision in West Wiltshire, on the grounds that:

- Risks in the area are increasing, particularly due to BESS and renewable energy developments;

- Housing growth and associated traffic will further increase demand on emergency services;
- There is insufficient confidence that the Fire Authority can meet these growing risks with reduced resources.

The Council will request clear evidence from the Fire Authority as to how the increased level of risk will be managed.

- b) Members considered coordinating the Gigabit Broadband Voucher Scheme within the parish as requested by Wiltshire Council. Members questioned whether the list of eligible properties was correct.

**Resolved:** Subject to verification of the list of eligible properties, for Officers to progress the scheme.

- c) Members noted that the Q4 review meeting with Age UK was scheduled for Tuesday 28<sup>th</sup> April and would be held jointly with Melksham Town Council.
- d) The proposed restart of the Local Youth Network was noted.

**Resolved:** The Clerk to attend the initial Local Youth Network meeting to understand the scope of the project and the engagement needed by the parish council.

Meeting closed at 9:06 pm

Chairman, 18<sup>th</sup> May 2026

| 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 :           |                                | 7,310.88        |                         |       |      |        | 7,310.88  |                                |  |
| V4989-BACS                      | Banked: 04/03/2026             | 232.25          |                         |       |      |        |           |                                |  |
| V4989-BACS                      | Future of Football             | 232.25          |                         |       | 1210 | 210    | 232.25    | Inv.534 (Part) Training camps  |  |
| V4990-BACS                      | Banked: 09/03/2026             | 71.00           |                         |       |      |        |           |                                |  |
| V4990-BACS                      | Bath Road                      | 71.00           |                         |       | 1210 | 210    | 71.00     | Inv.553- 8th March match       |  |
| V4991-BACS                      | Banked: 10/03/2026             | 3,787.50        |                         |       |      |        |           |                                |  |
| V4991-BACS                      | Knorr Bremse                   | 3,787.50        |                         |       | 1230 | 210    | 3,787.50  | Inv.548-Contribution-car park  |  |
| V4992-BACS                      | Banked: 11/03/2026             | 71.00           |                         |       |      |        |           |                                |  |
| V4992-BACS                      | Pilot FC                       | 71.00           |                         |       | 1210 | 210    | 71.00     | Inv.554- 7th March match       |  |
| V4993-BACS                      | Banked: 23/03/2026             | 71.00           |                         |       |      |        |           |                                |  |
| V4993-BACS                      | Bath Road                      | 71.00           |                         |       | 1210 | 210    | 71.00     | Inv.553- 22nd March match      |  |
| V4994-BACS                      | Banked: 24/03/2026             | 6.54            |                         |       |      |        |           |                                |  |
| V4994-BACS                      | BASRAG                         | 6.54            |                         |       | 1130 | 110    | 6.54      | Inv.559- Photocopying          |  |
| V4995-BACS                      | Banked: 24/03/2026             | 3.22            |                         |       |      |        |           |                                |  |
| V4995-BACS                      | J Glover (British Girlguiding) | 3.22            |                         |       | 1130 | 110    | 3.22      | Inv.558- Photocopying          |  |
| V4996-BACS                      | Banked: 24/03/2026             | 71.00           |                         |       |      |        |           |                                |  |
| V4996-BACS                      | Pilot FC                       | 71.00           |                         |       | 1210 | 210    | 71.00     | Inv.552-21st March pitch hire  |  |
| V4997-BACS                      | Banked: 30/03/2026             | 71.00           |                         |       |      |        |           |                                |  |
| V4997-BACS                      | Pilot FC                       | 71.00           |                         |       | 1210 | 210    | 71.00     | Inv.552- 28th March pitch hire |  |
| <b>Total Receipts for Month</b> |                                | 4,384.51        | 0.00                    | 0.00  |      |        | 4,384.51  |                                |  |
| <b>Cashbook Totals</b>          |                                | 11,695.39       | 0.00                    | 0.00  |      |        | 11,695.39 |                                |  |

| Payments for Month 12           |                 |           | Nominal Ledger Analysis |             |       |      |          |           |                               |
|---------------------------------|-----------------|-----------|-------------------------|-------------|-------|------|----------|-----------|-------------------------------|
| Date                            | Payee Name      | Reference | £ Total Amnt            | £ Creditors | £ VAT | A/c  | Centre   | £ Amount  | Transaction Detail            |
| 03/03/2026                      | Lloyds Bank     | V4984-DD  | 9.50                    |             |       |      | 4140 120 | 9.50      | Service Charge                |
| 16/03/2026                      | Daisy (Onebill) | V4985-DD  | 79.43                   |             | 13.24 | 4190 | 120      | 66.19     | Inv.773- Office wifi & Line   |
| 16/03/2026                      | Daisy (Onebill) | V4986-DD  | 87.68                   |             | 14.61 | 4384 | 220      | 73.07     | Inv.774- Pavilion wifi & Line |
| 24/03/2026                      | EDF Energy      | V4987-DD  | 203.07                  |             | 9.67  | 4312 | 220      | 193.40    | Inv.09-Pavillon gas           |
| 31/03/2026                      | Lloyds Bank     | V4988-DD  | 8.50                    |             |       |      | 4140 120 | 8.50      | Service Charge                |
| <b>Total Payments for Month</b> |                 |           | 388.18                  | 0.00        | 37.52 |      |          | 350.66    |                               |
| <b>Balance Carried Fwd</b>      |                 |           | 11,307.21               |             |       |      |          |           |                               |
| <b>Cashbook Totals</b>          |                 |           | 11,695.39               | 0.00        | 37.52 |      |          | 11,657.87 |                               |

## 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 :           |                            | 20,219.38       |           |       |      |        | 20,219.38  |                                |
| V4982-INTE                      | Banked: 03/03/2026         | 2,257.99        |           |       |      |        |            |                                |
| V4982-INTE                      | CCLA Investment Management | 2,257.99        |           |       | 1080 | 110    | 2,257.99   | Interest                       |
|                                 | Banked: 25/03/2026         | 14,000.00       |           |       |      |        |            |                                |
| V4976-TRAN                      | CCLA                       | 14,000.00       |           |       | 240  |        | 14,000.00  | Transfer from CCLA TO Unity ac |
| V4983-GRAN                      | Banked: 27/03/2026         | 14,452.00       |           |       |      |        |            |                                |
| V4983-GRAN                      | Football Foundation        | 14,452.00       |           |       | 1270 | 210    | 14,452.00  | Yr 2- Pitch maintenance grant  |
|                                 |                            |                 |           |       | 355  |        | 14,452.00  | Yr 2- Pitch maintenance grant  |
|                                 |                            |                 |           |       | 6001 | 210    | -14,452.00 | Yr 2- Pitch maintenance grant  |
| <b>Total Receipts for Month</b> |                            | 30,709.99       | 0.00      | 0.00  |      |        | 30,709.99  |                                |
| <b>Cashbook Totals</b>          |                            | 50,929.37       | 0.00      | 0.00  |      |        | 50,929.37  |                                |

## Payments for Month 12

## Nominal Ledger Analysis

| Date       | Payee Name                 | Reference  | £ Total Amnt | £ Creditors | £ VAT  | A/c  | Centre | £ Amount | Transaction Detail             |
|------------|----------------------------|------------|--------------|-------------|--------|------|--------|----------|--------------------------------|
| 02/03/2026 | Grist Environmental        | V4977-DD   | 79.56        |             | 13.26  | 4770 | 220    | 66.30    | Inv.018-B'hill waste away      |
| 16/03/2026 | Lloyds Bank PLC            | V4981-DD   | 886.44       |             | 144.92 | 4190 | 120    | 41.28    | Office phone calls             |
|            |                            |            |              |             |        | 4250 | 120    | 14.00    | Land search- Methuen Ave P/A   |
|            |                            |            |              |             |        | 4175 | 120    | 75.00    | ChatGPT Officer subscription   |
|            |                            |            |              |             |        | 4175 | 120    | 72.45    | Office 365 for councillors     |
|            |                            |            |              |             |        | 4686 | 170    | 6.99     | Age UK MCS Phone line          |
|            |                            |            |              |             |        | 4680 | 170    | 336.00   | NHP Website premium plan       |
|            |                            |            |              |             |        | 4175 | 120    | 24.97    | Acrobat Pro                    |
|            |                            |            |              |             |        | 4175 | 120    | 30.24    | Officer office 365             |
|            |                            |            |              |             |        | 4825 | 142    | 70.00    | Shurnhold Field barrier sign   |
|            |                            |            |              |             |        | 4175 | 120    | 6.33     | Website hosting                |
|            |                            |            |              |             |        | 4200 | 120    | 12.99    | Online meeting subscription    |
|            |                            |            |              |             |        | 4686 | 170    | 6.99     | MCS Phone line                 |
|            |                            |            |              |             |        | 4190 | 120    | 41.28    | Office phone calls             |
|            |                            |            |              |             |        | 4140 | 120    | 3.00     | Monthly Fee                    |
| 17/03/2026 | EDF Energy                 | V4978-DD   | 125.25       |             | 5.96   | 4302 | 220    | 119.29   | Inv.017-Pavilion electricity   |
| 26/03/2026 | Agilico                    | V4961-BACS | 74.39        |             | 12.40  | 4130 | 120    | 61.99    | Inv.038-Office photocopying    |
| 26/03/2026 | Aquasafe Environmental Ltd | V4962-BACS | 168.00       |             | 28.00  | 4212 | 220    | 140.00   | Inv.305- March 26 PPM Visit    |
| 26/03/2026 | Colin Harrison Design      | V4963-BACS | 22.44        |             | 3.74   | 4680 | 170    | 18.70    | Inv.4162-archive NHP domain    |
| 26/03/2026 | Glasdon U.K Limited        | V4964-BACS | 441.07       |             | 73.51  | 4785 | 142    | 367.56   | Inv.959-Replacement bin Corsha |
| 26/03/2026 | JH Jones & Sons            | V4965-BACS | 560.40       |             | 93.40  | 4820 | 142    | 467.00   | Inv.5866-Standpipe tap install |
|            |                            |            |              |             |        | 347  | 0      | -467.00  | Inv.5866-Standpipe tap install |
|            |                            |            |              |             |        | 6000 | 142    | 467.00   | Inv.5866-Standpipe tap install |
| 26/03/2026 | JH Jones & Sons            | V4966-BACS | 2,742.77     |             | 457.13 | 4402 | 320    | 72.94    | Inv.5838-Allotment grass cut   |
|            |                            |            |              |             |        | 4402 | 320    | 21.88    | Inv.5838-BSF Hedge cut         |
|            |                            |            |              |             |        | 4400 | 142    | 417.42   | Inv.5838-Play Area grass cutti |
|            |                            |            |              |             |        | 4780 | 142    | 149.86   | Inv.5838-Play Area bin emptyin |
|            |                            |            |              |             |        | 4400 | 142    | 21.84    | Inv.5838-Beanacre leaf clearan |
|            |                            |            |              |             |        | 4400 | 142    | 42.03    | Inv.5838-Kestrel shrub mainten |
|            |                            |            |              |             |        | 4820 | 142    | 39.36    | Inv.5838-SHF Annual cut        |
|            |                            |            |              |             |        | 347  | 0      | -39.36   | Inv.5838-SHF Annual cut        |
|            |                            |            |              |             |        | 6000 | 142    | 39.36    | Inv.5838-SHF Annual cut        |
|            |                            |            |              |             |        | 4401 | 220    | 1,150.06 | Inv.5838-JSF Pitch Maintenance |

Continued on Page 293

| Payments for Month 12           |                               |            |              | Nominal Ledger Analysis |        |      |        |           |                                |
|---------------------------------|-------------------------------|------------|--------------|-------------------------|--------|------|--------|-----------|--------------------------------|
| Date                            | Payee Name                    | Reference  | £ Total Amnt | £ Creditors             | £ VAT  | A/c  | Centre | £ Amount  | Transaction Detail             |
|                                 |                               |            |              |                         |        | 4400 | 142    | 25.00     | Inv.5838-Grass cut outside BYF |
|                                 |                               |            |              |                         |        | 4781 | 220    | 96.50     | Inv.5838-JSF Bin emptying      |
|                                 |                               |            |              |                         |        | 4405 | 220    | 50.67     | Inv.5838-JSF Hedge maintenance |
|                                 |                               |            |              |                         |        | 4409 | 142    | 198.08    | Inv.5838-Hornchurch POS        |
| 26/03/2026                      | Wiltshire Council             | V4967-BACS | 3,343.25     |                         |        | 4270 | 140    | 3,343.25  | Office rent- 1/4/26-30/6/26    |
| 26/03/2026                      | Woodland & Countryside Manage | V4968-BACS | 1,245.00     |                         |        | 4415 | 142    | 1,245.00  | Inv.08- Parish tree inspection |
| 26/03/2026                      | Wiltshire Pension Fund        | V4969-BACS | 2,498.79     |                         |        | 4045 | 130    | 1,892.79  | Period 12- March 2026          |
|                                 |                               |            |              |                         |        | 4000 | 130    | 331.40    | Period 12- March 2026          |
|                                 |                               |            |              |                         |        | 4010 | 130    | 146.99    | Period 12- March 2026          |
|                                 |                               |            |              |                         |        | 4020 | 130    | 127.61    | Period 12- March 2026          |
| 26/03/2026                      | HM Revenue & Customs          | V4970-BACS | 3,228.85     |                         |        | 4041 | 130    | 1,346.99  | Period 12- March 2026          |
|                                 |                               |            |              |                         |        | 4000 | 130    | 698.60    | Period 12- March 2026-T        |
|                                 |                               |            |              |                         |        | 4000 | 130    | 264.97    | Period 12- March 2026-NI       |
|                                 |                               |            |              |                         |        | 4010 | 130    | 268.20    | Period 12- March 2026-T        |
|                                 |                               |            |              |                         |        | 4010 | 130    | 118.91    | Period 12- March 2026-NI       |
|                                 |                               |            |              |                         |        | 4010 | 130    | 14.00     | Period 12- March 2026          |
|                                 |                               |            |              |                         |        | 4020 | 130    | 205.00    | Period 12- March 2026-T        |
|                                 |                               |            |              |                         |        | 4020 | 130    | 92.18     | Period 12- March 2026-NI       |
|                                 |                               |            |              |                         |        | 4460 | 142    | 208.00    | Period 12- March 2026          |
|                                 |                               |            |              |                         |        | 4800 | 320    | 12.00     | Period 12- March 2026          |
| 26/03/2026                      | David Cole                    | V4975-BACS | ████         |                         |        | 4800 | 320    | ████      | March 2026 Salary              |
| 27/03/2026                      | Teresa Strange                | V4971-BACS | ████         |                         | 4.63   | 4000 | 130    | ████      | March 2026 Salary              |
|                                 |                               |            |              |                         |        | 4150 | 120    | 18.67     | Storage boxes                  |
|                                 |                               |            |              |                         |        | 4190 | 120    | 4.54      | Out of hours mobile- March 26  |
| 27/03/2026                      | Marianne Rossi                | V4972-BACS | ████         |                         | 28.39  | 4010 | 130    | ████      | March 2026 Salary              |
|                                 |                               |            |              |                         |        | 4049 | 142    | 141.95    | Child defib pads- Shaw V Hall  |
|                                 |                               |            |              |                         |        | 4055 | 130    | 495.00    | CILCA Qualification            |
| 27/03/2026                      | Fiona Dey                     | V4973-BACS | ████         |                         |        | 4020 | 130    | ████      | March 2026 Salary              |
| 27/03/2026                      | Terry Cole                    | V4974-BACS | ████         |                         |        | 4460 | 142    | ████      | March 2026 Salary              |
|                                 |                               |            |              |                         |        | 4050 | 142    | 47.50     | Travel Allowance March 25      |
|                                 |                               |            |              |                         |        | 4051 | 142    | 33.75     | Mileage x75 miles              |
| 31/03/2026                      | Unity Trust Bank              | V4989-CHAR | 0.30         |                         |        | 4140 | 120    | 0.30      | Manual Credit                  |
| 31/03/2026                      | Unity Trust Bank              | V4980-CHAR | 11.20        |                         |        | 4140 | 120    | 11.20     | Service Charge                 |
| <b>Total Payments for Month</b> |                               |            | 24,375.29    | 0.00                    | 865.34 |      |        | 23,509.95 |                                |
| <b>Balance Carried Fwd</b>      |                               |            | 26,554.08    |                         |        |      |        |           |                                |
| <b>Cashbook Totals</b>          |                               |            | 50,929.37    | 0.00                    | 865.34 |      |        | 50,064.03 |                                |

| Receipts for Month 12           |               | Nominal Ledger Analysis |           |       |     |        |          |                    |
|---------------------------------|---------------|-------------------------|-----------|-------|-----|--------|----------|--------------------|
| Receipt Ref                     | Name of Payer | £ Amnt Received         | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|                                 | Banked:       | 0.00                    |           |       |     |        |          |                    |
|                                 |               |                         | 0.00      |       |     |        | 0.00     |                    |
| <b>Total Receipts for Month</b> |               | 0.00                    | 0.00      | 0.00  |     |        | 0.00     |                    |
| <b>Cashbook Totals</b>          |               | 0.00                    | 0.00      | 0.00  |     |        | 0.00     |                    |

| Payments for Month 12           |            | Nominal Ledger Analysis |              |             |       |     |        |          |                    |
|---------------------------------|------------|-------------------------|--------------|-------------|-------|-----|--------|----------|--------------------|
| Date                            | Payee Name | Reference               | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|                                 |            |                         |              | 0.00        |       |     |        |          |                    |
| <b>Total Payments for Month</b> |            |                         | 0.00         | 0.00        | 0.00  |     |        | 0.00     |                    |
| <b>Balance Carried Fwd</b>      |            |                         | 0.00         |             |       |     |        |          |                    |
| <b>Cashbook Totals</b>          |            |                         | 0.00         | 0.00        | 0.00  |     |        | 0.00     |                    |

| Receipts for Month 12           |                    | Nominal Ledger Analysis |           |       |      |        |                 |                    |
|---------------------------------|--------------------|-------------------------|-----------|-------|------|--------|-----------------|--------------------|
| Receipt Ref                     | Name of Payer      | £ Amnt Received         | £ Debtors | £ VAT | A/c  | Centre | £ Amount        | Transaction Detail |
| <b>Balance Brought Fwd :</b>    |                    | <b>2,969.10</b>         |           |       |      |        | <b>2,969.10</b> |                    |
| V4998-INTE                      | Banked: 31/03/2026 | 15.31                   |           |       |      |        |                 |                    |
| V4998-INTE                      | Unity Trust Bank   | 15.31                   |           |       | 1080 | 110    | 15.31           | Interest           |
| <b>Total Receipts for Month</b> |                    | 15.31                   | 0.00      | 0.00  |      |        | 15.31           |                    |
| <b>Cashbook Totals</b>          |                    | 2,984.41                | 0.00      | 0.00  |      |        | 2,984.41        |                    |

Date: 02/04/2026

## Melksham without Parish Council Current Year

Page: 72

Time: 12:05

## Cashbook 4

User: MR

Instant Access Unity 20476339

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 |
|------|---------------------------------|-----------|-----------------|-------------|-------------|-----|--------|-----------------|--------------------|
|      |                                 |           |                 |             |             |     |        | 0.00            |                    |
|      | <b>Total Payments for Month</b> |           | 0.00            | 0.00        | 0.00        |     |        | 0.00            |                    |
|      | <b>Balance Carried Fwd</b>      |           | 2,984.41        |             |             |     |        |                 |                    |
|      | <b>Cashbook Totals</b>          |           | <u>2,984.41</u> | <u>0.00</u> | <u>0.00</u> |     |        | <u>2,984.41</u> |                    |

Date: 02/04/2026

## Melksham without Parish Council Current Year

Page: 47

Time: 12:05

## Cashbook 5

User: MR

CCLA

For Month No: 12

## Receipts for Month 12

## Nominal Ledger Analysis

| Receipt Ref | Name of Payer                   | £ Amnt Received   | £ Debtors   | £ VAT       | A/c | Centre | £ Amount          | Transaction Detail |
|-------------|---------------------------------|-------------------|-------------|-------------|-----|--------|-------------------|--------------------|
|             | <b>Balance Brought Fwd :</b>    | <b>753,000.00</b> |             |             |     |        | <b>753,000.00</b> |                    |
|             | Banked:                         | <b>0.00</b>       |             |             |     |        |                   |                    |
|             |                                 |                   |             |             |     |        | 0.00              |                    |
|             | <b>Total Receipts for Month</b> | 0.00              | 0.00        | 0.00        |     |        | 0.00              |                    |
|             | <b>Cashbook Totals</b>          | <u>753,000.00</u> | <u>0.00</u> | <u>0.00</u> |     |        | <u>753,000.00</u> |                    |

Date: 02/04/2026

## Melksham without Parish Council Current Year

Page: 48

Time: 12:05

## Cashbook 5

User: MR

CCLA

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             |
|------------|---------------------------------|------------|-------------------|-------------|-------------|-----|--------|-------------------|--------------------------------|
| 25/03/2026 | Unity Bank                      | V4976-TRAN | 14,000.00         |             |             |     | 220    | 14,000.00         | Transfer from CCLA TO Unity ac |
|            | <b>Total Payments for Month</b> |            | 14,000.00         | 0.00        | 0.00        |     |        | 14,000.00         |                                |
|            | <b>Balance Carried Fwd</b>      |            | 739,000.00        |             |             |     |        |                   |                                |
|            | <b>Cashbook Totals</b>          |            | <u>753,000.00</u> | <u>0.00</u> | <u>0.00</u> |     |        | <u>753,000.00</u> |                                |

**MINUTES of the Planning Committee of Melksham Without Parish Council  
held on Monday 11<sup>th</sup> May 2026 at Melksham Without Parish Council Offices  
(First Floor), Melksham Community Campus, Market Place, SN12 6ES  
at 7:00pm**

**Present:** Councillors Richard Wood (Committee Chair), Alan Baines (Committee Vice-Chair), David Pafford (Vice-Chair of Council), Mark Harris, Peter Richardson and Martin Franks.

**Officers:** Teresa Strange (Clerk) and Fiona Dey (Parish Officer)

**In attendance:** 5 members of the public (part)

**On Zoom:** Councillor Chris Griffiths joined on Zoom (part)

**552/25 Welcome, Housekeeping and Announcements:**

The Chair welcomed everyone to the meeting and welcomed members of the public.

The Clerk shared a positive announcement regarding the Upside development PL/2022/06221 which had just been approved for 112 dwellings on a mainly brownfield site in town. Noting that the request for Section 106 funding for cycling and walking provision had been successful. While funding for a railway bridge had not been secured, £100,000 had been allocated towards improving access through Foundry Close to the station, which would benefit residents accessing the station and onwards to the town centre from Beanacre.

The Clerk also noted concerns regarding the handling of the application process and lack of transparency of the Section 106 agreement.

It was also noted that a traffic order consultation had been published regarding a proposed 20mph speed limit on the roads of Bowood View. It was agreed that this would be considered at the Annual Council meeting on 18<sup>th</sup> May 2026 to meet the consultation deadline.

**553/25 Apologies:**

**Resolved:** To accept Councillor John Glover's absence due to holiday.

**554/25 Declarations of Interest:**

a. Declarations of Interest

It was noted for transparency that:

- The parish council own land (Bowerhill Sports Field) adjacent to the Knorr Bremse site (agenda item 6f).
- The parish council have flood defence storage facilities in the yard near Whitley Reading Rooms which is the site connected with agenda item 6e.
- Councillor Wood declared a personal interest in agenda item 6c as he knows the applicant socially through local activities and therefore would not take part in the discussion or vote.

- Councillor Franks reiterated a previously declared interest in relation to festivals and event supply work connected with agenda item 6h.

b. Dispensation Requests for this Meeting:  
None requested.

**555/25 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 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

Agenda Item 8g: Ongoing negotiations.

**556/25 Public Participation:**

Standing Orders were suspended for public participation.

MP1: Melksham Rugby and Football Club Festival Application (agenda item 6h)

The applicant clarified that the application related to the 2026 event only due to uncertainty regarding future surrounding development. It was noted that the planning submission process had been delayed by changing requirements from Wiltshire Council and updated ecological information requests.

Members thanked the applicant for the successful running of the previous event and noted that there had been no significant issues regarding traffic, crowd management or policing.

MP2: Land South of Western Way (agenda item 7a)

A resident raised concerns regarding the revised plans (PL/2025/07391) and associated Construction Management Plan (PL/2026/01378). It was noted that Wiltshire Highways had commented, on PL/2026/01378, that construction traffic should not use Maitland Place and Pathfinder Way and had accepted that a left-in/left-out access arrangement from Western Way onto the A365 was achievable.

The resident suggested that this strengthened the argument that the original access arrangements may not be suitable for the long-term residential development. He suggested that a Section 73 (S73) application could be used to amend the access (via Maitland Place) defined in the outline plans. He also highlighted that in recent weeks all the visitor parking on Maitland Place had been in use with vehicles double parking on the road and cars parking in the turning circle, which will lead to future access issues.

Further concerns raised included:

- The Safe School Route Plan being based around a proposed future school off Pathfinder Way which does not yet exist, rather than reflecting current routes to Bowerhill Primary School and Melksham Oak Community School.
- Lack of pedestrian infrastructure linking the development to the A365, including the absence of continuous pavements and safe pedestrian connections to existing rights of way, particularly MELW42.
- Concerns that the affordable housing appeared clustered together in blocks rather than being integrated throughout the development.

- Ongoing unresolved concerns from the Lead Local Flood Authority regarding drainage modelling, flood mitigation and the absence of a clear strategy for extreme rainfall events.
- Concerns that the submitted noise assessments relied on surveys and readings which were now several years old and may not reflect current uses and activity levels on the nearby industrial estate.
- Lack of information regarding the proposed care home element of the scheme, including concerns about how the wider development could be properly assessed without details of the care home operations, traffic generation and associated impacts.

Members discussed the implications of the Planning Inspector's original appeal decision and the difficulties in amending the approved access arrangements.

The meeting reconvened.

**557/25 New Planning Applications:** The Council considered the following applications and made the following comments:

a. **PL/2026/01698 - Summerleaze Lodge, 10 Beanacre, Melksham, SN12 7PT.** Full planning permission: Change of use of agricultural land used as a paddock to domestic and to build a detached bungalow with garage, drive and gardens.

**Comments: OBJECT**

Members expressed concerns regarding:

- The impact of the development on the setting and character of the nearby listed manor house and surrounding rural area. Members considered the proposal to be contrary to Policy 18 (Landscape Character), Policy 20 (Locally Distinctive, High Quality Design) and Policy 21 (Local Heritage) of the Joint Melksham Neighbourhood Plan 2, which seek to protect local landscape character, heritage assets and the distinctiveness of the area.
- The site has a very high water table and is already subject to flooding issues. Members considered that the proposal could result in additional hard surfacing and increased surface water run-off, contrary to Policy 3 (Flood Risk and Natural Flood Management) of the Joint Melksham Neighbourhood Plan 2, which requires development proposals to demonstrate how flood risk is mitigated and surface water run-off reduced through appropriate drainage measures.
- The lack of connection to mains foul drainage infrastructure and concerns regarding the long-term suitability, maintenance and environmental impact of any proposed package treatment plant or private drainage arrangements given the local ground conditions.
- Members also raised highway concerns regarding the revised site layout and the implications for vehicle access and manoeuvring. The proposal was considered to conflict with Policy 11 (Sustainable Transport and Active Travel) of the Joint Melksham Neighbourhood Plan 2, which seeks to support safe and sustainable transport arrangements.

b. **PL/2026/02519 - Units 7-10 Church Farm, Bath Road, Shaw, Melksham, SN12 8EF.** Prior Approval Part 3, Class MA: Commercial, business and service uses to dwellinghouses.

**Comments: OBJECT**

Members reiterated concerns previously raised regarding:

- Loss of employment land and small business/start-up space, contrary to Policy 10 (Employment Sites) of the Joint Melksham Neighbourhood Plan 2, which supports the retention, regeneration and intensified use of employment land and premises.
- Flood risk and surface water drainage, particularly given the local drainage characteristics of the area, contrary to Policy 3 (Flood Risk and Natural Flood Management), which requires development proposals to demonstrate how flood risk and surface water run-off will be mitigated.
- Impact of the proposal on the setting and significance of the nearby listed Church Farm House, contrary to Policy 21 (Local Heritage) and Policy 20 (Locally Distinctive, High Quality Design), which seek to conserve local heritage assets and ensure development responds positively to local character.
- The urbanising impact of the proposal within the green wedge “Shaw and Melksham” and its effect on the rural character and separation of settlements, contrary to Policy 19 (Separation of Settlements) and Policy 18 (Landscape Character) of the Joint Melksham Neighbourhood Plan 2.
- Concern that approval of the proposal could create pressure for further residential conversion of nearby commercial and rural buildings, resulting in incremental erosion of employment uses and rural character, contrary to the objectives of Policy 10 (Employment Sites), Policy 18 (Landscape Character) and Policy 19 (Green Wedges).

**c. PL/2026/02084 - 554 Canal Bridge, Semington, Trowbridge, BA14 6JT.**

Full planning permission: Proposed erection of 1no. high-quality, sustainable, single storey dwelling including car port, home office; new planting and biodiversity enhancement measures.

Councillor Wood did not take part in any discussion (*as had declared an interest earlier in the meeting as knows the applicant*) and Councillor Baines (Vice Chair) chaired the discussion.

**Comments: OBJECT**

Members acknowledged the sustainability measures proposed but expressed concerns regarding:

- Loss of open countryside within the green gap/wedge Berryfield and Semington, contrary to Policy 19 (Separation of Settlements) and Policy 18 (Landscape Character) of the Joint Melksham Neighbourhood Plan 2, which seek to protect the open countryside that maintains the separation and distinct identity of settlements and preserves the rural character of the area. Members considered that the proposal would erode the openness of the canal-side landscape and contribute to incremental encroachment into the countryside. It considers the canal to be the edge of Semington village.
- Concern that the proposal represented an unsustainable form of development in a location heavily reliant on private car use, contrary to Policy 11 (Sustainable Transport and Active Travel) of the Joint Melksham Neighbourhood Plan 2. Members noted the limited accessibility to services, facilities and public transport and considered that the site did not promote sustainable travel choices.

- Concern regarding the inappropriate and incongruous design of the proposal within the rural canal-side setting, contrary to Policy 20 (Locally Distinctive, High Quality Design), Policy 18 (Landscape Character) and Policy 21 (Local Heritage) of the Joint Melksham Neighbourhood Plan 2. Members considered that the scale, form and appearance of the proposed dwelling and associated domestic features would fail to respond positively to the character of the surrounding landscape and historic canal environment.
- Concern that approval of the proposal could create a precedent for infill and sporadic residential development within the surrounding countryside and green wedge, undermining the objectives of Policy 19 (Green Wedges) and Policy 18 (Landscape Character) of the Joint Melksham Neighbourhood Plan 2.
- Members also considered that the site did not constitute genuine infill development and that the proposal would instead represent isolated encroachment into the open countryside, contrary to the spatial principles and settlement objectives of the Joint Melksham Neighbourhood Plan 2, including Policies 6 (Housing at Defined Settlements), 18 (Landscape Character) and 19 (Separation of Settlements).

**d. PL/2026/02407 - 8 Grange Close, Whitley, Melksham, SN12 8QW.**

Householder planning permission: Proposed garage conversion, single storey rear extension and associated works.

**Comments: NO OBJECTION**

**e. PL/2026/02038 - 107 Middle Lane, Whitley, Melksham, SN12 8QR.**

Full planning permission: Change of use of land to Class E(c)(iii) and the erection of an attached building for use as a hair salon.

**Comments: SUPPORT**

Members noted that:

- The site was already in employment use.
- The proposal would support local employment and small business opportunities.
- The proposal aligned with Policy 10 of the Neighbourhood Plan supporting intensification of employment opportunities.
- Whitley Reading Rooms had been consulted and had raised no concerns.

**f. PL/2026/02481 - Knorr Bremse Rail Systems Uk Ltd, Westinghouse Way, Bowerhill, Melksham, SN12 6TL.** Prior approval Part 14 Class J: Installation or alteration etc of solar equipment on non-domestic premises.

**Comments: NO OBJECTION**

**g. PL/2026/02594 - 1 Magister Road, Bowerhill, Melksham, SN12 6FD.**

Householder planning permission: Single storey side lean-to extension to link the garage entrance to the main house and provide storage space.

**Comments: NO OBJECTION**

**h. PL/2026/01809 - Melksham Football and Rugby Club, Eastern Way, Melksham, SN12 7GU.** Full planning permission to enable the area of land known as Melksham Rugby and Football clubs to hold music events and festivals.

**Comments: SUPPORT**

Members welcomed the application and reflected positively on the successful running of the previous event, noting effective crowd management, good security arrangements, minimal traffic issues and positive police feedback.

**i. PL/2026/02458 - Land East of Eastern Way, Melksham.** Full planning permission for the construction of a new food store (Class E) with associated parking, landscaping, drainage and servicing.

**Comments: NO OBJECTION SUBJECT TO COMMENTS**

Members welcomed the additional retail provision on the eastern side of Melksham, and employment opportunities, but raised the following points:

- Pedestrian and cycle connectivity should be provided between the proposed food store and the major residential developments to the east of the proposed site (Blackmore Farm site Local Plan site allocation policy 18 PL/2023/1118 outline PL/2026/01555 Reserved Matters for phase 1), in accordance with Policy 11 (Sustainable Transport and Active Travel), to ensure future residents can safely access the site without reliance on private vehicles. The Design & Access statement states that it has connectivity to the western housing development, but no reference is made to the approved application to the east and the remainder of the Local Plan site allocation Policy 18 to the south of the site, on the western part of the site allocation.
- The new footpath on the east side of Eastern Way was welcomed.
- Concerns were raised regarding vehicular access arrangements and support expressed for exploring a left-in/left-out arrangement, in accordance with Policies 8 and 11 of the Joint Melksham Neighbourhood Plan 2 regarding coordinated and safe transport infrastructure.
- A request for a contribution towards bus provision and bus stop infrastructure in accordance with Policy 11 (Sustainable Transport and Active Travel) was made. Members questioned whether a bus would be able to access the site.
- A request was made for a Construction Management Plan to be provided prior to approval of the application, particularly in light of the potential cumulative effect of several major developments under construction at the same time. Land at Blackmore Farm for 500 dwellings and Land north of A3102 295 dwellings and children's nursery (New Road Farm) (Local Plan site allocation policy 20, PL/2024/10345 (Full) and PL/2025/09780 (Outline).
- Clarification was requested regarding lighting, refrigeration and delivery impacts on future nearby residents e.g. times of operation

- A request was made for Wiltshire Council's Economic Development team to review and comment on the application because its relocating out of the town centre.

#### **558/25 Amended Plans/Additional Information:**

##### **a. PL/2025/07391 - Land South of Western Way, Melksham, Wiltshire.**

Reserved Matters (appearance, landscaping, layout and scale) for 210 residential dwellings. (Use Class C3), along with associated open space, landscaping, and parking, pursuant to Condition 2 of Outline Planning Permission ref. PL/2022/08504. Applicant name: BWD Trading.

Members reviewed the revised consultation documents and particularly the document titled 'Planning Consultee Tracker'. They noted updates relating to drainage, flood modelling, school route plans, landscaping and highways.

It was suggested to the residents that they could use the Tracker to frame their responses to the developer on the latest set of the planning documentation.

Members discussed ongoing concerns regarding construction traffic access arrangements, lack of integrated consideration between the reserved matters and construction management submissions, housing mix and interpretation of bedroom numbers, and the need for improved pedestrian and cycle connectivity.

#### **559/25 Current Planning Applications:**

##### **a. PL/2024/10345 (FULL) and PL/2025/09780 (OUT) Land north of the A3102, Melksham (New Road Farm)**

Members noted the new comments from Drainage, Landscape and the Police Liaison Officer.

##### **b. PL/2025/06749 - Land North of Bath Road (A365), Melksham (Adjacent to Melksham Oak Community School)**

No new comments.

##### **c. PL/2025/06105 Land at Bowerhill Lane, Bowerhill, Melksham (Old Loves Farm)**

No new comments.

##### **d. PL/2024/11426 - Land to the South of A365 Bath Road and West of Turnpike Garage, Melksham, Wilts (Gompels)**

**Resolved:** To approve the notes from the meeting held with the developer on Wednesday 29th April 2026 regarding appearance and design. To confirm the views in that meeting were formally approved by the parish council (Appendix 1).

Members discussed the importance of engagement between the applicant and nearby residents, when raised by a resident at the meeting, regarding the appearance of the proposed warehouse building. Members suggested that, if nearby residents had not already been approached by the applicant to discuss the building's appearance, they could make contact and initiate the discussions.

**e. PL/2025/00626 Land North of Berryfield Lane, Melksham, SN12 6DT**

Members noted new comments from Ecology, the Arboricultural Officer's response regarding the request for a Tree Protection Order that it was not required, but Tree Protection conditions would be added to any permission if granted, and ongoing drainage concerns.

**f. PL/2024/09725 Land off Corsham Road, Whitley, Melksham (Middle Farm)**

Held in closed session at the end of the meeting.

Members noted the applicant's letter and agreement to provision of pedestrian crossing improvements, pavements and a bus shelter. It was noted that the applicant's letter did not include an equipped play area and that the absence of an equipped play area had been raised by Public Open Space.

**Resolved:**

1. To approve the notes from the meeting held with the applicant on Thursday 23rd April 2026 (Appendix 2).
2. To request a second letter of intent from the applicant with a commitment to provide an equipped play area in Phase 2 of the development.
3. On provision of the second letter of intent, to request removal of the call-in at this stage.

**560/25 Proposed Developments in Bowerhill and East Melksham:**

Members received feedback from the meeting held with Wiltshire Council regarding the cumulative impact of developments in Bowerhill and East Melksham. The Clerk explained that the meeting had been attended by Wiltshire Councillor Nick Holder, Cabinet member for Planning Councillor Adrian Foster, Cabinet member for Highways Councillor Martin Smith, Head of Development Manager Gary Collins and Head of Service – Transport Kimberly Corps.

It was noted that Wiltshire Council officers considered there to be very limited scope for revisiting or amending access arrangements which had already been approved through earlier planning permissions and appeal decisions relating to developments in East Melksham and Bowerhill. Some of the planning applications were also too far into the process with access arrangements already agreed between the highways team and the applicant. The two exceptions being the application for Land adjacent to Melksham Oak Community School (PL/2025/06749) and Land east of Blackmore Farm (planning application not yet submitted). Members expressed frustration that, despite concerns about traffic and highway safety, there was limited opportunity to make changes because of the existing planning framework and previously approved highway plans.

It was noted that Wiltshire Councillor Holder continues to pursue the introduction of a 20mph speed restriction outside Melksham Oak Community School in response to concerns regarding vehicle speeds and increasing traffic levels associated with nearby development.

Members noted Wiltshire Council's new Speed Limit Policy.

**Resolved:** Officers to review the new Speed Limit Policy and to clarify the requirements for introduction of 20mph speed limits (for outside Melksham Oak Community School and Shaw Primary School).

**561/25 Proposed Energy Installations:**

a. Lime Down Solar

Members noted:

- The representation made by Community Action Whitley and Shaw (CAWS) at the Open Floor Hearing.
- Further submissions made in response to the Examining Authority.
- Additional documents published by the Planning Inspectorate.

b. Cable Route for Norrington Spring Park Project (Aureos for SSEN Distribution) and Studley Solar Farm (DNOC for Verdant Energy)

**Resolved:** To approve the notes from the meeting held with the applicant on Thursday 23rd April 2026 (Appendix 3).

Members expressed frustration regarding the condition of verges and road reinstatement works on Westlands Lane and Shaw Hill.

It was noted that a further meeting with Aureos was planned for Wednesday 1<sup>st</sup> July 2026 at 10am.

c. PL/2025/05552 Land South of Brockleaze, Neston, Corsham, SN13 9TE.

Members noted that in the latest comments submitted by Drainage on the application, the objection from CAWS was acknowledged and included a commitment to provide comment on the fire-flow containment strategy.

d. Whistle Mead Solar Farm (PL/2023/01914)

Members noted the refusal of the application by Wiltshire Council's Strategic Planning Committee despite an officer recommendation for approval.

e. Wiltshire Council Engagement about Cumulative Impact

No response had yet been received regarding the CAWS (Community Action: Whitley & Shaw) 12 recommendations of next steps. The Clerk to follow up with Wiltshire Council.

f. Future Energy Landscapes

Members noted that proposed sites along the Melksham Without parish boundary were no longer being considered as part of the Future Energy Landscape project for Corsham and that only 4 sites were still being considered.

## **562/25 Planning Policy:**

### a. Joint Melksham Neighbourhood Plan (NHP)

i. Members reflected on how planning applications are reviewed and discussed the possibility of breaking future reviews into themed areas such as highways, drainage and design.

ii. Members noted the Neighbourhood Plan training session which was held on Tuesday 5th May 2026.

Members discussed the use of AI tools to analyse planning documents against the Neighbourhood Plan and other policy documents.

iii. **Resolved:** To ratify comments submitted by the Clerk on PL/2026/00855 Land between 83/91 Bath Road (Bakers Yard, Cooper Tire site) Melksham.

### b. Wiltshire Council's Draft Local Plan Examination

Members noted the recommendation from Wiltshire Council's Cabinet to withdraw the Wiltshire Local Plan Pre-Submission Draft 2020-2038 from examination.

Members expressed significant frustration regarding:

- The cost and delay of the Local Plan process.
- The implications for neighbourhood planning and speculative development.
- The undermining of local planning protections.

**Resolved:** To ask Wiltshire Council to provide updated housing numbers for the Melksham Neighbourhood Plan area to assist neighbourhood planning.

## **563/25 Tree Preservation Order:**

**Resolved:** To support Tree Preservation Order TPO/2026/00006 for the public open space at Bader Park.

## **564/25 Appeals:**

Members noted:

- No new appeal decisions.
- The Snarlton Farm appellant's note on the Woodrow Road appeal decision letter.

## **565/25 Planning Enforcement:**

No new enforcement matters were discussed.

## **566/25 S106 Agreements and Developer Meetings:**

a. Updates on ongoing and new S106 Agreements

The Clerk reported that she had raised concerns again with Wiltshire Council about visibility of draft Section 106 agreements. As an example, no notification had been received when the draft Section 106 agreement for Upside (PL/2022/06221) was published, with the approval only identified through the weekly decision lists. Earlier awareness would have allowed other contributions to have been requested. A request has been made for a clearer notification process so parish/town councils are informed when key planning documents are published for applications they have commented on or which affect their area.

b. Contact with Developers

**Resolved:** To invite Semington Parish Council, Broughton Gifford Parish Council and Melksham Town Council with Wiltshire Councillor Andrew Griffin to the meeting on Wednesday 1st July 2026 with the Wilts & Berks Canal Trust.

Meeting closed at 9:29 pm.

Chairman, 18<sup>th</sup> May 2026

Appendix 1:

**NOTES OF MEETING WITH GOMPELS  
ON WEDNESDAY 29<sup>th</sup> APRIL 2026 AT 2:00PM  
RE: WAREHOUSE APPEARANCE**

**Present:** Councillor Richard Wood (Chair of Planning)  
Councillor Alan Baines (Vice Chair of Planning)  
Councillor David Pafford (Vice Chair of Council)  
Councillor Mark Harris (Planning Committee Member)  
Councillor Martin Haffenden  
Councillor Tony Hemmings  
Councillor Anne Sullivan  
Teresa Strange (Clerk, Melksham Without)  
Fiona Dey (Parish Officer, Melksham Without)

Sam Gompels, Gompels Healthcare  
Sasha A'Court, Gompels Healthcare

Sam presented on the current status of the Outline Planning application and Reserved Matters application for the warehouse.

He went on to present a number of slides showing options for the external appearance of the building.

Members expressed a preference for graduated horizontal bars ranging from dark green to light green or grey with vertical ribs, similar to the Great Bear Distribution warehouse on the A350.



Google Maps image from 2009

Sam went on to present options related to tree sizing and screening. He explained that because younger trees establish faster, they are generally hardier than planting larger trees. He also explained that they were planning crops, such as Amaranth Maize or Sunflower, for rapid screening while the trees are being established.

When asked, Sam clarified that there would be only 14-20 HGVs leaving the site each day.

Meeting closed at 3:30pm

Appendix 2:

**MEETING REGARDING PL/2024/09725 MIDDLE FARM, WHITLEY  
FOR 22 DWELLINGS  
THURSDAY 23 APRIL 2026 at 11.30AM**

**Present:** Councillor Baines, Vice Chair of Planning  
Councillor Richardson, Planning Committee Member  
Councillor Harris, Planning Committee Member  
Councillor Glover, Planning Committee Member

Teresa Strange, Clerk, Melksham Without Parish Council  
Fiona Dey, Parish Officer, Melksham Without Parish Council

Clinton Dicks, Middle Farm  
Alison Whalley, RAW Planning

The Clerk provided a summary of the parish council's position:

- The parish council originally had NO OBJECTION to the outline application as it related to Policy 7 in Melksham Neighbourhood Plan 1 (for approximately 18 dwellings – Plot A). However, they commented that the means of access to enable further development on adjoining land (Plot B) as detailed in the emerging Neighbourhood Plan 2 allocation for this site should be included.
- Melksham Neighbourhood Plan 2 was made/adopted on 4<sup>th</sup> August 2025. It includes Policy 7.5 for 55 dwellings at Middle Farm (Plot A and Plot B).
- As the developers had not provided a masterplan for the site (Plot A and Plot B) or conformed to the requirements of Policy 7.5 of the adopted Melksham Joint Neighbourhood Plan 2, the council changed their stance on this application to OBJECT.
- It was noted that a Masterplan was added to the application showing all the dwellings (Plot A and Plot B) but no context or description had been included.
- From conversations with the Planning Officer, it was identified that the description on the application had been amended to remove Layout and to include Access only with all other matters reserved. It was noted that the parish council had not noticed or been made aware of the change at the time it was made.
- The parish council had asked the Planning Officer whether the change in the description/scope of the application guarantees that Plot B will be developed. Without a guarantee related to Plot B of the development, the parish council feel uncomfortable withdrawing the call-in for the application.

Alison addressed the points raised:

- Determination of Layout had been removed from the outline application and will be considered at Reserved Matters along with Appearance, Landscape and Scale. The outline application now only includes Access.
- If the outline application is approved, the site for the 22 dwellings will be sold (Plot A).
- The Planning Officer is not in a position to provide guarantees about future events

- The applicant still intends to progress both Plot A and Plot B of the site.
- If the call-in is removed, the Planning Officer can complete their report, pending completion of the S106 agreement and hopefully approve the application. This will provide the applicant with the confidence to move forward to the next phase.

The Applicant agreed that Melksham Without Parish Council can be involved in the S106 agreement discussions between Wiltshire Council and the applicant.

Other elements of the Policies in Neighbourhood Plan 1 and Neighbourhood Plan 2 regarding play areas, pedestrian crossing and pavements were discussed. Whilst NHP1 is no longer a made Plan, it does give a good indication of what was expected, and had passed Examination, for the development when it was c18 dwellings. The current planning application is for 22 dwellings.

The Clerk to send Alison wording from other S106 agreements regarding provision of on-site or off-site play areas.

The Clerk also raised NHP2 policy 3 regarding flood mitigation and in known flood areas the requirement to address wider catchment issues, particularly as there were well known issues in dwellings to the south of the site, which it was adjoining to. It was not clear if the relocation of the attenuation pond to the south of the site was relocated to reflect this, and/or if it had been made larger to address the flooding off site to the south.

The parish council to request that the call-in is removed, following provision of a letter with the following comments/commitments from the applicant/agent:

- The outline application was submitted to align with Melksham Neighbourhood Plan 1 (for approximately 18 dwellings – Plot A)
- The Applicant intends to development Plot B and will not design Plot A to impede the development of Plot B.
- Following approval of the current planning application, the Applicant will submit a further planning application for either:
  - An outline application for Plot A and Plot B, or
  - An outline application for Plot B combined with a reserved matters application for Plot A
- Indicative timelines
- The heads of terms for the s106 agreement align with the NHP2 policy, noting that this application is for 22 dwellings and the policy for 55 dwellings, but nevertheless there was similar policy requirements for the NHP1 site allocation of 18 dwellings
- Adherence to NHP2 policy 3 about addressing wider flooding issues in the catchment area

Meeting closed at 12:15pm

Appendix 3:

**NOTES OF MEETING WITH AUREOS  
ON THURSDAY 23<sup>rd</sup> APRIL 2026 AT 10:00AM  
RE: CABLE ROUTE TO NORRINGTON**

**Present:** Councillor Alan Baines (Vice Chair of Planning)  
Councillor Mark Harris (Planning Committee Member)  
Councillor Peter Richardson (Planning Committee Member)

Teresa Strange (Clerk, Melksham Without)  
Fiona Dey (Parish Officer, Melksham Without)

Amy Welbourn (Stakeholder Engagement, Aureos)  
Andy Mundy  
Mathew Horton

Amy, Andy and Matt provided an update on the ongoing works:

- Westlands Lane had been completed and reopened 1 week ahead of schedule
- The work on Shaw Hill was on track and would be completed on 3<sup>rd</sup> May 2026.
- There is a ~70m at the bottom of Shaw Hill to the traffic lights that will still need to be completed. It is complicated by the need for HGVs to use the full road width to make left turns from Shaw Hill onto Corsham Road. Aureos is in conversation with Wiltshire Council about the best options and timings to undertake this work.
- Norrington Lane will be closed from the 27<sup>th</sup> April. The one week overlap with the work on Shaw Hill allows the work on the junction of the two roads to be undertaken.
- Aureos ideally needs 6 weeks to complete the work on Corsham Road. They cannot use the first week of the school holidays due to the Womad Festival being held in Neston. They are therefore planning to use the remaining 5 weeks plus the first week of the school term in September. During that week, they expect to be up Corsham Road away from the school. This still needs to be discussed and agreed by Wiltshire Council.

It was noted that the design of the culvert on Corsham Road is still to be finalised.

The Clerk shared that she had recently been made aware of a collapsed drain outside the Vicarage under Corsham Road by the Wiltshire Council Drainage team. She will share the report with Aureos.

Members raised concerns again about the timeliness of the notifications provided to residents. It was noted that prior to the Westlands Lane closure the advance notice of road closure signs were put in place before residents received the notification letter from Aureos. Amy explained that residents are guaranteed at least 2 weeks' notice of works, therefore she is sending communications out about 4 weeks in advance but can only do this once the permits are approved by Wiltshire Council. She also cannot control how long it takes Royal Mail to deliver the notifications.

The sensitivity of residents in the area due to the cumulative impact of work related to the substation was again highlighted.

Members questioned the remediation work that had been undertaken following the work on Westlands Lane.

Aureos commented that they felt that the road surface where they worked was now better than previously and had before and after photos to support this. However, they commented that overall the road surface was 'shot' and could understand why the parish council wants the whole road to be resurfaced. They noted that their work had been signed off by Wiltshire Council. They also commented that Wiltshire Council wanted to do the reinstatement work on the verges.

Members questioned Aureos about Community Benefit and noted that the Clerk had asked whether the carpark at Shaw Village Hall could be extended and resurfaced. Amy explained that this was being considered and asked the Clerk to share the details and specifications.

Amy noted that Aureos often work with schools promoting STEM as Community Benefit.

A further catch-up, approximately 3-4 weeks before the start of work on Corsham Road, was agreed.

Meeting closed at 11:00am

**MINUTES of the Finance Committee of Melksham Without Parish Council held on Tuesday 12<sup>th</sup> May 2026 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 7.10pm**

**Present:** Councillors John Doel (Committee Vice-Chair), Chris Griffiths, David Pafford (Council Vice-Chair), Alan Baines, (arrived at 7.10pm), and Richard Wood (arrived at 7.15pm).

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

**On Zoom:** There were no members of the public present on Zoom.

It was noted that the meeting was not quorate at 7.00pm, as only three councillors were present. Councillors Baines and Wood had advised prior to the meeting that they would be arriving late. The meeting therefore commenced at 7.10pm when Councillor Baines arrived, making the meeting quorate.

**Housekeeping:** It was noted that as Councillor Glover, Chair of the Committee, was away, Councillor Doel, as Vice Chair of the Committee took the Chair. He welcomed all to the meeting. As there were no members of the public present, the housekeeping message was not read out. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting.

**567/25 Apologies:**

Apologies had been received from Councillor John Glover who was on holiday and Councillor Mark Blackham who was away for work commitments. These reasons for absence were accepted.

**568/25 Declarations of Interest**

None.

**569/25 Dispensation Requests for this Meeting**

None.

**570/25 To consider holding items in Closed Session due to confidential nature:**

None.

**571/25 Public Participation:**

There were no members of the public present.

## 572/25 Insurance:

### a) Insurance Cover for year commencing 1st June 2026 including Cyber Security:

Members reviewed the insurance cover for the forthcoming insurance year commencing 1st June 2026. The Clerk advised that officers had only been able to obtain one quote for insurance cover for the new insurance year, which would be discussed under min.572/25b. Members noted that officers had compared the insurance schedule against the asset register values (uplifted by 5%) to ensure adequate insurance provision was in place. It was noted that the policy schedule provided £3,167,931.21 of insurance cover for parish council assets against a requirement of £3,131,421.55 identified from the asset register, leaving an additional £36,509.66 of cover above the calculated requirement. Members considered whether there would be any benefit in reducing the level of insurance cover within the schedule; however, it was felt that this would have minimal impact on the overall premium and therefore the existing level of cover should remain unchanged. It was explained that the building insurance included Berryfield Village Hall in accordance with the lease agreement and that this element would be recharged to the Village Hall Trust.

Members queried the level of insurance cover attributed to certain individual items within the asset register, noting that some items, such as filing cabinets, had relatively low purchase values but significantly higher insurance values. The Clerk explained that insurance values were based on replacement and reinstatement costs rather than asset register purchase values. She clarified that the asset register figure for each item listed always remained the same and did not decrease over time. It was highlighted that some assets, such as Bowerhill Sports Pavilion, had a nominal asset register value but a substantial rebuild insurance value. Members also noted that insurance values were index linked annually by the insurer and therefore increased each year. It was further clarified that individual items were not separately insured but instead contributed towards the total insurance value within each insurance category. Members were aware that additional assets had been added to the insurance schedule during the year, including the shed at Shurnhold Fields which also contributed to the increase of insurance cover.

The Clerk explained that some items, such as benches and other low value assets, were not individually included within the insurance cover where their value was below the policy excess, as it was not considered cost effective to insure them separately. The exception to this was where multiple items were located together and could potentially be damaged at the same time, in which case they were taken into account within the insurance provision.

It was advised that, separately to the parish insurance policy, the council also maintained cyber insurance cover. Officers had only been able to obtain one quotation for this, which was from the same provider as the expiring policy. Members noted that the quotation provided cover on the same terms and at the same level as the existing policy.

Members confirmed that they were happy with the level of cover in place for both the parish insurance and cyber security.

**Recommendation 1:** The council accept the level of insurance cover proposed for the parish insurance, starting from 1<sup>st</sup> June 2026.

**Recommendation 2:** The council approve the level of cover proposed for cyber security insurance, starting from 1<sup>st</sup> June 2026.

**b) Quotations received for Insurance Cover and appointment of provider:**

The Finance & Amenities Officer explained that the parish council had previously been in a three-year long-term agreement with Zurich, which was due to expire on 31st May 2026. As a result, officers had been able to seek quotations for the council's parish insurance renewal, to start from the 1<sup>st</sup> June 2026.

Members noted that officers had contacted four insurance providers, including brokers, but had only been able to obtain one quotation for consideration. The three other providers had declined to quote for various reasons. One provider had reviewed the council's current insurance premium and advised that they were unlikely to be competitive and therefore wished to prioritise quotations where they considered there to be a greater likelihood of success. Another provider declined to quote due to the absence of a current electrical inspection certificate for Bowerhill Sports Pavilion, which officers advised would be addressed at a future meeting. A third provider declined to quote due to a previous insurance claim relating to the Beanacre bus shelter collision, noting that although the claim had been settled, the council's current insurer had been unable to recover the associated costs from the third party involved.

Members considered the quotations received for the council's insurance cover, which was from Zurich Municipal the current insurance provider. It was noted that they had provided two quotations, one for a one-year agreement, and one for a long-term agreement.

Members considered the following quotations received from Zurich Municipal:

- One-year agreement: £7,658.44 (including IPT)
- Three-year long-term agreement: £6,921.98 (including IPT)

Members discussed the significant increase in premiums compared with the previous long-term agreement but acknowledged that insurance costs generally had risen substantially in recent years and that there were no alternative quotations available for comparison. It was noted that the current quotations reflected both wider increases within the insurance market and increases in the value of the council's insured assets. The Finance & Amenities Officer also reminded members that the expiring insurance policy had been agreed three years previously under a long-term agreement arrangement, which had included discounted rates, and therefore this also needed to be taken into account when comparing costs.

Members considered the quotation in light of the considerations detailed above and agreed that the council should enter into the proposed three-year long-term agreement with Zurich.

Members also considered the quotation for separate cyber insurance cover from the Council's existing provider. It was noted that, although officers had attempted to obtain alternative quotations for this insurance, they had only been able to secure a renewal quotation from the current insurer. Members noted that the underlying insurance premium remained unchanged from the previous year and that the increase in the overall

renewal cost related solely to increased Insurance Premium Tax and associated fees. The cost of the insurance cover for this year was £649.92. Members agreed that the cyber insurance quotation should be approved.

**Recommendation 1:** The council approve the three-year long-term agreement quotation from Zurich Municipal at a cost of £6,921.98 for the council's parish insurance.

**Recommendation 2:** The council approve the cyber insurance quotation of £649.92 from Coalition Risk Solutions Ltd.

**c) Amount to charge Berryfield Village Hall Trust for building insurance from 1st June 2026 to 31st May 2027**

It was noted that officers were still awaiting a breakdown of the insurance premium relating specifically to Berryfield Village Hall.

**Resolved:** To defer the amount to invoice Berryfield Village Hall Trust until the cost breakdown had been received from the insurers.

**573/25 Asset Register:**

**a) Asset Register value as at 31st March 2026:**

Members reviewed the Asset Register value for the year ending 31st March 2026. The Clerk explained that parish council asset registers must reflect historic purchase values rather than replacement or insured values. It was noted that the total Asset Register value stood at £1,173,199 following additions and disposals during the financial year.

Members acknowledged that the following agenda item related to consideration of whether a minimum asset inclusion threshold should be introduced for the Asset Register and queried whether this would alter the approved asset value. The Clerk clarified that the asset register figure being approved related to the council's position as at 31st March 2026. If members agreed to introduce a minimum asset inclusion value, this would apply from 1st April 2026 onwards.

It was explained that, should the council adopt this approach, the comparative asset figure for 2025/26 would need to be restated within the Annual Governance and Accountability Return (AGAR) in the following financial year. Officers would therefore undertake the necessary work to calculate the revised figure to ensure the AGAR could be amended correctly at the end of the 2026/27 year. Members noted that the approved asset value for 2025/26 would be included within the current year's AGAR submission.

**Recommendation:** To approve the asset register value of £1,173,199 as at 31st March 2026.

**b) Minimum value for inclusion on the Asset Register:**

Members considered a report prepared by the Finance & Amenities Officer following recommendations from the Internal Auditor regarding the large number of low-value items currently listed on the Asset Register. Members' attention was drawn to guidance contained within the Smaller Authorities' Proper Practices Panel (SAPPP) Practitioners'

Guide, which stated that councils “may choose an appropriate minimum value for deciding between fixed assets and general consumables”. It was acknowledged that any threshold adopted by the council would need to be formally minuted and reviewed annually.

The Finance & Amenities Officer advised that officers had reviewed approaches taken by other councils and found that a range of minimum asset values were used. Some councils aligned the threshold with the £100 transparency code publication requirement, whilst others aligned it with their insurance excess level. Members noted that the parish council’s current insurance excess was £250.

The Clerk explained that officers suggested introducing a minimum threshold of £250 for assets to be included on the Asset Register, with exceptions for portable and higher-risk items such as laptops, tablets, mobile phones, and tools. It was also noted that certain assets, such as Bowerhill Sports Pavilion, had a nominal asset register value of £1 but remained significant insured assets and therefore should continue to be included within the register. Members agreed to the proposed £250 threshold together with the stated exceptions.

It was further proposed that items below the agreed threshold would instead be maintained on a separate inventory list for operational and control purposes, which members would consider under the following agenda item.

**Recommendation:**

1. To introduce a minimum threshold of £250 for assets included on the Asset Register from 1st April 2026.
2. To retain portable and high-risk items on the register regardless of value.
3. To remove items below the agreed threshold from the Asset Register following officer review.

**c) Separate inventory list for lower value assets:**

Members considered the proposal to maintain a separate inventory list for lower-value operational items. Officers explained that this would assist with asset control, inspections, maintenance, and fraud prevention, and would help mitigate risks associated with removing lower value items from the formal Asset Register.

The Clerk advised that an asset database was currently being developed and that officers had aspirations to introduce a more comprehensive asset management system, including asset numbering and mapping. Members noted that assigning identification numbers to each asset would be a substantial task and queried how this would be implemented in practice. The Clerk explained that reducing the number of items included on the Asset Register would assist with this process and that the work could be undertaken progressively alongside the Caretaker’s annual asset inspections or as individual locations were visited. It was also noted that by putting each asset number on the asset, it would improve the identification and tracking of items when maintenance issues arose, rather than relying on officer knowledge and recollection of asset history.

**Recommendation:** To maintain a separate inventory list for operational control of lower value assets.

#### d) Disposal of Assets:

Members considered the disposal of the following assets:

- Briansfield Allotment noticeboard
- Shurnhold Fields noticeboard

Members noted that the Briansfield Allotment noticeboard had deteriorated beyond repair due to its age and had already been disposed of by the Allotment Warden. With regard to the Shurnhold Fields noticeboard, the Clerk explained that the door mechanism was damaged beyond repair and therefore a replacement noticeboard had been ordered. However, the existing noticeboard remained suitable for indoor use as only the door was defective. Following discussions with a resident, the Clerk suggested that the noticeboard may still be of use to Shaw Church for community purposes indoors. Members agreed that this would be a good reuse of the asset and supported offering the noticeboard to Shaw Church.

**Recommendation:** The council approve disposal of the Briansfield Allotment noticeboard and the Shurnhold Fields noticeboard, with the latter to be offered for community use at Shaw Church if appropriate.

#### 574/25 Grants:

##### a) Reports from organisations receiving grants over £2,000:

Members noted a report prepared by officers in relation to organisations that had been awarded grants above £2,000 as part of the council's due diligence and grant monitoring arrangements. The Clerk explained that, as part of the parish council's grant application process, organisations were required to provide a written report within twelve months detailing how the funding had been used. It was noted that this could be provided in the form of an annual report or set of accounts clearly identifying the expenditure of the grant awarded. Members noted that the annual parish booklet also assisted with this process, as community groups and organisations were invited to submit reports outlining their activities during the year, including details of how parish council grant funding had been spent.

The Clerk advised that this reporting requirement originated from provisions within the Local Government Act 1972, Section 137A(1)(a) and (3). Although the parish council currently operated under the General Power of Competence rather than Section 137 powers, it was still considered good financial practice to monitor and evidence that public funds were being spent appropriately and for their intended purpose. Members also noted that the requirement remained important should the council ever cease to qualify for the General Power of Competence in the future.

It was further explained that, although some organisations had not produced formal annual reports, officers had reviewed supporting documentation and financial information where available and had summarised this within the report presented to members. The Clerk highlighted that officers felt it was important to monitor not only grant funding awarded by the council, but also other services receiving financial support from the parish council, including Age UK Wiltshire for the commissioned Melksham Community

Support service and the contribution towards the Market Place Public Toilets. Members noted that quarterly review meetings were held in relation to the commissioned Melksham Community Support project, involving representatives from the parish council, together with quarterly monitoring reports submitted to Full Council. The Clerk further advised that the council had still not received the requested report from Melksham Town Council relating to the parish council's contribution towards the Market Place Public Toilets. Members noted that Full Council had previously resolved that no further payments would be made until the required information had been received. The Clerk advised that officers had nevertheless accounted for the 2025/26 contribution within the year end accounts in the event that satisfactory information was provided in the future.

Members commended officers for undertaking this monitoring process.

**575/25 Community Infrastructure Levy (CIL):**

Members noted the updated Wiltshire Council guidance note relating to Community Infrastructure Levy funding for 2026/27.

The Clerk explained that officers regularly sought written clarification from Wiltshire Council regarding eligible uses of CIL funding to ensure compliance with regulations.

Members noted the guidance.

**576/25 Procurement:**

**a) NALC advice note on procurement:**

Members noted the updated National Association of Local Councils (NALC) guidance relating to procurement and the implications of the Procurement Act 2023.

Officers explained that the guidance clarified procurement thresholds and highlighted additional requirements relating to company checks, tender advertising, and payment terms. The Clerk advised that officers had gone through the advice note and highlighted any information they felt needed to be drawn to members attention.

**b) Procurement Policy review and update:**

Members reviewed proposed updates to the council's Procurement Policy, which officers had made in tracked changes so members could see the amendments made. This was to reflect the requirements of the Procurement Act 2023 and to align with the Financial Regulations. The Clerk talked members through the proposed amendments, including additions relating to below-threshold procurement and the council's responsibilities in relation to procurement compliance and transparency requirements.

It was noted that, where any procurement opportunity had an estimated value exceeding £30,000 including VAT, the council would be required to publish a notice on the Government's Find-a-Tender service. The Clerk explained that there were a number of different procurement thresholds which the council was required to comply with, some of which included VAT and some which did not. Members acknowledged that this created potential for confusion, particularly as the council generally worked in net values for accounting purposes.

The Clerk advised that she had also produced a procurement “ready reckoner” summarising procurement thresholds and procedures to assist officers and members when procuring goods and services. However, she wished to cross-reference the document against the updated Financial Regulations to ensure all thresholds and values were correct before finalisation. Members agreed that, once verified, the ready reckoner should be appended to the Procurement Policy as supporting guidance.

**Recommendation:** To approve the updated Procurement Policy incorporating the requirements of the Procurement Act 2023.

**577/25 Bowerhill Sports Field:**

**a) Bowerhill Sports Field: Charge for Wiltshire School of Gymnastics use of sports field during school holidays**

Members considered a request from the Wiltshire School of Gymnastics to use the Bowerhill Sports Field during school holidays for outdoor sessions involving up to 25 children per session and there would be two sessions each booking. The Finance & Amenities Officer explained that the organisation would only require use of the toilets and that there was no specific charge listed within the council’s charging schedule for this type of use. Members considered the nearest equivalent hire charge within the current fees and charges schedule.

After discussion, members agreed that the organisation should be charged £24 per day to cover toilet use and associated cleaning costs.

**Recommendation:** To charge Wiltshire School of Gymnastics £24 per day for use of the Bowerhill Sports Field toilets during school holiday sessions.

Meeting closed at 7.57pm

Signed.....  
Chairman, Monday 18<sup>th</sup> May 2026

## Receipts for Month 1

## Nominal Ledger Analysis

| Receipt Ref                     | Name of Payer             | £ Amnt Received   | £ Debtors   | £ VAT       | A/c  | Centre | £ Amount          | Transaction Detail            |
|---------------------------------|---------------------------|-------------------|-------------|-------------|------|--------|-------------------|-------------------------------|
| <b>Balance Brought Fwd :</b>    |                           | <b>11,307.21</b>  |             |             |      |        | <b>11,307.21</b>  |                               |
| V5067-BACS                      | Banked: <b>07/04/2026</b> | <b>71.00</b>      |             |             |      |        |                   |                               |
| V5067-BACS                      | Bath Road Wanderer        | 71.00             |             |             | 1210 | 210    | 71.00             | Inv.553-29th March match      |
| V5068-BACS                      | Banked: <b>07/04/2026</b> | <b>464.50</b>     |             |             |      |        |                   |                               |
| V5068-BACS                      | Future of Football        | 464.50            |             |             | 1210 | 210    | 464.50            | Part inv.534- Field hire      |
| V5069-BACS                      | Banked: <b>07/04/2026</b> | <b>96.00</b>      |             |             |      |        |                   |                               |
| V5069-BACS                      | Future of Football        | 96.00             |             |             | 1210 | 210    | 96.00             | Inv.546- Dec Training         |
| V5070-BACS                      | Banked: <b>07/04/2026</b> | <b>120.00</b>     |             |             |      |        |                   |                               |
| V5070-BACS                      | Future of Football        | 120.00            |             |             | 1210 | 210    | 120.00            | Inv-556-Feb/March training    |
| V5071-BACS                      | Banked: <b>13/04/2026</b> | <b>71.00</b>      |             |             |      |        |                   |                               |
| V5071-BACS                      | Bath Road Wanderer        | 71.00             |             |             | 1210 | 210    | 71.00             | Football match 12th April     |
| V5072-BACS                      | Banked: <b>15/04/2026</b> | <b>3,557.74</b>   |             |             |      |        |                   |                               |
| V5072-BACS                      | Melksham Town Council     | 3,557.74          |             |             | 1480 | 170    | 3,557.74          | Inv.547 & 551- NHP            |
| V5073-BACS                      | Banked: <b>17/04/2026</b> | <b>248.29</b>     |             |             |      |        |                   |                               |
| V5073-BACS                      | Melksham Town Council     | 248.29            |             |             | 1480 | 170    | 248.29            | Inv.560- NHP Domain           |
| V5074-BACS                      | Banked: <b>21/04/2026</b> | <b>151,214.50</b> |             |             |      |        |                   |                               |
| V5074-BACS                      | Wiltshire Council         | 151,214.50        |             |             | 1076 | 110    | 151,214.50        | Parish precept 1 of 2         |
| V5075-BACS                      | Banked: <b>22/04/2026</b> | <b>555.50</b>     |             |             |      |        |                   |                               |
| V5075-BACS                      | Future of Football FC     | 555.50            |             |             | 1210 | 210    | 555.50            | Inv.557-Weekend blanket booki |
| <b>Total Receipts for Month</b> |                           | 156,398.53        | 0.00        | 0.00        |      |        | 156,398.53        |                               |
| <b>Cashbook Totals</b>          |                           | <u>167,705.74</u> | <u>0.00</u> | <u>0.00</u> |      |        | <u>167,705.74</u> |                               |

## Payments for Month 1

## Nominal Ledger Analysis

| Date       | Payee Name                      | Reference  | £ Total Amnt | £ Creditors | £ VAT | A/c  | Centre | £ Amount  | Transaction Detail           |
|------------|---------------------------------|------------|--------------|-------------|-------|------|--------|-----------|------------------------------|
| 15/04/2026 | Daisy (Onebill)                 | V5063-DD   | 79.43        |             | 13.24 | 4190 | 120    | 66.19     | Inv.471-Office line & wifi   |
| 15/04/2026 | Daisy (Onebill)                 | V5064-DD   | 87.68        |             | 14.61 | 4384 | 220    | 73.07     | Inv.472-Pavilion line & wifi |
| 20/04/2026 | Melksham Without Parish Council | V5076-6284 | 0.00         |             |       |      |        |           | CANCELLED CHQ                |
| 22/04/2026 | EDF Energy                      | V5065-DD   | 185.60       |             | 8.84  | 4312 | 220    | 176.76    | Inv.010-Pavilion gas         |
| 27/04/2026 | Bowerhill Village Hall Trust    | V4999-6245 | 5,000.00     |             |       | 4620 | 170    | 5,000.00  | Grant Award 26/27            |
| 27/04/2026 | Shaw Village Hall               | V5000-6246 | 10,500.00    |             |       | 4620 | 170    | 10,500.00 | Grant award 26/27            |
| 27/04/2026 | Berryfield Village Hall         | V5001-6247 | 1,590.00     |             |       | 4620 | 170    | 1,590.00  | Grant Award 26/27            |
| 27/04/2026 | Rachel Fowler Centre            | V5002-6248 | 250.00       |             |       | 4620 | 170    | 250.00    | Grant Award 26/27            |
| 27/04/2026 | Whitley Reading Rooms           | V5003-6249 | 3,490.00     |             |       | 4620 | 170    | 3,490.00  | Grant Award 26/27            |
| 27/04/2026 | GoodNews Church                 | V5004-6250 | 300.00       |             |       | 4620 | 170    | 300.00    | Grant Award 26/27            |
| 27/04/2026 | BRAG                            | V5005-6251 | 600.00       |             |       | 4610 | 170    | 600.00    | Grant Award 26/27            |
| 27/04/2026 | BASRAG                          | V5006-6252 | 500.00       |             |       | 4610 | 170    | 500.00    | Grant Award 26/27            |
| 27/04/2026 | CAWS CEG                        | V5007-6253 | 354.00       |             |       | 4610 | 170    | 354.00    | Grant Award 26/27            |
| 27/04/2026 | CAWS                            | V5008-6254 | 3,000.00     |             |       | 4610 | 170    | 3,000.00  | Grant Award 26/27            |
| 27/04/2026 | 4 Youth (South West)            | V5009-6255 | 3,000.00     |             |       | 4610 | 170    | 3,000.00  | Grant Award 26/27            |
| 27/04/2026 | 1st Bowerhill Scout Group       | V5010-6256 | 1,500.00     |             |       | 4610 | 170    | 1,500.00  | Grant Award 26/27            |
| 27/04/2026 | Bowerhill Pre School            | V5011-6257 | 500.00       |             |       | 4610 | 170    | 500.00    | Grant Award 26/27            |
| 27/04/2026 | Melksham Guide Association      | V5012-6258 | 568.95       |             |       | 4610 | 170    | 568.95    | Grant Award 26/27            |
| 27/04/2026 | Group Five                      | V5013-6259 | 600.00       |             |       | 4610 | 170    | 600.00    | Grant Award 26/27            |
| 27/04/2026 | Wiltshire and Bath Air Ambulan  | V5014-6260 | 1,000.00     |             |       | 4610 | 170    | 1,000.00  | Grant Award 26/27            |
| 27/04/2026 | Age UK Wiltshire                | V5015-6261 | 900.00       |             |       | 4610 | 170    | 900.00    | Grant Award 26/27            |
| 27/04/2026 | Beyond Dementia                 | V5016-6262 | 450.00       |             |       | 4610 | 170    | 450.00    | Grant Award 26/27            |
| 27/04/2026 | Meadowbrook (Wiltshire) CIC     | V5017-6263 | 270.00       |             |       | 4610 | 170    | 270.00    | Grant Award 26/27            |
| 27/04/2026 | Wiltshire Search and Rescue     | V5018-6264 | 695.00       |             |       | 4610 | 170    | 695.00    | Grant Award 26/27            |
| 27/04/2026 | Friends of Giffords Surgery     | V5019-6265 | 700.00       |             |       | 4610 | 170    | 700.00    | Grant Award 26/27            |
| 27/04/2026 | St John Ambulance               | V5020-6266 | 250.00       |             |       | 4610 | 170    | 250.00    | Grant Award 26/27            |
| 27/04/2026 | Families Out Loud               | V5021-6267 | 750.00       |             |       | 4610 | 170    | 750.00    | Grant Award 26/27            |
| 27/04/2026 | Melksham Foodbank               | V5022-6268 | 400.00       |             |       | 4610 | 170    | 400.00    | Grant Award 26/27            |
| 27/04/2026 | FearFree                        | V5023-6269 | 750.00       |             |       | 4610 | 170    | 750.00    | Grant Award 26/27            |
| 27/04/2026 | Melksham Food & River Festival  | V5052-6270 | 600.00       |             |       | 4610 | 170    | 600.00    | Grant Award 26/27            |
| 27/04/2026 | Shaw & Whitley Community Hub    | V5025-6271 | 2,000.00     |             |       | 4610 | 170    | 2,000.00  | Grant Award 26/27            |
| 27/04/2026 | Crimestoppers Trust             | V5026-6272 | 150.00       |             |       | 4610 | 170    | 150.00    | Grant Award 26/27            |
| 27/04/2026 | Melksham Carnival               | V5027-6273 | 520.00       |             |       | 4610 | 170    | 520.00    | Grant Award 26/27            |
| 27/04/2026 | Melksham Remembers              | V5028-6274 | 175.00       |             |       | 4610 | 170    | 175.00    | Grant Award 26/27            |
| 27/04/2026 | Melksham Gardeners Society      | V5029-6275 | 300.00       |             |       | 4610 | 170    | 300.00    | Grant Award 26/27            |
| 27/04/2026 | Shaw and Whitley Garden Club    | V5030-6276 | 300.00       |             |       | 4610 | 170    | 300.00    | Grant Award 26/27            |
| 27/04/2026 | Melksham Women's Institute      | V5031-6277 | 150.00       |             |       | 4610 | 170    | 150.00    | Grant Award 26/27            |
| 27/04/2026 | Melksham Sixty Plus Club        | V5032-6278 | 500.00       |             |       | 4610 | 170    | 500.00    | Grant Award 26/27            |
| 27/04/2026 | Corsham Cricket Club            | V5033-6279 | 2,000.00     |             |       | 4610 | 170    | 2,000.00  | Grant Award 26/27            |
| 27/04/2026 | Melksham & Corsham Gateway Clu  | V5034-6280 | 1,000.00     |             |       | 4610 | 170    | 1,000.00  | Grant Award 26/27            |
| 27/04/2026 | Bowerhill Ladies Group          | V5035-6281 | 500.00       |             |       | 4610 | 170    | 500.00    | Grant Award 26/27            |
| 27/04/2026 | Shaw & Whitley Art Group        | V5036-6282 | 200.00       |             |       | 4610 | 170    | 200.00    | Grant Award 26/27            |
| 27/04/2026 | Melksham Tourist Information C  | V5037-6283 | 600.00       |             |       | 4630 | 170    | 600.00    | Grant Award 26/27            |
| 28/04/2026 | Lloyds Bank                     | V5066-SERV | 8.50         |             |       | 4140 | 120    | 8.50      | Service Charge               |

Continued on Page 267

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|                                 |                   |             |              |                   |
|---------------------------------|-------------------|-------------|--------------|-------------------|
| <b>Total Payments for Month</b> | 47,274.16         | 0.00        | 36.69        | 47,237.47         |
| <b>Balance Carried Fwd</b>      | 120,431.58        |             |              |                   |
| <b>Cashbook Totals</b>          | <u>167,705.74</u> | <u>0.00</u> | <u>36.69</u> | <u>167,669.05</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>   |
|---------------------------------|--------------------------------|------------------------|------------------|--------------|------------|---------------|------------------|-----------------------------|
| <b>Balance Brought Fwd :</b>    |                                | <b>26,554.08</b>       |                  |              |            |               | <b>26,554.08</b> |                             |
| V5062-BACS                      | Banked: <b>02/04/2026</b>      | <b>2,384.26</b>        |                  |              |            |               |                  |                             |
| V5062-BACS                      | CCLA Investment Management Ltd | 2,384.26               |                  |              | 1080       | 110           | 2,384.26         | Interest                    |
| Banked: <b>23/04/2026</b>       |                                | <b>20,000.00</b>       |                  |              |            |               |                  |                             |
| V5060-TRAN                      | CCLA                           | 20,000.00              |                  |              | 240        |               | 20,000.00        | Transfer from CCLA TO Unity |
| <b>Total Receipts for Month</b> |                                | 22,384.26              | 0.00             | 0.00         |            |               | 22,384.26        |                             |
| <b>Cashbook Totals</b>          |                                | <u>48,938.34</u>       | <u>0.00</u>      | <u>0.00</u>  |            |               | <u>48,938.34</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>      |
|-------------|-------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 01/03/2026  | Agilico                       | V5040-BACS       | 36.71               |                    | 6.12         | 4130       | 120           | 30.59           | Inv.789-Office photocopying    |
| 01/03/2026  | Agilico                       | V5040-BACS       | -36.71              |                    | -6.12        | 4130       | 120           | -30.59          | Inv.789-WRONG PAY DATE         |
| 01/04/2026  | Grist Environmental           | V5058-DD         | 79.20               |                    | 13.20        | 4770       | 220           | 66.00           | Inv.570- B'hill waste away     |
| 16/04/2026  | EDF Energy                    | V5057-DD         | 143.23              |                    | 6.82         | 4302       | 220           | 136.41          | Inv.18- Pavilion Electricity   |
| 16/04/2026  | Lloyds Bank PLC               | V5061-DD         | 594.80              |                    | 95.74        | 4175       | 120           | 75.00           | ChatGPT- Business              |
|             |                               |                  |                     |                    |              | 4686       | 170           | 6.99            | Age UK MCS Phone line          |
|             |                               |                  |                     |                    |              | 4175       | 120           | 72.45           | Councillor Office 365          |
|             |                               |                  |                     |                    |              | 4120       | 120           | 3.30            | Postage- Notices               |
|             |                               |                  |                     |                    |              | 4370       | 120           | 7.41            | Bin liners                     |
|             |                               |                  |                     |                    |              | 4381       | 220           | 72.84           | Toilet paper for pavilion      |
|             |                               |                  |                     |                    |              | 4150       | 120           | 13.72           | A4 Paper pads                  |
|             |                               |                  |                     |                    |              | 4370       | 120           | 12.32           | Dishwasher salt                |
|             |                               |                  |                     |                    |              | 4370       | 120           | 5.63            | Dishwasher tablets             |
|             |                               |                  |                     |                    |              | 4175       | 120           | 24.97           | Adobe Acrobat pro              |
|             |                               |                  |                     |                    |              | 4370       | 120           | 5.00            | Rince Aid                      |
|             |                               |                  |                     |                    |              | 4150       | 120           | 16.28           | Envelopes                      |
|             |                               |                  |                     |                    |              | 4490       | 142           | 45.90           | Heavy duty padlock             |
|             |                               |                  |                     |                    |              | 4370       | 120           | 4.12            | Limescale remover              |
|             |                               |                  |                     |                    |              | 4175       | 120           | 30.24           | Office office 365              |
|             |                               |                  |                     |                    |              | 4250       | 120           | 14.00           | Bader Park land registry       |
|             |                               |                  |                     |                    |              | 4175       | 120           | 6.65            | MWPC Website hosting           |
|             |                               |                  |                     |                    |              | 4175       | 120           | 24.97           | Adobe pro                      |
|             |                               |                  |                     |                    |              | 4200       | 120           | 12.99           | Online meeting subscription    |
|             |                               |                  |                     |                    |              | 4140       | 120           | 3.00            | Monthly Fee                    |
|             |                               |                  |                     |                    |              | 4190       | 120           | 41.28           | Office phone charges           |
| 27/04/2026  | Terry Cole                    | V5055-BACS       |                     |                    | 4460         | 142        |               |                 | April 2026 Salary              |
|             |                               |                  |                     |                    | 4050         | 142        |               | 47.50           | Travel Allowance- April 26     |
|             |                               |                  |                     |                    |              | 4051       | 142           | 46.80           | Mileage x104 miles             |
| 28/04/2026  | Avon IT Systems               | V5038-BACS       | 400.00              |                    | 4180         | 120        |               | 150.00          | Inv.1924-IT Support 25         |
|             |                               |                  |                     |                    | 4180         | 120        |               | 250.00          | Inv.1924-Allotment database    |
| 28/04/2026  | Campaign to Protect Rural Eng | V5039-BACS       | 36.00               |                    |              | 4650       | 170           | 36.00           | Annual subscription            |
| 28/04/2026  | Community First               | V5041-BACS       | 55.00               |                    | 9.17         | 4650       | 170           | 45.83           | Inv.949-Subscription           |
| 28/04/2026  | JH Jones & Sons               | V5042-BACS       | 1,747.20            |                    | 291.20       | 4415       | 142           | 1,456.00        | Inv.935-Tree Felling-Berryfie  |
| 28/04/2026  | Agilico                       | V5040-BACS       | 36.71               |                    | 6.12         | 4130       | 120           | 30.59           | Inv.789- Office photocopying   |
| 28/04/2026  | JH Jones & Sons               | V5043-BACS       | 2,742.77            |                    | 457.13       | 4402       | 320           | 72.94           | Inv.5908-Allotment grass cutti |
|             |                               |                  |                     |                    |              | 4402       | 320           | 21.88           | Inv.5908-BSF Hedge cut         |
|             |                               |                  |                     |                    |              | 4400       | 142           | 417.42          | Inv.5908-Play Area grass cutti |
|             |                               |                  |                     |                    |              | 4780       | 142           | 149.86          | Inv.5908-Play Area bin emptyin |
|             |                               |                  |                     |                    |              | 4400       | 142           | 21.84           | Inv.5908-Beanacre leaf clearan |

Continued on Page 296

Payments for Month 1

Nominal Ledger Analysis

| Date       | Payee Name                     | Reference  | £ Total Amnt | £ Creditors | £ VAT  | A/c  | Centre | £ Amount | Transaction Detail             |
|------------|--------------------------------|------------|--------------|-------------|--------|------|--------|----------|--------------------------------|
|            |                                |            |              |             |        | 4400 | 142    | 42.03    | Inv.5908-Kestrel Shrub mainten |
|            |                                |            |              |             |        | 4820 | 142    | 39.36    | Inv.5908-SHF Annual cut        |
|            |                                |            |              |             |        | 4401 | 220    | 1,150.06 | Inv.5908-JSF Pitch maintenance |
|            |                                |            |              |             |        | 4400 | 142    | 25.00    | Inv.5908-Grass cut outside BYF |
|            |                                |            |              |             |        | 4781 | 220    | 96.50    | Inv.5908-JSF Bin emptying      |
|            |                                |            |              |             |        | 4405 | 220    | 50.67    | Inv.5908-JSF Hedge maintenance |
|            |                                |            |              |             |        | 4409 | 142    | 198.08   | Inv.5908-Hornchurch POS        |
| 28/04/2026 | Rialtas Business Solutions Ltd | V5044-BACS | 470.40       |             | 78.40  | 4185 | 120    | 392.00   | Inv.600-Annual system support  |
| 28/04/2026 | St Barnabas Church             | V5045-BACS | 50.37        |             |        | 4420 | 142    | 50.37    | Inv.036-Annual rent Beanacre P |
| 28/04/2026 | Wilts Assoc of Local Councils  | V5046-BACS | 1,505.54     |             | 250.92 | 4650 | 170    | 1,254.62 | WALC & NALC Subscription       |
| 28/04/2026 | Wiltshire Council              | V5047-BACS | 802.33       |             |        | 4510 | 142    | 802.33   | Inv.35-A365 Bath Road signs    |
| 28/04/2026 | Wiltshire Council              | V5048-BACS | 1,083.33     |             |        | 4510 | 142    | 1,083.33 | Inv.133- Lower Woodrow Rd spee |
| 28/04/2026 | Wiltshire Pension Fund         | V5049-BACS | 2,076.06     |             |        | 4000 | 130    | 267.36   | Period 1- April 2026           |
|            |                                |            |              |             |        | 4010 | 130    | 160.01   | Period 1- April 2026           |
|            |                                |            |              |             |        | 4020 | 130    | 127.61   | Period 1- April 2026           |
|            |                                |            |              |             |        | 4045 | 130    | 1,521.08 | Period 1- April 2026           |
| 28/04/2026 | HM Revenue & Customs           | V5050-BACS | 2,849.39     |             |        | 4000 | 130    | 523.20   | Period 1- April 2026-T         |
|            |                                |            |              |             |        | 4000 | 130    | 230.70   | Period 1- April 2026-NI        |
|            |                                |            |              |             |        | 4010 | 130    | 251.00   | Period 1- April 2026-T         |
|            |                                |            |              |             |        | 4010 | 130    | 113.09   | Period 1- April 2026-NI        |
|            |                                |            |              |             |        | 4010 | 130    | 1.00     | Period 1- April 2026           |
|            |                                |            |              |             |        | 4020 | 130    | 204.80   | Period 1- April 2026-T         |
|            |                                |            |              |             |        | 4020 | 130    | 92.18    | Period 1- April 2026-NI        |
|            |                                |            |              |             |        | 4460 | 142    | 207.80   | Period 1- April 2026           |
|            |                                |            |              |             |        | 4800 | 320    | 30.80    | Period 1- April 2026           |
|            |                                |            |              |             |        | 4041 | 130    | 1,194.82 | Period 1- April 2026           |
| 28/04/2026 | Wiltshire Age UK               | V5051-BACS | 3,182.50     |             |        | 4685 | 170    | 3,182.50 | Inv.640-MCS 26/27 QTR 1        |
| 28/04/2026 | Teresa Strange                 | V5052-BACS | ██████       |             |        | 4000 | 130    | ██████   | April 2026 salary              |
| 28/04/2026 | Marianne Rossi                 | V5053-BACS | ██████       |             |        | 4010 | 130    | ██████   | April 2026 Salary              |
| 28/04/2026 | Fiona Dey                      | V5054-BACS | ██████       |             | 0.33   | 4020 | 130    | ██████   | April 2026 Salary              |
| 28/04/2026 | David Cole                     | V5056-BACS | ██████       |             |        | 4370 | 120    | 1.67     | Washing up liquid- Office      |
|            |                                |            |              |             |        | 4800 | 320    | ██████   | April 2026 Salary              |
|            |                                |            |              |             |        | 4051 | 142    | 9.45     | Mileage x21                    |
| 28/04/2026 | Avon IT Systems                | V5038-BACS | -400.00      |             |        | 4180 | 120    | -400.00  | MISSED VAT                     |
| 28/04/2026 | Avon IT Systems                | V5038-BACS | 480.00       |             | 80.00  | 4180 | 120    | 150.00   | IT Support 25/26               |
|            |                                |            |              |             |        | 4180 | 120    | 250.00   | Allotment database             |
| 30/04/2026 | Unity Trust Bank               | V5059-SERV | 10.15        |             |        | 4140 | 120    | 10.15    | Service Charge                 |

Total Salaries  
£7,531.32

---

|                                 |                  |             |                 |                  |
|---------------------------------|------------------|-------------|-----------------|------------------|
| <b>Total Payments for Month</b> | 25,582.05        | 0.00        | 1,289.03        | 24,293.02        |
| <b>Balance Carried Fwd</b>      | 23,356.29        |             |                 |                  |
| <b>Cashbook Totals</b>          | <u>48,938.34</u> | <u>0.00</u> | <u>1,289.03</u> | <u>47,649.31</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> |
|---------------------------------|------------------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
|                                 | <b>Balance Brought Fwd :</b> | <b>2,984.41</b>        |                  |              |            |               | <b>2,984.41</b> |                           |
|                                 | Banked:                      | <b>0.00</b>            |                  |              |            |               |                 |                           |
|                                 |                              |                        | 0.00             |              |            |               | 0.00            |                           |
| <b>Total Receipts for Month</b> |                              | 0.00                   | 0.00             | 0.00         |            |               | 0.00            |                           |
| <b>Cashbook Totals</b>          |                              | <u>2,984.41</u>        | <u>0.00</u>      | <u>0.00</u>  |            |               | <u>2,984.41</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**

2,984.41

**Cashbook Totals**

2,984.41

0.00

0.00

2,984.41

## 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> |
|---------------------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-------------------|---------------------------|
| <b>Balance Brought Fwd :</b>    |                      | <b>739,000.00</b>      |                  |              |            |               | <b>739,000.00</b> |                           |
|                                 | Banked:              | <b>0.00</b>            |                  |              |            |               |                   |                           |
|                                 |                      |                        | 0.00             |              |            |               |                   | 0.00                      |
| <b>Total Receipts for Month</b> |                      | 0.00                   | 0.00             | 0.00         |            |               | 0.00              |                           |
| <b>Cashbook Totals</b>          |                      | <u>739,000.00</u>      | <u>0.00</u>      | <u>0.00</u>  |            |               | <u>739,000.00</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>      |
|---------------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-------------------|--------------------------------|
| 23/04/2026                      | Unity Bank        | V5060-TRAN       | 20,000.00           |                    |              | 220        |               | 20,000.00         | Transfer from CCLA TO<br>Unity |
| <b>Total Payments for Month</b> |                   |                  | 20,000.00           | 0.00               | 0.00         |            |               | 20,000.00         |                                |
| <b>Balance Carried Fwd</b>      |                   |                  | 719,000.00          |                    |              |            |               |                   |                                |
| <b>Cashbook Totals</b>          |                   |                  | <u>739,000.00</u>   | <u>0.00</u>        | <u>0.00</u>  |            |               | <u>739,000.00</u> |                                |

## Fiona Dey

---

**From:** Teresa Strange  
**Sent:** 07 May 2026 17:22  
**To:** Fiona Dey  
**Subject:** FW: Confidential - MOU  
**Attachments:** CONFIDENTIAL - Draft MoU - Melksham Without Parish Council with TS MWPC edit.docx

---

**From:** Teresa Strange  
**Sent:** 07 May 2026 15:14  
**To:** McCarthy, Tania <vania.mccarthy@wiltshire.gov.uk>  
**Cc:** Lockwood Norris, Rebecca <rebecca.lockwoodnorris@wiltshire.gov.uk>  
**Subject:** FW: Confidential - MOU

Hi Tania

Thank you for this, I have had a read through and added comments in red.

The parish council meet on Monday 18<sup>th</sup> May, and I am very keen that they have a MoU and a quote to approve then, as we really want to get moving on this.

**However**, the parish council will need to consider carefully now, this has gone from a proposal for some 54 months I think it was, to one terminating in January 2028. With a 16 week leadtime they aren't going to be installed until the Autumn, and that is a lot of money for something that is only going to be in place for just over a year.

What guidance/advice can you give that they will be usable – data supplied – beyond January 28? As you know we have been trying to order these for years, the sites were to be surveyed in November 2024 and the quote we had approved in July 2025.

Really disappointed to read that date in the MoU!

I look forward to hearing from you.

Can we have the quote in place, including for a tablet type one for the bus shelter to be installed at Falcon Way – so it can be all on one quote and order and MoU – presumably they are just clamped to the bus shelter at a later date?

We need to get on and order if this is only to be in place until Jan 28, I don't want to wait for the MoU to be agreed, and then wait again for the quote. If we can have the revised quote for next week too please, that would be great.

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  
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---

**From:** McCarthy, Tania <[Tania.McCarthy@wiltshire.gov.uk](mailto:Tania.McCarthy@wiltshire.gov.uk)>  
**Sent:** 21 April 2026 11:54  
**To:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Cc:** Lockwood Norris, Rebecca <[Rebecca.LockwoodNorris@wiltshire.gov.uk](mailto:Rebecca.LockwoodNorris@wiltshire.gov.uk)>  
**Subject:** Confidential - MOU

Hi Teresa,

Hope all is going well and apologies for the delay getting the attached MOU across to you. Please let me know if you have any comments. Once the MOU is agreed we can then confirm the final cost for the work including ongoing maintenance/operation given a few months have lapsed.

Many thanks,  
Tania

Tania McCarthy  
Technical Officer  
Passenger Transport  
Highways and Transport



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## Teresa Strange

---

**From:** Marianne Rossi  
**Sent:** 07 May 2026 16:28  
**To:** Pranav Pradeepan (Supplier)  
**Cc:** Teresa Strange  
**Subject:** RE: RE: Melksham Without Parish Council insurance claim- Policy number:YLL-2720873563 - Zurich Ref: 27250049238

Many thanks for coming back to me Pranav, I will add this onto our May payment run.

Best Wishes,  
Marianne

Marianne Rossi  
Finance and Amenities Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place  
Melksham  
SN12 6ES  
01225 705700  
[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

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---

**From:** Pranav Pradeepan (Supplier) <[pranav.pradeepan@uk.zurich.com](mailto:pranav.pradeepan@uk.zurich.com)>  
**Sent:** 05 May 2026 14:09  
**To:** Marianne Rossi <[admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)>  
**Cc:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Subject:** RE: RE: Melksham Without Parish Council insurance claim- Policy number:YLL-2720873563 - Zurich Ref: 27250049238

Good afternoon,

Hope you are doing well.

With regards to the below email

We would appreciate the difference amounts to be refunded to Zurich.









We have attached the BACS details for the refund.

Hence, we look forward to hearing from you.

Please send your email/response to [farnboroughpropertyclaims@uk.zurich.com](mailto:farnboroughpropertyclaims@uk.zurich.com) quoting our reference number in the subject line.

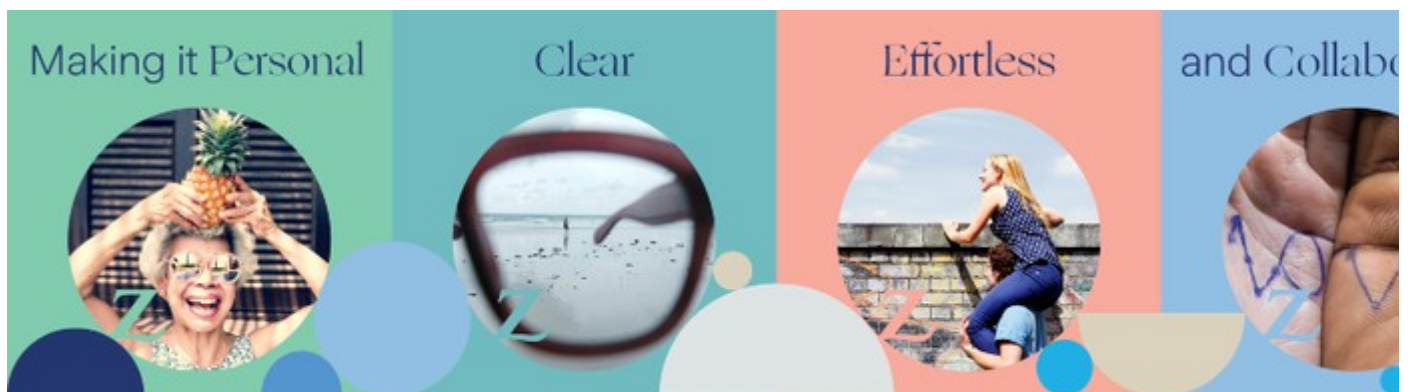
Regards,

Pranav Pradeepan  
Property Claims Handler Department Zurich Municipal

-  Zurich Insurance
-  PO Box 3303
-  Interface Business Park
-  **0800 028 0336**
-  Additional Phone Number (optional)
-  Fax Number (optional)
-  [Pranav.pradeepan@uk.Zurich.com](mailto:Pranav.pradeepan@uk.Zurich.com)
-  [farnboroughpropertyclaims@uk.zurich.com](mailto:farnboroughpropertyclaims@uk.zurich.com)

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---

**From:** Marianne Rossi <[admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)>  
**Sent:** Wednesday, April 29, 2026 9:13 PM  
**To:** Claims Farnborough Property Claims <[farnboroughpropertyclaims@uk.zurich.com](mailto:farnboroughpropertyclaims@uk.zurich.com)>  
**Cc:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Subject:** [EXTERNAL] RE: Melksham Without Parish Council insurance claim- Policy number:YLL-2720873563 - Zurich Ref: 27250049238

Dear Bhumika,

We were in contact last year following a claim for a damaged bus shelter in Beanacre, Melksham, Wiltshire. This claim was settled by Zurich for £4,483.17 net VAT (The parish council received £4,233.17 due to £250 excess) based on the following quotations:

- Ace Shelters: £3455 +VAT (shelter)
- TPD Limited: £403.17 (Bench only)
- Jones Developments: £625.00 + VAT (install bench)

As per the parish council's financial regulations we have to take quotations back to a meeting for their approval despite the lowest quote being settled. At the meeting the parish council agreed with the Ace Shelter quotation, but opted to have bench seating installed in the shelter rather than perch seating. The total cost of the bus shelter was £3,775 + VAT. As the council installed bench seating inside of the shelter, they did not feel that a bench outside of the shelter was required, and as such the quotes for £403.17 and £625 were not taken forward.

As the final cost of the works was lower than the total settlement received, please can you confirm whether you require reimbursement of the difference?

Kind Regards,  
Marianne

Marianne Rossi  
Finance and Amenities Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place  
Melksham  
SN12 6ES  
01225 705700  
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## Teresa Strange

---

**From:** Rose, Martin <martin.rose@wiltshire.gov.uk>  
**Sent:** 30 April 2026 12:03  
**To:** Teresa Strange  
**Cc:** Alan Baines; Fiona Dey  
**Subject:** RE: Shaw and Whitley Gateways  
**Attachments:** 2025-143 - Cost Estimate.pdf

Thanks Teresa,

A breakdown is attached. I've managed to get the overall figure down to **£11,423.45** by removing the contingency. Management insist we include this on all costs estimates, but in this instance I'm content to remove it.

The Schedule of rates for village gates include items such as installation, assembly, transport to site, foundations so it's not always easy to compare 'like for like' simply by going to the supplier's website site.

Personally, I'm not a fan of the JACS gates. They don't look as good as the Glasdon gates as they are made with solid recycled plastic, become dirty very quickly due to the surface texture, are hard to clean and can cause significant damage if hit by vehicles. I would not advocate their use for the sites at Shaw and Whitley.

Regards

Martin Rose IEng, FIHE, MCIHT, CMgr MCM  
Principal Engineer – Traffic Engineering  
Highway Asset Management and Commissioning  
Wiltshire Council,  
County Hall, Bythesea Road  
Trowbridge BA14 8JN

## Wiltshire Council

Email: [martin.rose@wiltshire.gov.uk](mailto:martin.rose@wiltshire.gov.uk)

Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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

**Sent:** 30 April 2026 11:29

**To:** Rose, Martin <martin.rose@wiltshire.gov.uk>

**Cc:** Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>; Fiona Dey <office@melkshamwithout-pc.gov.uk>

**Subject:** RE: Shaw and Whitley Gateways

Hi Martin

Thank you for the explanation.

That will need to go back to a council meeting, so Monday 18<sup>th</sup> May will be the next one.

Can we have some agreement at LHFIG next week, pending the parish council's approval on the 18<sup>th</sup> May, so that it can still go to the Area Board on 27<sup>th</sup> May – as we will be able to confirm one way or another a good week before?

I wouldn't want this to be held up as I think the next Area Board is not until 7<sup>th</sup> October.

Is there a breakdown of costs that can be supplied please? The parish council have been concerned in the past at the cost of schemes priced by Wiltshire Council when there can be (what are assumed to be) comparative products at a much lower cost on the open market <http://jacsuk.com/wp-content/uploads/2016/07/Traffic-Calming-Village-Gateway.pdf> This company in Bowerhill for example?

I think that may be raised again if this goes back on the agenda for the parish council, and therefore a breakdown to show all the other costs (we know its not just a gate) would be useful.

Many thanks, Teresa

---

**From:** Rose, Martin <martin.rose@wiltshire.gov.uk>

**Sent:** 30 April 2026 11:17

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

**Cc:** Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>; Fiona Dey <office@melkshamwithout-pc.gov.uk>

**Subject:** RE: Shaw and Whitley Gateways

**Importance:** High

Hi Teresa,

In preparing for next week's LHIFG meeting, I took the time to look again at the work for the Shaw and Whitley gateways. Issue 9-24-33

Upon checking the cost estimate sent to you back in February, and prepared by my apprentice, the figures seemed off.

It has come to light that several incorrect rates were used, and some schedule of rate items were missed off altogether.

I apologise for this as this should have been double checked by me prior to issuing to you, but due to time constraints and work pressures elsewhere, the checks I would normally undertake didn't happen. I don't want to blame my apprentice, but it's a lesson learned for me.

I asked my apprentice to look again at the cost estimate and highlighted the previous errors. You will not be surprised to learn the cost estimate has increased (we also included your wish for the wider 1.5m gates to be used at the Shaw terminal point)  
The cost estimate now stands at a whopping **£13,067.00**.

I will of course report these costs to the LHIFG, but I'm conscious your PC only approved the previous incorrect cost estimate of £4,000 for both sites and the new figure will need to be considered. Again, my apologies for the error.

Regards

Martin Rose IEng, FIHE, MCIHT, CMgr MCMI  
Principal Engineer – Traffic Engineering  
Highway Asset Management and Commissioning  
Wiltshire Council ,  
County Hall, Bythesea Road  
Trowbridge BA14 8JN



Email: [martin.rose@wiltshire.gov.uk](mailto:martin.rose@wiltshire.gov.uk)

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---

**From:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>

**Sent:** 03 March 2026 14:43

**To:** Rose, Martin <[martin.rose@wiltshire.gov.uk](mailto:martin.rose@wiltshire.gov.uk)>

**Cc:** Alan Baines <[alan.baines@melkshamwithout-pc.gov.uk](mailto:alan.baines@melkshamwithout-pc.gov.uk)>; Fiona Dey <[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)>; Alford, Phil <[Phil.Alford@wiltshire.gov.uk](mailto:Phil.Alford@wiltshire.gov.uk)>

**Subject:** FW: Shaw and Whitley Gateways

Dear Martin

Thank you for sharing these drawings and costings, the parish council considered them when they met at the end of February and had the following comments to make.

**Resolved:** To approve, in principle, option B (terminal signs on single post behind the gate) for two sets of village gates at a cost of £4,000 (1/3 contribution = £1,334) with the following comments/requests:

- To investigate whether the village gate on Corsham Road can be moved north, beyond the Westlands Lane Junction, to the bottom of Goodes Hill. This would be prior to the speed limit change.
- It was noted that the speed limit signs on Corsham Road at the current proposed location of the village gates, are on two poles whereas the design shows only a single pole.
- It was noted that the Welcome to Shaw sign is located further along the A365 (towards Melksham) and therefore would not be close to the proposed village gate (where the speed limit is reduced).
- In the design schemes, the villages gates are shown to be brown in colour. The parish council would like them to be white to maximise visibility.
- The parish council would like the wider (1500mm) Gateways where possible.

I hope that's helpful,

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](http://www.melkshamwithout-pc.gov.uk)

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Want to keep in touch?

Follow us on facebook: [Melksham Without Parish Council](#) or [Teresa Strange \(Clerk\)](#) for additional community news

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On LinkedIn: [Melksham Without Parish Council](#)

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---

**From:** Rose, Martin <[martin.rose@wiltshire.gov.uk](mailto:martin.rose@wiltshire.gov.uk)>  
**Sent:** 04 February 2026 16:14  
**To:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Cc:** Alan Baines <[alan.baines@melkshamwithout-pc.gov.uk](mailto:alan.baines@melkshamwithout-pc.gov.uk)>  
**Subject:** Shaw and Whitley Gateways

Hi Teresa,

Please see attached the outline drawings for the proposed gateway improvements at Shaw and Whitley.

Unfortunately, we were unable to provide designs for the A365 Folly Lane terminal point due to a lack of verge width.

For each site we have provided an option A and Option B (Option A - Terminal sign attached to the gate, Option B terminal signs on single post behind the gate)

The cost for Option A the cost estimate is **£7,000** (The higher cost is due to necessary electrical disconnection work)

Option B is less at **£4,000** as we utilise the existing posts on Bath Road.

I'd welcome any comments you'd wish to make.

Regards

Martin Rose IEng, FIHE, MCIHT, CMgr MCM  
Principal Engineer – Traffic Engineering  
Highway Asset Management and Commissioning  
Wiltshire Council ,  
County Hall, Bythesea Road  
Trowbridge BA14 8JN



Email: [martin.rose@wiltshire.gov.uk](mailto:martin.rose@wiltshire.gov.uk)  
Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

Highways Fault? Report it here:  
<http://www.wiltshire.gov.uk/mywiltshire-online-reporting>

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**NO ENTRY** (west to East)  
Close over length  
Shown



**A**

Two Way traffic  
maintained  
between Points  
A to B

**B**



missions

## Wiltshire Council

### Full Council

19 May 2026

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#### Officer Briefing Note – Notice of Motion 2026-06

##### Introduction and Background

1. The LHFIGs were formed as sub-groups of the Area Boards to consider local transport issues in more detail and report back to the Area Boards with recommendations for schemes and initiatives which support the transport aims of the Council.
2. The LHFIGs have been operating since 2022, taking over from the previous Community Area Transport Groups (CATGs) that had operated since 2011. Between the CATGs and LHFIGs over 2,000 schemes have been successfully delivered across the County.
3. As LHFIGs are a sub-group of the Area Boards, it is the Area Boards that have the constitutional decision and approval making powers. Changes are being proposed as to how the Area Boards will operate in the future and will likely reduce the number of formal meetings each year from four to three. The LHFIG meetings will need to align with the revised frequency of Area Boards.
4. A discretionary highways budget has been allocated to each Area Board by the Cabinet Member for Highways, Streetscene and Flooding based on the geographical size and population of each community area. The funding is capital and can only be used to provide new and improved highway infrastructure. It cannot be used to fund revenue functions such as routine maintenance schemes or the provision of passenger transport services.
5. The funding has allowed the delivery of small scale schemes that meet Local Transport Plan objectives through improving safety, increasing accessibility, and sustainability by promoting active travel, use of public transport and improved traffic management.
6. If the estimated cost of an identified scheme is found to be in excess of the total discretionary amount available, groups can consider submitting a bid for funding from the centrally held funds for larger substantive schemes. Bids from the groups are considered annually. Each bid for a substantive scheme is subject to a full assessment appraisal and scored against criteria aligned with the Councils' LTP objectives before funding is allocated.

##### Funding

7. The overall annual amount of funding available to the Groups in recent years has stood at £750K and this is to remain in 2026/27. It is not possible to increase the amount available given other budget pressures and demands within the overall Capital funding picture. In previous years the funding has been split into £500K for local schemes through the Groups and £250K for substantive schemes.

8. The funding available to the LHFIGs in previous years has come from allocations from the Department for Transport's Integrated Transport Block (ITB) capital grant allocation, and Wiltshire Council Community Infrastructure Levy (CIL).

#### Operation of the LHFIGs

9. Whilst the LHFIGs have continued to deliver infrastructure improvements at a local level, groups have expressed concern around the processes followed and subsequent timescale's taken to deliver schemes. Linked to this, concerns have been raised about whether the Highway Service is sufficiently resourced to deliver locally driven priorities alongside wider Council objectives, largely reflecting perceptions arising from the time taken to deliver schemes rather than any identified service failing.
10. To gain a comprehensive understanding of the concerns, and in light of proposed changes to the Area Boards, Cabinet expressed a desire to review the functionality of Local Highways & Footway Improvement Groups (LHFIGs) and consider whether changes should be made to the future operation of the LHFIGs.
11. To assist this a survey was undertaken in December 2025 with a questionnaire being sent to all Wiltshire Councillors and all Town and Parish Councils. The purpose of the survey was to assess perceptions of the effectiveness of the LHFIGs, to identify strengths, weaknesses, and opportunities for improvement and to inform future policy, process, and resourcing decisions.
12. The survey identified a number of key concerns for further consideration and that clarifying and simplifying some processes would be beneficial.

#### Conclusion

13. A paper summarising the councillor survey results, the concerns raised, how these can be addressed, and future budget options for LHFIG and substantive schemes has been prepared and is currently being considered. A further update from the Cabinet Member will follow shortly.

**Wiltshire Council**

**Full Council**

**19 May 2026**

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**Notice of Motion No. 2026-06**

**Local Highways and Footpaths Improvements Group (LHFIG)**

**From Cllr Philip Whitehead and Cllr Nick Holder**

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Preamble

I understand that LHGIFG budgets may be reduced considerably in the next year, from about £25,000 to £12,500. LHFIGs (and prior to that CATg) have functioned successfully for many years and have supported local interventions in Highways. They have enabled the smallest village to act on matters that are important to them and have been key to reducing the impact of a centralised Unitary authority which can be miles away from its residents, both literally and in reality.

I personally have served more than 10 years as chair of Devizes Area LHFIG. During that time we have implemented countless improvements to all areas including numerous 20 mph introduction, dropped kerbs, road safety engineering, and many others. Each one championed by the local parish or town.

My understanding is that in addition to the massive reduction in budget, the control of the introduction of 20 mph limits will be moved centrally. This will severely impact LHFIGs and have a significant disproportionate impact on Wiltshire's small rural villages.

Over the years local parishes, town and city councils have contributed to the LHFIG budget from their own resources to about 20%. Losing LHFIG will remove about £100,000 in additional external revenue funding to Wiltshire's budget.

Motion

If the budgets of LHFIG are reduced, then Council asks the Overview & Scrutiny Management Committee to set up a rapid action task group reporting to Environment Select Committee to determine whether or not LHFIGs should be continued. The task group should consider the amount of officer and local parish representative hours that are involved to deliver a reduced number of projects given the reduced budget. The task group should also calculate the loss of contribution to Wiltshire Council by the individual parishes and towns that have enabled more projects to be completed.

## Teresa Strange

---

**From:** Teresa Strange  
**Sent:** 12 May 2026 17:33  
**To:** Traffic Order Consultations  
**Cc:** Fiona Dey; Griffin, Andrew  
**Subject:** LJB/TRO/MELW20z Traffic Consultation for Bowood View, Berryfield

Hi Traffic Order Consultations

NOTICE IS HEREBY GIVEN THAT Wiltshire Council proposes to make the above Order under the Road Traffic Regulation Act 1984 the effect of which will be to introduce a 20mph speed limit zone on the following lengths of roads:

**Brindley Close, Melksham Without** – the complete length  
**Jessop Close, Melksham Without** – the complete length  
**Rennie Crescent, Melksham Without** – the complete length  
**Smeaton Way, Melksham Without** – the complete length  
**Telford Drive, Melksham Without** – the complete length

We have seen this TRO public notice in the Melksham News, and are being asked questions about it, after sharing it more widely in the TRO area, including from the resident directors of the management company. I have had a look at the documents in the library, but it says that the reason was Highway Safety.

Can you confirm my assumptions please?

1. The roads are already in a 20mph ZONE but not enforceable
2. This is to make it a 20mph LIMIT and so enforceable
3. This is a planning condition of the Bowood View development – as would imagine that Wiltshire Council would have tied in with other TROs for the area for best value for money, and our experience of Bellway is that they wouldn't do unless they legally have to! Can see from the docs that its says its part of the s38 agreement, so guess it is that.

The parish council will respond to your consultation next week, have added to the agenda for Monday evening, so they can form a view (but requested 20mph self enforcing layout at planning application stage).

With many thanks, Teresa

# PUBLIC NOTICE

## ROAD TRAFFIC REGULATION ACT 1984 THE COUNTY OF WILTSHIRE (VARIOUS ROADS, MELKSHAM W (20MPH SPEED LIMIT ZONE) ORDER 2026

Notice is hereby given that Wiltshire Council proposes to make the Order under the Road Traffic Regulation Act 1984 the effect of which will be to introduce a 20mph speed limit zone on **Brindley Jessop Close, Rennie Crescent, Smeaton Way and Telford Way, Melksham Without** – the complete lengths. Deposit copies of the Order, plan and Statement of the Council's Reasons for proposing to make the Order may be inspected at the offices of Wiltshire Council, County Hall, Bythesea Road, Trowbridge during normal office hours. Details of the proposed scheme may be seen at Melksham Community Campus, Market Place SN12 6ES during the following hours: Monday, Tuesday, Wednesday and Thursday, 6.30am to 10pm; Friday, 8am to 6pm; Saturday and Sunday until 8pm. Documents can also be viewed online at <https://wiltshire.traffweb.app/>. Comments on the proposal together with the reasons for which they are made should be sent in writing to reach the Highway Authority Commissioning, by email to [trafficorderconsultations@wiltshire.gov.uk](mailto:trafficorderconsultations@wiltshire.gov.uk) or via <https://wiltshire.traffweb.app/> by 8 June 2026 quoting reference number TR/20/MEI/W2026.

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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## Teresa Strange

---

**From:** Ian Nockolds <inockolds@communityfirst.org.uk>  
**Sent:** 08 May 2026 15:24  
**To:** WALCEnquiries  
**Cc:** Ian Nockolds  
**Subject:** UPDATE! - Wiltshire and Swindon Road Safety Seminar

**Importance:** High

Dear Member Council,

Planning is still underway for a WALC-hosted Road Safety Information Event for parish councils on **17 July 2026** at County Hall, Trowbridge. This event has been pushed back from May 15th due to a lack of availability amongst key Wiltshire Council officers and a clash with the SLCC Wellbeing event.

The event will focus on the work of the Wiltshire and Swindon Road Safety Partnership and the Vision Zero approach, with short partner presentations followed by Q&A. Invitations are proposed for senior Wiltshire Council representatives, with final speakers to be confirmed. The event will be in-person only, and include an educational exhibition stand in the County Hall atrium.

Further details will be published in due course, but we would like our member Councils to save the date. Please email me to register your interest in attending this important event.

Yours,

**Ian Nockolds**  
**Local County Advisor - (County Secretary)**  
**Wiltshire Association of Local Councils**  
[www.wiltshire-alc.org.uk](http://www.wiltshire-alc.org.uk)

Telephone: 01380 732808

Email: [inockolds@communityfirst.org.uk](mailto:inockolds@communityfirst.org.uk)



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Unit C2, Beacon Business Centre, Hopton Park, Devizes, SN10 2EY

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----- Forwarded Message -----

**Subject:**SAVE THE DATE! - Wiltshire and Swindon Road Safety Seminar

**Date:**Thu, 19 Mar 2026 08:57:05 +0000

**From:**Ian Nockolds <[inockolds@communityfirst.org.uk](mailto:inockolds@communityfirst.org.uk)>

**To:**WALCEnquiries <[WALCenquiries@communityfirst.org.uk](mailto:WALCenquiries@communityfirst.org.uk)>

**CC:**Ian Nockolds <[inockolds@communityfirst.org.uk](mailto:inockolds@communityfirst.org.uk)>

Dear Member Council,

The Wiltshire Association of Local Councils is working with Wiltshire Council and the Office of the Police and Crime Commissioner to deliver a Road Safety Seminar at County Hall, Trowbridge, on Friday, May 15<sup>th</sup> between 13:30 and 16:00.

Thanks to the support of the Cabinet Office at Wiltshire Council, we have booked the Conference Suite and hope to welcome the Leader, Cllr Ian Thorn and Cabinet Member for Highways, Street Scene and Flooding, Cllr Martin Smith.

I am working to finalise an agenda which will cover presentations on the speed limit assessment process, the installation of SIDs and the work of the Wiltshire & Swindon Road Safety Partnership.

Further details will be published in due course, but we would like our member Councils to **save the date**, for this important event.

Yours,

**Ian Nockolds**

**Local County Advisor - (County Secretary)**

**Wiltshire Association of Local Councils**

[www.wiltshire-alc.org.uk](http://www.wiltshire-alc.org.uk)

Telephone: 01380 732808

Email: [inockolds@communityfirst.org.uk](mailto:inockolds@communityfirst.org.uk)

## Melksham Health & Wellbeing Meeting - Thursday 7<sup>th</sup> May

### NOTES

#### In attendance

|  |                                       |
|--|---------------------------------------|
| Richard Rogers (Wiltshire Council)         | Katrina Watson (Dorothy House)        |
| Kirsten Kerr (Carers Together)             | David Patford (MWPC)                  |
| Sarah Thomson (Melksham Com Support)       | Sarah Dommett (Doorways)              |
| Mary Winterburn (Healthwatch Wiltshire)    | Sindy Uttley (Giffords Surgery)       |
| Sallie Boyd (WC Adult Social Care)         | Teresa Strange (MWPC)                 |
| Ian Cunningham (MTC)                       | Laura Geater (WC Libraries)           |
| Emma Cade (WC Prevention & Wellbeing Team) | Chris Pickett (Mens Shed / Riverside) |
| Sheila Pickett (The Riverside Club)        | Jon Hubbard (Chair and WC Cllr)       |

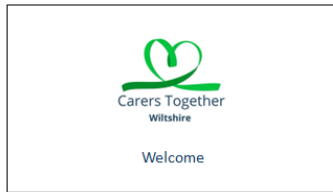
| Agenda Item                           | Notes  | Actions or decisions  |
|---------------------------------------|--|---|
| <b>Apologies</b>                      | <ul style="list-style-type: none"> <li>• Rebecca Seymour</li> <li>• Bridie Hanraads</li> <li>• Liz Rowley</li> <li>• Amanda Wilkes</li> <li>• John Glover</li> <li>• Sarah Cardy</li> </ul>  |   |
| <b>Actions from previous meeting</b>  | All actions are covered in the agenda apart from to report that the funding for Age UK and Help Counselling was agreed by the area board   |   |
| <b>Carers Together (Kirsten Kerr)</b> | <p>Kirsten talked through a presentation on Carers Together, including who they are and what they do. The slides are attached to the email containing these notes and also added to the end of these notes.</p> <p>Carers Together is a partnership led by Age UK to provide full support for adult carers from simply providing information to helping them with their rights.</p> <p>This partnership approach prevents the need for carers having to tell different organisations their story several times</p> <p>Wiltshire Parent Carer Council and Youth Action Wiltshire (under 16) are linked into the partnership but are not part of it.</p> | <p><b>ACTIONS -</b></p> <ul style="list-style-type: none"> <li>• Provide an article to be put in Melksham News (Kirsten Kerr)</li> <li>• Send leaflets to MWPC / Library and other places (Kirsten Kerr)</li> <li>• Help publicize the partnership locally (All)</li> </ul> |

|                                    |  |  |
|------------------------------------|--|--|
|                                    | Following discussion it was agreed that locally more information is required to be publicised.   |  |
| <b>Families Out Loud</b>           | Karen Rendell could not attend   | <b>ACTION –</b><br>Richard to see if she can come another time |
| <b>Transport to Local Services</b> | <p>At the previous H&amp;WB meeting, the group agreed to see if anything could be done to support people needing to get to support services and in particular sessions run by Help Counselling, where a face-to-face meeting was required.</p> <p>A task group met to discuss this and their proposal was shared with the group.</p> <ul style="list-style-type: none"> <li>• Liz Rowley has written an article to go into the Melksham News asking for volunteer drivers who would be willing to just do the short journeys such as to Help Counselling in Trowbridge.</li> <li>• If drivers can be found, Link would be willing to include this service as part of what they offer</li> <li>• The fund that is available would be used to pay for taxis or bus fares where a driver could not be found for a specific session in order that they do not miss any or that the offer of counselling is withdrawn.</li> </ul> <p>The H&amp;WB group supported this proposal</p> <p>It was also mentioned that the Community bus can be booked for shopping trips and by groups.</p> |  |
| <b>Food Insecurity</b>             | <p>At the last health and wellbeing meeting it was agreed that:</p> <ul style="list-style-type: none"> <li>• A discussion to be held with the foodbank to encourage them to insist that long term users of the foodbank have a discussion with CAB in order that we ensure they are getting the right support and their dependence on food parcels can be reduced. – Following conversations with the Foodbank this has now been agreed</li> <li>• Funding from the Household Support Fund be</li> </ul>   |  |

|                                   |  |  |
|-----------------------------------|--|--|
|                                   | <p>used to pay for CAB to be able to resource both a drop-in service but also referrals from the foodbank. – This has now been put in place for 6 months.</p> <p>There was some concern raised by those attending that people may not get the support for food that they needed. In response the group was assured that a basic food parcel would always be available and if they needed more following an assessment then this would be offered.</p> <p>It was also pointed out that giving money to buy food which is then given out is not the way forward. It is better for the money to where appropriate be given directly to those who need it.</p>   |  |
| <b>Crisis and Resilience Fund</b> | <p>Richard updated the group on progress with the Crisis and resilience Fund.</p> <ul style="list-style-type: none"> <li>• 3 year ring fenced funding of over £13m aimed at increasing resilience to crisis and being able to cope better with financial shock</li> <li>• A delivery plan is required to be in place by 1<sup>st</sup> July 2026</li> <li>• Payments over school holidays for those who are on FSM's has now ended and support can be had for those who need it through the Crisis Support Service at Wiltshire Council providing emergency money and CAB providing wrap around support and advice</li> <li>• Additional money has been put in place to support those households who rely on heating oil and that service has now been set up to be provided by Centre for Sustainable Energy</li> </ul> <p>One strand of CRF is strengthening coordination between support services and the current thinking is that we will be able to explore the creation of hubs in each of the 18 community areas. This idea was welcomed by the group and asked for the next meeting to be dedicated to what this might look like</p> | <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>• Set up full H&amp;WB meeting / engagement / workshop to explore what a hub might look like in Melksham area</li> </ul> |
| <b>Updates</b>                    | <ul style="list-style-type: none"> <li>• Funding has been obtained to run 4 more daytime discos in the Melksham area</li> <li>• The directory of local support being created by Friends of Gifford is to be launched imminently and looks to be very good.</li> </ul>  |  |

|                             |   |  |
|-----------------------------|---|--|
|                             | <ul style="list-style-type: none"> <li>• A new community garden is being created at Gifford Surgery and they are also looking at linking this to the Canberra Community Garden</li> <li>• The new <a href="#">Wiltshire Community Lottery</a> has been launched and groups are encouraged to sign up and help publicise this as it will bring more money into the VCS.</li> <li>• Dorothy House shared their <a href="#">community map</a> of support they offer.</li> </ul>  |  |
| <b>Funding bids</b>         | <p>Bowerhill Ladies Group have requested £480 to help towards their annual coach trip – The group discussed this application and had the following concerns:</p> <ul style="list-style-type: none"> <li>• This was simply helping pay for an outing</li> <li>• Were the members of the group in a position to be able to pay themselves?</li> <li>• How did this help promote the group or reach out to those who need it most?</li> </ul> <p>It was agreed that Richard / Jon would go back to the group to explore this further before a decision is made</p> | <b>ACTION</b><br>To recommend that the concerns of the group are addressed before the award is agreed. |
| <b>Date of Next Meeting</b> | <b>TBA (Late Sep or Oct)</b>  |  |

# Slides From Carers Together



1



2



3

**Tailored support**

- Referrals:**
  - Telephone, Self-referral form, Professional Referral form, CTW Volunteer, Partners or Wiltshire Council via LAS
- First Conversation**
  - Information, Advice and Guidance
  - Inform Carers of their rights
  - Signpost or refer to additional support
  - Direct Referrals for Specialist Support (Partners - fill in your story card)

4

**Community Support for Carers**

- Monthly Carer Cafés / Groups**
  - Adult Carers
  - Parent Carers
  - Dementia (Beyond Dementia)
  - Disability and Neurodiversity (Wiltshire Service User Network)
  - Mental Health, Younger and Working Carers (M466)
- Carer Events:** Chippenham Spring Health and Wellbeing Fair, Carers Rights Day, Information Fair, Carers, Trains, Salsabil, Parent Carer picnic, Callie Get Together!, Carers Shop and Carers Health Checks
- Young Adult Carers:** World Trade Day, Carer Cookery, Break It Make It, Cambridgeshire County Carers, Clarks and Clarks, The Great Green Exchange, Budgeting Support, Sarah's Library, Little History Library, Go, Stepson Made Prison, Rock Academy, Money World and Self University

5

**Carers Assessments**  
*Local Authorities*

- First Conversation**
  - Information, Advice and Guidance
  - Signpost or refer for support
- Carers Assessment**
  - Self-assessment, Telephone, Video and Face to Face
  - Submitted to Wiltshire Council
- Support Plan**
- Review - 6 week and 12 months post Carers Assessment**

6



7

**Parent Carers - Carers Assessment**

Any parent carer can receive a support call from Carers Together Wiltshire and have an 'assessment'

If their child is **over 18yrs** they can have a **statutory carers assessment**, which may result in a funded service, if eligible.

If their child is **under 18yrs** we have developed what we call a **'parent carer needs assessment'** which is designed to help the carer to access unfunded support.

8

**Joanna Roberts**  
Young Adult Carer Support Worker

Individuals aged 16-25 who provide unpaid care to a family member or friend.

Jo is someone to walk alongside, and empower, Young Adult Carers, while they navigate their future.

<https://carerstogetherwiltshire.org.uk/young-adult-carers/>

9

**Closure of Carers Support Wiltshire (CSW)**

CSW are closing on the 31<sup>st</sup> March 2025.

Carers Cafes in Calne, Ludgershall, Amesbury, Westbury and Wootton Bassett will move to us in April 2025.

We are an existing partnership with A&E's run Carer/Mental Health Cafes in Trowbridge and Salisbury.

We are approaching Dorset House about partnering to support the Devonport group.

Please support us by updating your Carers information and communications so that Carers know that there is still support for them.

Share our statement on Facebook: [Supporting unpaid Carers in Wiltshire - Our Commitment](#)

10

**Current Delivery**  
1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026

- Referrals received: **1563**
- Completed referrals: **1748**
- Initial contact made within 2 working days: **96%**
- Carers Assessments submitted: **673**
- Support Plans approved: **624**

11

**How to get in touch with Carers Together Wiltshire**

- [www.carerstogetherwiltshire.org.uk/contact/](http://www.carerstogetherwiltshire.org.uk/contact/)
- 01380 710300
- [enquiries@carerstogetherwiltshire.org.uk](mailto:enquiries@carerstogetherwiltshire.org.uk)
- [www.facebook.com/carerstogetherwiltshire](https://www.facebook.com/carerstogetherwiltshire)

12



## **What is Melksham Area Community Transport?**

**You may have seen our buses around the area and wondered what they are and what they are doing. These belong to Melksham Area Community Transport, a local charity. When talking to people in and around Melksham it seems there are many people who do not know about Melksham Area Community Transport and what they do.**

### **So how did the organisation start?**

The organisation was founded by a group of people who had realised there were many older people in Melksham who were often unable to get out due to lack of easily accessible transport. A charity was set up by the group to attempt to change the situation.

This group acquired a small minibus and started to provide transport for days out and for shopping trips. This provision has grown over the years and now the Charity has five buses and provides a variety of services to local people.

### **So what do we do now?**

1. Shopper buses – for bookings call the TIC

Trips to Devizes, Trowbridge or Chippenham on Thursday mornings. The bus can pick up from home, take passengers to one of these town centres where they can spend a couple of hours. The bus then picks them up again and transports them and their shopping home. The bus goes to each of these towns on a rotating schedule each week.

Pick-ups can be arranged for any local location including Central Melksham, Forest, Bowerhill, Broughton Gifford, Norrington Common, Whitley and Atworth. Check with the TIC for availability

Shopper bus to Sainsburys Melksham on Friday mornings. Picking up at home the bus goes to Sainsburys for about an hour, then returns passengers home.

The driver will help to get shopping to the door if needed, on request.

These buses are free for those eligible for a bus pass.

## 2. Travel Club

Through the year the Tourist Information Office Travel Club organise a day trip on a monthly basis. The bus goes to various destinations – Weymouth, Weston super Mare, Abergavenny and Wells and more. There is a charge for these days out.

For more information or to book a place on any of these please call the Tourist Information Office on 01225 707424 or drop in for a chat.

## 3. Buses for Schools, Care Homes, Social Clubs or Community Organisations

The Community Bus can be booked for groups to be taken to educational visits, sporting activities, days out trips for care homes, transport for social clubs etc. If you are a member of a group needing transport, get in contact through the Tourist Information Office who will put you in touch with the Community Bus Co-ordinator. There is a charge for these bookings.

## 4. Daily School Buses

Community Transport runs buses for students attending Corsham School from Holt, Broughton Gifford, Atworth and parts of Melksham where there is no viable alternative

### **So how might you be able to help?**

The organisation is a registered charity managed by a small group of voluntary Trustees who meet a few times a year.

Day to day running is the responsibility of the Co-ordinator, the Transport Manager and the marvellous group of drivers employed by the charity.

The Charity needs more voluntary Trustees to help steer the organisation and to ensure it continues to serve the Melksham Area community into the future.

**If you think you have some time to offer and could make a contribution or want to talk about hiring one of the buses please get in touch 01225 707424 or by email to**

**[info@visit-melksham.com](mailto:info@visit-melksham.com)**

**These are the email and phone number for the Tourist Information Office who will pass on any communication.**

## Teresa Strange

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**From:** Teresa Strange  
**Sent:** 30 April 2026 12:24  
**To:** Charly Chilton  
**Subject:** FW: Roots and Shoots Engagement Workshop Invitation  
**Attachments:** WhatsApp Image 2026-04-28 at 09.04.40 40.jpeg; Group Shot.jpeg

Hi Charly

Good to meet you on Monday evening at our Annual Parish meeting, a whistle stop tour of what goes on in Melksham Without☺

Melksham Without parish council own the sports field at Bowerhill and are the home to several adult football teams, but also a LOT of youth football too, through Future of Football. I think with the offering at Melksham Town FC for youth too we have a couple of the biggest youth organisations in Wiltshire and both based in Melksham Without.

We are going to go along to this workshop in Devizes (see below) to see if we would be a good candidate for the Roots and Shoots scheme to be run at Bowerhill (reps from FoF are going to come with me as they have a really good understanding of the local kids and local football) – but I wondered if this was something that you or anyone from your team wanted to get involved with, and/or any thoughts on if it would benefit the young people of the Melksham area? I can't see that it wouldn't, and that you would have young people in mind that could benefit from this scheme. Part of the meeting is to identify areas in Wiltshire that would benefit from a similar programme – and whilst we can offer our facilities and current youth provision – that is the bit that I don't have the information to input.

Any thoughts/input would be welcome.....

Many thanks,  
All the best, 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](http://www.melkshamwithout-pc.gov.uk)

**Wellbeing Statement** I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

Want to keep in touch?

Follow us on facebook: [Melksham Without Parish Council](#) or [Teresa Strange \(Clerk\)](#) for additional community news

On X: [@melkshamwithout](#)  
On Instagram: [melkshamwithoutpc](#)  
On LinkedIn: [Melksham Without Parish Council](#)

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**From:** Heather Pinney <[HPinney@communityfirst.org.uk](mailto:HPinney@communityfirst.org.uk)>  
**Sent:** 22 April 2026 13:35  
**Subject:** Roots and Shoots Engagement Workshop Invitation

Good afternoon,

Following on from the success of The Roots and Shoots football programme in Devizes. We would like to invite you to take part in an open discussion to look at expanding the programme in other areas across Wiltshire.

Roots and Shoots is an initiative that supports young people who may be involved in, or at risk of, anti-social behaviour or crime. Working closely with police and local partners, it offers weekly drop-in football sessions with small group and one to one mentoring included in a safe and supportive space. Snacks and refreshments are available as part of the activity.

The programme focuses on young people who may be struggling with school or facing challenges at home, helping them build confidence, improve relationships, and make more positive choices, while also strengthening connections with their community and local police.

This session will bring together council representatives, youth outreach partners and the police to explore how we can build on the success of the programme to date and consider how it might be effectively delivered in other areas of the county.

During the workshop, we will take a step back and look at the bigger picture. We have seen what this programme can achieve in Devizes, now the focus is on how we can take what works and apply it elsewhere in a way that is both realistic and sustainable. Importantly, we are not aiming to create a one-size-fits-all approach. Instead, we want to understand what must remain consistent, what can be adapted to local needs, and what conditions are required for success.

The session will focus on:

- Agreeing the core components of a successful delivery model
- Identifying areas in Wiltshire that would benefit from a similar programme
- Understanding the conditions needed for success in different locations

Your insight and experience will be invaluable in helping to shape this work and how it can benefit your local areas.

**The meeting will be held on Wednesday 13th May at 9.30am – 11.30am @ Green Lane Playing Fields (Wiltshire FA HQ) in Devizes, SN10 5EN**

We hope you are able to join us and contribute to this important discussion.

Please do send this email onto anyone who you think would like to take part.

Kind regards,

Heather and Sam

**Heather Pinney**  
**Community Grants Manager**  
Telephone: 01380 732825  
Mobile: 07442 404095

Email: [hpinner@communityfirst.org.uk](mailto:hpinner@communityfirst.org.uk)

Part Time Hours Monday to Thursday



**Community First**  
Unit C2, Beacon Business Centre, Hopton Park, Devizes, SN10 2EY 01380 722475  
[www.communityfirst.org.uk](http://www.communityfirst.org.uk)

Find us on:

[Facebook](#) · [Twitter](#) · [Instagram](#) · [LinkedIn](#)

**We aim to meet our values to be:**

**Effective Trustworthy Encouraging Enthusiastic Supportive Pioneering**

*Registered Charity No: 288117*

*VAT Registration No: 639 3860 06*

*Company Limited by Guarantee Reg. No: 1757334 England*

*Registered with the Financial Conduct Authority No: FRN 311971*

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# Wiltshire

Community Lottery



**Wiltshire Council**



## Background

- Wiltshire Council has undertaken in depth partnership work with the Voluntary, Community and Social Enterprise (VCSE) sector during the past 3 years to develop a new WC and VCSE sector strategic partnership framework. The sector comprises of:
  - 415 social enterprises
  - 4,702 community groups
  - 1,798 general charities
- Unrestricted, core funding has repeatedly been raised as the critical challenge that Wiltshire based VCSE sector organisations are reporting.



# VCSE Sector Challenges

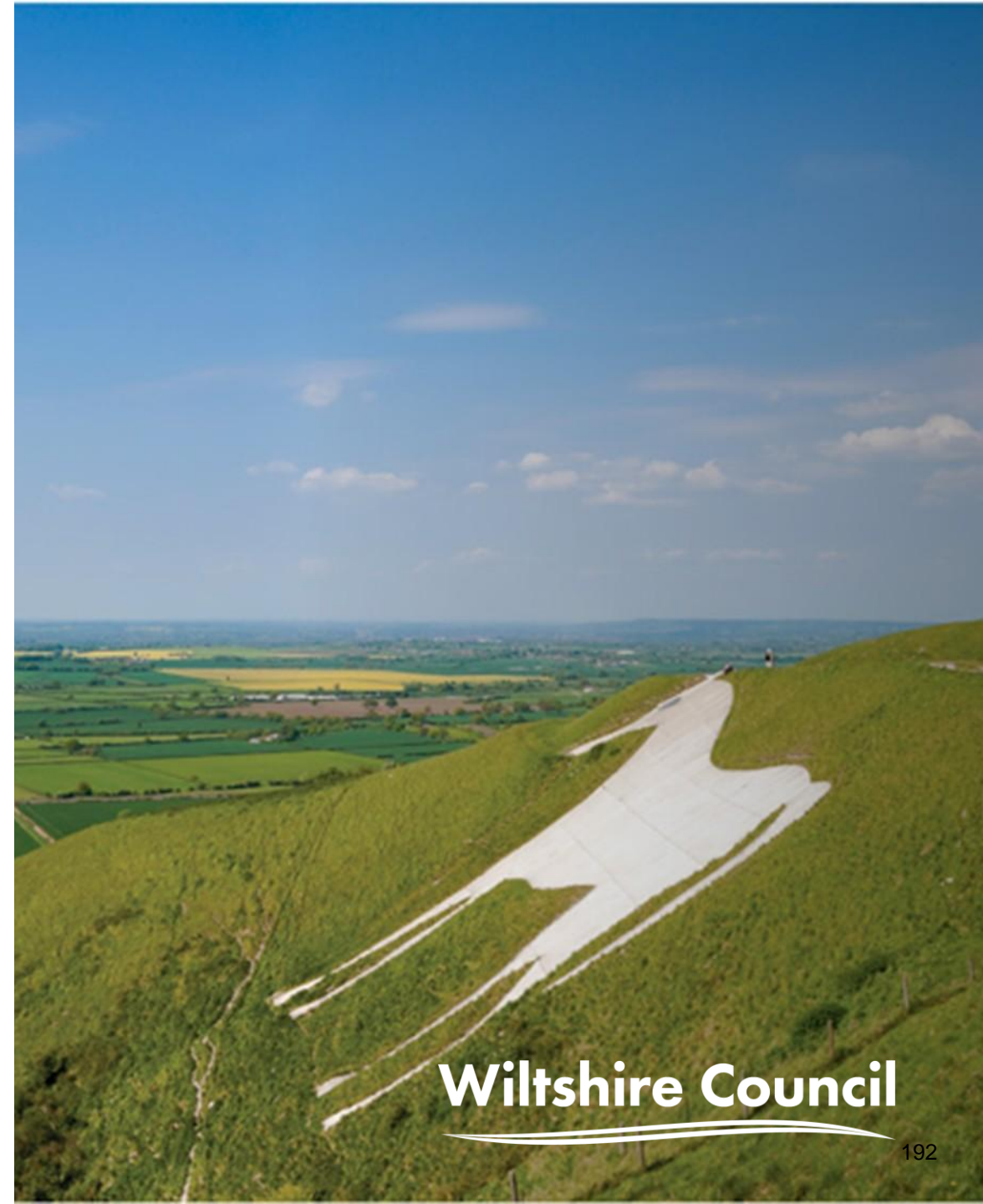
The Wiltshire State of the Sector Survey found that:

- 58% of VCSE organisations identified funding as a significant or moderate challenge.
- 67% were experiencing an increase in demand
- 57.5% identified rising operating costs as a significant or moderate challenge

“Funding is our biggest challenge, because this affects what time we have, we are all essentially putting more hours in than we are paid for. It's exhausting”

# Why a Community Lottery?

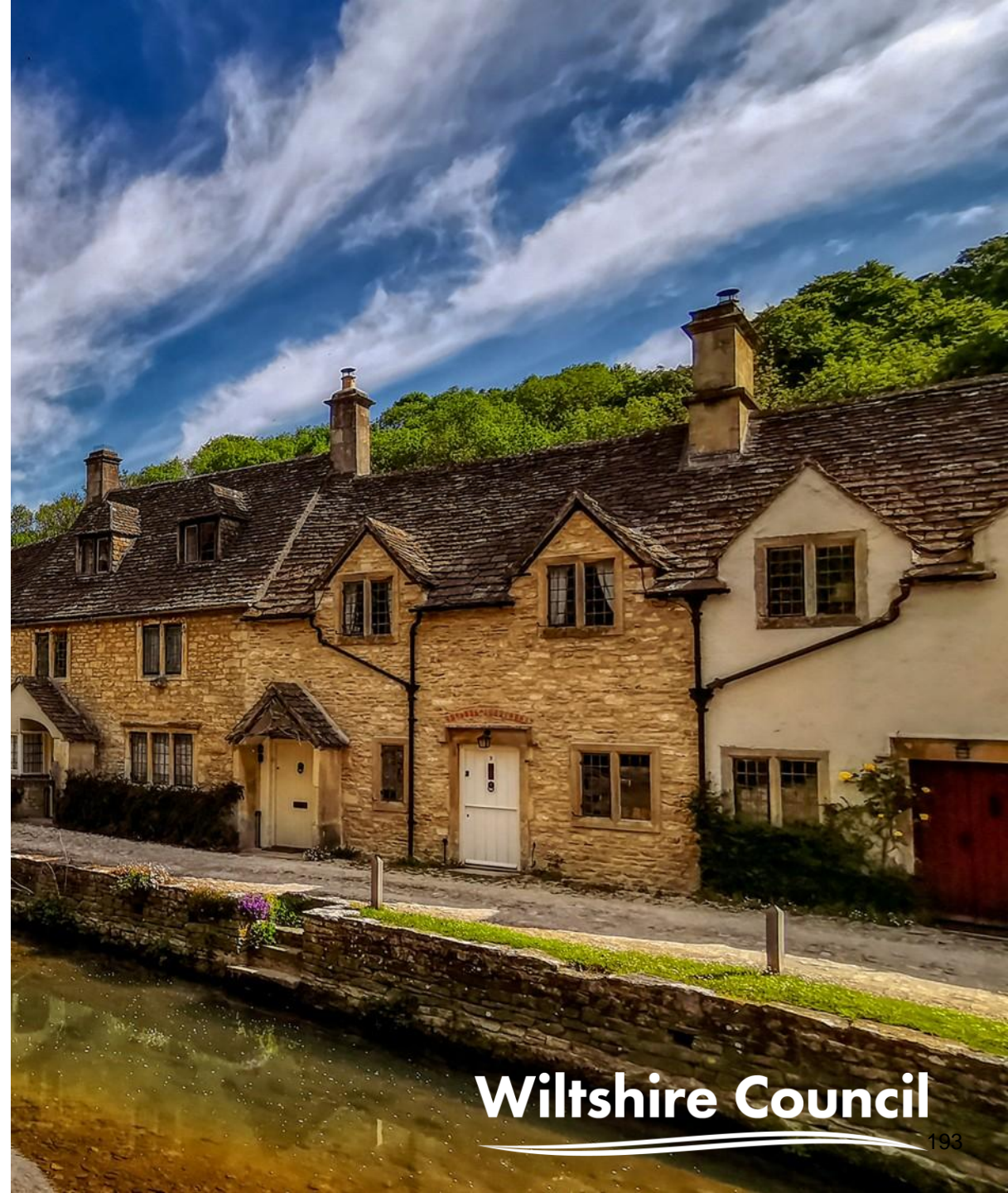
- A Community Lottery is an opportunity to generate sustainable, unrestricted revenue for local good causes and community projects.
- It's an innovative fundraising tool that empowers local non-profits, boosts community engagement, and provides residents a way to support local initiatives.



**Wiltshire Council**

# The role of Wiltshire Council

- Communications and marketing of the lottery
- Signing up and approving local good causes to participate
- Fund agreement/ approval
- Licensing, compliance and governance
- Working with Gatherwell as our External Lottery Management team





# Wiltshire

## Community Lottery

**Presented by**  
Phil Wright

**Presented to**  
The Good Causes of  
Wiltshire

# Introducing **your new community lottery**



♥♥ **Wiltshire Community Lottery** is a new initiative from Wiltshire Council.

Powered by **Gatherwell Ltd** – an established and award-winning ethical External Lottery Manager

♥♥ The purpose of the lottery is to help generate revenue and support **local good causes**

# How to run your lottery - today's agenda

How it works for supporters

1

Splitting the pound

2

Managing prizes

3

How it works for good causes

4

Good cause support

5

Your commitment

6



**We make lotteries *easy*,  
*together* we make it *fun!***





## Visit the site



[www.WiltshireCommunityLottery.co.uk](http://www.WiltshireCommunityLottery.co.uk)

Weekly online lottery with a draw every **Saturday at 8pm**. The more numbers you match, the bigger the prize!



## Tickets - £1 a week

Each ticket costs **£1 per week** and consists of 6 numbers. Players can choose numbers or a lucky dip.

# How it works Supporters



## Winning

Winners will be **notified via email** and winnings paid directly into a nominated account. Or they can donate their winnings to the good cause.



## Payments

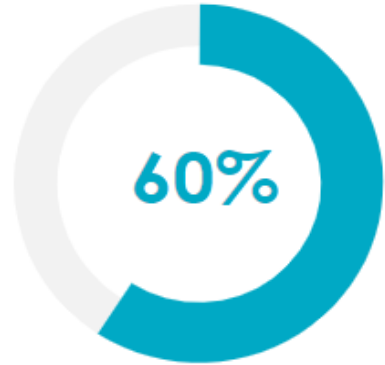
Supporters can pay by **Direct Debit** or payment card. Either a monthly recurring payment or a 1/3/6/12 month payment upfront.



## Choose a cause

Each ticket can either support the Community Fund, or a specific **Good Cause** listed on the site.

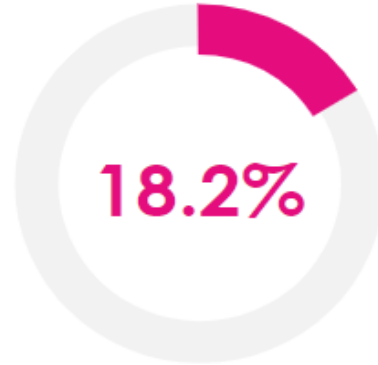
# Splitting the pound



**60%**

**Good causes +  
central fund**

60% of all ticket sales goes to good causes. 50% to the individual cause selling the ticket + 10% to the central fund



**18.2%**

**Prizes**

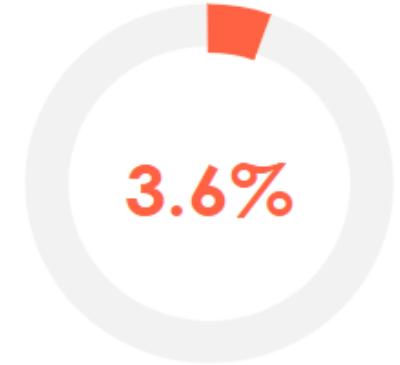
18.2% of tickets sales goes back to supporters as prizes



**18.2%**

**Running costs**

18.2% for the running costs incurred by Gatherwell. These include the costs of all banking and transaction fees, running the site, player support, marketing etc.



**3.6%**

**VAT**

HMRC define that ELM costs are VATable

| Number of matches | Matching patterns | Odds        | Prizes         |
|-------------------|-------------------|-------------|----------------|
| 6                 | NNNNNN            | 1,000,000:1 | £25,000*       |
| 5                 | NNNNNn or nNNNNN  | 55,556:1    | £2,000         |
| 4                 | NNNNnn or nnNNNN  | 5,556:1     | £250           |
| 3                 | NNNnnn or nnnNNN  | 556:1       | £25            |
| 2                 | NNnnnn or nnnnNN  | 56:1        | 3 free tickets |

**The odds of winning a prize are 1 in 50**

N is a match, n is not. So NNNNNN is 6 matches and nnnnnn is no matches

\*All prizes are covered by Gatherwell irrelevant of the size of the lottery. Should multiple winners be lucky enough to match the winning combination all winners will each win the jackpot prize.

# Super Draw prizes

In addition to the regular draw, there will also be seasonal **Super Draw prizes** throughout the year to encourage new players to enter – *and to reward existing supporters!*



## Super Draw

### Win a £1,000 Aldi Gift Card

Kick off 2025 the perfect way when you play our lottery! In our first Super Draw of the New Year, one lucky person will walk away with a cool £1,000 Aldi Gift Card. Just imagine the Specialbuys you could find with £1,000 to spend – you might just go in for bread and milk, but who knows what amazing possibilities you'll leave with from the Aisle of Aldi!? Or simply stock your cupboards with Super 6 veg, Super Weekly offers on meat, and more – the choice is yours! Get your tickets before Saturday 25th January to be in with a chance to win!

[Terms and conditions apply](#)



### Visit the site

 [www.WiltshireCommunityLottery.co.uk](http://www.WiltshireCommunityLottery.co.uk)

Causes will visit the site and navigate to the fundraisers section where they can find out more and **apply to join**.



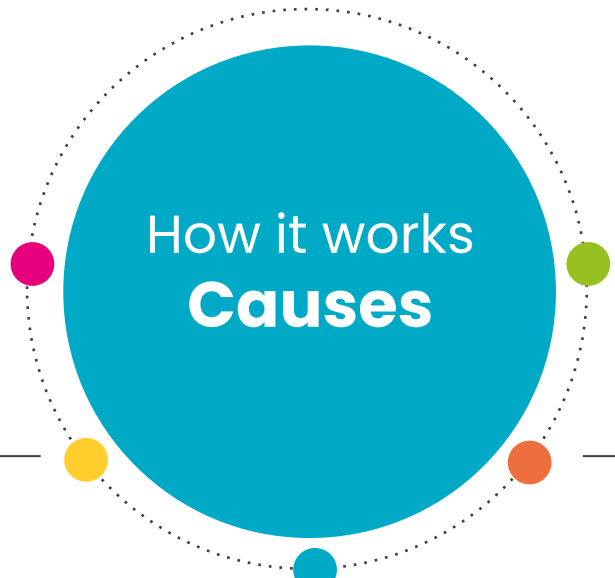
### Apply to join

Applying is easy. It's done **online** and takes a few minutes.



### Get approved

Wiltshire Council will check if the cause qualifies and **approve them**. Once approved, they'll have their own page. Welcome pack issued in 1 - 2 days.



## How it works Causes



### Raise funds

Every month, all **funds raised** for the cause will be paid directly into their nominated account.



### Market to supporters

Now **Live**, all the cause needs to do is market to their supporters.



## Wiltshire Community Lottery Central Fund

Support our cause!

### About Wiltshire Community Lottery Central Fund:

Wiltshire Community Lottery is a weekly lottery that directly supports local good causes and community initiatives.

Lotteries are a fun and effective way for causes to raise much-needed funds in these difficult times. By getting more people on board, they don't just raise funds, they also raise awareness.

When you play Wiltshire Community Lottery you know that 60% of your ticket price goes to good causes (more than DOUBLE what the National Lottery gives) AND the money raised is going to good causes that benefit your local community.

Proceeds generated from this page go into a general good cause fund, administered by Wiltshire Council, which will be spent on providing vital support to a wide range of local organisations and community initiatives which have a beneficial impact on the local community.

You can find out how Wiltshire Council allocate grants to good causes via their website:

<https://www.wiltshire.gov.uk/>

£0.00 of £7,800.00 target

0 tickets of 250 ticket goal

Buy ticket

Share our page

Next draw prizes

**£25,000 jackpot**

Next draw

**3d 11h 55m**

Sat 25 April 2026



# Bespoke marketing material

Motivating headline

**PLAY NOW**  
TO SUPPORT GOOD CAUSES

Lottery relevant imagery

Explanation of how it works

- Support the good cause of your choice - to give their fundraising a boost!
- Tickets cost just £1 a week
- Win up to £25,000

Good cause logo



QR code

Easy search term

BUY TICKETS:  
[www.sthelenscommunitylottery.co.uk](http://www.sthelenscommunitylottery.co.uk)



# Website





[www.WiltshireCommunityLottery.co.uk](http://www.WiltshireCommunityLottery.co.uk)



- ♥♥ Bespoke website designed in partnership with Wiltshire Council.
- ♥♥ Powered by the Gatherwell engine
  - **Regularly updated with new features to keep up with the latest technology and improve player acquisition and retention**
- ♥♥ Fully secure, PCI compliant and accessible site
- ♥♥ 99% uptime SLA, monitored 24/7
- ♥♥ Responsive website
  - **Viewable on all devices (mobile, tablet and desktop)**



# Support for causes and supporters

-  Dedicated telephone number **03000 168861** for your supporters and good causes – answered as your lottery
-  Dedicated email address **[support@WiltshireCommunityLottery.co.uk](mailto:support@WiltshireCommunityLottery.co.uk)**
-  Lottery **Facebook page**, moderated and monitored
-  Lottery specific **updates** via Wiltshire Council.



# What is being done for **you**

**Central marketing and promotion of the lottery**



**Process for assessing applicable Good Causes**



**Overall scheme administration**



**All the licensing and returns**



**General good practice and advice**



# Vale Lottery – Now Buckinghamshire Lottery

Launched in November 2015, the Vale Lottery is the first online Local Authority Lottery in the UK. Created directly in response to the pressure on the community fund budgets and to help the Voluntary and Community Sector (VCS) gain access to new funding streams.



## Track record

**Incredible start – over 40 causes signed up for the first draw. Coverage on BBC TV, radio and the press.**



## Growing

**Over 300 good causes signed up for their own page, with funds from money raised helping support their work. Ticket sales still rising daily – raised nearly £1m since launch.**



## Satisfied customers

**Overwhelming customer satisfaction feedback from good causes and supporters.**



# Case study: Carers Bucks

**Carers**  
Bucks

**Carers Bucks** is an independent charity which supports the wellbeing of unpaid family carers living in Buckinghamshire.



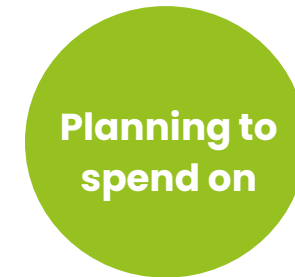
**November 2015**



**54**



**£1,404 a year  
£7,394 since joining**



**Proceeds used to fund  
new support group**

## **TOP TIP:**

Added the lottery link to their page of all their email signatures

# Case study: Blackbrook Royals JRLFC & Blackbrook Royals under 7's



**Blackbrook Royals JRLFC & Blackbrook Royals under 7's** - aim to promote participation in sport in and around St Helens. They provide support and develop youth rugby across a variety of age groups.



**Joined**

**March 2024**



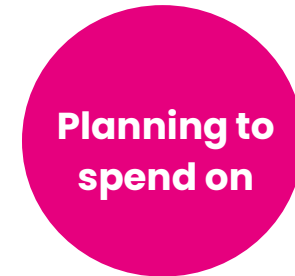
**Number of tickets**

**193**



**Raising**

**£5,018 a year**



**Planning to spend on**

**Reinvesting in the club and raising funds for a 4G pitch**

**TOP TIP:** There is a bit of healthy competition between the age groups to see who can raise the most funds.

# Case study: Penguin Sports Foundation , North Devon Community Lottery



“Like penguins, our children may not 'fly' in the real sense. But penguins thrive in their own environment on land and in water and so can they. With the right support, the right equipment and the right encouragement, every child can discover how they move best, whatever the physical disability or mobility challenge. As a small charity, our mission is to make life-enhancing therapy and adaptive sport accessible and affordable for every child who needs it.”



**March 2025**



**48**



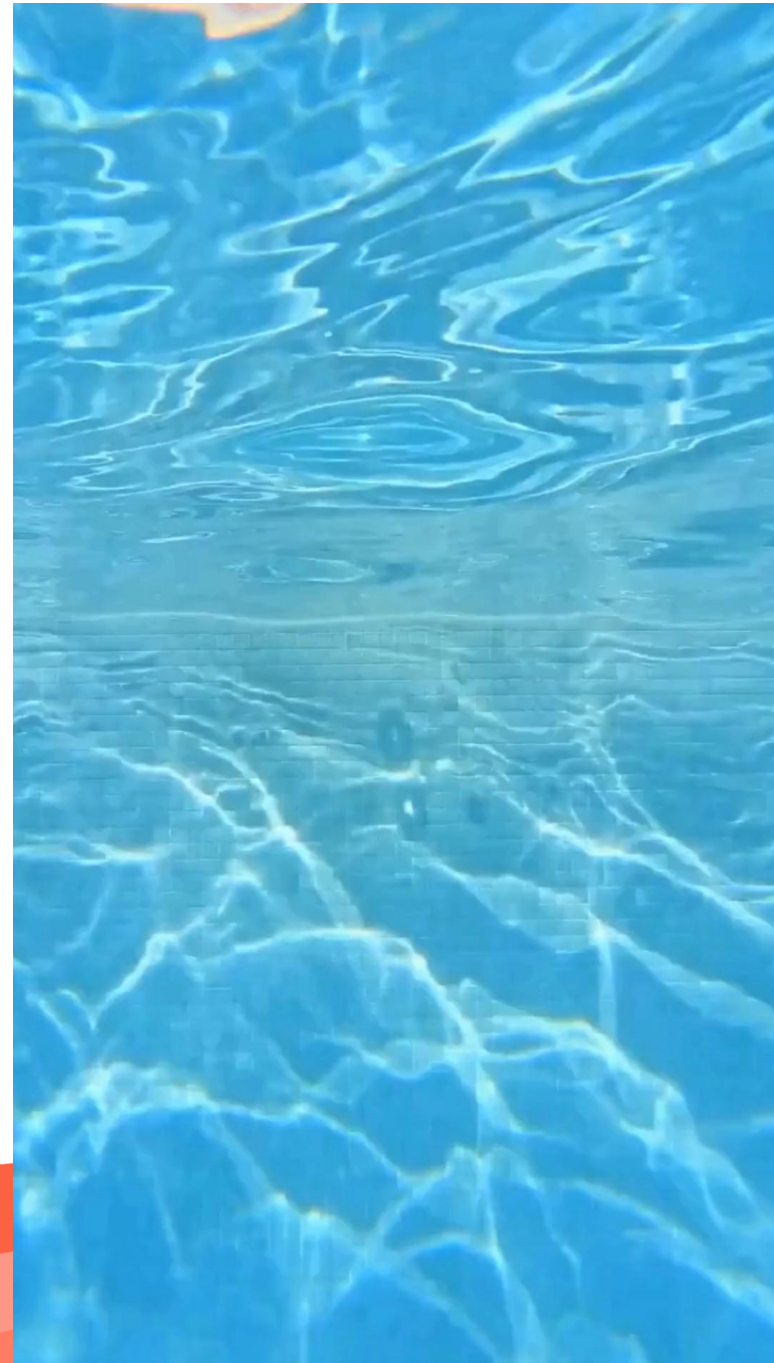
**£2048 since joining**



**Investing proceeds in junior coaching**

**Gemma Rous founder of Penguin sports foundation, on how the lottery makes fundraising simple and low effort.**

# A word from Penguin Sports Foundation



# Our commitment

We want to make it as easy as possible for you to successfully raise money.  
Signing up means you get:

- ♥ Your own **dedicated webpage** on the Lottery website
- **Bespoke marketing materials** co-branded with your cause
- ♥ A **dashboard** so you can see how you're doing and who's supporting you
- A **welcome pack** with all the information you need on how to build participation
- ♥ Weekly **update emails** with your latest stats, supporter lists and the latest communication materials



**PLUS!** Your cause will receive 50% of every ticket sold from your page – paid straight into your nominated bank account every month!

# Your challenge, **our support**

- ♥ Sell **20 tickets** within 4 weeks of your cause going live
- ♥ Create a bespoke **email address**
- ♥ Use your **dashboard** to monitor performance
  - Track your own performance
  - Use our dedicated marketing material
  - Upload your bank details so we can pay you
  - Keep your cause message updated – **tell your supporters how their money is helping**
- ♥ Let's **work together** – help us help you
- ♥ Spread the word – **promote the lottery** far and wide



# Key dates

**TODAY**  
Good cause  
launch

**12th May**  
Tickets open  
to players

**6th June**  
First draw



# Questions?

**Sign your Good Cause up today to start raising money**

[www.WiltshireCommunityLottery.co.uk](http://www.WiltshireCommunityLottery.co.uk)

info@gatherwell.co.uk  
0186 558 2482