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## Teresa Strange

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**From:** Teresa Strange  
**Sent:** 24 January 2026 17:52  
**To:** [REDACTED]  
**Subject:** RE: Freedom Of Information Request - Arrangements with Gompels Healthcare Ltd  
**Attachments:** Facebook Sun Cream post Aug 2023.png; Request for advice and response from Monitoring Officer.pdf; 27.9.21 Office Relocation Working Party.pdf; NOTES 02.11.21- Office Relocation Working Party FIN.pdf; NOTES 09.11.2021- Office Relocation Working Party FIN.pdf; 13.06.2022 Office Relocation Working Party FIN.pdf

Dear [REDACTED]

Further to your FOI request, please find the response below **in red**, and attached.

Your request is logged as 003 26 and the information I have supplied, and your anonymised request, will be published on the parish council website [www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk) as per the recommended good practice by the ICO (Information Commissioner Office).

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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**From:** [REDACTED]  
**Sent:** 05 January 2026 15:33  
**To:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Cc:** [REDACTED]

**Subject:** Freedom Of Information Request - Arrangements with Gompels Healthcare Ltd

Teresa Strange  
Clerk & Responsible Financial Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place, Melksham  
Wiltshire, SN12 6ES

Dear Ms Strange,

I am writing under the Freedom of Information Act 2000 to request information regarding any arrangements, donations, or services provided to Melksham Without Parish Council (MWPC) by Gompels Healthcare Ltd., or any individuals associated with the company, over the past 10 years.

This request is prompted by the planning application PL/2024/11426 (Land South of A365 Bath Road and West of Turnpike Garage, Melksham), and seeks to establish factual records of any relationship between MWPC and Gompels Healthcare Ltd. that may have (deliberately, inadvertently or otherwise) informed council discussions or positions on planning or related matters.

Specifically, I request:

- Details of any goods, services, or support provided (whether paid for or not) by Gompels Healthcare Ltd., including but not limited to event sponsorship, equipment, materials, staffing assistance, or other contributions.

Free use of unused Gompels Healthcare call centre for parish council meetings (occasional daytime meetings, and publicly accessible council meetings mainly on Monday evenings) from March 2019 to April 2022 with a break in November/December 2019 when the parish council vacated.

The parish council stored their meeting room table and chairs on the mezzanine floor of the call centre from April 2022 to July 2022 when they stopped using the ground floor space as no longer available as used as warehouse space, until they could move into their new premises at the Melksham Community Campus. There was no charge for this, the furniture remained in the building, broken down and wrapped ready for moving to the new office and meeting space.

One off supply free of charge of sun screen and dispenser for housing on the Bowerhill Sports Pavilion building for use of residents, particularly those using the sports field facilities.

- Records of who initiated such arrangements, including correspondence, meeting minutes, or agreements.
- Any financial records, estimates, or statements showing the monetary value of services or goods provided including the value of any free of charge services or goods that would otherwise have been a cost to the council.
- Records relating to the receipt, storage, distribution, or use of any items donated by Gompels Healthcare Ltd., including but not limited to sunscreen or other consumables.

- Any internal MWPC discussion or decision-making records relating to accepting, using, or acknowledging such donations or support.

For the above four points:

The only records I have found are the minutes when this was noted or approved. Records are kept in line with the parish council's adopted Document Retention and Disposal Policy – published document online.

Minutes are published on the parish council website and I therefore have no obligation to supply these to you under the Freedom of Information Act however, to be helpful I point you to:

Full Council 21<sup>st</sup> January 2019 – when the decision to accept the offer of Gompels space as a meeting venue was approved

Planning Committee 21<sup>st</sup> March 2022 – when the last council meeting at Gompels space was held

Asset Management Committee 6<sup>th</sup> June 2022 – reference to items at Gompels space as part of Office Relocation plans

Full Council 19<sup>th</sup> June 2023 – offer of free sunscreen and dispenser

Facebook post 23<sup>rd</sup> August 2023 with photo of sun screen (attached) so you can see size/scale of donation

Working Party notes/minutes are not published in line with Council policy, but I have attached the Office Relocation working party notes as they make reference to the space/arrangement.

27 Sept 2021

2 Nov 2021

9 Nov 2021

13 June 2022

- Any policies, guidance, or advice MWPC followed regarding receiving gifts, services, or donations from private companies or individuals.

Melksham Without Parish Council Code of Conduct section on Gifts and Hospitality – published document on parish council website

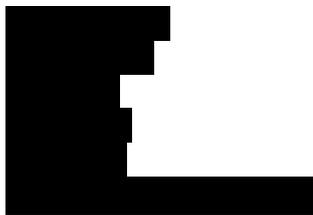
Email correspondence with the Monitoring Officer following the request for advice on this matter by the parish council 17<sup>th</sup> January 2025 and response 28<sup>th</sup> January 2025 - attached

Please provide all records in digital format where possible.

If any part of this request is unclear or exceeds reasonable cost/time limits, I am happy to clarify or refine the request to assist.

I would appreciate a response within 20 working days as required under the FOIA.

Yours sincerely,

A black rectangular redaction box covering the signature area.A long black horizontal redaction bar.

## Teresa Strange

---

**From:** Teresa Strange  
**Sent:** 27 January 2026 17:15  
**To:** [REDACTED]  
**Subject:** RE: Freedom Of Information Request - Arrangements with Gompels Healthcare Ltd

Dera [REDACTED]  
I am responding further to your latest correspondence.

As you can see from my email to the Monitoring Officer, where I put (in bold) “is there anything that the parish council should take account of before considering the application” and that I “don’t believe that there is a reason that the parish council should not be commenting” and he replied, having clearly read it, with no advice or instruction on those points, no further action was taken. The note was given to the Planning Committee members as part of their agenda pack for the Planning Committee in February 2025 when the planning application for the Gompels warehouse was considered, for information.

Regards,  
Teresa

---

**From:** [REDACTED]  
**Sent:** 26 January 2026 21:19  
**To:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Subject:** Re: Freedom Of Information Request - Arrangements with Gompels Healthcare Ltd

Dear Teresa,

Thank you for your response below and for the information provided under FOI ref 003/26.

Having reviewed the correspondence disclosed — in particular your email to the Monitoring Officer dated 17 January 2025 and his reply of 28 January 2025 — I would be grateful for one point of clarification.

From the documents, it is clear that the advice you sought from the Monitoring Officer related specifically to gifts and hospitality. His reply addressed that narrow question and confirmed that the historic (2019–2022) use of Gompels’ premises was an organisational matter and therefore not relevant for the purposes of individual declarations.

What I am trying to understand is whether, following receipt of that advice, the parish council gave any separate consideration to the wider public-law issue of perceived organisational benefit arising from the council’s multi-year operational use of Gompels’ premises. The Working Group notes released under the FOI show that the council used the premises for meetings over several years, and that Gompels was considered as a potential fallback or longer-term accommodation option. Those are matters that fall outside the scope of the gifts-and-hospitality rules and engage the broader public-law test of impartiality.

In that context, my question is simply whether the parish council considered — and, if so, where it recorded — the issue of perceived bias or undue influence when determining whether to comment on application PL/2024/11426. If such consideration took place, I would be grateful if you could indicate

where it is documented (for example, in minutes, reports, or briefing notes). If it did not, confirmation of that would also be helpful.

Your Sincerely,

[REDACTED]

[REDACTED]

On 24 Jan 2026, at 17:52, Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)> wrote:

Dear [REDACTED]

Further to your FOI request, please find the response below **in red**, and attached. Your request is logged as 003 26 and the information I have supplied, and your anonymised request, will be published on the parish council website [www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk) as per the recommended good practice by the ICO (Information Commissioner Office).  
Regards, Teresa

Teresa Strange  
Clerk & Responsible Financial Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place, Melksham  
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## Teresa Strange

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**From:** [REDACTED]  
**Sent:** 09 February 2026 15:44  
**To:** Teresa Strange  
**Subject:** Re: FOI Ref 003/26 – Request for Internal Review

Thanks for the internal review response Teresa

I note the position and now consider this request closed

Regards

[REDACTED]

On 9 Feb 2026, at 15:35, Teresa Strange <clerk@melkshamwithout-pc.gov.uk> wrote:

Dear Mr [REDACTED]

Please see my response below in red.

Regards,  
Teresa

Teresa Strange  
Clerk & Responsible Financial Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place, Melksham  
Wiltshire, SN12 6ES  
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**From:** [REDACTED]  
**Sent:** 05 February 2026 09:01  
**To:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Subject:** FOI Ref 003/26 – Request for Internal Review

Dear Teresa,

I am writing to request an internal review of the Council's handling of my Freedom of Information request FOI ref: 003/26.

This request is made in accordance with the Freedom of Information Act 2000 and relates solely to the adequacy of the response provided, rather than to any wider planning or governance matters.

## **Grounds for internal review**

### **1. Adequacy of searches undertaken**

The response states that no records exist in relation to the valuation or assessment of benefits arising from the use of Gompels Healthcare Ltd premises, storage facilities, or other support provided to the Council.

Please confirm:

- What searches were undertaken to identify any such records.

A search was undertaken of the word "Gompels" in the shared drive of all documents for the parish council. In addition, we used Business Chat GBT to undertake a search of the word Gompels in all of the published Minutes, Agendas and Agenda packs online.

A search was taken of the word "Gompels" in the email folders of the Clerk & RFO, both current and archive. This included specific searches against the email address of Sam Gompels and the

Operations Manager who correspondence has been held with over the years on a variety of topics. We have had no correspondence with any other members of staff of Gompels Healthcare.

- Which systems, files, or record-holding areas were searched (for example finance records, budgets, accommodation or facilities records, asset registers, insurance records, or correspondence files). The parish council were given free use of the Gompels former warehouse space for its council meetings, typically held every Monday evening. As this was provided free of charge I did not search finance records, asset records or insurance records as this activity would not be recorded here as not a cost in the budget, not a financial transaction to feature in the Accounting Software system, not an asset (although there will be records of the Gompels space as a location in the Asset Record for meeting table and chairs), and not insured.

We checked the Budget records, and nothing was identified. I have already directed you to the Minutes of Committee meetings and Council meetings when anything pertaining to the meeting venue use and storage of furniture was mentioned or discussed. You can look at the Finance Committee minutes of 9<sup>th</sup> January 2023 too, which reflects that the parish council also used other meeting venues and has a cost uplift in comparison to the "community benefit" referenced which was the free use of the Gompels meeting space. It is not a valuation or assessment of the benefits, as you requested, which is why it was not highlighted to you before. <https://www.melkshamwithout-pc.gov.uk/assets/minutes/2023/DRAFT%20FINANCE%20MINUTES%209th%20January%202023.pdf>

Correspondence files were searched as per above as correspondence would have been by email. If we ever receive hard copy letters or documents, they are scanned and saved on the shared drive, which was searched.

I have shared with you the notes of all the Office Relocation Working Party meetings which cover the accommodation or facility records, we have no other records as the Gompels space was not a facility of the parish council.

- Whether records held jointly with, or on behalf of, Wiltshire Council (as host authority) were considered.

Wiltshire Council are the landlord of the parish council for their current office accommodation but in no other way have a relationship with the parish council – or any town and parish council – as a "host authority". They are a different tier of local government to the parish council, and have no hierarchy with them. Parish councils and local authorities are separate statutory

bodies. Neither has authority over the other; both operate independently within their own powers. There are therefore no such joint records.

The response does not currently explain how the conclusion that “no records exist” was reached.

## **2. Valuation and cost avoidance as a distinct category**

My request asked whether any valuation, assessment, or comparison of cost or cost avoidance existed in relation to the free use of premises, storage of furniture, or other support. I have supplied all the documentation when this was discussed, in minutes of published Committee and Council meetings and in unpublished notes of Office Relocation working group meetings.

The response appears to address these matters primarily through the lens of gifts and hospitality. For the avoidance of doubt, the request did not seek to determine whether such benefits were registrable as gifts, but whether any assessment or valuation existed at an organisational level, regardless of how those benefits were categorised.

The internal review is requested to consider whether the request was interpreted too narrowly by reference to gifts and hospitality, rather than by reference to financial or operational records more generally. No, they were considered as part of a search of all council records including finance and operational records; not just through the lens of gifts and hospitality – that is for councillors and not councils as organisations.

## **3. Scope of information considered**

Please confirm whether the internal review has considered:

- Records relating to accommodation planning, contingency arrangements, or office relocation. **Yes and supplied.**
- Any internal discussions or documents comparing the use of Gompels premises with alternative paid accommodation. **Yes; there are no such records.**
- Any records evidencing consideration of the financial implications of free accommodation or storage. **Yes and supplied.**

I would be grateful if the internal review could be conducted by an officer not previously involved in the original response, and if the outcome could explain clearly the basis on which any information is said not to be held.

I note your request that the internal review be conducted by an officer not previously involved in the original response. The Council is a very small authority with limited staffing capacity (3 officers including myself). As Clerk and Responsible Financial Officer I am the Legal and Proper Officer of the parish council, and line manager of the officers involved. I have been in post as Clerk and RFO for the 10 year span of the search requested. I am the only officer with oversight of the Council's record-keeping arrangements that include confidential documentation and the only officer who would have held any correspondence of the type described in your request. There is therefore no other officer who could reasonably conduct an internal review with greater independence or access to relevant records. I have nevertheless conducted the internal review afresh, reconsidering the scope of your request, the interpretation applied, and the adequacy of the searches undertaken.

I look forward to receiving the outcome of the internal review within the statutory timescale.

Yours sincerely,

A solid black rectangular redaction box covering the signature area.

## Teresa Strange

---

**From:** Holmes, Perry <Perry.Holmes@wiltshire.gov.uk>  
**Sent:** 28 January 2025 12:22  
**To:** Teresa Strange; Monitoring Officer  
**Cc:** Madeley, Jo  
**Subject:** RE: Melksham Without Parish Council declaration of gifts/benefit in relation to applicant for: Land to the South of A365 Bath Road and West of Turnpike Garage, Melksham, Wilts : Consultation - PL/2024/11426

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Teresa,

Gifts and hospitality are a matter for individual councillors.

They can register gifts that are under the £50 figure if they choose. That said the individual items would appear to be under that limit.

The historic (2019 – 2022) arrangement with Gompels was an organisation (the parish council) matter rather than relevant to individual councillors and so can be ignored for the purposes of gifts and hospitality.

I hope that assists.

Regards,

Perry

**Perry Holmes**



Director Legal and Governance / Monitoring Officer  
Wiltshire Council, County Hall, Bythesea Road, Trowbridge, BA14 8JN  
T. 01225 713052 | Email: [perry.holmes@wiltshire.gov.uk](mailto:perry.holmes@wiltshire.gov.uk)

PA [noel.spiers@wiltshire.gov.uk](mailto:noel.spiers@wiltshire.gov.uk)

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

**Sent:** 28 January 2025 10:33

**To:** Holmes, Perry <Perry.Holmes@wiltshire.gov.uk>; Monitoring Officer <MonitoringOfficer@wiltshire.gov.uk>

**Subject:** RE: Melksham Without Parish Council declaration of gifts/benefit in relation to applicant for: Land to the South of A365 Bath Road and West of Turnpike Garage, Melksham, Wilts : Consultation - PL/2024/11426

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Dear Perry/Monitoring Officer team

Do you have any comment on this request for clarification please?

With many thanks, Teresa

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**From:** Teresa Strange

**Sent:** 17 January 2025 11:19

**To:** Holmes, Perry <perry.holmes@wiltshire.gov.uk>

**Subject:** Melksham Without Parish Council declaration of gifts/benefit in relation to applicant for: Land to the South of A365 Bath Road and West of Turnpike Garage, Melksham, Wilts : Consultation - PL/2024/11426

Dear Perry

I would like to declare receipt of gifts and free use of premises belonging to the applicant for this planning application ahead of Melksham Without parish council considering this application on Tuesday 4<sup>th</sup> February. It's for a new Gompels warehouse in the parish.

**Please advise if there is anything the parish council should take account of before considering the application. They can make a declaration of the information provided below at the beginning of the meeting. I am aware that Wiltshire Councillor Nick Holder will not be commenting and has notified the planning officer. I don't believe that there is a reason that the parish council should not be commenting, but perhaps should log their declaration as below with the Planning Officer?**

Sam Gompels dropped off some Christmas gifts for parish councillors to thank them for their volunteer work, on 5<sup>th</sup> December. This is not unusual, in that Mr Gompels has done so the last few years, particularly when our office was based very close to their premises, and so were neighbours on Bowerhill Industrial Estate. It was 3 bottles of wine, a handful of local cheese packs, a box of biscuits for cheese, and 3/4 diaries. I estimate the value was under the £50 threshold for the parish councillors to declare a gift, and this was not for one individual but divided up between the members, with councillors choosing and taking some home on an adhoc basis over the following couple of weeks. Further diaries were offered by Mr Gompels, as some 10,000 had been ordered, and this was followed up with a request for another 6 for those councillors who had said they would like one. I am still to collect these from reception.

In addition, when the parish council had their temporary office in the sports pavilion close to the existing Gompels warehouse, whilst awaiting their office to be built in the Melksham Community Campus, Gompels offered the use of their old call centre space at 1 Swift Way, for the parish council to use free of charge, for meetings. This was occasional daytime meetings and the public meetings mainly on Monday evenings. This was a period of time from March 2019 to April 2022 with a break in November/December 2019 when the parish council vacated due to the space also being used to run Conservative MPs campaigns for the General Election. We stopped that arrangement in April 2022 when Gompels expanded their warehouse into the old call centre space.

I look forward to hearing from you.

With kind regards,

Teresa

Teresa Strange

Clerk & Responsible Financial Officer

Melksham Without Parish Council

# **CONFIDENTIAL**

## **Clerk's Note:**

**The meeting was not held in public as a working party. As the matters being discussed were contractual terms, then these are a reason under Standing Orders for excluding the press and public. These notes have therefore not been published at present and will remain confidential and not a public document, the meeting on Monday 18<sup>th</sup> October is in the public domain though; although, again, you may vote to keep the contractual terms out of the public domain.**

## **NOTES OF OFFICE RELOCATION PROJECT WORKING GROUP MEETING, HELD ON MONDAY, 27 SEPTEMBER AT MWPC MEETING VENUE, 1 SWIFT WAY, OFF WESTINGHOUSE WAY**

**Present:** Councillor John Glover (Chair of the Council)  
Councillor David Pafford (Vice Chair of the Council)  
Councillor Mark Harris  
Councillor Stefano Patacchiola  
Councillor Robert Shea-Simonds  
Councillor Richard Wood

Teresa Strange, Clerk  
Lorraine McRandle, Parish Officer  
Marianne Rossi, Finance & Amenities Officer

### **1. Welcome, Announcements & Housekeeping**

Councillor Glover invited nominations for Chair and Vice Chair.

Councillors Glover and Patacchiola were duly elected Chair and Vice Chair respectively of the Working Group following nominations.

### **2. To receive Apologies and approval of reasons given**

There were no apologies.

### **3. Declarations of Interest**

#### **a) To receive Declarations of Interest**

There were no declarations of interest.

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

None received.

4. To receive feedback from those attending the meeting on Weds 22<sup>nd</sup> September at 9.30am with Paula Smith, Business Manager, Campus Team and Jenny Rowe, Estates Team at Wiltshire Council re lease Heads of Terms for new office suite at the Campus building. To note outline of pricing and terms (to follow) and the wording of the recent policy decision that parish/town councils are no longer considered a Strategic Partner and therefore not entitled to discounted rate (details of previous discussions on pricing also to note)

Councillor Patacchiola explained that the Parish Council had previously been informed that they were a Strategic Partner. They were advised at the meeting that following a change in policy, parish and town councils were no longer considered a Strategic Partner and would therefore no longer benefit from the 50% reduction in rent. Those at the meeting had challenged what the definition of a Strategic Partner was, to be informed one of the criteria was to benefit the community, which it was felt was the definition of a town/parish council. At the meeting it was asked who the best person was to ask who had made the policy change, but this information had not been forthcoming. It had been the Head of Finance, following a look at tenancy rates in similar schemes across Wiltshire.

Councillor Patacchiola had provided the following calculations based on the original information received in March 2017:

Original estimated pricing provided by Wiltshire Council in March 2017:

H&WB Centre/campus	Occupancy	Desk ONLY charge (pa)*	Dedicated offices (pa)	Dedicated ancillary, associated with offices (pa)	Dedicated ancillary only, associated with room bookings (pa)	Dedicated car parking (pa)
Estimated costs		£ per desk	£ psm	£ psm	£ psm	£ per space, if applicable and required
	<b>Strategic partner rates</b> (calculated at 50% of commercial rate for area)	£1,010	<b>£112</b>	<b>£112</b>	n/a	<b>£500</b>

Office Space required:	26sqm
Meeting Room Space Required:	53sqm
<b>TOTAL</b>	<b>90sqm</b>

**Costs in 2017:**

@ £112 x 90 = £10,080 rent pa (car parking extra £3,500pa)

**Costs Now:**

@ £215 x 90 = £19,350 pa

This comparison shows a 70% uplift taking into account parking or 92% on basic sq m costs.

As a price comparison for a typical service office space in SN12 area rents are approximately £20 per sq/ft at present.

**5. To receive feedback from conversation with Wiltshire Councillor Phil Alford (Cabinet Member for Housing, Strategic Assets and Asset Transfer)**

The Clerk explained she had contacted Councillor Alford, as Portfolio Holder for Strategic Assets to seek his help and support on this issue.

Whilst Councillor Alford felt that technically the Parish Council did not meet the definition of a Strategic Partner, like the NHS and Police who shared a client base, he did comment that the parish council would be good tenants for various reasons and would be long term tenants.

The Clerk explained she had asked if the intention was for the Parish Council not to move into the Campus. Councillor Alford explained this would not be the case, but more a strategic decision made by the Head of Finance in relation to all campuses in order to balance budgets; without perhaps the impact being recognised.

Councillor Alford had spoken to various Members of Wiltshire Council, including the Leader, Councillor Clewer on this matter, explaining the Parish Council would be good tenants and was hopeful for a positive outcome.

The Clerk explained a Cabinet Liaison meeting would be taking place on 11 October, at which Councillor Alford would put the Parish Council's case forward and ask if there is a cost to be swallowed that Wiltshire Council dot this, given the reputational risk that the Parish Council pulling out of the Campus would have – and that he felt that it was the right thing to do. The Clerk explained it was not just the high rent which was an issue but the terms of the

lease as the rent would be reviewed annually and based on the running costs of the Campus. She had suggested the Council would prefer to see longer rental terms such as a 5 years or longer lease.

Members discussed the various options open to the Parish Council and the impact the Council pulling out of the campus would have on Wiltshire Council and welcomed the support of Councillor Alford in his endeavours in seeking an amicable resolution.

The Clerk mentioned that one of the original selling points from Wiltshire Council was that the parish council could have a very long lease and security of tenure and they had quoted the Fire Service securing a 50-year lease at the Five Rivers Campus in Salisbury as an example.

A suggestion was made to investigate what their rental terms were as a comparison.

It was felt important that the terms of any rental agreement needed to give the Council security in their tenure, in knowing when the rent would be reviewed and the frequency, and by how much.

Councillor Patacchiola explained it was common if contracts could not be fixed to put a cap on how much rent can be increased by, in the Heads of Terms.

**Recommendation:** To write a letter to Wiltshire Council, as soon as possible in order to get a response prior to the Full Council meeting on 18 October. The letter to express the Council's surprise and disappointment that following a recent meeting, costs have been identified which are a contradiction to those previously outlined and discussed and that the Parish Council seek clarification on these costs, as it puts the Council's budget at risk and jeopardises the Council's decision to move into the Campus and having to reconsider its position. To inform them the response to this letter will be considered in the public domain at a Full Council meeting on 18 October.

With copies being sent to the Melksham Without parish Wiltshire Councillors Phil Alford, Nick Holder and Jonathon Seed, Councillor Richard Clewer, Leader of Wiltshire Council and Councillor Ian Blair-Pilling, Cabinet Member for Leisure, Libraries, Governance, Facilities Management and Operational Assets.

**6. To explore/consider alternative options available to the parish council if they decide not to enter into an agreement with Wiltshire Council for the Campus accommodation.**

Whilst the preferred option would be the Campus with a fixed term lease, given its central location to transport links, other options were considered as follows:

1. Keep status quo ie using the Pavilion as office space and Gompels for meeting space.
2. Continue using the Pavilion, but to look for alternative meeting space, such

- as the new Berryfield Village Hall or the Campus (hire for meetings only).
3. To reconfigure Berryfield Village Hall to accommodate office space and use the main hall for meetings.
  4. To add an extension to Berryfield Village Hall to provide office space and use the main hall for meetings.
  5. Seek alternative rented serviced office and meeting space elsewhere within the town or parish, including Gompels.
  6. Build alternative accommodation using a Public Works Loan.
  7. To enquire what costs would be just to have only office space in the Campus and to seek alternative meeting space in both the Campus and elsewhere.
  8. As part of the Local Plan Review a community facility of some sort will be built and to seek accommodation within.

After discussion it was felt it was too late to change the design of the village hall to accommodate office space as it would be too small (smaller than current office and without the space currently used in the kitchen for storage and paper collating) or would make the main hall/kitchen smaller and it would not be appropriate to add an office extension at a later date. However, the main hall would make an ideal meeting space and would give some income and promote the new hall in its early days. The members were able to view a quick sketch that the architect had produced to see how the internal accommodation could be laid out differently.

With regard to using the Pavilion for office space, there was no issue with the planning permission gained for office use, however, Fields in Trust may think differently and would have to be consulted as only temporary permission had been sought from them for office use. The parking was useful for residents visiting, but two bus journeys by public transport. The Clerk has held back-to-back meetings in the north of the parish to save residents the journey, in the café on Top Lane, Whitley (formerly the Toast Office, now Spindles café). It was noted that the building is quite isolated and can feel so in winter weather.

It was felt advantageous to staff, as well as members of public, to have everything in one place and for officers not to have to 'lug' equipment to a different location for a meeting.

It was noted the Gompels meeting room was often cold in the Winter months and also noisy particularly during the day.

**7. To consider recommendations to Full Council (including timescales if meeting needs to be called before next scheduled Full Council meeting on Monday 18<sup>th</sup> October)**

It was noted Wiltshire Council would receive the above letter prior to their Cabinet Liaison meeting on 11 October and hopefully a response would be received in time to be considered at the Full Council meeting on 18 October, in order to make an informed decision on a way forward.

**Recommendation:** If Wiltshire Council insist the increased rental costs still stand, not to commit to moving to the Campus, whilst the Parish Council consider alternatives.

**NOTES OF OFFICE RELOCATION PROJECT WORKING GROUP MEETING,  
HELD ON TUESDAY 9<sup>th</sup> NOVEMBER 2021 ON ZOOM at 11am**

**Present:** Councillor John Glover (Chair of the Council and Working Party)  
Councillor David Pafford (Vice Chair of the Council)  
Councillor Mark Harris  
Councillor Stefano Patacchiola JP (Vice Chair of Working Party) (from 11:05am)  
Councillor Robert Shea-Simonds  
Councillor Richard Wood

**Officers:** Teresa Strange, Clerk  
Lorraine McRandle, Parish Officer  
Marianne Rossi, Finance & Amenities Officer

**1. Welcome, Announcements & Housekeeping**

Councillor Glover welcomed all to the meeting

**2. Verbal report on viewings of Pearce Carpet Shop and the Wiltshire Air Ambulance base as alternative office spaces**

The Clerk explained to members that she had visited Pearce carpet shop (11 Church Street, Melksham) with Councillor Shea-Simonds. It was explained that this space would be on a new internal repairing and insuring lease with the council being responsible for maintaining the interior of the premises and the inside and outside of the doors and windows. The annual rental charge for this would be £11,000, there would also be a monthly service charge to cover maintenance of the common areas and a proportion of the building's insurance. On top of these costs would also be the parish council's utility costs and business rates. It was noted that the minimum lease term would be 6 years with a rent review after 3 years.

The Clerk highlighted to members that as the council already owned the pavilion, the small business rates relief would need to be taken into consideration when leasing another premises. She advised that as soon as the council lease another building, the council's small business rates relief on the pavilion may come into question as the council would have more square footage. This was something that the council would need to consider when making a decision as this could add onto the costs for the pavilion. She explained that she would need to investigate this with regards to the Campus and Air Ambulance as she was of the understanding that if you are only contributing to the rates of a building rather than getting a rates bill addressed to the council this would not affect the pavilion rates.

Councillor Shea-Simonds explained that himself and the Clerk met with Mr. Pearce who was very keen to engage with the parish council. He explained

that the entrance to the building was behind Dorothy House charity shop and there were two areas with the building having enough space to be used as both an office and meeting room. He explained that the main entrance to the space would be on the ground floor of the building offices upstairs occupied by other lease holders. The entrance to the space which would also be shared with the occupiers of the offices upstairs. A portable ramp was available for use as there were two steps into the building.

The Clerk explained that there was a good split of space as there was not only space for an office and meeting room, but also an area for a reception so that officers could meet members of the public. It was queried whether the office part of the building would be spacious enough to fit in 4 officer desks, the Clerk confirmed that it would be big enough.

The Clerk advised members that there was a private toilet in the potential office side of the building, however there were some accessibility issues as people attending a meeting would need to walk down two steps from the meeting area to gain access to the toilet in the office area. There was also an issue with the size of the toilet as there wasn't very much room inside. The Clerk explained to members that there was a second toilet in the main corridor which could be accessed which was a bit bigger, however due to the positioning of the door it was too narrow for someone in a wheelchair to access. The Clerk highlighted that there were two separate outside entrances, one to gain access to the office and a separate entrance to the meeting area without steps, which would be perfect especially when there was an evening meeting, the only issue with this would be that the toilet would be in the office area. So, to enable this to work a disabled toilet would need to be put into the meeting area.

The Clerk explained that the meeting space was the same width as the space the council would be getting in the campus and would be 2 meters longer. She advised that due to the fact that this was an old stable building with no columns in the way it would fit the meeting room table in, however this type of building was unlikely to meet the EPC (Energy Performance Certificate)<sup>1</sup> required so a false ceiling would need to be put in as there was currently not likely to be any insulation in the vaulted roof.

It was noted that Mr. Pearce would be willing to spend some money to carry out the necessary alterations required, but it would need to be considered how far he would be prepared to go to bring the space up to a considerable standard.

Councillor Pafford queried whether there was ventilation in the rooms. The Clerk explained that there were two doors that could be opened, although there was a window in the office area it cannot be opened. It was noted that there were no windows in the meeting area, therefore there would be no natural light. There was also limited heating as only had one night storage heater per room to heat the building.

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<sup>1</sup> <https://www.gov.uk/buy-sell-your-home/energy-performance-certificates>

It was noted that there was one car parking space available with the accommodation but there was a metal shed that could be taken down to give more spaces. It was noted that Church Street car park was the other side of the road so there would be plenty of parking available especially for evening meetings.

Councillor Shea-Simonds felt that it was still worth keeping dialogue open with the owner as this may be a possibility as there were a lot of positives with this space. He explained that the current lease was due to expire in March next year so would not be available until April at the earliest. Councillor Glover was minded to agree with this but highlighted that compared to the council's current meeting room at Gompels it was not really comparable and it may be worth considering using Gompels on a much longer basis as it had provisions for an office upstairs.

Councillor Glover felt that unless the owner was prepared to do something to rectify the issues with the heating, lighting and disabled access, this would not be an option that the council could take any further. He advised that although keeping in contact with Mr. Pearce while the council were considering their options may be a good idea, the requirements that the council would require would only be discussed if the council wished to go with this option.

After a detailed discussion members agreed that this would not be a first-choice option and felt that this could be a fall-back option should the Campus, Air Ambulance and Gompel venues not work out. It was felt that the council should keep in contact with Mr. Pearce as long as it was made clear that the council were also looking at alternative options.

**Recommendation:** The Council to keep in contact with the owner of Pearce carpet shop, through Kavanagh Commercial Estate Agents, while considering their options.

### **3. Budget indication on Air Ambulance accommodation**

The Clerk explained that she had also visited the Wiltshire Air Ambulance base with Councillors Pafford and Shea-Simonds. She advised that they were very keen to engage with the parish council, however they needed to look into the rules around their VAT. She explained that the Air Ambulance wished for a budget indication from the council of how much they would be willing to pay for office and meeting space accommodation to see if it was worth them investigating if it would be viable. It was explained that this would also need to go to their trustees for consideration.

The Clerk explained that the council had recently received their tax base number for the next financial year so she has done some calculations with different figures to see how much extra per year a parishioner would be paying per each average band D household. The figures are as follows:

£20,000 = £7.18 per household

£15,000 = £5.39 per household

£12,000 = £4.31 per household

The Clerk went on to explain that currently as the council is using the pavilion as an office there is no additional cost for accommodation but this would need to be factored in at budget setting which would mean that the council would need to add extra onto the precept depending on the accommodation costs.

The Clerk explained that this accommodation was DDA compliant, the meeting space also has the IT capabilities which the council requires and has ample meeting space.

Councillor Glover queried whether the costs would include utilities. The Clerk advised that it would.

Councillor Glover queried whether the council had a reserve for office accommodation. The Clerk advised that there was a reserve set up for the cost of moving and relocating but there was currently no reserve for the cost of accommodation. She went on to explain that when the council was based at Crown Chambers the precept would include £10,000 each year for office costs. She advised that currently the council take a proportion of the electric and gas out of the pavilion expenditure and put under office costs at year end. It was noted that this was not done for last financial year as officers were working from home for most of the year.

Councillor Pafford felt that the amount that the council would be prepared to pay for the Air Ambulance should be compared with what the council would be prepared to pay for the Campus. He felt that anything that the council can get below £15,000 would be a bonus and felt that they council should start off lower to see what the reaction from the Air Ambulance would be on this.

Councillor Shea- Simonds advised that apart from the issues around the bus gate the Air Ambulance had everything that the council would require. The Clerk highlighted to members that this space would still be a compromise compared to the campus as on days when the Air Ambulance has hired the large meeting room out the council would be sharing the breakout area with them. The merchandise office which they had suggested as the council's office is very small and would only likely fit three desks in with limited room for storage or a photocopier. She advised that there was a bigger room (Bradbury 1 meeting room) which the council may be able to ask for instead which would fit storage and give officers more space and room to meet visitors in privately.

Councillor Wood agreed that this was a compromise to the Campus and felt that the Air Ambulance was not user friendly even though it was located in the parish. He went on to explain that due to the bus gate, residents would have to go through the village of Semington to access the office. He felt that even if the bus gate could be moved it would still be more difficult for parishioners to access whereas if the council were based at the campus visiting the office would be part of visiting the town and the campus e.g., if they were going to the library, they would be more likely to pop into the office. He felt that the council

needed to be very careful when considering their options and also take into consideration what the advantages of the campus were. He felt that if the council were located at the campus, it would encourage more interaction between the parish council and the parishioners.

Councillor Pafford agreed with this but felt the council needed to bear in mind the trade off between what the council pay out for office accommodation against the benefits to the parishioners of where the council office was located. He felt that the campus was worth paying extra for as it had all of the council's requirements, but the bid for this needed to be right. It was noted that the campus was more accessible to the residents of the parish as it was in the centre of the town, whereas there were accessibility issues with the Air Ambulance base due to the bus gate which would increase the traffic through Semington if driving. It was felt that even if residents parked in the car park at Travelodge/Starbucks to get around this it would still be a 10- 15 minute walk. It was acknowledged by the working party that this could however build the case for the need for the bus gate to be moved.

It was felt by members that in order to be able to advise the Air Ambulance on a suitable figure for their office accommodation the council would need to weigh up the benefits that they would be getting if they went into the campus against the reduction in cost that they may get at the Air Ambulance.

After a detailed discussion around how much the council should offer the Air Ambulance it was felt that the council would require the small meeting room (Bradbury 1) rather than the merchandise store room as it was a bigger room and would also have room for storage and a photocopier. Members felt that £10,000 should be offered for the small meeting room to use as an office all year (based on the cost of £8,400 of a 4 desk small office space at Procol serviced office at the old British Legion building, and book the larger meeting room for every Monday evening as an additional cost and offer £50 per evening for this hire; so £2,500 per annum.

**Resolved:** The Council go back to the Air Ambulance and advise a budget indication figure of £10,000 per year for the small training room 1 as an office space which would include the use of the breakout room, toilets and kitchen. The Council advise that they would be prepared to pay £50 per Monday evening to book out the large meeting room for evening meetings, so £2,500 per year.

#### **4. Update on discussions with members of the area board**

The Clerk explained to members that she had sent the application to be strategic partners to the members of the area board for their support. She has verbally spoken to a few members and advised that those she had spoken to fully support the parish council in their application and were actively looking to intervene on this issue.

Meeting closed at 11:50am

**NOTES OF OFFICE RELOCATION PROJECT WORKING GROUP MEETING,  
HELD ON TUESDAY 2<sup>ND</sup> NOVEMBER 2021 ON ZOOM**

**Present:** Councillor John Glover (Chair of the Council and Working Party)  
Councillor David Pafford (Vice Chair of the Council)  
Councillor Mark Harris  
Councillor Stefano Patacchiola JP (Vice Chair of Working Party)  
Councillor Robert Shea-Simonds  
Councillor Richard Wood

**Officers:** Teresa Strange, Clerk  
Lorraine McRandle, Parish Officer  
Marianne Rossi, Finance & Amenities Officer

**1. Welcome, Announcements & Housekeeping**

Councillor Glover welcomed all to the meeting

**2. To receive Apologies and approval of reasons given**

There were no apologies.

**3. Declarations of Interest**

**a) To receive Declarations of Interest**

There were no declarations of interest.

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

None received.

Councillor Shea-Simonds wished for agenda item 5 to be considered before item 4 as he felt that this was the most important item that needed to be discussed first. Councillor Glover as Chair of the Working Party asked members whether they were happy for agenda item 5 to be brought forward.

**Resolved:** Agenda item 5 to be moved up the agenda.

**4. To agree text for application for a subsidized charge for tenure as a Strategic Partner and agree if we need to find and advocate. (Delegated powers to send on behalf of council)**

Members reviewed the draft text produced by the Clerk for the application to Wiltshire Council for a subsidized charge for tenure as a Strategic Partner. Members felt that this was a very detailed and complete document drafted by

the Clerk.

Councillor Pafford highlighted that he felt that the parish council also worked with Wiltshire Council on planning matters, such as section 106 triggers and were the eyes and ears of the parish on planning enforcement issues. It was felt that this should be included in the application as this was a clear example of how the parish council was a strategic partner.

Councillor Patacchiola felt that the council also needed to include in their covering letter what the council believed the subsidised rate should be, so that Wiltshire Council clearly knew what the council was asking for when considering the response. It was noted that the council believed that the subsidised rate was 50% of the commercial rate for as long as the parish council remained a strategic partner, which was in line with the initial offer made to the council which had been agreed.

The Clerk highlighted to members that the parish council also had a representative on the Shadow Campus Operations Board (SCOB) representing all the parish councils in the Melksham Community Area (except the town council who had their own representative), it was felt that this was another example of how the parish council was a strategic partner, so should also be added into this application.

The Working Party felt that included in the correspondence to Wiltshire Council should be that the council will be meeting on 15<sup>th</sup> November and will be making a decision in light of their response to this application. This will then give Wiltshire Council an indication on when the parish council would be expecting to receive a response by.

The Clerk advised members that from the guidance that she had received from Wiltshire Council, it stated that the council would need a third-party advocate or commissioning service to provide the report. She wondered whether Wiltshire Councillor Phil Alford may be someone who could do this on behalf of the parish council. The Clerk highlighted, however, that the policy also detailed that the advocate would need to set out whether they would meet any financial gap between any potential commercial rate and subsidized rate. Members felt that this was a very strange request, as although the parish council could ask Councillor Alford to advocate for them, he would not be able to accept financial responsibility for any financial gap.

The Clerk suggested that the council could ask the Area Board to support the Strategic Partner application, to confirm that they do add value to the local community and Wiltshire Council in the way prescribed. The next Area Board meeting was scheduled for the 8<sup>th</sup> December. It was noted that this would be too late, however the Clerk suggested that the council could submit the request and send to the members of the area board to ask them to support the request beforehand; which they may felt able to do outside of the formal meeting structure.

Councillor Pafford felt that it should be stated to Wiltshire Council that their

response will be considered by the parish council as their final offer. Councillor Patacchiola agreed with this, but felt that it should also state that it would be a regrettable outcome if the council either had to inform their residents that more of their contributions were being diverted to be used for the council's overheads, or if the council had to find an alternative accommodation for the office, which would be less desirable for the residents of the parish. Councillor Wood wished to stress that this kind of response should not close the door to Wiltshire Council submitting a counter offer which the council may still like to consider. Councillor Patacchiola explained that the wording should be carefully chosen so that it does not give the impression that the council would not consider any alternative offer from Wiltshire Council.

Councillor Glover felt that by looking at alternative options now would give the council an opportunity to compare them against any alternative campus offers.

It was felt that the council should be looking into a longer-term agreement with Wiltshire Council at a percentage which remains consistent so that the overheads are not creeping up over time. It was noted that although Wiltshire Council had offered a slight reduction in the first few years of the term, by the end of the 5 years, the fees charged would be at the commercial rate, therefore the parish council would still not be classed as a strategic partner. It was felt that in the covering letter to accompany the response it should be explained why the council were making the application as a strategic partner.

**Resolved 1:** The Clerk to add into the application to Wiltshire Council that the parish council work with them on planning matters such as section 106 triggers and are the eyes and ears of the parish on planning enforcement issues.

**Resolved 2:** The parish council include in their response to Wiltshire Council that they believe that the substandard rate should be 50% of the commercial rate for as long as the parish council remain a strategic partner.

**Resolved 3:** The parish council submit the request to Wiltshire Council and ask the Area Board to support this request.

**5. To explore/consider alternative options available to the parish council if they decide not to enter into an agreement with Wiltshire Council for the Campus accommodation**

Members considered the alternative options available to the council if they did not wish to enter into an agreement with Wiltshire Council for office accommodation at the campus. The Clerk had put together a list of available venues with columns which included different criteria to ascertain how suitable they would be for the parish council as either an office space on its own or if big enough as a meeting room as well. She had also colour rated them based on how they rated against the criteria, red (does not meet the requirements), amber (meets part of the requirement) and green (meets the requirements). The spreadsheet which has more detailed information is attached as an appendix to these Notes.

The working party discussed the current available options to see whether they would be suitable for further investigation. It was felt that the council should narrow down the shortlist of possible venues by looking at the financial costs associated with them in the first instance.

Members felt that the following venues should be the shortlist for further investigation:

**Melksham Campus:**

The working party felt that this was the gold standard option as this would be bespoke to the council's requirements.

**Bowerhill Sports Pavilion:**

It was noted that the parish council was currently using this as their temporary office space and was in the parish of Melksham Without. She advised that from a facility point of view, officers could see what was going on at all times, so was more in touch with what was happening around the pavilion. The Clerk advised that this option would also be "free" as the council own this building and would have to pay for utilities, insurance and safety testing as a changing room facility whether they were occupying it as office space or not.

It was explained to new members of the council that before the building was used as office accommodation a financial exercise was undertaken to consider whether the building should be mothballed as the council were struggling to generate income from the facility. She explained that the games room where the office was currently located was not big enough for indoor classes such as Pilates or youth clubs.

The Clerk explained that Fields in Trust had given the parish council permission to use the lounge/ games room area as their office space for 3 years, which was due to expire this year, so permission would need to be sought again to extend this. The Clerk advised that a formal application would need to be submitted if the council wished to extend permission as it will be considered by a panel of trustees.

Councillor Patacchiola explained that the council needed to think carefully about the term that was being asked for, because it could be seen as ultimately just extending the permission each time if the council asked for any more than a year's extension. He felt that the council would need to either be seeking a permanent arrangement, semi-permanent or a short-term arrangement from them. Councillor Pafford felt that it would be feasible for the council to explain to Fields in Trust why an extension was being sought, he felt that the council also had a strong case to explain that the council's presence on the field ensures the proper use of the facilities.

Councillor Glover felt that the council should look for a minimum extension of one year based on the fact that the councils preferred meeting accommodation has been delayed due to covid and building work delays. He explained that if the campus was not something that can be moved forward and if it was

decided that this may be a permanent option the council should seek permission at that time. He also explained that a possible option that members may wish to consider is an extension to the pavilion building, which could also enhance the facility for recreational use.

Councillor Wood did not feel that the continual use of the pavilion space as a permanent fixture should be considered as an option, but felt that the council would need to seek permission for an extension on a temporary basis.

It was noted that the council had planning permission to remain at the pavilion.

**Recommendation:** The council submit an application to Fields in Trust to extend the current permission on a temporary basis and explain that the reason for this was due to the delays on the campus building preventing the parish council from moving out shortly.

**Gompels, 1 Swift Way:**

It was noted that this was the council's current meeting space. The Clerk explained that she had spoken to Mr. Gompels, who was relaxed about the parish council using the space as an office as well as continuing to use it as a meeting space. This space was currently free to use at this current time as a meeting room, however it was acknowledged that the council may have to pay a fee if the council office was also moved to this location as would use more heating and lighting etc. It was also noted that this venue was around the corner from the sports pavilion where people can park. It was noted that the venue can be cold and noisy especially in the day time. Councillor Harris queried whether the space could be partitioned off into a smaller work space which may make the smaller space more comfortable. Councillor Patacchiola confirmed that this was a common thing to do especially for office spaces located in a warehouse type building. He went on to explain that a partitioned wall could be put in and this would be temporary so could be taken down when necessary.

There was a concern in the future that this company may be relocated, so if the council were to go ahead with this venue as a more permanent option for office space, the council needed to be mindful that they may be doing this exercise again in the future. It was felt that this option should still continue to be on the shortlist for further investigation.

**Wiltshire Air Ambulance base**

The Clerk explained that this option had not been provided on the list of available options, but wished to put this option forward for consideration. The Clerk explained that although this venue was in the parish, to access it by vehicle residents would have to go through the village of Semington due to the bus gate. The Clerk explained that it did have space for offices and also had two meeting rooms which could be hired out for evening meetings. She advised members that she had arranged to meet with the head of Income Generation at the Air Ambulance to view their facilities and find out more information as to whether this would be a suitable option.

It was felt that due to the fact that this venue was in the parish it would be worth investigating what the costs involved were. If the costs were favorable to the parish council, there may be an opportunity to investigate whether the bus gate could be moved which would benefit the Air Ambulance as well.

#### **Industrial premises for sale, on Bowerhill Industrial Estate (next to Rigg Constuction on Lysander Road)**

It was highlighted that there was an option to purchase this unit, however the Clerk had not investigated the costs at this stage. It was queried whether this unit would be allowed to be used as an office and meeting room space as it was an industrial premises. It was felt that this option should be investigated further.

#### **Ex Co-op Funeral Services (near post office) 15 & 17 Church Street**

It was noted that this was an option for purchase, the Clerk explained that she hadn't investigated further because this venue was already under offer. Councillor Glover felt that this would give the council an indication on the costs involved in buying in comparison to leasing alternative venues. He felt that if the council worked out the costs associated with buying a venue compared to the costs of leasing over a long period of time, it may be that buying somewhere was a better option, as it would also be a council asset. It was felt that the council should explore this route further to see whether it would be a viable option.

#### **Challeymead Business Park**

The Clerk explained that she had spoken to the estate agent about this venue and new owners have just taken over. She understood that the new owners were looking to refurbish the business park for different uses, but there were plans for some space for offices. It was felt that this would be accessible to the public as it was also on a bus route so further investigations should be undertaken to see if the costs of this would be appropriate.

#### **Lloyds, NatWest and HSBC Bank Building- Taken forward for further investigation**

The Clerk explained that it may be worth considering the vacant bank premises in Melksham as options for an office space. It was noted that Lloyds bank was due to close next year and the HSBC and NatWest buildings have been vacant for a long time so may be worth looking into. It was felt that these buildings should be investigated further to see who owned them in the first instance. Members felt that the council should undertake a land registry search to gather more information so these buildings should be added to the shortlist to look into further.

#### **Avonside Enterprise Park**

The Clerk explained that while attending the Priority for People workshop, a representative from Avonside Enterprise Park explained that there were plans to develop the riverfront with different types of units for a range of uses. Members felt that this option would be worth a conversation with Avonside to see whether anything there were currently any plans for suitable office space which may be worthwhile to the parish council

The following options were also considered as potential office and meeting room space, but the Working Party did not feel that these were suitable for the parish council to investigate further:

### **Independent Living Centre**

It was noted that this venue met the office and meeting space requirements as well as accessibility, however this venue was in the parish of Semington and therefore not located in the parish. On this basis members felt that this option should not be taken forward for further investigation.

### **Procol Serviced Offices 1 & 2. Ex Spiritualist Church / Kingsbury Hall ROOM G1 & G2**

The Clerk explained that she had visited this venue and it would be suitable for committee meetings, however she hadn't measured the room to see if it would be big enough for full council meetings due to the costs involved. She explained that if the council had the G2 room as well as an office it would cost £39,600 per year. It was felt that if the council just took on the G2 room it would not fit both the office and meeting room in. Members felt that due to the costs involved this would not be a suitable option to investigate further.

### **Procol Serviced Offices 3. Ex British Legion / Kingsbury House ROOM G7 & G8**

It was noted that this option would just be an office with four desks and would not have any storage capacity, so any files would need to be stored offsite. Members felt that this would not be a suitable option as they would still need to find an alternative meeting venue for evening meetings.

### **25a High Street, Melksham (Above Haines & Smith opticians)**

It was noted that this space would be big enough as both an office and meeting room space, however it was located on the first floor via stairs, so would not be accessible. It was felt that due to this reason it would not be a suitable option to move forward with.

### **New Inn Pub, Semington Road**

Members considered the option of the New Inn Pub, it was highlighted that this would probably not be big enough as a meeting room as the ground floor had pillars so the meeting table would not fit in. It was acknowledged that the new Berryfield Village Hall was close by, so could be used as the meeting space as would be across the road if the council used the pub as an office. There would also be a benefit as the pub also comes with parking so this would be additional parking spaces for the village hall.

Members felt that this was the village pub and should remain as a pub so did not feel that this would be a suitable option to consider any further.

### **New instruction of retail space, Bank Street**

Members felt that this would not be an appropriate option as it would not be big enough for both the meeting and office space. The rate was also starting at £15,000 per annum on a full repairing and insuring lease which was

considered as not favorable with the council also having to find and pay for alternative meeting space.

**Refurbished commercial unit, Unit 6, Lancaster Park, Bowerhill Industrial Estate (opposite Buildbase)**

Members did not feel that this was a suitable option due to the costs starting at £18,000 per year plus rates, insurance and utility charges on top of this.

**Ashville Centre, Semington Road**

It was noted that this option would just be for office space and an alternative venue for evening meetings would need to be sought. The Clerk advised that after speaking to a few people who had worked at the Ashville Centre the reviews on the running of the units had not been favorable. Members felt that on the basis of reviews received this was not a good option to investigate further.

**Waney Edge Café**

Members felt that this was not a suitable option as the building was not in good repair.

**Woolmore Farm:**

Members discussed this option as these had previously been marketed as office spaces. The working party felt that this was not an appropriate option as works on this site were yet to be undertaken.

Members reviewed the list of meeting venues suitable in the area, if the council were minded to choose a building for just the office space. It was noted that most of the village halls were either already booked out for a Monday evening, not big enough or did not have appropriate parking. The only hall which would be available for meetings would be the new Berryfield hall once it was built.

The Clerk advised that the benefit of using the hall for meetings would be that the council could install meeting room IT equipment such as a camera and microphone. As the parish council would own the building there would also be the option to have a storage cupboard where meeting items could be stored. It was noted that this was not an ideal option as there were disadvantages to this such as having to tidy up the room at the end of the evening, whereas if the office and meeting room were in the same place this could be done the next day.

**6. To consider recommendations to Full Council Monday 15<sup>th</sup> November**

Members felt that the Clerk should investigate further to ascertain the costings and measurements associated with the shortlist of venues that the working party had put together and bring back to full council in November for further consideration.

**Recommendation:** The Clerk to investigate the following shortlist as suitable office and meeting spaces and bring back the information to full council for further consideration

- Campus
- Gompels
- Wiltshire Air Ambulance base
- Ex Co-op Funeral Services (near post office) 15 & 17 Church Street
- Industrial premises for sale, on Bowerhill Industrial Estate (next to Rigg Construction on Lysander Road)
- Lloyds Bank building
- HSBC Bank building
- Natwest Bank building
- Avonside Enterprise Park
- Sports Pavilion (potential for an extension onto the building)

Meeting closed at 11:32am

**OFFICE RELOCATION WORKING PARTY MEETING, HELD ON  
MONDAY, 13<sup>th</sup> JUNE 2022 AT Melksham Rugby Club, Oakfield's, Eastern Way,  
Melksham at 7.15pm**

**Present:** Councillor Mark Harris  
Councillor Stefano Patacchiola JP  
Councillor Robert Shea-Simonds  
Councillor Richard Wood

**Officers:** Teresa Strange, Clerk  
Lorraine McRandle, Parish Officer  
Marianne Rossi, Finance & Amenities Officer

**Also present:** Clive Merritt, Avon IT (IT Contractor)

**1. Welcome, Announcements & Housekeeping**

The Clerk welcomed everyone to the meeting and invited nominations for the Chairman of this working party.

**2. To elect Chairman of Office Relocation Working Party**

Councillor Wood proposed, seconded by Councillor Shea- Simonds that Councillor Patacchiola be elected as Chair of the Office Relocation Working Party.

**Resolved:** The Council resolve that Councillor Patacchiola be Chair of the Office Relocation Working Party for 2022/23.

Councillor Patacchiola took to the chair.

**3. To elect Vice Chair of Office Relocation Working Party**

Councillor Patacchiola invited nominations for the Vice-Chair of this working party. Councillor Wood proposed, seconded by Councillor Harris that Councillor Shea- Simonds be Vice-Chair of the Office Relocation Working Party for 2022/23.

**Resolved:** The Council resolve that Councillor Shea-Simonds be Vice- Chair of the Office Relocation Working Party for 2022/23.

#### **4. To receive Apologies and approval of reasons given**

Apologies were received from Councillors Glover and Pafford who were on holiday. These reasons for absence were accepted.

#### **5. Declarations of Interest**

##### **a) To receive Declarations of Interest**

The Clerk declared an interest in agenda item 8 & 9 as her husband was on the list of items and services required for the office move and she was a director of the company.

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

None.

#### **6. To feedback from site visit (if arranged in the interim period) and consider any actions arising**

It was noted that all members present had attended the Campus for a site visit of the office and meeting room space this afternoon.

It was explained that during the site visit upon looking under the floor boxes there did not appear to be any data points. While on site this was queried with the project team officer who was going to look into this. The Clerk advised that when she returned back into the office, she looked at the drawings for the council's suite and there were data points scheduled to be installed in the floor boxes.

It was explained that there had been some issues with regards to the door access. Initially the council were going to have a card swipe system on the lobby door, however further correspondence was received from the project team to say that they were having problems with installing this system into the building. The council was then asked whether a digilock system would be acceptable instead of a swipe system.

Councillor Patacchiola had previously raised concerns with regards to this type of system, due to office security as digilocks had poor security. He explained that there were videos on YouTube of how to reveal the code and access the room within minutes if an unauthorised person really wanted to get in which could pose a risk to the council. He had queried with the project team whether the council would be able to put their own access card system onto the office door to maintain office security and data protection. The lobby and meeting

room doors could still have digilocks, but it was the security of the office which he had concerns over. He explained that with an access system, it was easy to find out who had accessed the office should any issues arise whereas with a digilock system there is no way of finding this out.

Councillor Patacchiola advised that he had spoken to the Campus team last week who explained that this would not be a suitable option as it would need to be connected with the building's fire alarm system. The Clerk also explained that she had had a conversation with a member of the project team on this issue and was told that it was now too late to change the door access system as the digilocks had already been installed onto the doors. She explained that she was confused by this response as the initial plan was to have some kind of access system on the doors, but it was the Campus team who had advised that this was now not possible due to issues with installing it into the building.

It was noted that on the meeting room drawings there was to be a CCTV camera installed in the lobby area, but this would not be operated by the parish council and there was a procedure the council would have to follow first to request access. Councillor Patacchiola had previously suggested that the parish council could purchase their own CCTV camera, so that the recordings were able to be accessed when necessary.

During the site visit this afternoon there appeared to be wiring for some kind of swipe card access system that could go onto the door. There was also a security alarm panel in the lobby area which would resolve any issues with regards to access control as different groups of people could potentially have different codes to access. This was something the project team would get clarification on. Councillor Patacchiola advised members that there did seem to be some miscommunication between what was planned to be done and what had been done.

It was noted that there was a public access part of the building where members of the public could visit the café area and library as well as the parish council office. There was also a leisure side of the building for members only to access through a controlled turnstile. It was confirmed that members of the public are able to access the parish council's office area through the main entrance door and either up the stairs on the right or in the lift.

Councillor Shea-Simonds queried whether the lobby door would be open during the office opening hours. The Clerk advised that, although she would like to, due to the fact that it was a fire door it was unable to be left open. Councillor Patacchiola advised that although this door was unable to be propped open, it could be taken off of its catch so that members of the public are able to push the door open to access the lobby area. It was noted that there would need to be some appropriate signage on the door to inform members of the public that they were need to do this to access the lobby area. It was explained that the idea was for member of the public to access the council officers via the hatch.

It was clarified that during the visit there would be adequate signage to

signpost members of the public to the parish council office area.

There had previously been discussions with the project team about locating a parish council noticeboard which displayed agenda notices outside of the office, however due to the fact that the only people going up to this area would be people attending the office this was deemed not a suitable place. During the visit it was suggested that the parish council noticeboard could go onto the wall in the main entrance lobby area, this would then enable anyone entering the Campus building to be able to view council notices. This was agreed with a member of the project team while on site that it was possible for the council to install the noticeboard in this location. It was noted that the Campus was going to also have a community noticeboard for community notices to be displayed in, adjacent to the parish council one.

## **7. To consider options for the internet connection and phone line**

Councillor Patacchiola explained that by the end of 2025 the analogue network will be switched off which means that copper phone lines will be disconnected, therefore there was no point in the parish council purchasing this type of line. It was noted that the phone lines that are available now connect over the internet. He explained that the council would need an internet connection and would need to consider what type of phone system was desirable to purchase. Clive advised that the parish council were already using an IP phone system in the office so if the council wished to continue with this system, it could just be moved into the new office.

Councillor Patacchiola explained that with regards to the internet availability in the area there was a basic ADSL line which was typically like a home broadband line. This line could be on a business basis which meant that the call out response times would be much quicker should any issues arise with the line, this would be in the region of £30-£35 per month. He advised that the download speed was around 8mb and the upload speed was around 1mb for the Campus location. He explained that this area was on the list to be upgraded to fibre, but there was no date scheduled in for this.

Councillor Patacchiola explained that the council could use 4G/5G connections, however the signal coverage in the Campus was poor. He explained with this idea an external aerial would need to be purchased and put on the window cill in the office room to obtain the signal. He advised that the only other option would be dedicated fibre which would cost around £250-£300 per month for a 500mb line.

Councillor Patacchiola advised that this was a difficult decision to make as each option available had disadvantages. He explained that with the ADSL line it may mean that there is some poor phone quality and would be difficult at meetings, especially if they were live streamed.

Members queried with Councillor Patacchiola what he felt would be the best option for the council. He explained that it came down to requirement and

budget, but it was possible to put a router in the Campus that could split between the ADSL line and 4G connections to see if this option worked first. If this doesn't work, the only option to the council would be dedicated fibre until at a much larger monthly cost until Openreach upgrade their networks.

The Clerk explained that the council's preference was to not stream meetings live, to enable officers to edit out confidential items discussed and then upload the stream onto the council's YouTube channel the next day, so this wasn't so much of an issue. She explained that the only part of the meeting where members of the public participate was under public participation which was a small part in comparison to the overall meeting.

The Clerk advised that with regards to the phone calls into the office, less people were calling the phone now due to the fact that during lockdown officers were calling people back on their personal phones. She explained that people such as Wiltshire Council officers now called personal mobiles as they are able to get directly to the person they wish to speak to. The Finance & Amenities Officer advised members that there was some difficulty when taking phone calls at the pavilion as the line sometimes dropped out.

Councillor Patacchiola explained that he had checked out the 4G speed that the council could get, which this was 18mb upload and 6.5mb download speed. He advised that this would be fine, however he felt that the council would potentially need the ADSL line as well. He explained that in order to get a 4G connection the council would need to purchase a sim contract which could be up to £30 per month. The ADSL line at was also £30 per month which was a monthly total of £60, should the council choose this option. He explained that if the council were minded to go for this option a bit of thought would need to go into this as the 4G device would probably need to go in the office on the window cill and plugged in and patched back through to the comms room.

Councillor Patacchiola explained that there was also a possibility of connecting together some of the council's network with the Campus public WIFI which was called meshing. This was only a possibility at this stage, as the public WIFI at the Campus was still to be set up and until this was done it was difficult to foresee if this was possible without seeing how it worked first.

Councillor Patacchiola suggested that the council could try one of the £30 options discussed above first to see whether this was sufficient enough, if this wasn't then the other £30 option could be purchased as well. He felt that the council should budget for both options together in case both were required, but one of these options should be tried first.

Members were reminded for background information that around a year ago the council pulled out of a new contract taken out with Sirus and were currently on a monthly rolling contract. It was noted that if the council were to purchase a new phone system the current phone handsets would need to go back to Sirus as they were currently leased. It was noted that at a previous IT Working Party meeting the council wished to investigate the possibility of using the Microsoft Teams phone system. The Clerk advised that as the current handsets will be

returned to Sirius, new ones compatible with Teams would need to be purchased.

**Recommendation:** The parish council purchase either an ADSL line or 4G sim connection in the first instance for the Campus WIFI to see how it goes with using one option at cost of up to £30 per month. If this was deemed not sufficient enough the parish council to purchase the second £30 per month option to provide an additional provision.

**8. To note list of current assets in the Meeting Venue (Swift Way) and Office at Pavilion and recommendations of the Asset Committee (6th June) for relocation, storage, disposal and donation.**

The Clerk explained to members that the Asset Management Committee had looked at this list at their meeting on Monday 6<sup>th</sup> June, but this had been brought to this working party in case there was anything that members felt needed to be added to the items to purchase list. The Clerk explained that when compiling this list, she applied three principles depending on access control to the rooms in the pavilion building. The pavilion office which was going to go back as a room to hire out would have no control as although there will be details of who is booking the room, there will be no record of who else enters the room. The kit room as it was not an alarmed part of the building, could be used for known people such as community groups collecting litter picking kit. The switch room was an alarmed part of the building so only known contractors would be given access to this room.

The Clerk explained that there had to be a phone line at the pavilion for the fire and security alarm system and to access the CCTV. She advised that there was a phone plugged in on the wall in case of a power cut, currently located in the office room. The Clerk advised that this phone was especially handy when she is called out in the middle of the night when the alarm is going off at the pavilion. She explained that there may be times when her mobile phone is out of battery, so this would give a bit more security if she was attending the pavilion on her own. The issue with regards to it being plugged into the office was when the room is opened back up again for hire, there would be no access control as to who could use the phone, therefore someone could potentially use it to make calls. It had been recommended at the Asset Management Committee to limit the numbers that were able to be dialed to call out to a few such as 999. Members of this working party felt that the phone should be moved into the switch room to resolve this issue of hirers accessing the phone to make calls.

The Clerk explained that the large Melksham Without hanging sign was currently stored in the switch room at the pavilion. Unfortunately, it was unable to be displayed at the pavilion due to the roof line being too low and it was doubtful that the council would be granted permission to display it on the Campus building. The Asset Management Committee had recommended that this sign should stay in the switch room for the time being.

Councillor Patacchiola wondered whether the sign could be displayed on a

post near the entrance to the Campus. The Clerk advised that this was something that could be investigated with the Campus team.

It was noted that the microwave, oven with hot plates and toaster were being left in the pavilion kitchen. Councillor Patacchiola queried whether members were happy with this given that there would be heat sources left in the kitchen. He explained that ovens and toasters especially were sources of fire so this needed to be taken into account. The Clerk explained that hirers would be renting out the kitchen to be able to provide hot food through the hatch, not just teas and coffees.

Councillor Patacchiola explained that if the council was renting out this space with these appliances included there needed to be a maintenance plan put together for them. It was noted that the Caretaker would be attending the pavilion on a weekly basis so would also pick up any issues. The Clerk suggested that the oven with hot plates should be moved from its current location as it was currently under a cupboard to a more suitable place in the kitchen.

Members felt that that the oven would need to be located appropriately, with signage instructing hirers to ensure that it has been turned off before they leave the building.

It was noted that there will need to be a fire risk assessment undertaken once the office staff had moved out of the building as it was a change in circumstances.

**Recommendation 1:** The council investigate with the Campus team whether the large council sign could be installed somewhere near the entrance to the Campus.

**Recommendation 2:** The council ensure that the kitchen appliances are located in a suitable position and appropriate signage is put up instructing hirers to make sure everything has been turned off before leaving the building. The council should put together a maintenance plan for the upkeep of these items.

**9. To agree list of items required for purchase, with budget cost implications, and agree request to Full Council for delegated powers for purchase by officers/working party**

Members noted that there were funds under the following budget headings for the office relocation move and equipment purchase.

Office Relocation Reserve	£2,856.53
Equipment & Furniture	£4,500.00
<b>Total</b>	<b>£7,356.53</b>

Members had been provided with a list of items that were required to be purchased along with price indications. Due to the short timeframe between

now and the move decisions need to be made relatively quickly. The Clerk suggested that Full Council may need to approve delegated powers to officers and/or this working party to make purchases on the below items within an agreed budget spend.

The following items below were discussed, with recommendations to Full Council on spend limits for each listed item.

Item	Requirement	Estimated Total cost	Comments from Office Relocation Working Party 13th June 2022
<b>Large TV Screen</b>	There is a requirement for a large screen to be installed on the wall for members to view plans etc. We would also like to be able to stream & record meetings for greater interaction with members of the public to interact at a meeting remotely. A large screen will be required to achieve this. It could be that the meeting is recorded on zoom, edited to top and tail and remove any confidential items in closed session and upload to YouTube, this may need less broadband width if not live streaming	£1,600.00	Members felt that a 75" screen would be the most appropriate size to purchase for the Campus meeting room. It was discussed whether there needed to be a second screen located the other side of the room so that all members on both sides of the table are able to view what is being displayed on the screen. It was not felt that a screen on a stand was suitable for the Campus meeting room, but a second screen could be fitted to the wall. It was felt that both screens should be the same size as each other, therefore 2x 75" screens should be purchased.  <b><u>Recommendation 1:</u></b> The Council purchase 2x 75" screens for the Campus meeting room.

<p><b>TV Screen &amp; Stand</b> – this is to provide a second screen as not everyone will be able to see the main big screen at the same time</p>	<p>We do have the TV screen in the old meeting space which could be re-located, but one will need to be purchased either for Berryfield Village Hall for the smaller space or Campus. We need this for members who are facing the other side of the room of the large screen on the wall to see plans etc.</p>	<p>£0.00</p>	<p>This item was discussed above. It was noted that the TV &amp; Stand that is currently in the old meeting room can be re-located to the small meeting room at Berryfield Village Hall. This item was missed off of the list of items to relocate at the Asset Management Committee</p> <p><b>Recommendation 2:</b> Do not order a TV &amp; stand for the Campus and relocate the one that was currently located at the old meeting space to the new Berryfield Village Hall for the smaller meeting room.</p>
<p><b>Speaker Camera Microphone</b></p>	<p>For recording and streaming meetings and for allowing zoom participants.</p>	<p>£800.00</p>	<p>Councillor Patacchiola advised that there were a number of systems on the market to purchase. He suggested to members that Jabra do an all-in-one system that has a camera, speaker and microphone.</p> <p>He explained that with this system the speaker is typically either installed directly above or below the screen. He advised that there was a much better view of people if it was installed below the screen as this was at head height, however it means that people would be unable to sit directly in front of the screen with their backs to it so the edge of the table would need to be kept clear. If it was installed above the screen this issue would not arise, however the camera view would be looking down onto the meeting instead of head height.</p> <p>The Clerk explained that the meeting table sits 16 people around it, at the most there would normally be 15 people at a Full Council meeting, however it was very rare that everyone attended. It was felt that if there was a full house at a meeting the table would be big enough to manage this.</p>

			<p><b><u>Recommendation 3:</u></b> The council purchase a Jabra system as a solution for the speaker, microphone and camera required for meetings.</p>
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<p><b>To provide power and data to meeting table top</b></p>	<p>To provide power (and data?) for 16 positions on the meeting table for laptops for electronic agendas.</p>	<p>£320.00</p>	<p>A quotation had been provided from Office Right for this provision. The Clerk explained that to enable power for meetings there would need to be 4x holes cut in the table in order to access the floor boxes to obtain the power source.</p> <p>Office Right had suggested a pop-up option for this solution to include 4x main sockets, 1x wireless charger, 2x USB charger, 1x HDMI &amp; 1X RJ46 Ethernet at £80 + VAT each.</p> <p>The Clerk explained that the hope was for the council agenda packs to become paperless, therefore the council laptops would be required for the duration of the meeting. It was noted that the laptops would struggle to hold their charge for the length of some meetings, therefore there was a need to ensure there was a power source for members and officers to plug in. Councillor Patacchiola also suggested that it may be worth the council purchasing a pack of 3.15 Amp fuses as well.</p> <p><b><u>Recommendation 4:</u></b> The Council accept the quotation from Office Right to purchase 4x pop-up power extensions (PP107), to include cutting 4x holes in the meeting table and installing them at a total cost of £320.00 +VAT for all four extensions.</p>
<p><b>Fridge</b></p>	<p>Required for new office/ meeting space.</p>	<p>£200.00</p>	<p>It was explained that the fridge would be an under counter stand-alone one.</p> <p><b><u>Recommendation 5:</u></b> The Council purchase a fridge for under £200.</p>

<b>Dishwasher</b>	Required for new office/ meeting space.	£500.00	<p>The Clerk explained that although officers could wash up, it would save a lot of officer time especially following a large meeting such as Full Council where there was a large amount of washing up to do. Members agreed that a dishwasher was required.</p> <p><b>Recommendation 6:</b> The Council purchase a dishwasher for under £500.</p>
<b>Whiteboard – double up as magnetic pin board</b>	The plan is to leave the current whiteboards at the pavilion for hirers to use as it would cost more time and money to remove and make walls good at the pavilion. We have asked Office Right for a quote for some whiteboards and we understand that they have some second-hand ones in very good condition which they can do at a much cheaper cost.	<p>£40.00</p> <p><b>Post meeting:</b> The Clerk suggests that more than two clearance boards will be needed. New 1200 x 900 cost £36.77</p>	<p>The Clerk explained that Office Right had some whiteboards on clearance so were well below cost price. For 1x Whiteboard 1200x900mm and 1x 900x600mm the cost of each of them was £20.</p> <p>She advised members that these were useful in the office, so that items could either be pinned up on the board or a list of what was going on that week could be written on.</p> <p>It was noted that as per the list of retain and disposal, the current whiteboards in the pavilion office were going to be left for hirers to use.</p> <p><b>Recommendation 7:</b> The parish council purchase 1x 5-star aluminium framed white board 1200x900mm and 1x Nobo Essence Melamine Whiteboard 900x600mm at £20 + VAT each from Office Right.</p>
<b>Crockery / Cutlery and some kitchen cleaning materials</b>	As per the list of disposal/relocation there is some crockery and glasses for the Gompels meeting space that is being relocated to the Campus, however this may need topping up a bit. Will need to get some kitchen bits as they will be left in the Pavilion kitchen	£100.00	<p>The Clerk explained that crockery from the old meeting room will be relocated to the Campus, however this may need topping up, so has put a budgeted figure in for this provision.</p> <p><b>Recommendation 8:</b> The council purchase crockery/cutlery and kitchen supplies for the new office</p>

			and meeting space up to a total of £100.
<b>4x office phone handset</b>	We will have to give our current phone handsets back, once we cancel the current phone contract and move into the Campus.	£400.00	It was noted that office phone handsets would need purchasing. Councillor Patacchiola advised that the council would need some that were compatible with the Microsoft system, he suggested that the council could purchase some refurbished ones which would be much lower in price. <b><u>Recommendation 9:</u></b> The council purchase phone handsets to be compatible with the Microsoft phone system for under £100 each.
<b>Wi-Fi &amp; BT Line &amp; IT KIT- Router, CCTV Camera for Lobby</b>	Need to arrange for these to be installed/ ordered.	£500.00	It was noted that the line and WIFI had already been discussed at this meeting under agenda item 6 and recommendations had already been made under that item.  Councillor Patacchiola explained that the council may need to purchase a new router depending on the capability of the current one.  Councillor Patacchiola advised that cabling would need to be put in for two access point, so that there was WIFI coverage in both the meeting room and office. He also suggested that the council had a CCTV camera in the lobby area. He explained that there was a company called Ubiquiti who could provide all of these components with a controller which was designed to monitor and manage the network and camera system.

			<p>The controller was around £200 to purchase, access points around £60 and the camera around £80.</p> <p>He explained that the council also needed to take into consideration that there would be costs of around £100 per month for the WIFI &amp; phone system, but this would be offset against the current phone costs. It was noted that these were around £200 per month.</p> <p><b>Recommendation 10:</b> The Council purchase a router, access points for WIFI in both meeting room and office, CCTV camera and controller system.</p>
<b>Removal</b>	Further to site visit to Pavilion on Weds 8 <sup>th</sup> June quote prepared for dismantling desks, and furniture, crates etc from Pavilion office and meeting table and approx. 30 chairs to Campus and rebuild at another end	£500.00	<p>The Clerk explained that, although she had only obtained a quotation from Office Right this was the company who moved the council to the Pavilion four years ago and also provided the office tables etc. She explained that they provided the council with a great service last time and were comparable last time with the other quotes sourced</p> <p>The Clerk advised that this quote had been based on the number of crates that the council used last time as it would not be any more than this. The quote for removal was £500 which included the move of the photocopier as well.</p> <p><b>Recommendation 11:</b> The Council approve the quotation of £500 from Office Right for the office removal.</p>

<p><b>Rental crates</b></p>	<p>Based on the requirement when we moved into the Pavilion, so will be similar (less IT crates as laptops now)</p>	<p>£350.00</p>	<p>The Clerk explained that this was based on how many crates the council required last time. She explained that these crates would probably be required for around 3 weeks so that they arrived a week before the move, were available for the week of the move and the week after for unpacking.</p> <p><b><u>Recommendation 12:</u></b> The Council order the required rental crates for the office move.</p>
<p><b>IT support</b></p>	<p>Clive to give estimate of time to disconnect IT infrastructure, assist packing, and to return to Campus at later date and reconnect (and trouble shoot)</p>	<p>£100.00</p>	<p>It was noted that Clive would be needed to provide IT support during the move.</p> <p><b><u>Recommendation 13:</u></b> The Council contract Clive from Avon IT Systems to provide the council with IT support during the office relocation.</p>
<p><b>Handyman</b></p>	<p>To provide support for any heaving lifting – other than removal team – and remove things from the walls and make good; and then erect on walls etc at Campus</p>	<p>£600.00</p>	<p>The Clerk highlighted to members that she had declared an interest in this item at the beginning of the meeting as it related to her husband’s company who she was also a director of.</p> <p>The Clerk explained that a handyman was required for heavy lifting and removal of items from walls and making them good again as well as erecting items on the walls at the Campus. The Clerk explained that the walls in the pavilion office and lobby area may need painting as well. She explained that last time the council contracted Andy Strange to provide this service as he had the necessary experience and insurance. It was noted that he was also on the list of the council’s approved contractors to undertake works for the council. Member were happy for Andy Strange to provide this service again for the office move.</p>

			<p><b>Recommendation 14:</b> To contract Andy Strange to undertake handyman jobs as necessary for the office relocation. If there was a requirement to paint the walls in the office and lobby areas at the pavilion the council to employ someone for a day to undertake this work.</p>
<p><b>Meeting Chair clean</b></p>	<p>The meeting chairs were used by the Gompels warehouse staff for their food breaks and could do with freshening up; seeking quotes but perhaps just Jen the cleaner to do on usual hourly rate and materials – once we have moved</p>	<p>£50.00</p>	<p>The Clerk explained that the meeting room chairs were currently located in the old meeting space and could do with a bit of a clean due to their dual use. She had advised that officers had tried to obtain quotes for this, but wondered whether members would be happy to ask the council's cleaner for the pavilion to do it at her hourly rate plus the cleaning materials.</p> <p><b>Recommendation 15:</b> The council to ask the pavilion cleaner to clean the meeting room chairs.</p>
<p><b>Deep clean of Pavilion</b></p>	<p>A deep clean is always booked annually for the summer between the football seasons (for changing rooms etc) but to book for office, kitchen, toilet once we have moved out</p>	<p>£0.00</p>	<p>Members felt that this was part of the contract for cleaning at the pavilion, therefore no amount for this should go towards costs for this project.</p>

<b>Waste Clearance</b>	We may have to have extra collections of Grist commercial waste bins.	£30.00	The Clerk explained that there may be some additional waste clearance required at the pavilion so this needed to be considered.
<b>Confidential Waste</b>	Office Right do a confidential waste clearance, cost is per filled bag, with confirmation of confidential shredding off site. Bags supplied and we will start to fill!		The Clerk explained that Office Right had provided officers with some confidential waste bags so that any items that are confidential can be disposed of appropriately. She hasn't obtained a quote from them yet for these so would ask them for this so this can be added to the overall costs but, they are charged per bag.
<b>Lockable, metal filing drawers for Pavilion kit room</b>	For storing archive paperwork at Pavilion – want lockable to be confidential and metal with closing doors so not a fire risk.	£255.00	The Clerk explained that Office Right had 3x new metal filing draws which needed clearing from their warehouse at a cost of £85 each which included delivery and taking away the old cupboards. She explained that these were lockable and the parish council,s archive could go in them as they locked. The Clerk advised that she wondered whether one of the filing units could be put in the office at the Campus for officers to store the contents of their desks in as well as laptops. Councillor Patacchiola advised that although he wouldn't be opposed to having an extra storage cupboard in the Campus, he doesn't think that it would be necessary for officers to store their laptops as the Campus was an alarmed building.  <b>Recommendation 16:</b> The council purchase 3x lockable metal storage filing cabinets at a cost of £85 each from Office Right, to include delivery of the new and removal of the broken cabinets.
Might be worth having one in the office space for storing the chain of office, stamps, cheque books and the laptops etc as more secure. We can get all 3 delivered to the Pavilion (they are only that cheap as they need them out the way) and we can assess as want to clear the kit room sooner rather than later and then they just move the one with the other stuff to the Campus			

<b>Sundry Items</b>	For items such as brackets for TV screens and cable ties etc.	£200.00-  <b>Post meeting:</b>  This figure was added in post meeting as it was missed off during the meeting.	Councillor Patacchiola advised that there also needed to be a budget for sundry type items such as brackets for TV screens etc.
<b>Post redirect</b>	Will need for at least 6 months after we have moved offices	£216.00-  <b>Post meeting:</b>  This figure was amended to reflect the recommendation of this meeting. The original figure was £321 for 6-month redirection; however, this working party have recommended that this should be reduced to 3 months.	The Clerk explained that when the council offices moved last time the council redirected their post for six months, but this was expensive. Councillor Patacchiola suggested that the council could keep their existing post box on at the pavilion and post could be collected from the post-box by the Caretaker once a week when he attends the pavilion to carry out his normal duties.  The Clerk explained that the council didn't get a lot of post now either as invoices were mostly send via email. Members suggested that the redirect could be done for 3 months instead of 6.  <b>Recommendation 17:</b> The council purchase post redirection for up to 3 months and keep the existing post box at the pavilion for the Caretaker to check once a week when he attends the pavilion.
	<b>Total</b>	<b>*£6,761.00</b>	<b>Left in budget £595.53</b>

**\*Post meeting note:** Upon checking the spreadsheet following this meeting it was discovered that a few costs for the sundry item as this was a new item identified had not been included as well as an amended cost for the post redirection as per the recommendation. This means that the current estimated cost for this project stands at £6,761.00 with £595.53 left in the budget with the corrections made. As per the Clerk's email 16/6/22 the whiteboards were only a price per whiteboard cost, and several would be required which along with some

picture frames. Say 6 x new 1200 x 900 whiteboards at £36.77 each = £220.62 and picture frames for say another £100.

**10. To consider quotations for relocation (rental crates, removal, IT support, “handyman” support (Campus & Pavilion), meeting chair clean and note additional costs for standard contractors (deep clean and additional waste clearance)**

This item was discussed under agenda item 9 and was included in the above table.

**11. To agree programme of dates for move**

The Clerk explained that the date the Campus team had given the council to move to the office space was week commencing 25<sup>th</sup> July which was the last week the council could move in before the Campus was scheduled to open to the public. The Clerk explained that there was a Full Council meeting scheduled for Monday 25<sup>th</sup> July, so it would not be suitable to move on that date and suggested to members that Thursday 28<sup>th</sup> July was penciled in to disconnect all of the IT items and move the office furniture etc. The office staff would then be located at the Campus from the 1<sup>st</sup> August onwards, with some potential unpacking to do during that week. Councillor Patacchiola advised that the council would need to ensure that there would be access to the comms room available for that date.

It was noted that all of the items such as screens, dishwasher and fridge should be scheduled for delivery on site at the Campus between the 25<sup>th</sup> & 27<sup>th</sup> July.

The Clerk explained that in terms of meeting dates, there was only a planning meeting scheduled in for August which had already been booked to take place at the Rugby Club. She envisioned that the meetings from September onwards would be at the Campus as long as all of the equipment had been set up and was working by that time.

**Recommendation:** The council move all of their items into the Campus to include all IT equipment and furniture on Thursday 28<sup>th</sup> July. From the 1<sup>st</sup> August the office staff to be located at the Campus offices.

**12. To review Lease for signature (if received)**

The Clerk explained that no lease had been received and it was unlikely to be available to be approved in time for the Full Council meeting on 20<sup>th</sup> June. She explained to members that the Campus team had suggested that the draft lease is agreed at Full Council subject to minor changes.

The Clerk explained that it may be the case that the lease has to be signed on Monday 25<sup>th</sup> July which isn't great as this was the week the council was due to move in. It was explained that there was a possibility of calling a short Full

Council meeting before the July Planning and Highways meeting to look solely at the lease if it was received by then.

**13. To consider any queries/correspondence from the Wiltshire Council project team**

The Clerk explained that Councillor Patacchiola had spoken to the Campus team directly with regards to the meeting room access and it appears that there may be a solution for this.

Meeting closed at 21:25pm

Signed.....  
Chairman, 20<sup>th</sup> June, 2022



**Teresa Strange MelkshamWithout**

16 August 2023 · 🌐



Free Sun Cream available to use at the Bowerhill Sports Field

The parish council has recently installed a sun cream dispenser station on the Bowerhill Sports Pavilion building, which is free and available for all to use while attending the Bowerhill Sports Field during the summer. Thank you to Gompels Healthcare for donating the sun cream and dispenser station for the use of everyone in the community. [#communityworkingtogether](#)

