

MELKSHAM WITHOUT PARISH COUNCIL

**LOCAL GOVERNMENT**  
**TRANSPARENCY CODE 2015**  
**COMPLIANCE REPORT**

31ST MARCH 2024



# MELKSHAM WITHOUT PARISH COUNCIL

## **LOCAL GOVERNMENT TRANSPARENCY CODE 2015 COMPLIANCE REPORT**

**As at 31ST MARCH 2024**

### CONTENTS

#### INTRODUCTION

Part 2.1 Item 28 – EXPENDITURE EXCEEDING £500

Part 2.1 Item 30 – GOVERNMENT PROCUREMENT CARD  
TRANSACTIONS

Part 2.1 Item 31 – PROCUREMENT INFORMATION

Part 2.2 Item 35 – LOCAL AUTHORITY LAND

Part 2.2 Item 38 – SOCIAL HOUSING ASSET VALUE

Part 2.2 Item 42 – GRANTS TO VOLUNTARY, COMMUNITY  
AND SOCIAL ENTERPRISE ORGANISATIONS

Part 2.2 Item 44 – ORGANISATIONAL CHART

Part 2.2 Item 45 – TRADE UNION FACILITY TIME

Part 2.2 Item 46 – PARKING ACCOUNT

Part 2.2 Item 47 – PARKING SPACES

Part 2.2 Item 48 – SENIOR SALARIES

Part 2.2 Item 50 – CONSTITUTION

Part 2.2 Item 51 – PAY MULTIPLE

Part 2.2 Item 53 – FRAUD

Part 2.3 Item 54 – WASTE CONTRACTS

# INTRODUCTION

The following document outlines Melksham Without Parish Council's information to be published, as per the requirement of the Local Government Transparency Code 2015.

The Code, issued to meet the Government's desire to increase democratic accountability, includes items such as Expenditure over £500, Land and Asset Values, and Grants to Voluntary, Community and Social Enterprise Organisations. The Code can be viewed on the following website:

[www.gov.uk/government/publications/local-government-transparency-code-2015](http://www.gov.uk/government/publications/local-government-transparency-code-2015)

Local authorities are encouraged to consider their responses, in accordance with the principle that all data held and managed by them should be made open and available to local people unless there are specific sensitivities to doing so.

The Code is issued by the Secretary of State for Communities and Local Government in exercise of his powers under Section 2 of Local Government, Planning and Land Act 1980 ("the Act") to issue a Code of Recommended Practice ("the Code") as to the publication of information by local authorities about the discharge of their functions and other matters which he considers to be related. It is issued following consultation in accordance with section 3(11) of the Act.

The Code does not replace or supersede the existing legal framework for access to and re-use of public sector information provided by the:

- Freedom of Information Act 2000 (as amended by the Protection of Freedoms Act 2012)
- Environmental Information Regulations 2004
- Re-use of Public Sector Information Regulations 2005
- Infrastructure for Spatial Information in the European Community (INSPIRE) Regulations 2009, and
- Sections 25 and 26 of the Local Audit and Accountability Act 2014 which provides rights for persons to inspect a local authority's accounting records and supporting documentation, and to make copies of them.

One of the definitions of a local authority under the transparency code is "a parish council which has a gross annual income or expenditure (whichever is higher) exceeding £200,000."

The parish council has reached the £200,000 threshold for the year ending 31<sup>st</sup> March 2024.

## Part 2.1 Item 28 - **EXPENDITURE EXCEEDING £500**

Melksham Without Parish Council publish ALL expenditure within the Council Full Council Meeting Minutes, which are publicly available on the Melksham Without Parish Council website [www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk) and published monthly. At the end of this document is a list of all the expenditure over £500 for the financial year 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 (without individual salary payments for Data Protection reasons). The spend over £500 is published on a quarterly basis under the accounts section on the council website and with the quarterly reports in the Full Council agenda packs in July, October, January and April. For further supporting information on the list of payments, please refer to the published Minutes or contact the Finance Officer [finance@melkshamwithout-pc.gov.uk](mailto:finance@melkshamwithout-pc.gov.uk)

## Part 2.1 Item 30 - **GOVERNMENT PROCUREMENT CARD**

Melksham Without Parish Council do not use a Government Procurement Card, and as such have no information to declare.

## Part 2.1 Item 31 & 32 - **PROCUREMENT INFORMATION**

During the financial year ending 31<sup>st</sup> March 2024 Melksham Without Parish Council did not publish any invitations to tender with a value over £5,000.

During the financial year ending 31<sup>st</sup> March 2023 Melksham Without Parish Council issued the following order with a value over £5,000.

1. PO 2324002 (issued 24<sup>th</sup> April 2023) to idverde. Riverway Depot, Trowbridge, Wiltshire, BA14 8LL. To undertake the following works at Whitworth, Play Area, Berryfield (see Full Council minutes 24<sup>th</sup> April 23 min. 500/22e):
  - Excavate existing gravel to a depth of 60mm and dispose to tip off site 71m<sup>2</sup>
  - Remove and dispose 27lm existing timber edging
  - Supply and lay concrete edging kerbs bed on and surround with concrete– 54 lm
  - Supply and lay 50mm of AC 20mm Binder course
  - Supply and lay 20mm of AC6 hardstone surface course
  - Sweep all surface leaving area clean and tidy
  - To install 8m<sup>2</sup> of 40mm of wetpour around the teen shelter**To a value of £8,598.87 excluding VAT**
2. The three-year grass cutting and bin emptying contract held by JH Jones & Sons for the parish expired on 31<sup>st</sup> March 2023. The parish council agreed that they were happy with the service provided from this contractor and due to the rate of inflation at the time felt that it would be unfair to both the council and contractor to enter into a long-term contract. It was agreed that the contract should be rolled on for another year (until 31<sup>st</sup> March 2024) with a 10% increase to the contract. **The total contracted cost for 2023/24 was £17,651.16 excluding VAT.**

## Part 2.2 Item 35 - LOCAL AUTHORITY LAND

The Parish Council have included Local Authority Land details in the Annual Statement of Accounts as at 31<sup>st</sup> March 2024. Please refer to Section 1 – Assets, 2 – Leases & 3 - Tenancies for information.

## Part 2.2 Item 37 – UNIQUE PROPERTY REFERENCE NUMBER

Your Ref	UPRN	Address	Leasehold/ Freehold	Comments
Berryfield Allotment	010014605796	Land North West Of 606c, Berryfield Lane, Melksham, Wiltshire, SN12 6EL	Leased Under Farm Business Tenancy	Registered Title: WT182400
Brainsfield Allotment	200001306521	Land At Berryfield Lane, Melksham, Wiltshire, SN12 6EH	Leased Under Farm Business Tenancy	Registered Title: WT86100
Parish Council owned farm land		Land To Rear Of 611 Berryfield Lane, Melksham, Wiltshire, SN12 6EL	Freehold, and leased to other party under Farm Business Tenancy	
Kestrel Court	200001306398	Land At Kestrel Court, Bowerhill, Melksham, Wiltshire, SN12 6SY	Devolved service lease from Wiltshire Council	WT15924
Shaw Village Hall	200001307391	Village Hall, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to Management Committee to run on Council's behalf	New to do Shaw Land Registry
Shaw Play area & MUGA (Multi Use Games Area)	010008202315	Recreation Ground, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to Management Committee	Due to the Health & Safety of the play area this is maintained, inspected and insured by the Parish Council
Shaw Playing Field		Recreation Ground, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to Management Committee to run on	

			Council's behalf	
Bowerhill Pavilion	010091542306	Pavilion Adjacent To Westinghouse Way, Bowerhill, Melksham, Wiltshire, SN12 6TL	Freehold	Registered Title: WT273424
QEII Diamond Jubilee Bowerhill Sports Field & MUGA (Multi Use Games Area)	010008202580	Bowerhill Sports Field, Westinghouse Way, Bowerhill, Melksham, Wiltshire, SN12 6TL	Freehold Registered as a Field in Trust (Diamond Jubilee Field)	
Berryfield Park Play Area		Berryfield Park, Melksham, Wiltshire, SN12 6EE	Devolved service lease from Wiltshire Council	There is no UPRN allocated to this piece of land.  NB: This includes the land that the teen shelter and MUGA is on, and the land that the "old portacabin" village hall was sat on (ref 010008202014, demolished 05/12/22.
Hornchurch Road MUGA (Multi Use Games Area)	200001305236	Land Adjacent to Hornchurch Road, Bowerhill, Melksham, Wiltshire, SN12 6QR	Land owned by Wiltshire Council	Registered Title: WT295277 The MUGA is inside the Boundary of this UPRN
Hornchurch Road Play Area	200001305236	On Land Adjacent to Hornchurch Road, Bowerhill, Melksham, Wiltshire, SN12 6QR	Land transferred to Melksham Without Parish Council in April 2018 from Bloor	Registered Title: WT203411 "Part of land on west side of Bowerhill lane, Bowerhill, Melksham". The Play Area is inside the Boundary of this UPRN.
Beanacre Play Area	010008201552	St Barnabas Church Field, Beanacre, Melksham, Wiltshire, SN12 7PT	Leased from Salisbury Diocese via St Barnabas Church	

Shurnhold Fields		Ex George Ward School Playing fields, Land to the North of Dunch Lane, Melksham, Wiltshire, SN12 8DQ	Land transferred to Melksham Without Parish Council in March 2019	Registered Title: WT444026  Joint project with Melksham Town Council, land in Melksham Without Parish Council name as lead council on project
Berryfield Village Hall		Land at Telford Drive, Berryfield, SN12 6GF	Land transferred to Melksham Without Parish Council in October 2021 from Bellway. Building leased to Management Trust to run on Council's behalf as of 21 <sup>st</sup> February 2023	Registered Title: WT433346
Whitworth Play Area		Smeaton Way, Berryfield, Melksham SN12 6GG	Land transferred to Melksham Without Parish Council in April 2023 from Bellway Homes	

## Part 2.2 Item 38 - **SOCIAL HOUSING ASSET VALUE**

Melksham Without Parish Council has no Social Housing stock.

## Part 2.2 Item 42 - **GRANTS TO VOLUNTARY, COMMUNITY AND SOCIAL ENTERPRISE ORGANISATIONS**

In 2023/24 the parish council awarded a total of £31,390 in grant funding to groups and organisations who benefit the residents of the parish. The funding was awarded by cheque and presented to each successful organisation at the Annual Parish meeting on 3<sup>rd</sup> April 2023. A list of each organisation that was awarded a grant is detailed below:

TYPE	ORGANISATION	Awarding in 2023/24
<b>SECTION 133 GRANTS (HALLS)</b>		
Other halls	Bowerhill Village Hall Trust	£5,000
Owned by MWPC	Shaw Hill Playing Field and Village Hall	£8,000
Owned by MWPC	Berryfield Village Hall	£2,500
Other halls	Whitley Reading Rooms	£800
<b>SECTION 133 GRANTS (HALLS) total</b>		<b>£16,300</b>
<b>SECTION 137 GRANTS</b>		
Action Groups	Bowerhill Residents Action Group (BRAG)	£450
Action Groups	Berryfield & Semington Rd Action Group (BASRAG)	£500
Action Groups	Community Action Whitley Shaw (CAWS)	£1,220
<b>Action Groups Total</b>		<b>£2,170</b>
Youth	1st Bowerhill Scout Group	£1,000
Youth	4Youth (South West) - <b>formerly Young Melksham</b>	£2,750
Youth	2385 (Melksham) Squadron ATC	£500
Youth	Shaw and Whitley Toddlers	£500
<b>Youth Total</b>		<b>£4,750</b>
Support Groups	Group Five	£500
Support Groups	Melksham PHAB Club	£350
Support Groups	Wiltshire Air Ambulance	£500
Support Group	HELP Counselling Services	£180
Support Group	Life Education Centres Ltd Wiltshire	£300
Support Group	Age UK Wiltshire	£300
Support Group	Stepping Stones.	£250
Support Group	Wiltshire Citizens Advice	£500
Support Group	Alzheimer's Support	£300
Support Group	Rainbow Day Centre Melksham	£300
Support Group	Meadowbrook (Wiltshire) CIC	£500
Support Group	FearLess Charity (Formally Splitz Support Service)	£500
<b>Support Groups Total</b>		<b>£4,480</b>



Community	Melksham Food & River Festival	£400
Community	Melksham SixtyPlus Club	£300
Community	<b>that meeting space</b> administered by GoodNews Church	£200
<b>Community Total</b>		<b>£900</b>
Community Info	Shaw & Whitley Connect	£250
<b>Community Info Total</b>		<b>£250</b>
Clubs	AFC Melksham (Disabled)	£300
Clubs	Melksham Gardeners' Society	£200
Clubs	Melksham Amateur Swimming Club	£340
Clubs	Shaw & Whitley Friendship Club	£450
Clubs	Shaw & Whitley Garden Club	£200
Clubs	Melksham WI	£150
Clubs	Whitley Cricket Club	£300
<b>Clubs Total</b>		<b>£1,940</b>
<b>Section 137 GRANTS Total</b>		<b>£14,490</b>
<b>SECTION 144 GRANTS (TOURISM)</b>		
Tourism	Melksham Tourist Information Centre	£600
<b>Tourism Total</b>		<b>£600</b>
<b>Grand Total</b>		<b>£31,390</b>

Part 2.2 Item 44 - **ORGANISATIONAL CHART**

An organisational chart for Melksham Without Parish Council is not required to be published, as there are no staff whose salary exceeds £50,000.

Part 2.2 Item 45 - **TRADE UNION FACILITY TIME**

No staff members spend time as Union Representatives and no money is spent on Union Activities.

Part 2.2 Item 46 - **PARKING ACCOUNT**

Melksham Without Parish Council do not use a Parking Account, and as such have no information to declare.

Part 2.2 Item 47 - **PARKING SPACES**

Some of Melksham Without Parish Council's facilities have off-street unmarked parking spaces.

Estimated number of parking spaces:

Bowerhill Sports Field & Pavilion:	12
Shaw Playing field and Village Hall:	20
Briansfield Allotments:	12
Berryfield Village Hall:	18

## Part 2.2 Item 48 - **SENIOR SALARIES**

There are no employees whose remuneration was over £50,000.

## Part 2.2 Item 50 - **CONSTITUTION**

The rules governing how the Parish Council operates are its Standing Orders, and its Financial Regulations govern its finance operations. Both are published on the parish council's website and are reviewed at least annually.

## Part 2.2 Item 51 - **PAY MULTIPLE**

Section 38 of the Localism Act 2011 required local authorities to publish a statement on the relationship between remuneration of chief officers and the remuneration of other staff. This is recommended to be demonstrated as a pay multiple to illustrate the authority's approach to pay dispersion.

**1.7:1 is the ratio of the Clerk remuneration to the median of the rest of the staff.**

### **Chairman's Allowance**

In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 a parish or town council, in establishing a members' allowances scheme, has to have regard to the recommendations of the Parish Remuneration Panel (Wiltshire Council).

Under Section 15 (5) of the Local Government Act 1972- "A parish council may pay the chairman for the purpose of enabling him to meet the expenses of his office such allowance as the council think reasonable".

The Council pays the Chairman an allowance and normally increases it by the same percentage as the staff increase each year which is agreed by the National Joint Council for Local Government Services (NJC). In this financial year the staff were awarded a flat rate amount, which meant that each employee, depending on their pay scale had a different percentage increase. In 2023/24 the Chairman received an allowance of £920. This was an increase of 5.76% which is the increase that Wiltshire Council applied to their member allowances, and was the average increase for their staff using the same flat rate NJC award. The parish council have regard to what Wiltshire Council award their members, as the local Pay Authority, for the setting of its own member allowances..

Apart from the Chairman of the council no other Councillor is paid an allowance.

Part 2.2 Item 53 - **FRAUD**

Melksham Without Parish Council has not undertaken any counter-fraud work or investigated any fraud cases.

Part 2.3 Item 54 - **WASTE CONTRACTS**

Melksham Without Parish Council has 2 ongoing waste contracts:

- a) Grist Environmental Limited hold the contract for waste collection at Bowerhill Jubilee Pavilion and Sports Field. – Registration Number: CBDU229470
- b) J.H.Jones & Sons Limited hold the contract for waste collection at Beanacre Play Area, Berryfield Play Area, Hornchurch Road Play Area, Shaw Play Area and Whitworth Play Area. Registration Number: CBDU415269