



MELKSHAM WITHOUT PARISH COUNCIL

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Tuesday, 10 May 2022

Dear members

You are summoned to attend the **Annual Council Meeting** of Melksham Without Parish Council which will be held on **Monday 16 May 2021 at 7pm Melksham Rugby Club, Oakfields, Eastern Way, SN12 7GU** to consider the agenda below:

******PLEASE NOTE NEW VENUE******

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

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09>

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

The recording will be available to view on YouTube the day after the meeting. Search for **Melksham Without Parish Council**. The recording will be available until the minutes of the meeting are approved and therefore become the legal record of the meeting.

Yours sincerely

Teresa Strange, Clerk

Serving rural communities around Melksham

AGENDA

1. **Welcome, Announcements & Housekeeping**
2. **Appointment of Chair**
3. **To receive the Chair's Declaration of Acceptance of Office**
4. **Appointment of Vice Chair**
5. **To receive Apologies and approval of reasons given**
6. **To consider holding items in Committee due to confidential nature**
Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business (Item 9) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
7. **Declarations of Interest:**
 - a) To receive declarations of interest
 - b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.
8. **Public Participation & Invited Guests**
 - Sergeant James Twyford, Melksham Police
 - Wiltshire Councillor Nick Holder, Bowerhill
 - Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold
 - Wiltshire Councillor Jonathan Seed, Melksham Without West & Rural
9. To consider **Heads of Terms for transfer of CIL** (Community Infrastructure Levy) funds to Melksham Town Council (further to MTC consideration) – deferred from last meeting
10. **Standing Orders & Council Policies:**
 - a) To review Melksham Without Parish Council Standing Orders and consider if any updates are required (*amendments to stand adjourned for adoption at June Full Council meeting*)
 - b) To review and adopt Complaints Procedure
11. **Code of Conduct:**
 - a) To note revised NALC Legal Topic Note: Members' Conduct and the Registration & Disclosure of Their Interests (England) dated 6th May 2022
 - b) To review and adopt combined Code of Conduct & Protocol for Member/Officer Relationship

- 12. Parish Council Objectives:**
 - a) To review Objectives for 2021/22 and set Parish Council Objectives for 2022/23
 - b) To review Priorities for Term of Council (2021-2025)
 - c) To consider holding community awards for 2022/23
- 13. To review and adopt revised “Committee Structure & Terms of Reference”**
- 14. Appointment of Committees & Working Parties 2022/23**
 - a) Asset Management Committee
 - b) Finance Committee
 - c) Highways & Streetscene Committee
 - d) Planning Committee
 - e) Staffing Committee
 - f) Working Parties
- 15. Appointment of Organisation Representatives 2022/23**
- 16. To note dates of meetings for 2022/23**
- 17. To approve the Minutes of the Full Council meeting held on 25 April 2022**
- 18. Planning:**
 - a) To approve the Minutes of the Planning Committee meeting held on 9 May 2022
 - b) To formally approve Planning Committee Recommendations of 9 May 2022
 - c) To consider requesting the “Call In” of **PL/2022/02749** (Land at Semington Road, Melksham, Reserved Matters for development comprising the erection of 144 dwellings off Semington Road) for consideration by Wiltshire Council’s Planning Committee and to consider submitting further comments regarding housing density.
 - d) Melksham Neighbourhood Plan:
 - i) To note further task group members
 - ii) To note Melksham Town Council resolutions on funding (Mtg 12th May) and consider any resulting actions
 - iii) To note current live consultations
- 19. Finance:**
 - a) To note Income/Expenditure reports for April
 - b) To appoint cheque signatories/online authority for May payments
 - c) To approve delegated powers for the Finance Committee (Monday 23rd May) to review and approve the cover, and authorise the payment for the parish council’s insurance cover before 1st June deadline
 - d) To consider grant request for new Carer Cafe

20. New Berryfield Village Hall project

- a) To note Progress Meeting 4 held on 27th April (minutes and report) and that the 4th staged payment has been made.
- b) To note any decisions made under delegated powers by the New Berryfield Village Hall Working Party and to consider any new requests for approval
- c) To approve deed for s106 side agreement from Wiltshire Council if received – to seal and sign

21. Community projects/partnership organisations:

- a) To note Wessex Water drop in session for Beanacre residents re First Time Mains Drainage arranged for Tuesday 24th May 4pm to 7pm at St Barnabas Church & associated Temporary Traffic Regulation Order for new sewer construction and associated works <https://one.network/?tm=128065294>
- b) To note next Melksham Area Board meeting Weds 22nd June
- c) To National Highways M4 to Dorset Coast Connectivity Study latest information
- d) Melksham Campus Newsletter – April 2022

22. Meeting the Climate Friendly Objective:

- a) To note NALC Legal Topic Note: Sustainable Energy & Electric Vehicle Charging
- b) To note the Wiltshire Council Briefing Note on **Solar Together Wiltshire** and consider for community buildings in the parish



MODEL STANDING ORDERS 2018 (ENGLAND)

Melksham Without Parish Council Standing Orders

**National Association of Local Councils (NALC)
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INTRODUCTION

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

HOW TO USE MODEL STANDING ORDERS

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

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

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

DRAFTING NOTES

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

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

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

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

1. RULES OF DEBATE AT MEETINGS

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

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

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

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

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

2. **DISORDERLY CONDUCT AT MEETINGS**

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

3. **MEETINGS GENERALLY**

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

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

thanksgiving or mourning.

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

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

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request

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

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

● u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

● v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

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

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of (3) hours and shall finish no later than 10pm

4. COMMITTEES AND SUB-COMMITTEES

- a) **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b) **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c) **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d) The Council may appoint standing committees or other committees as may be necessary, and:
 - i) shall determine their terms of reference;
 - ii) shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii) shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv) shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v) may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer () days before the meeting that they are unable to attend;
 - vi) shall permit a committee to appoint its own chairman at the

- first meeting of the committee;
- vii) shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - viii) shall determine if the public may participate at a meeting of a committee;
 - ix) shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - x) shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xi) may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a) **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b) **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c) **If no other time is fixed, the annual meeting of the Council shall take place at 7pm**
- d) **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e) **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f) **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g) **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until**

immediately after the election of the Chairman of the Council at the next annual meeting of the Council.

- h) **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i) **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j) Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i) **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii) Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii) Receipt of the minutes of the last meeting of a committee;
 - iv) Consideration of the recommendations made by a committee;
 - v) Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi) Review of the terms of reference for committees;
 - vii) Appointment of members to existing committees;
 - viii) Appointment of any new committees in accordance with standing order 4;

- ix) Review and adoption of appropriate standing orders. NB: Financial Regulations are reviewed by the Finance Committee held in May and adopted at the June Full Council meeting.
- x) . NB: Review of arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses to be reviewed by the appropriate committee.
- xi) Review of representation on or work with external bodies and arrangements for reporting back;
- xii) In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii) NB: Review of inventory of land and other assets including buildings and office equipment to be reviewed by Asset Management Committee in May/June and approved at June Full Council meeting. NB: Confirmation of arrangements for insurance cover in respect of all insurable risks to be undertaken by the Finance Committee in May under delegated powers.; NB: Council's and/or staff subscriptions to other bodies to be reviewed at the Finance Committee in May and approved by the June Full Council.
- xiv) Review of the Council's complaints procedure;
- xv) NB: Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*); to be reviewed by the Finance Committee in May and approved by the June Full Council.
- xvi) NB: Council's policy for dealing with the press/media to be reviewed by the Staffing & Resources Committee and approved by the following Full Council meeting. NB: Council's employment policies and procedures to be reviewed by the Staffing & Resources Committee and approved by the following Full Council meeting. NB: Council's expenditure incurred under s137 of the Local Government Act 1972 or the general power of competence to be reviewed by the Finance Committee in May and be approved by the June Full Council. Confirming the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. NB: The dates are determined earlier in the council calendar to ensure that diary commitments are made.

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

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

7. PREVIOUS RESOLUTIONS

- a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (5) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b) When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

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

exercisable by the chairman of the meeting.

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

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

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

- a) The following motions may be moved at a meeting without written

notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a) **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include**

deciding who has access to personal data and encryption of personal data.

- b) The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council’s retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c) The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d) Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e) Confidential Notes:**
 - (i) A Confidential Note for a related Minute will be marked “confidential”, produced on pink paper and circulated to Members AT THE MEETING. It will be signed with the public Minute of the same number. MEMBERS MUST RETURN THE CONFIDENTIAL NOTE AT THE END OF THE MEETING FOR CONFIDENTIAL DISPOSAL
 - (ii) The Council Master Minute Book only will include the letter C next to the open Minute eg. Min. 491/14C.
 - (iii) The Confidential Note for the Minute, along with the public version of the same Minute, will be retained in a separate file marked “Confidential Notes for Minutes” in the Clerk’s office, out of reach of the public.
 - (iv) A list to be kept of Confidential Notes for Minutes at the front of the file, to show the date, subject and Minute number.

12. DRAFT MINUTES

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

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

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a) All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b) Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary

interest. He may return to the meeting after it has considered the matter in which he had the interest.

- c) Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d) **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e) A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f) A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g) Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h) **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**

iii. **it is otherwise appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

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

15. **PROPER OFFICER**

- a) The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b) The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their**

residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and

- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (7?) days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in

paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority
- xv. The Clerk shall notify all members of Council of every new planning application and planning application decision made on a weekly basis, by forwarding the local authority notification email to all councillors and add all planning applications received by the Council on the agenda of the Planning Committee who meet every 21 days and have delegated powers to submit comments to the local authority
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a) "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

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

18. FINANCIAL CONTROLS AND PROCUREMENT

- a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal

- controls;
- ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b) Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

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

19. **HANDLING STAFF MATTERS**

- a) A matter personal to a member of staff that is being considered by a meeting of the Staffing & Resources committee is subject to standing order 11.
- b) Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of [the Staffing & Resources committee] or, if he is not available, the vice-chairman (if there is one) of [the Staffing & Resources committee] of absence occasioned by illness or other reason and that person shall report such absence to the

Full Council at its next meeting.

- c) The chairman of [the Council and the chairman of the Staffing & Resources committee or in their absence, the vice-chairmen] shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk The reviews and appraisal shall be reported verbally and are subject to approval by resolution by Full Council.
- d) In line with the Council's adopted Grievance Policy, wherever possible, any grievance should be raised informally with the employee's line manager (the Clerk). In the case of the Clerk to the Council raising a grievance this should be directed to the Chairman for the Council unless the complaint is about the Chairman in which case another Member can be identified to handle the Clerk's concerns. The recipient of the grievance from the Clerk should share the grievance with the Staffing & Resources committee and the issues should be treated with discretion and confidentiality at all times.
- e) If the employee does not consider it appropriate to raise the grievance informally, or if requested by the person the employee spoke to informally, then the employee should submit a formal grievance in writing to the Clerk, or in the case of the Clerk, to the Chairman.
- f) Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters
- g) In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

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

The Council, shall publish information in accordance with the requirements of the Local Government (Transparency

Requirements) (England) Regulations 2015 if its gross annual income or expenditure (whichever is higher) exceeds £200,000.

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

See also standing order 11.

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

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

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

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

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

- a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b) **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

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

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

26. **STANDING ORDERS GENERALLY**

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

27. ELECTIONS AND CO-OPTION

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

Adopted by Full Council 24 June 2019

Amendments approved at Full Council September 2020 Min 79/20d

Approved and adopted at Annual Council Meeting 15 May 2021.



MELKSHAM WITHOUT PARISH COUNCIL

COMPLAINTS PROCEDURE

Adopted on 15th May, 2017 For review and adoption 16th May 2022

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1. Melksham Without Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. Complaints by one Council employee against another Council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2. Complaints against Councillors. Complaints against Councillors are covered by the Code of Conduct for Members adopted by the Council ~~on 19th May, 2014~~ at its annual meeting every May and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Wiltshire Unitary Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Wiltshire Unitary Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.

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

Contacts

The Clerk – Mrs Teresa Strange
Melksham Without Parish Council
Sports Pavilion
Westinghouse Way
Bowerhill
MELKSHAM
Wilts SN12 6TL

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

The Chair - Cllr ~~Richard Wood~~
~~[Home contact details](#)~~
~~[Melksham Without Parish Council](#)~~
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6 MAY 2022

LTN 80 | MEMBERS' CONDUCT AND THE REGISTRATION AND DISCLOSURE OF THEIR INTERESTS (ENGLAND)

Introduction and context

1. The conduct and standards regime has undergone several changes in the last few years. This Note will set out the main changes and developments.

The Localism Act 2011 – changes to the standards regime

2. The Localism Act 2011 (the 2011 Act) introduced arrangements to regulate the conduct of members of local councils, the registration and disclosure of certain interests and how complaints about their conduct are handled. The 2011 Act created new criminal offences in respect of a member's failure to register and disclose certain interests and their participation in discussions and voting at meetings on matters where they hold such interests. The statutory provisions are contained in sections 26-34 of the 2011 Act and Schedule 4. Any statutory references in this Note are to the 2011 Act unless otherwise stated.

The statutory standards framework

3. A local council must promote and maintain high standards of conduct by members of the authority (s.27(1)). In discharging this duty, they must adopt a code of conduct to apply to their members when acting in their official capacity (s.27(2)). Sections 28 (1) and (2) require a relevant authority's code of conduct to:
 - a. be consistent with the principles of selflessness, integrity, objectivity; accountability; openness; honesty; and leadership and
 - b. include provisions which the authority considers appropriate in respect of the registration and disclosure of pecuniary interests and interests other than pecuniary interests.

The Committee on Standards in Public Life report

4. In January 2019 the Committee for Standards in Public Life (CoSIPL) published its long-awaited report (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/777315/6.4896_CO_CSPL_Command_Paper_on_Local_Government_Standards_v4_WEB.PDF) on local government

ethical standards and made several recommendations. Some required legislation to be enacted and others could be affected by bodies such as local authorities. Chapter 5 of the report specifically considers local councils. Recommendation 1 was that the Local Government Association create an updated model code of conduct, in consultation with representative bodies of councillors and officers of all tiers of local government. The new code (<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020>) was published in December 2020. The government responded (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1061773/Government_response_to_CSPL_review_of_local_government_ethical_standards.pdf) to the CoSIPL report in March 2022. It has no current plans to make legislative changes as recommended by the CoSIPL. As such, the 2011 Act provisions remain.

The model Code of Conduct 2020

5. As referred to in paragraph 4 above, the LGA's Model Code of Conduct was issued in December 2020. NALC recognises the benefits of a single code after the experience of the regime post-2011 and so endorsed the new Code and withdrew the NALC template code of conduct. Guidance (<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct>) to accompany the Code was issued by the LGA in July 2021 after consultation with NALC and other sector bodies. We will update as on the issue of any sector-specific guidance.

What are the main provisions of the 2011 Act for local councils?

6. The provisions in the 2011 Act apply to both members and co-opted members of relevant authorities. A co-opted member is defined in s. 27 (4) as a person who is not a member of the relevant authority but who is either a member of any committee or sub-committee of the authority, or a member of, and represents the authority on, any joint committee or joint sub-committee of the authority, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee. In the rest of this Note, a reference to a member of an authority includes a co-opted member of the authority unless otherwise expressed. This should not be confused with members co-opted on to councils further to a casual vacancy arising and no call for an election to be held. "Relevant authorities" which are defined in s. 27(6) include district, county, London

- Boroughs, parish councils, fire and rescue authorities, economic prosperity boards, National Park authorities, and the Broads Authority.
7. The 2011 Act provides no definition of pecuniary or non-pecuniary interests. It imposes mandatory obligations on members in respect of disclosable pecuniary interests (DPIs). These are defined in regulations and further explained in paragraph 21 below.
 8. Members are subject to obligations at meetings in relation to holding DPIs in business that is under consideration. See also paragraphs 23-25 below. Members are subject to the statutory obligations about DPIs irrespective of the code of conduct adopted by their councils or the date that the code was adopted.
 9. In accordance with s.28(13), a relevant authority's function of adopting, revising, or replacing a code of conduct may be discharged only by the authority, not by a committee or officer. A relevant authority must publicise its adoption, revision, or replacement of a code of conduct in such manner as it considers is likely to bring the adoption, revision, or replacement of the code of conduct to the attention of persons who live in its area (s.28(12)).
 10. Subject to the provisions of ss.28(1) and (2), the relevant authority is free to decide the form and content of the new code of conduct that it adopts.
 11. S.27 (3) provides that a parish council may adopt the same code of conduct adopted by its principal authority (and see paragraph 5 above on the 2020 Code). Pursuant to s.29 (9), a principal authority for a parish council is the district council for its area.

Handling of code of conduct complaints

12. The principal authority is exclusively responsible for receiving, investigating and deciding code of conduct complaints which relate to the members of parish councils in their area. Sections.28(6) and (9) require a principal authority to have in place arrangements to investigate and determine allegations that a member of a parish council in its area has failed to comply with their council's code of conduct.
13. Except for the appointment and role of at least one independent person, (see paragraph 15 below), the 2011 Act does not prescribe the arrangements that principal authorities must have in place for the investigation and determination of code of conduct complaints. A principal authority may delegate the discharge of such functions to a committee or officers pursuant to s. 101(1) of the Local Government Act 1972 (the 1972 Act). A committee with responsibility for investigating and determining code of conduct matters would be appointed pursuant to s.102 of the 1972 Act. As with any committee of a principal authority, it will be subject to the

rules for proportional representation of different political groups set out in ss.15-17 of the Local Government and Housing Act 1989 (unless the whole council votes to suspend the proportionality rules for that committee). As such, a principal authority committee is not required to include in its membership the members of any of the parish councils for which the principal authority is responsible. A principal authority may arrange for its Monitoring Officer to have certain responsibilities relating to the investigation of a code of conduct complaint or deciding whether a complaint that it receives merits being investigated.

14. The 2011 Act does not give a principal authority express power to undertake investigations or to conduct hearings (any such action may be implied). Similarly, it has no express powers to require access to documents and information or to require members or others to attend interviews/give evidence, or to require the member or others to attend a hearing.
15. A principal authority must appoint at least one independent person (s.28 (7)). The views of the independent person must be sought, and their views are considered before a principal authority takes a decision on a complaint it has decided to investigate. The views of the independent person may also be sought by the principal authority in other circumstances. The views of the independent person may also be sought by the member of the parish council who is the subject of an allegation for failure to comply with their authority's code of conduct.
16. Pursuant to s.28(8), an independent person cannot be a member, co-opted member, or an officer of the principal authority or of any parish council within the principal authority's area or a close friend or relative of such person. In addition, a person cannot be an independent person if, during the five years before their appointment, they have been a member or an officer of the principal authority or of any parish council within the principal authority's area. The independent person may be paid an allowance or expenses connected to their appointment. S.28 (8) (d) provides that a person does not cease to be independent merely because such payments are made.

Breach of code

17. If the principal authority decides that a member of a parish council has breached its code of conduct, the principal authority cannot take action directly against the member of the parish council (s.28 (11)). The principal authority's powers are limited to censuring them subject to making recommendations that the parish council takes a course of action in respect of the member. Although any such recommendation is not binding on the

parish council, the principal authority may recommend, for example, that the parish council removes its member from a committee or that it asks its member to attend training or to apologise.

18. S.28 (4) confirms that a council decision is not invalidated because 'something that occurred in the process of making the decision involved a failure to comply with the code.'

Register of interests

19. The Monitoring Officer of the principal authority must establish and maintain a register of interests of the members of the parish councils in its area. Such interests include DPIs, and any pecuniary interests and non-pecuniary interests included in the code of conduct adopted by a parish council (s.29).
20. The Monitoring Officer must ensure that the register of interests of the members of parish councils in the area is available for inspection at all reasonable hours at a place in the principal authority's area. The principal authority must also publish the register of interests of the members of the parish councils on its website (s.29 (6)). A parish council with a website must publish the register of interests of its members and the Monitoring Officer must provide the parish council with any data that the parish council needs to comply with its duty to publish the register of interests on its website if it has one.

Disclosure of interests upon taking office

21. Under s.30 a member of a parish council must, within 28 days of becoming a member, notify the Monitoring Officer of any DPIs. Upon the re-election of a member or upon the reappointment of a co-opted member, they must also within 28 days notify the Monitoring Officer of DPIs not already included in their register of interests. S.30(3) confirms that DPIs relate to certain interests of:
 - a. the member and
 - b. the member's spouse or civil partner and
 - c. the person with whom the member lives as if they were a spouse or civil partner.

The nature of DPIs in respect of (i) - (iii) above are defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 SI 2012/1464. The interests of the persons in (i) - (iii) above relate to their employment, office, trade, profession or vocation for profit or gain, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate

tenancies, and securities. A detailed explanation of DPIs is given in Legal Briefing L10-12. When notification of a DPI is received by the Monitoring Officer, it will be entered into the member's register of interests unless it is a sensitive interest (see paragraph 22 below). Failure to register a DPI in accordance with s.30 of the 2011 Act is a criminal offence (see also paragraph 35 below). Recommendation 18 of the CoSIPL report was that the criminal offences in the 2011 Act relating to DPIs should be abolished. The government in its response did not agree with the recommendation.

22. Under s. 32 (1), a member of a parish council may ask the Monitoring Officer to exclude from their register of interest-sensitive interests whether or not these are DPIs, the details of which, if disclosed, might lead to a threat of violence or intimidation to the member or to a person connected with them. The Monitoring Officer has responsibility for deciding if a member's interests are sensitive interests which are excluded from their register of interests.

Disclosure of DPIs and other interests at meetings and limitations on voting

23. S 31(4) provides that if a member of a parish council is aware that they have a DPI in a matter being considered at a meeting, they are barred from participating in any discussion or voting on it unless they have obtained a dispensation. Dispensations requests for DPIs and other interests are explained in paragraphs 28-33 below. Without a dispensation, a member's participation in the discussion or voting on a matter in which they have a DPI is a criminal offence under s.34 of the 2011 Act (see also paragraph 35 below). No criminal offence is committed by a member who participates in a discussion or votes at a meeting on the question of whether or not to grant them a dispensation which relieves them of the restrictions which apply to the matter in which they hold a DPI (s.33(4)).
24. Under ss. 31(2) and (3), if a member is aware of a DPI in a matter under consideration at a meeting but such interest is not already on the authority's register of interests or in the process of entry onto the register having been notified to the Monitoring Officer, the member must disclose the DPI to the meeting and register it within 28 days of the meeting at which the relevant business is considered. Failure to disclose or register the DPI is a criminal offence under s.34 (see paragraph 35 below). A member with a sensitive interest that has not already been notified to the monitoring officer must simply confirm at the meeting that they have a DPI, rather than giving details of that interest (s.32(3)).
25. S.31(10) provides that a relevant authority's standing orders may require a member with a DPI in a matter being considered at a meeting to withdraw

from the meeting room while any discussion or vote on it takes place. A parish council is free to adopt such standing orders. A member with a DPI who fails to withdraw from a meeting as required by their council's standing orders does not commit a criminal offence. If a council wanted to sanction a member with a DPI for not leaving the meeting room as required by its standing orders, it may rely on its other standing orders to vote to exclude the member from the meeting.

26. The code of conduct adopted by a parish council may include obligations on members to disclose at meetings interests which are not DPIs. It is not a criminal offence for a member to fail to register or disclose interests which are not DPIs even if such obligations are imposed by their council's code of conduct. A council may make standing orders which apply when members hold interests which are not DPIs.
27. S. 106 of the Local Government Finance Act 1992 also prohibits a local councillor in council tax arrears for at least two months from voting on the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept. If a local councillor in such a position fails to notify the council of the fact or votes in a prohibited matter, then on prosecution and conviction they can be subject to a fine of up to £1,000.

Dispensations

28. S.33 provides that a parish council may grant a dispensation to a member, not exceeding a period of four years, in respect of the restrictions which apply to them at a meeting which is considering a matter in which they hold a DPI. S.33 (2) confirms that a parish council may grant the dispensation if having regard to all relevant circumstances, it considers that:
 - a. without the dispensation, the number of persons prohibited from participating in any business would be so great a proportion of the body transacting the business as to impede the transaction of the business or
 - b. granting the dispensation is in the interests of persons living in the council's area or
 - c. it is otherwise appropriate to grant a dispensation.
29. By virtue of s. 33 (4) a member is free to participate and vote at a meeting on the question of granting themselves a dispensation which relieves them of the restrictions which apply to the matter in which they hold a DPI.
30. A member's request for a dispensation must be in writing and submitted to the parish council's proper officer. Dispensations may be granted by the full

council, or it may arrange for this function to be discharged by a committee or a sub-committee or an officer pursuant to s. 101(1) of the 1972 Act. If full council (or a committee, or a sub-committee) has responsibility for considering/granting dispensations, it can deal with a member's written dispensation request at the meeting at which it is required by them. This arrangement would benefit members who realise that they need a dispensation only after they receive the agenda which confirms the business to be transacted. Dispensation requests may constitute a standing item of business for every council (or committee or sub-committee) meeting and should be dealt with after the names of those members present and absent (and approval, as appropriate, for absence) at the meeting have been recorded. Councils are recommended to adopt standing orders which confirm the procedure for the submission of dispensation requests whilst recognising there may be times when councillors do not realise, they have a DPI and require a dispensation until the day of or at the meeting.

31. Whilst a member must submit their request for a dispensation in writing to the proper officer, a council may prefer members to complete and submit a standard form. It is recommended that a member's request for a dispensation, whether or not using a standard form, includes the following information:
 - a. the name of the applicant;
 - b. the description (e.g. DPI or other) and the nature of the interest;
 - c. whether the dispensation is for the member to participate in a discussion only or a discussion and a vote.
 - d. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought and
 - e. an explanation as to why the dispensation is sought.

Dispensations for certain DPIs and other interests

32. There will be some business due to be decided at a parish council meeting, which most or all of the members present will have a DPI in (or another type of interest). For example, at a meeting setting the council's precept or deciding the council's response to a proposed development affecting the entire parish area, it is likely that many or all of the members live in the parish. In these examples, it is NALC's view that the members hold a DPI (arising from holding a beneficial interest in land or a licence to occupy land in the parish) and will, without a dispensation, be subject to the statutory restrictions which prevent them from participating in or voting at a meeting on such business. The statutory grounds listed in paragraph 28

above would permit a parish council to grant a dispensation to members. If the function of granting dispensation requests has been delegated to an officer pursuant to s.101(1) of the 1972 Act, dispensation requests made by many or all members of a council can be handled with relative ease. If the function has not been delegated to an officer, then members are free to participate and vote on the question to grant themselves dispensations (see paragraphs 28-31 above). In the example of a parish council meeting which is setting the precept, some Monitoring Officers share NALC's view that members hold a DPI. However, some Monitoring Officers do not share NALC's view. NALC understands that the informal government view is that members of a principal authority at a meeting which sets the council tax or members of a parish council at a meeting which sets the precept do not hold a DPI.

33. Notwithstanding different legal opinions as to whether or not a member holds a DPI in the examples given above, it is a criminal offence (see paragraph 35 below) for a member to participate and vote at a meeting on a matter in which they are deemed to have a DPI. If a member is unsure if they hold a DPI in a matter being considered at a meeting and they want to participate in a discussion and vote on the matter, the safest course of action would be for them to seek a dispensation. A dispensation will ensure that the member is not at risk of prosecution.
34. Although some Monitoring Officers may hold a contrary opinion, it is NALC's view that a member of a parish council or another local authority who receives an allowance by virtue of their public office holds a DPI. This particularly applies to members of parish councils who are also members of principal authorities and automatically receive an allowance from the principal authority.

Criminal offences

35. Under s.34, a failure to register a DPI within 28 days of election or co-option (or re-election or re-appointment), or the deliberate or reckless provision of false or misleading information on registration, or participation in discussion or voting in a meeting on a matter in which the member has a DPI will be criminal offences, potentially carrying a Scale 5 fine of £5000 and/or disqualification for up to five years. Prosecution is at the instigation of the Director of Public Prosecutions.

Other Legal Topic Notes (LTNs) relevant to this subject

LTN	Title	Relevance
5	Parish and community council meetings	Explains the law and procedure relating to council meetings.

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MELKSHAM WITHOUT PARISH COUNCIL

Code of Conduct/ Protocol on Member/Officer Relations

Code of Conduct

General principles

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

Standards of councillor conduct

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

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

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

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

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

Registering and declaring pecuniary and non-pecuniary interests

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

Protocol On Member/Officer Relations

1. Introduction and Principles

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

2. Limitations of Members' Authority

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

3. The Relationship: General Points

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

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

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

4. Roles Of Members And Officers

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

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

4.2 Officers have the following main roles:

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

5. The Council Decision Making Process

- 5.1 Day to day decision making remains the responsibility of the Clerk as delegated by the Parish Council.
- 5.2 Members must always remember that decisions and policies, once determined by the Parish Council are binding.

6. The Relationship: General Points

- 6.1 Officers are responsible for day-to-day managerial and operational decisions within the Council and will provide support to all Members in their various roles.
- 6.2 In giving such advice to Members and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and make recommendations. Members should not seek to pressure the Officer to make a recommendation contrary to the Officer's professional view because of their wish to express a contrary view.
- 6.3 The Clerk has certain statutory roles which need to be understood and respected by all Members. Members must respect these statutory obligations, must not obstruct the Clerk in the discharge of his/her responsibilities and must not victimise him/her for discharging his/her responsibilities.
- 6.4 The following key principles reflect the way in which Officers generally relate to Members:-
- All Officers are employed by, and accountable to the Council as a corporate body
 - Support from Officers is needed for all of the authority's functions
 - Day to day managerial and operational decisions should remain the responsibility of the Clerk and other Officers and
 - All Officers will be provided with training and development to help them support the various Member roles effectively.

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

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

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

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

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

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

9. Members' Access To Information And To Council Documents

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

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

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

10. Correspondence

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

11. Publicity and Press Releases

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

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

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

12. Members In Their Ward Role and Officers

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

13. Access To Premises

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

14. Use Of Council Resources

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

15. Conclusion

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

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

Code of Conduct reviewed May 2021 and adopted 27 June 2021

At the Full Council meeting on 26 July 2021 it was agreed to merge the Code of Conduct and Protocol on Member/Officer Relations into one Policy document (Min 164(b)/21)

MELKSHAM WITHOUT PARISH COUNCIL

OBJECTIVES & PRIORITIES FOR 2021/22

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

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

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

Approved an Annual Council Meeting on 15 May 2021



MELKSHAM WITHOUT PARISH COUNCIL

For review and adoption at Annual Council 16th May 2022 **COMMITTEE STRUCTURE AND TERMS OF REFERENCE**

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1. NUMBER AND NAMES OF COMMITTEES

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

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

Just a thought for the Highways Committee, as its lengthy as its set for each quarter in line with the CATG meetings, however I note the town council have a joint committee with Planning, and you might want to merge the two and then highway requests would be considered in a more timely manner – although they would still only be considered by the CATG 4 times a year. Just a thought! NB CATG now called LHFIG

2. PURPOSE & DELEGATED AUTHORITY

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

3. FREQUENCY OF MEETINGS & FUNCTION

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

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

- a) Be responsible for all Council matters directly relating to finance and spending
- b) Prepare and monitor the Council budget (January)

- c) Recommend the Council precept, based on budget requirements (January)
- d) Ensure Council funds are managed and invested for maximum return
- e) Consider grant applications and allocate grant aid (March)
- f) Carry out an Annual Review of the Council Insurance Policy to ensure Council assets are properly insured and liabilities covered (May)
- g) Carry out an Annual Review of Financial Regulations & Risk Register (May/June)
- h) Carry out a review of Year End Accounts, Audit requirements and Compliance to Transparency Code (May/June)
- ~~i) Finance Committee members will approve accounts at Council meetings and sign cheques and authorise online banking payments in the office monthly (2 signatories). **Currently being authorised at home and accessing records for verification remotely due to Covid Restrictions**~~

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

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

3.3 Staffing and Resources Committee: The Staffing and Resources Committee will meet at least twice per year and at other times if necessary. It will function to:

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

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

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

- a) Seek quotes on the provision, maintenance, repair or renewal of assets in the parish to inform the Finance Committee/Full Council.
- b) Review and assess quarterly written play area reports, identifying any actions required; and Annual Independent Play Area inspection reports.
- c) Address continued management of Bowerhill Pavilion and Sports Field, including annual maintenance contracts and the promotion of hiring of the facilities.
- d) Liaise with Shaw Village Hall Management Committee to ensure maintenance schedules are adhered to so the building is suitably maintained and insured for its users.
- e) Review Allotment Tenancy Agreement and annual rent charges. Consider correspondence and requests from Allotment Tenants.
- f) Officers to have delegated powers to accept new bookings for the Bowerhill Sports Field and arrange suitable charges and for the Clerk to consult with the Chair and Vice Chair of the Asset Management Committee if necessary.
- g) Review Council resources, including parish and office equipment, to ensure staff are properly equipped to carry out work demands.

~~h)~~

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

3.53.6 It will function to:

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

4. CHAIRMAN & MEMBERSHIP

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

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

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

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

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

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

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

5. NUMBER OF MEMBERS ON COMMITTEES

The number of members on committees will be as follows:

Finance Committee

Chair, Vice-Chair & 5 Council members

Planning Committee

Chair, Vice-Chair & 5 Council members

Staffing & Resources Committee

Chair, Vice-Chair & 5 Council members

Asset Management Committee

Chair, Vice-Chair & 5 Council members

Highways & Streetscene Committee

Chair, Vice-Chair & 5 Council members

6. RULES OF AGENDA, PROCEDURE AND DEBATE

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

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

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

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

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

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

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

7. ATTENDANCE OF PRESS AND PUBLIC

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

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

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

These terms of reference were reviewed and approved by Melksham Without Parish Council at the Annual Council Meeting on Monday 15th May 2021.

Committees and Working Parties for 2021/22

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

Chair of Council for 2021/22: Cllr John Glover

Vice Chair of Council for 2021/22: Cllr David Pafford

Finance Committee:

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

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

Planning Committee:

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

Staffing & Resources Committee:

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

Asset Management Committee:

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

Highways and Street Scene Committee:

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

Community Resilience Working Party:

Cllrs Richard Wood, John Glover, David Pafford, Rob Hoyle, Alan Baines and Mary Pile.

Shurnhold Fields Joint Working Party:

Cllrs John Glover, David Pafford and Stefano Patacchiola

Office Relocation Project Working Party:

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

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

New Berryfield Village Hall Working Party

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

I.T. & Data Protection Working Party

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

CIL Sharing (MTC)

Cllrs John Glover, David Pafford and Alan Baines

ORGANISATION REPRESENTATIVES

For 2021/22

Organisations:

Age Friendly Melksham	John Doel
Berryfield & Semington Road Action Group (BASRAG)	Richard Wood
Berryfield Village Hall	Shona Holt
Bowerhill Residents Action Group (BRAG)	Rob Hoyle (Sub: Andy Russell)
Bowerhill Village Hall Trust	Andy Russell
CCTV Working Group (Town Council)	Stefano Patacchiola
Climate Friendly (NEW)	John Doel
Community Action Whitley & Shaw (CAWS)	Mary Pile
CPRE (Wiltshire Branch)	VACANCY
Dementia Action Alliance	Robert Shea-Simonds
Market Place Toilet Joint Venture	Alan Baines & John Glover
Melksham Area Board	John Glover & David Pafford
Melksham ATC	Andy Russell
Melksham Chamber (previously Chamber of Commerce)	Rob Hoyle
Melksham Charities	R Shea-Simonds & John Doel
Melksham Community Area Transport Group	Alan Baines
Melksham Hospital & Community	Robert Shea-Simonds
Melksham Joint Health Forum	John Glover
Melksham Joint Neighbourhood Plan Steering Group	R Wood, J Glover & D Pafford (Alan Baines – reserve)
Melksham Oak Community School Governor	David Pafford
Melksham Transport Group	Mark Harris
Operational Flooding Working Group	Alan Baines
Parish Highways & Street Scene Rep	Parish Officer – L. McRandle
PCSO Liaison	Officers
Press Representative	Clerk – Teresa Strange
Shaw Hall Management Committee	Terry Chivers
Shurnhold Fields (Friends of)	(from Shurnhold Working Group Reps)
Whitley Reading Rooms	VACANCY
Wilts & Berks Canal Partnership	Mark Harris
WALC (Wiltshire Association of Local Councils)	Rob Hoyle

Footpath Representatives:

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

MELKSHAM WITHOUT PARISH COUNCIL COUNCIL MEETING DATES 2022/23

Please Note: All Council Meetings commence at **7.00pm** and are held at **Melksham Rugby Club, Oakfields, Eastern Way, SN12 7GU** unless otherwise stated (**please check our website for updates on meeting venue from September onwards**). Whilst you are welcome to attend in person, meetings can be accessed via Zoom. Details are on our website or noticeboard for access instructions.

Web - www.melkshamwithout.co.uk E-mail - office@melkshamwithout.co.uk Tel - 01225 705700

ANNUAL COUNCIL	MONDAY 16 MAY 2022
PLANNING COMMITTEE	MONDAY 23 MAY 2022
FINANCE COMMITTEE (to follow Planning)	MONDAY 23 MAY 2022
ASSET MANAGEMENT	MONDAY 6 JUNE 2022
PLANNING COMMITTEE	MONDAY 13 JUNE 2022
FULL COUNCIL	MONDAY 20 JUNE 2022
PLANNING COMMITTEE	MONDAY 4 JULY 2022
PLANNING COMMITTEE	MONDAY 18 JULY 2022
HIGHWAYS & STREETSCENE COMMITTEE (to follow Planning)	MONDAY 18 JULY 2022
FULL COUNCIL	MONDAY 25 JULY 2022
PLANNING COMMITTEE	MONDAY 8/15/22 AUGUST 2022
PLEASE CHECK OUR WEBSITE FOR MEETING VENUE DETAILS FROM SEPTEMBER	
PLANNING COMMITTEE	MONDAY 05 SEPTEMBER 2022
STAFFING COMMITTEE (to follow Planning)	MONDAY 05 SEPTEMBER 2022
FULL COUNCIL	MONDAY 12 SEPTEMBER 2022
PLANNING COMMITTEE	MONDAY 26 SEPTEMBER 2022
HIGHWAYS & STREETSCENE COMMITTEE (to follow Planning)	MONDAY 26 SEPTEMBER 2022
FULL COUNCIL	MONDAY 10 OCTOBER 2022
PLANNING COMMITTEE	MONDAY 17 OCTOBER 2022
ASSET MANAGEMENT (to follow Planning)	MONDAY 17 OCTOBER 2022
PLANNING COMMITTEE	MONDAY 7 NOVEMBER 2022
FULL COUNCIL	MONDAY 14 NOVEMBER 2022
PLANNING COMMITTEE	MONDAY 28 NOVEMBER 2022
FULL COUNCIL	MONDAY 5 DECEMBER 2022

PLANNING COMMITTEE	MONDAY 19 DECEMBER 2022
FINANCE COMMITTEE (To recommend budget and precept)	MONDAY 09 JANUARY 2023
PLANNING COMMITTEE	MONDAY 16 JANUARY 2023
HIGHWAYS & STREETSCENE COMMITTEE (to follow Planning)	MONDAY 16 JANUARY 2023
FULL COUNCIL	MONDAY 23 JANUARY 2023
PLANNING COMMITTEE	MONDAY 06 FEBRUARY 2023
FULL COUNCIL	MONDAY 20 FEBRUARY 2023
PLANNING COMMITTEE	MONDAY 27 FEBRUARY 2023
STAFFING COMMITTEE (to follow Planning)	MONDAY 27 FEBRUARY 2023
FULL COUNCIL	MONDAY 13 MARCH 2023
PLANNING COMMITTEE	MONDAY 20 MARCH 2023
FINANCE COMMITTEE (consider Grants) (to follow Planning)	MONDAY 20 MARCH 2023
ANNUAL PARISH MEETING	<i>MONDAY 03 APRIL 2023</i>
PLANNING COMMITTEE	MONDAY 17 APRIL 2023
HIGHWAYS & STREETSCENE COMMITTEE (to follow Planning)	MONDAY 17 APRIL 2023
FULL COUNCIL	MONDAY 24 APRIL 2023
PLANNING COMMITTEE	MONDAY 08 MAY 2023
ANNUAL COUNCIL	MONDAY 15 MAY 2023

**MINUTES of the Full Council of Melksham Without Parish Council held on
Monday 25 April 2022 at Melksham Rugby Club, Oakfields,
Eastern Way, SN12 7GU at 7.00pm**

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

In attendance via Zoom: Wiltshire Councillor Jonathon Seed (Melksham Without West and Rural)

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

For part of the meeting: Wiltshire Councillors Phil Alford (Melksham Without North & Shurnhold) and Nick Holder (Bowerhill)

532/21 Welcome, Announcements & Housekeeping

Councillor Glover welcomed everyone to the meeting, particularly Councillor Doel who was recovering from a major operation.

a) New meeting venue until September – Melksham Rugby Club

Councillor Glover explained until the Parish Council moved into the Campus, meetings of the Council would take place at Melksham Rugby Club until September.

b) Meetings of note:

Councillor Glover informed those present of the following meetings taking place.

- i) Public consultation for 650 houses at Land at Blackmore Farm on Tuesday 26 April between 2-7pm at Melksham Assembly Hall.
- ii) The Planning Committee at their meeting on Monday 9 May would be considering its comments to submit to the public consultation for 650 houses at Blackmore Farm and also the Reserved Matters application for 144 dwellings at Land East of Semington Road.
- iii) Demolition of Christie Miller Sports Centre was due to start imminently.
- iv) A copy of the press release of forthcoming consultations for the Neighbourhood Plan was available for Members' information.

533/21 To receive apologies and consider approval of reasons given

Apologies were received from Councillor Rob Hoyle who was currently travelling and Councillor Mary Pile due to a prior engagement.

It was noted Councillor Chivers was not in attendance.

Post Meeting Note: Councillor Chivers gave his apologies the following day.

Resolved: To accept and approve the reasons for apology for both Councillors Hoyle and Pile.

534/21 Invited Guests Part 1:

a) Wiltshire Councillor Nick Holder (Bowerhill)

Councillor Holder explained the ongoing issue of the lack of street lighting and crossings on the entrance to Pathfinder Way was still not resolved satisfactorily and therefore had contacted officers at Wiltshire Council again to try and get the matter resolved. The most recent communication with Wiltshire Council stated they had written to Taylor Wimpey in the strongest terms to bring the matter to a conclusion as a matter of urgency, but unfortunately no response had been received.

With regard to the play area on Pathfinder Way, Councillor Holder explained there had been an update that day, which gave the same response as previously a few months ago and stated he intended to contact the press later in week regarding Taylor Wimpey's lack of adherence to planning obligations on these two matters.

With regard to the work which had taken place at the rear of Kittyhawk Close, Bowerhill the previous week, Councillor Holder explained he and the Clerk had met on site with the Wiltshire Council Streetscene Team some weeks ago and it had been agreed a full removal of the hedge and clearing of the ditch at the back of the whole length of Kittyhawk Close would take place, with replanting of a hedge further into the public open space to enable access for maintenance of the ditch going forward.

Prior to the works taking place, it had been agreed a wildlife survey and newt method statement would be carried out. A method statement would be undertaken by the contractor and forwarded to both himself and the Clerk to make comment and observations. Following which, a letter would be sent to residents to make them aware of the works to be undertaken and the timeframe, in order to enable them to secure their property boundaries, if necessary. It was stated to residents at the time that it was not Wiltshire Council's responsibility to plant hedging to protect/secure their properties, but the property owners themselves. However, it was recognized the hedge had been in-situ for approximately 17 years and probably only

been cut once, and therefore residents may well have relied on the hedge for protection in the past.

Whilst those involved had understood a plan had been put in place, including contacting residents, it had been disappointing to get 'phone calls the previous week from angry residents upset as to why the hedge had been grubbed out, as they had not been made aware. Luckily the work had managed to be stopped to enable investigations. As a consequence, a meeting was being arranged between Wiltshire Councillor Holder, the Drainage Officer and Streetscene team to understand what had happened and then the agreed process for the works would be followed, including updating residents.

Councillor Holder asked if there were any questions.

Councillor Glover noted the footpath on Pathfinder Way had been dug up to enable cabling for the pedestrian crossings and asked if the whole footpath would be resurfaced at some point. Councillor Holder understood this would be the case.

Councillor Glover explained with regard to the pedestrian crossings not yet being up and running on Pathfinder Way/A365, he was aware of someone recently having to physically stop traffic to enable parents taking their children to Aloeric School to cross the road, and felt it was an accident waiting to happen. Councillor Glover noted it appeared Bowerhill Primary School was full, hence why parents from Pathfinder Way were having to send their children elsewhere.

Councillor Holder explained with regard to planning application **21/09742: Extension to 404B The Spa**, which the parish council had previously made no objection, had been made aware by the applicant, that the application was likely to be refused following conversations with the Planning Officer. None of the neighbours had objected, in fact, had welcomed the improvements to the bungalow and felt it was a more appropriate development for the setting in The Spa and therefore Councillor Holder had 'called in' the application for consideration at committee if refusal was being recommended and therefore the Chair of the Planning Committee may be asked to attend the committee meeting.

The disappointing news that Matty's Burgers in Bowerhill had closed, was noted. It had only recently opened following the closure of Robinsons Fish & Chip shop.

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

Councillor Alford explained there was currently a temporary 40mph speed limit on Lower Woodrow for the duration of the new drainage roadworks and had received a few concerns from residents, in

particular horse riders, having witnessed people speeding on New Road presumably to catch-up time. However, on using New Road regularly himself, felt the diversion was working well and people on the whole seemed to be respecting the 40mph speed limit. This was interesting to note for two reasons, that the temporary limit had been put in place by the Highways department following his request, and that drivers were respecting it, as this was useful evidence for such requests elsewhere.

Councillor Alford explained a special meeting of the Area Board had recently taken place to discuss a grant for repairs to Shaw Village Hall and following a lengthy debate £4000 was awarded. Councillor Alford noted representatives from Shaw Village Hall were in attendance to update the parish council later in the meeting.

With regard to current proposals for 650 dwellings at land at Blackmore Farm, Councillor Alford explained following Wiltshire Council recently issuing a statement on the 5-year land supply, information had been received from Georgina Clampit-Dix, Head of Spatial Planning at Wiltshire Council clarifying that a Neighbourhood Plan **could** be considered a “major policy” when considering speculative planning applications outside Settlement Boundaries, and felt this application was inappropriate. The Clerk confirmed Members had been circulated the email from Georgina Clampit-Dix earlier in the day, with concerns still about the wording “could”.

Councillor Glover sought clarification on whether other Wiltshire Councillors were aware of the response from Georgina Clampit-Dix; as this was an issue affecting all Neighbourhood Plans in the area, not just the Melksham one.

Councillor Alford explained he had not had discussions with other Members at Wiltshire Council, other than local Members with regard to keeping Neighbourhood Plans ‘live’ to keep the 2-year protection against a lack of 5-year land supply. However, he would be having conversations with Councillor Nick Botterill, Cabinet Member for Development Management and Strategic Planning and Wiltshire Council Leader, Richard Clewer on this matter.

The Clerk explained a group called WALPA (Wiltshire Area Localism & Planning Alliance) had been set-up specifically to challenge the length of time a made Neighbourhood Plan needed to be live in order to give protection against a lack of 5-year land supply, the “paragraph 14” protection in the NPPF (National Planning Policy Framework); working with both Wiltshire Council and local MPs. This group had now evolved to be a group of Wiltshire Neighbourhood Plan groups who were meeting regularly with Wiltshire Council with a meeting of WALPA representatives arranged with Councillor Nick Botterill on 5 May to discuss Neighbourhood Plan protection. The Clerk agreed to forward this information to Councillor Alford.

c) Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural) Part 2

Councillor Seed joined the meeting during public participation and apologised for joining the meeting late and stated he was pleased to see the progress being made on Berryfield Village Hall.

Councillor Seed explained he was at the recent Area Board meeting regarding the Shaw Village Hall Grant and echoed support for the work undertaken by Rigg in moving the Shaw Village Hall situation forward.

Councillor Seed explained he would be attending the public consultation event at the Assembly Hall for the proposed development at Blackmore Farm, as he had concerns about the proposals and knew the area very well.

535/21 a) To receive Declarations of Interests

Councillor Wood declared an interest in agenda item 8(d) regarding the reserved matters application for 144 dwellings on Semington Road as he was a consultee, as a neighbour.

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

None received.

536/21 To consider holding items in Closed Session due to confidential nature under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business (Item 12c)i) & 13h)) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Clerk advised agenda items 12(c)(i) and 13(h) be held in closed session for the following reasons:

12(c)(i): Heads of Terms for the office lease in the Campus

13(h): CIL Sharing Legal Agreement with Melksham Town Council

Resolved: Items 12(c)(i) and 13(h) be held in closed session for the reasons given.

537/21 Public Participation

Mike Booth and Peter Richardson representing the Shaw Village Hall Committee were in attendance regarding a request for additional grant funding for Shaw Village Hall.

Peter explained the hall was owned by the Parish Council but leased back to the Shaw Village Hall & Playing Field Charity with the hall being well used by the community, with various groups using it, which had over 10,000 attendances in any one year.

Peter explained the hall was built in 1976 by the Parish Council. Repairs were required to the North facing gable end wall and to tie it in to the roof structure following a surveyor's report on the work required. An insurance claim had been unfortunately unsuccessful and therefore the group had applied for a grant from the Parish Council to undertake the repairs, with a grant of £2,500 being awarded. At a recent special Area Board meeting the group had been awarded £4,000 towards the costs.

Peter explained that since the Area Board meeting, the scope of work to be undertaken had reduced, following investigations by the appointed contractor, with costs being reduced by £4,760 to £10,000. The repairs are ongoing and commenced in mid-April, during the school Easter Holidays, whilst the pre-school was closed. Therefore, the group were asking the Parish Council to increase their grant funding by a further £500, to match fund the Area Board grant, which they were suggesting be reduced from £4,000 to £3,000, so that there was a parity of the match funding.

There were still some unknown factors, however, such as, the Area Board grant was granted on the proviso legal advice was sought on who was liable for the works, whether this was the Management Committee/Charity as tenants, or Melksham Without Parish Council as landlords. The management committee were currently undergoing the process of commissioning some independent legal advice on this issue.

The group were also asked to challenge the insurers again, perhaps with legal advice; this was ongoing too.

The grant was to be paid back to the Area Board if the liability for the repair sat with the parish council, or if the insurance claim came to fruition.

Peter explained at the Area Board Meeting on 12 April the total cost of works at the time had been quoted as £14,760, however, earlier in the day, a revised quote of £10,000 had been received following further

investigations by the appointed contractor as the gable wall did not have to be rebuilt, or even a hole put in to tie in the roof trusses.

Therefore, the group were updating their funding requests as follows:

Area Board	£ 3,000 (granted – to revise from £4,000)
Melksham Without parish Council	£ 3,000 (£2,500 already granted of a total £7,000 grant)
Village Hall Reserves	£ 3,000
Other contributions	£ 1,000 (from Jubilee Fair/Volunteer work)
TOTAL	£10,000

In summary, the group were asking the Parish Council to contribute a further £500 in funding, on the basis of them going back to the Area Board suggesting a reduction in their grant to £3,000.

Questions were invited from Members.

Councillor Wood sought for clarification on why an additional £500 was being requested of the parish council if the funding was already in place from the Area Board.

Peter explained that at the Area Board meeting there was a general feeling of the spirit of equity, with each party contributing a third.

Wiltshire Councillor Alford clarified that a special meeting of the Area Board had been called due to the urgency of the work required and its health and safety nature. The Area Board had worked on the basis of a third being given at the time, in the hope the parish council would make the same commitment.

Councillor Alford explained unfortunately, Area Boards could no longer give grant funding to town/parish councils. The option of the funding going direct to the parish council as landlord, with their obvious financial benefit of being reimbursed VAT, had been explored but had to be dismissed for that reason. In addition, the Area Board grant funding was reduced by half this financial year and the point was made that other groups had not been offered an opportunity to apply for grants in this new financial year as yet.

Councillor Glover explained there were also other issues to be resolved and legal advice was required to ascertain the legalities of who was responsible for undertaking the work, if the Parish Council were found to be liable, the Area Board would pull their funding and the Council would be liable for the whole amount, if the insurance company did not pay out, including the share of the village hall committee.

Councillor Baines confirmed when the building was constructed, a condition of a grant from Wiltshire County Council at the time was, that the construction was inspected by an officer of Wiltshire County Council

before the funding was paid and therefore the officer was satisfied in 1976 that the building was constructed appropriately and therefore this should be the argument with the insurers; it was agreed to forward this information which was included in a set of parish council minutes.

Councillor Pafford sought clarification on what the responsibility Wiltshire Council held, given that in 1976 a Wiltshire Council officer would have declared the building was completed satisfactorily at the time.

Councillor Glover felt this would not be the case as the build met the standards in place at the time and could not be looked at retrospectively.

Councillor Pafford asked whilst the Parish Council may be found liable for costs and at the same time there was a legal contract between the parish council and hall committee, which took precedent?

It was clarified that the lease between the parish council and the management committee was ambiguous as it covered maintenance but not large-scale repairs.

Peter Richardson offered full transparency of the commissioning document for the legal advice they were looking to appoint, and of the subsequent findings.

The Clerk explained for transparency the various legal representations. The parish council and the Shaw Hall Committee had used Wansbroughs in Devizes for the last lease for Shaw Village Hall and the parish council were currently using Wansbroughs for the legal work pertaining to the Land Registration of the hall and playing field.

The Clerk (and members of the Area Board/Town Council) had therefore suggested Wellers Hedley to the Hall Committee for independent legal advice, as they were parish council specialists, and the parish council had appointed them to draw up the new lease for the new hall at Berryfield. The Clerk reported that she had confirmed to Wellers Hedley at the end of the previous week that there was no conflict of interest in them acting for the Hall Committee as they had double checked.

Councillor Patacchiola asked if the Area Board could retract their insistence on this legal advice, as it was costing the collective stakeholders more in additional costs. Councillor Alford explained this was difficult, as it was a stipulation of the Area Board grant offer.

The Clerk asked if it would be in order to write a thank you letter to Rigg Construction for being a considerate contractor in recognition of them not undertaking works that they felt did not need to be done in this community

building. Councillor Alford asked if the thanks of the Area Board could also be included.

Resolved:

1. A further £500 grant be awarded to Shaw Playing Fields and Village Hall Charity.
2. If it is subsequently found the parish council are liable for the repairs and associated costs, then the parish council to cover the cost of all the works, from Reserves.
3. To send a letter of thanks to Rigg.

During this item Councillor Seed joined the meeting and his update is included under Min 534c/21 Part 2.

538/21 a) To approve the Minutes of the Full Council Meeting held on 14 March 2022 and Confidential Notes to accompany the Minutes

It was noted there were a couple of minor typing errors which did not change the context to the minutes.

Resolved: With the minor amendments, to approve and for the Chair to sign both the Minutes of the Full Council meeting held on 14 March 2022 and the Confidential Notes to accompany the minutes.

b) To approve the Minutes of the Annual Parish Meeting held on 29 March 2022

It was noted there was one minor typing error which did not change the context of the minutes.

Resolved: With the minor amendment, to approve and for the Chair to sign the minutes of the Annual Parish Meeting held on 29 March 2022.

539/21 Planning

a) To approve the Minutes of the Planning Committee meeting held on 21 March and 11 April

Councillor Baines sought an amendment to the 21 March 2022 Planning Committee minutes with regard to Min 494/21(a)(i) as follows:

'...Wiltshire Council were currently looking to install a Toucan crossing on **Eastern Way** as part of this new route, Instead of **the A365**.

Resolved: With the above amendment, to approve and for the Chair to sign the Minutes of the Planning Committee meetings held on 21 March and 11 April 2022.

b) To formally approve Planning Committee recommendations of 21 March and 11 April

Resolved: To formally approve the Planning Committee recommendations of 21 March and 11 April 2022.

c) To consider additional representatives for Neighbourhood Plan task groups

The Clerk explained with regard to Min 530/21(c)(ii) relating to the Neighbourhood Plan, the Steering Group were currently looking for representatives to stand on the various tasks groups and explained the following had already agreed to sit on the following task groups:

Housing: Councillor Pafford (Lead), Melksham Without
Councillor Wood, Melksham Without
Councillor Baines, Melksham Without
Councillor Aves, Melksham Town Council

Local Green Space: Councillor Glover (Lead), Melksham Without

Town Centre: Councillor Rabey (Lead), Melksham Town Council

Implications of A350 Bypass: Councillor Harris, Melksham Without
Councillor Sankey, Wiltshire Council

Canal Link: Councillor Harris, Melksham Without

With regard to the **Heritage Group**, there were no members at present, however, the Melksham & District Historical Association had been contacted and hopefully they would have a representative to join the group in due course.

Climate Issues, Shirley McCarthy

Both Councillors Baines and Pafford volunteered to join the A350 Bypass group.

- d) To note two large developments to be considered at 9th May Planning Committee and to consider any potential community benefits to request as part of consultation process and to consider giving the Planning Committee delegated powers for any new requests/ideas that come forward at the 9th May meeting, due to timescales**

The Clerk explained with regard to proposals for 650 houses at Blackmore Farm, the developers had agreed to extend the public consultation for the Parish Council until 10 May, the day after the Planning meeting on Monday 9 May (deadline Friday 6 May).

The Clerk explained the Wiltshire Council Rights of Way Officer had recently visited the offices and had discussed improvements to several Rights of Way in the area (which were shown on the map provided at the meeting), which the Rights of Way team would be forwarding to Gleesons as part of their response, in terms of suggested community benefit.

The Clerk had discussed these improvements to Rights of Way with Councillor Baines, as Chair of the Highways Committee, who had provided some supplementary suggestions to the proposals put forward by the Rights of Way Officer as follows:

- The provision of pedestrian access to Praters Lane from Sandridge around Lopes Close by providing a route under the overhead power lines on the proposed development site
- MELW30 becoming a bridleway to connect up bridleways at MELW40 & 41, particularly as there are many stables in this area.

There was a concern however at the surfacing of Praters Lane as this may be open to abuse by 4x4s and motorbikes?

The Clerk explained there was a standardised list of mitigation and benefits the Council always asked for at pre-app stage but was seeking thoughts on any additional community benefits to inform the public consultation response by the Planning Committee when they met on the 9 May.

It was noted Gleeson were offering to include allotments in their proposals which could be useful as the parish council had previously sought land in other parts of the parish, as their only provision is south west of the parish in Berryfield

Members suggested the following community benefit be requested as part of the Council's submission to the public consultation, in addition to the allotments already suggested by the developer:

- Large contribution towards the enhancement of public transport for at least the first 5 years.
- Contribution towards bus shelters, to be erected at a later stage, which are tall enough and with a power supply to enable real time information to be installed.
- More land be set aside to enable a functional community hub.
- Provision of local centre, similar to Verbena Court, with the provision of electric car charging points.
- Large contribution towards community facilities, noting a precedent has been set with £500,000 coming forward for village hall/community centres by both developers for the 450 dwellings East of Melksham and the 150 dwellings on Semington Road (Bowood View) for village halls/community centres.
- Improvements to Rights of Way as suggested by the Rights of Way Officer with the additional suggestions of Councillor Baines
- Contribution towards green initiatives i.e., provision of charging points and local green energy production.

Following concerns of piecemeal development and its impact, and the lack of a joined-up approach, Councillor Glover felt it was worth the Neighbourhood Plan looking at a policy for the provision of housing over the 2036 local plan period, so as not to get caught out by piecemeal development and enable more joined up thinking.

The Clerk explained as part of the Neighbourhood Plan Review, various technical support packages had been applied for and a technical support diagnostic interview had taken place with AECOM when the Design Code/Policy aspect had been discussed with this type of speculative development, not Plan led, in mind. Therefore, support with place shaping design principles that can be applied to speculative development outside the Neighbourhood Plan had been discussed and AECOM had agreed to proceed on this basis. This would also cover housing allocations in the Neighbourhood Plan and sites coming through the Local Plan review as well.

Regarding the application for 144 dwellings on Semington Road, the Clerk explained the application was being submitted by David Wilson Homes, however, the pre app meeting had taken place with the other stakeholders at the time, before David Wilson had an interest in the site. This application would also be considered at the 9 May Planning Committee meeting and sought a steer from Members on what community benefit to request. This application already had outline permission; it was the reserved matters application which was being consulted on.

Following discussion, it was agreed to ask for the following in community benefit, as part of the response to the planning application on 9 May:

- Provision of bus shelters tall enough and with a power supply to enable real-time information (in line with the provision for Bowood View) and kerbs etc to match that at Bowood View, to be located in the vicinity of the New Inn bus stops.
- Replacement of the brick-built bus shelter on Semington Road (near Shails Lane)
- Traffic calming on Semington Road as requested by a resident at a recent Highways Committee meeting.
- Rights of Way Improvements to MELW7, as requested at a recent Highways Committee meeting, taking the route down to the river. It was noted the Rights of Way Officer is in support of this request and is in discussion with the landowner, with a suggestion the Parish Council ask for funding to cover the diversion order and the bridge construction.
- The provision of a footpath from the new development across the brook with a footbridge, to provide pedestrian access to the village hall, without the need to go out onto Semington Road.
- Provision/contribution towards interpretation signs for the historic line of the Wilts & Berks Canal through the development.
- A contribution towards the new Berryfield village hall for equipment/landscaping/land transfer costs, associated with the provision of a patio outside the hall.
- Battery to store power for the village hall/lighting the footpath access in the immediate vicinity.

Resolved: To give the Planning Committee on 9 May, delegated powers for any new requests/ideas that come forward at the meeting other than those suggested above, due to timescales.

540/21

Highways:

a) To approve the Minutes of the Highway & Streetscene Committee meeting held on 21 March

It was noted reference was made to some agenda items being **resolved** rather than a **recommendation** and one minor typing error was also noted, which did not change the context of the minutes.

Resolved: To approve and for the Chair to sign the minutes of the Highways & Streetscene Committee meeting held on 21 March 2022.

a) **To formally approve Highway & Streetscene Committee recommendations of 21 March**

Resolved: To formally approve the recommendations of the Highways & Streetscene Committee meeting held on 21 March 2022.

b) **To approve any additional requests for the CATG (Community Area Transport Group) meeting to be held on 5 May, that have been received further to the Highway Committee meeting**

i) **To extend house numbering signage to Dowding Way**

The Clerk explained unfortunately the information original received and considered at the Highways meeting was incorrect and should have been Duxford Close.

Members felt given the layout of Dowding Way it was also difficult to locate house numbers.

Resolved: To approve a request for signage on both Dowding Way and Duxford Close be submitted to CATG for consideration.

ii) **To approve site location for 2 x new bus shelters on Semington Road**

Following a site visit with the Clerk, Councillor Baines and Andy Cadwallader, Highway Engineer, locations for the 2 bus shelters had been located at the entrance to Telford Drive and next to the Mobile Home Park.

The Clerk explained Phil Grocock, Bus Network Manager, Wiltshire Council had suggested a shelter with no sides and just a perch, in order to discourage loitering. However, she felt Members would prefer a shelter with sides and proper seating, to protect those with less mobility when waiting for a bus, which Members agreed.

Councillor Holt asked if the current grassed path adjacent to the Mobile Home Park would be made into a footpath. It was noted the Parish Council had previously tried to get this area paved, but as the land was owned by the Mobile Home Park, the Highways Department at Wiltshire Council were not keen, as the strip of land was not wide enough for a footpath, particularly for those less mobile; and they raised concerns that residents would end up on the road at this point.

Resolved: To approve the site locations suggested for 2 new bus shelters and for the request to be submitted to CATG for consideration.

iii) To request dropped kerbs for crossing Halifax Road to access community facilities at Tesco/Pilot

A request for dropped kerbs had been received from a resident of Bowerhill who used a mobility scooter, as they were experiencing difficulties crossing Halifax Road to access community facilities such as Tesco and The Pilot public house. Following a site visit with the Highway Engineer, locations for dropped kerbs on Halifax Road had been identified outside 1 Brampton Court and opposite, at the bottom of Sunderland Close.

Resolved: To approve the request for dropped kerbs on Halifax Road at the locations suggested and forward to CATG for consideration.

iv) To request additional signage to warn of upcoming 30mph zone on A350 Beanacre

Following concerns of speeding on the A350 through Beanacre, it was suggested some form of warning signage of a change in the speed limit to 30mph be installed on the Lacock side.

Resolved: To note the request for warning signage as recommended by the Highway Committee and forward to CATG for consideration.

v) To consider request for new pavement strips to aid crossing Halifax Road at DeHavilland Place and Dowding Way

A request for new pavement strips to aid crossing Halifax Road at DeHavilland Place and Dowding Way to Bowerhill Industrial Estate and Commerce Way had been received from a resident of Bowerhill who was partially sighted.

It was noted this request had been made the previous year, by Bowerhill Residents Action Group (BRAG) on the resident's behalf, but had not progressed at CATG, as a meeting needed to be arranged with BRAG who were going through a period of change at the time. However, a site visit had recently taken place with the resident who raised the concern and correspondence with BRAG had continued on this issue.

Councillor Baines explained the Council had previously tried to get further dropped kerbs into the industrial estate opposite DeHavilland Place. However, at the time it was suggested this would encourage those with additional needs into further hazards, as there were so many defects in the highway/footway in the industrial estate and therefore it was not feasible to encourage those with additional needs into the industrial estate.

Councillor Glover noted the routes suggested were the only way to access businesses on the industrial estate and those businesses on Commercial Way on foot.

Resolved: To approve the request for new pavement strips on Halifax Road at DeHavilland Place and Dowding Way and to forward to CATG for consideration.

vi) To consider request for additional signage/restrictions for HGVs on Westlands Lane

The Clerk explained in the last week a representative of Beanacre Community Group had contacted the office concerned at the number of HGVs using Westlands Lane to access possibly the battery storage facility on Westlands Lane, with one clipping a vehicle parked on the side of the road. The Clerk sought a steer from Members, whether they wished this request to go to CATG for consideration for more signage or barring of HGVs or whether to forward to Enforcement for investigation.

Members raised concern at HGVs travelling over the bridge on Westlands Lane, which had a weight restriction, therefore, it was:

Resolved: To forward the concerns to Enforcement for investigation.

c) To note Wiltshire Council advice on legality of using Speed Indicator Devices (SIDS) and to consider request for additional device now resolved

Following the Clerk highlighting a recent National Association of Local Councils (NALC) Legal Topic Note had suggested town and parish councils did not have the legal powers to erect SIDs in their parish unless powers had been delegated by the Local Authority, clarification had been received from Rhys Schell, Service Manager - Engagement and Partnerships at Wiltshire Council. It was clarified that Wiltshire Council's legal team felt that town and parish councils were working within the following legal powers:

“ Section 31 of the Local Government and Rating Act 1997 permits a parish council or community council, in order to prevent or detect crime, to install and maintain any equipment, to establish and maintain any scheme; or to assist others to install and maintain any equipment or to establish and maintain any scheme. Section 31 refers to any equipment; not just those items listed in paragraph 5 of the NALC guidance.

Under section 89(1) of Road Traffic Regulation Act 1984, a person who drives a motor vehicle on a road at a speed exceeding a limit

imposed by or under any enactment to which this section applies shall be guilty of an offence (i.e., a crime)".

With the advice "The legislation refers to preventing crime, not whether there is a prosecution. It is our view that the display of a SID does deter some drivers from exceeding the speed limit and therefore is preventing crime".

A request had been received from residents of Shaw Hill seeking an additional SID device, which had been forwarded to the Highways Committee for consideration. However, at the meeting it had been agreed an additional device would be for all eligible sites in the parish, with the request being put on hold whilst awaiting clarification from Wiltshire Council on the legalities of parish councils erecting SIDs.

The Clerk explained the current device cost approximately £2,000, plus the cost of installation, however, the current device did not have the capabilities to store data.

Councillor Patacchiola stated at the Highways meeting it had been suggested to look at a more upgraded device which could store data.

Councillor Pafford noted it had been agreed to ask the Police & Crime Commissioner if there was an opportunity to install one of his new machines in the parish which could issue tickets.

Councillor Patacchiola explained due to illness unfortunately the Community Speedwatch Group in Shaw/Whitley were not out and about as often as usual and people had commented how noticeable it was now they had no presence in the Shaw/Whitley area.

Councillor Pafford felt there was a need to have more than one SID unit for the parish and noted at a previous meeting it had been raised there was no Community Speedwatch Group in Bowerhill due to a lack of volunteers coming forward and agreed to raise this at the next Governors meeting at Melksham Oak who had raised concerns at speeding outside the school and possibly they could contribute towards the cost of an additional device.

It was noted whilst there had previously been a Community Speedwatch Group in Bowerhill which had disbanded, due to a lack of volunteers, the sites previously agreed would need to be re-assessed by the Police, as it had been some time since there had been a group in Bowerhill and possibly prior to the school being built.

Resolved: For officers to investigate SID devices with the ability to store data and advanced performance and to forward this information to a future meeting for consideration.

d) To approve way forward with Weed Spraying quotation (element of quote confirmed already due to timescales)

The Clerk explained the Bowerhill residential area was covered in the Wiltshire Council weed spraying contract as it met the eligibility requirement of having over 2,000 residents. However, it was still unclear if and when Wiltshire Council would undertake the weed spraying and if undertaken would not be until July. Therefore, the Clerk sought a steer from Members if they wished weed spraying to be undertaken everywhere in the Parish in the Spring, including Bowerhill residential areas and if Wiltshire Council did undertake weed spraying in the Summer, then perhaps not to undertake weed spraying in Bowerhill in the Autumn.

The Clerk asked if Members wished Bowerhill Industrial Estate to be weed sprayed at the same time, as it was understood Wiltshire Council did not weed spray this area.

Councillor Glover noted the poor condition/appearance of the highway verges in Bowerhill Industrial Estate due to HGVs parking on these and hoped following recent contact with the Driver & Vehicle Standards Agency (DVSA) some improvements might be made to the appearance of the verges following their investigations.

Resolved:

1. To undertake weed spraying in all areas of the parish in the Spring, including Bowerhill residential areas.
2. To undertake weed spraying in all areas of the parish except Bowerhill in the Autumn as being sprayed by Wiltshire Council in July.
3. If Wiltshire Council do not undertake weed spraying in Bowerhill in the summer then to weed spray Bowerhill with the other areas in the parish in the Autumn.
4. To not undertake weed spraying in Bowerhill Industrial Estate and review in the future if any general improvements to the grass verges can be undertaken.

e) To note proposed changes to CATG (Community Area Transport Group) scope and funding

Members noted Wiltshire Council Cabinet were considering a proposal to increase funding and widen the scope of its current Community Area Transport Groups (CATGs) at its meeting on 26 April. If proposals were approved, CATGs be rebranded to Local Highway and Footway Improvement Groups (LHFIGs) with local communities being given a greater say and more funding to improve highways and footways in their area.

f) To note 3rd non statutory public consultation to be held on the proposed A350 bypass in June/July and the Clerk providing input on the Communications Plan

The Clerk explained she had no further update on the proposed Bypass for Members. However, she was aware Wiltshire Council were looking to hold a third non-statutory public consultation on a proposed A350 bypass and had been asked to comment on their communications programme prior to the consultation. The Clerk explained that her invite to comment on the communications was following feedback given on the previous consultations when drop-in sessions were held at the library, particularly for residents not online, but did not allow enough timing to be advertised in the Melksham News which was the best way to reach those residents not online.

Councillor Glover explained it was understood Wiltshire Council would not undertake a third consultation until feedback from the Government proposals had been received. The Clerk explained she had contacted Steve Wilson, Major Highways Project Engineer at Wiltshire Council in order to clarify this, but was awaiting a response.

Councillor Harris clarified Wiltshire Council had previously said they would not send their Outline Business Case for a proposed A350 bypass to the Department of Transport, until the outcome of the M4 to Dorset Connectivity Strategic Study, which was looking at the A350, A46/A36 routes and was due to be published in July.

h) To note Wiltshire Council briefing note on Electric Charging Points and consider any parish council schemes

Members noted Wiltshire Council had recently adopted an Electric Vehicle Charging Infrastructure Strategy.

A feasibility study was currently underway on all Wiltshire Council public electric vehicle charging units and Wiltshire Council workplaces and were also offering to explore trials of on-street charging points put forward by town/parish councils. There was not an appetite for the parish council to put forward their own schemes as they did not own any land, apart from at village halls, and noted that there were commercial schemes being put in place already in the parish.

541/21 Asset Management:

a) Bowerhill Pavilion & Sports Field:

i) To consider and approve quotation for replacement CCTV

Whilst the original quote to replace the CCTV system at the Pavilion was £1,350.00 + VAT and like for like with the current

system, Councillor Glover explained following advice from Councillor Patacchiola that a more up to date system was available, a revised quote of £2,300 + VAT had been received from the same contractor for a 6 camera IP system.

Councillor Patacchiola explained the IP system was more interoperable with other systems and monitoring stations and would allow for remote monitoring/streaming from elsewhere, such as The Campus. However, following conversations with the contractor, there was still some flexibility in equipment quoted and anticipated whilst the new costs could be lower than quoted, would not be higher than £2,300 + VAT.

Resolved: To approve the installation of a 6 camera IP CCTV system up to the value of £2,300 + VAT, with funding to come from the capital replacement reserve for the Pavilion.

ii) To note boundary fence repair undertaken (storm damage) under Clerk's delegated powers

Following recent storms, a tree had fallen down causing damage to one of the boundary fences which caused a security issue for an adjacent property and therefore under delegated powers and in consultation with both the Chair and Vice Chair, the Clerk had arranged for the damaged tree to be removed and repairs to the fence to be undertaken.

Members noted the costs associated with removing the dead tree of £260 + VAT and £426.95 + VAT to replace the broken fence panel and make good.

b) Shaw Village Hall:

i) To note work undertaken during Easter School Holidays

As discussed earlier in public participation, Members noted the work to the village hall had been undertaken during the Easter holidays.

ii) To note that Shaw Hall's insurance company have refused claim and to receive update on further challenge with legal assistance

As discussed earlier in the meeting under Public Participation, Members noted Shaw Hall's insurance company had refused the claim and noted further legal assistance in challenging this decision was being sought.

iii) To note outcome of Shaw Hall Management Committee taking independent advice on who liable for cost of wall and roof

works required

As discussed earlier in the meeting under Public Participation, Members noted the Management Committee were still awaiting the outcome of independent legal advice on who was liable for the cost of the works to the village hall.

iv) To note outcome of Area Board grant application and conditions applied

As discussed earlier, under Public Participation, Members noted the outcome of the Area Board grant application and conditions applied. Minutes of the Area Board meeting had been included in agenda papers.

v) To consider/approve either additional funding to Shaw Hall management committee or to approve that costs be borne by the parish council as landlord

See Public Participation.

542/21 New Berryfield Village Hall project

a) To note Progress Meeting 3 held on 6th April (minutes and report) and that the third staged payment has been made and will form asset valuation for year end

Members noted the minutes and report of the meeting held on 6 April and that the third staged payment of £88,483.61 (£73,736.34 excluding VAT) had been made and would form the asset valuation for the end of year accounts.

Certificate 3	£237,845.59	
Less 3% retention	<u>£ 7,135.37</u>	
	£230,710.22	
Less previously paid	<u>£156,973.88</u>	Certificate 1 & 2
	£ 73,736.34	
VAT at 20%	<u>£ 14,747.27</u>	
TOTAL	£ 88,483.61	

b) To approve Minutes from Council working party (4th April) and note Notes of Residents working parties (13th & 21st April)

Councillor Harris queried why secondary glazing was being installed as it appeared double glazing was also being installed. As there was a meeting the following day the Clerk suggested this could be raised at the meeting for clarification, however, it would have been included in the original specification agreed some time ago.

The Clerk explained whilst delegation had previously been given to the Working Group to enable decisions to be made on those things which did not cost money, delegation had not been given with regard to expenditure. However, the first fix on the build had started the previous week and therefore decisions had to be made on various aspects of the build, including where certain items had to be located, such as a defibrillator, CCTV, mosquito etc. as they required cabling and rather than being listed as recommendations for approval, were listed with decision against them in the minutes. This did not mean that the items would definitely be purchased, just that there was a charge for installing the cabling at this stage, so in place in case required at a future date.

Resolved: To approve the minutes of the Council Berryfield Village Hall Working Party meeting held on 4th April and the decisions made and to note the notes of the Residents Working Party meetings held on 13th and 21st April.

c) To consider any decisions/additional cost implications required

The Clerk explained there were a few items referred back to the Full Council to comment on as follows:

Mosquito Anti-Loitering device

Four Mosquito devices were included in the contract, one for each elevation, which were intended to deter people from loitering outside the building at unsocial hours. The specification of the devices detailed a range of up to 30 metres. There are several properties on Semington Road and Telford Drive that are within a 30m radius of the building. Therefore, the Clerk sought a steer from Members on whether to provide cabling for all 4 devices as per the contract or only install devices on two elevations away from adjacent housing.

Clarification was sought if the devices could be switched on individually, it was suggested they could be and maybe their range could be reduced and therefore, it was:

Resolved: To install all 4 mosquito devices as per the specification and to switch off the two adjacent to existing properties once installed.

Electrical First Fix

The Clerk explained that the first fix of mechanical and electrical services had commenced after Easter, and a few items needed precise positions in the building marked on site, and sought a volunteer(s) to attend the site meeting with the Clerk the following day.

Councillors Holt and Wood agreed to attend if available.

Security Alarm

The Clerk confirmed the security alarm was included within the contract and therefore would be installed.

Kitchen

The Clerk explained that £3,000 was in the tender specification which covered a domestic style kitchen with an additional cost for appliances which included a basic hob, oven, fridge and extractor fan. However, there had been discussions at the residents meeting regarding the inclusion of a dishwasher and following investigations with a host of users, village halls and stakeholders had been advised that a commercial dishwasher, commercial or at least double oven and a bigger hob would be advantageous to be installed if there was a potential for lunch clubs to be run from the village hall.

To enable the council to make an informed decision, prices for this style of kitchen which was a higher specification than a domestic kitchen, but not a full commercial kitchen, had been sought and price indications were included in late agenda papers.

A commercial dishwasher would cost approximately £2,759 and would require a change in location of the water boiler in order to house it with the additional plumbing costs as detailed. Quotes had also been received for a 5/6 ring hob and double oven of between £2,360-£5,100 and different specification worktops. Plus, instant boiling water provision rather than a kettle/urn.

Councillor Glover noted that the Residents Group did not want a dishwasher and felt the hall was available for residents to use and not necessarily for outside groups to use to provide luncheon clubs, such groups would have to make their own arrangements. He felt spending £20,000 to fit out such a kitchen, which met the necessary specification, was a large expense for the Parish Council to meet, which several Members supported.

Resolved: To approve the original kitchen specification in the contract with the additions of the hob, oven, fridge and extractor fan and not install a dishwasher or boiling water provision, but to install extra cupboards either side of the hatch as proposed.

Hearing Loop

There was a query whether this was required due to the more recent improvements to personal hearing aids and therefore advice regarding the law on installing such equipment in a community building had been sought. The advice received was that the law states that service providers are required to make changes, where needed, to improve service for disabled customers or potential customers and the question to consider is whether reasonable adjustments had been judged not to be made if a permanent hearing loop was not installed. There was an opportunity for a portable loop to be provided as an alternative. As the

permanent hearing loop was included in the contract price, with a reduction of £720 if not provided, but the indicative costs of a portable loop were approximately £1,800 then it was:

Resolved: To keep the permanent hearing loop as set out in the contract.

d) To consider giving the Council working party delegated powers for specification decisions and additional cost implications

The Clerk explained as the project was moving along quickly it would be useful if delegated powers could be given to the New Berryfield Village Hall working party, rather than having to wait for a Full Council meeting to make decisions on those items requiring expenditure.

The Clerk explained if decision on expenditure were being made it would be useful to have a fifth member on the working group so there was an odd number as this was easier for decision making.

Resolved: Councillor Mark Harris to join the working party and for the working party to be given delegated powers for those decisions requiring expenditure up to a cumulative £5,000, with any such decisions being shared by email with Members of the Council.

e) Signage

i) To confirm purchase order to Kerry Lemon for internal mural interpretation sign

Resolved: To confirm a purchase order be made for an internal mural interpretation sign of £547.88, to come out of the signage package of £1,500 leaving the remaining £952.12 for general internal signage.

ii) To confirm list of internal signs and if to be “dementia friendly”

The Clerk confirmed this item had been deferred until the Residents Group meeting again.

f) To note correspondence with Bellway re additional land for patio/terrace and approve costs of land and legal costs if received

Members noted Bellway were currently reviewing the plans submitted with the application regarding the area around the village hall and would be in touch shortly on their response to the request. It was dependent on any planning condition regarding the percentage of Public Open Space that they had to provide.

g) To note legal costs for land transfer to date and to consider terms of lease

Members noted and approved the legal costs so far associated with the land transfer of £900 + VAT and £40 for registration fee to undertake a Land Registry registration.

h) To note budget implications of Reserved Matters application for adjacent site as will provide CIL (Community Infrastructure Levy)

The Clerk explained that the Village Hall budget included a sum of approximately £90,000 of CIL funding that would be received from the adjacent site for 144 houses on Semington Road. It was noted that the outline application had a condition that the work had to start on site before the 10th September but noted the positive step that a Reserved Matters application had recently been submitted to Wiltshire Council. The newly appointed developer was David Wilson Homes who had been invited to the 9th May Planning meeting to discuss their proposals.

i) To approve and sign the side agreement for the s106 funding for the village hall, and to note 2nd installment due early May

The Clerk explained an agreement would need to be signed by the Council, agreeing the Section 106 funding for the village hall would be used by the council to build the village hall and had completed the necessary instructions to the Legal Services Commercial Team. Approval to sign the legal agreement, which would require the use of the Council's Seal would require a resolution of Full Council once the agreement had been received.

Members noted the second installment of s106 funding was due in early May. This was £425,997.98, based on 75% of £500k that had been index linked. The initial 25% had been paid in May 2021 and was also index linked at £136,450.

Resolved: To approve the terms of the side agreement for the S106 funding for the village hall to enable a legal agreement to be produced for seal and signature.

j) Existing village hall

i) To note correspondence with Planning Enforcement

Members noted correspondence from Planning Enforcement and welcomed their pragmatic approach to the timescales for the demolition and removal of the current village hall.

ii) To consider quotes for demolition and make good and for asbestos survey

The Clerk explained Rigg had given an indicative budget figure of £5,000 to demolish, remove and make good the existing portacabin

village hall, and since the recent site visit, they felt that there was no need to revise that cost, pending an asbestos survey to be undertaken. For due diligence the Clerk had contacted another contractor Pennys (currently employed by Wiltshire Council to demolish the nearby Christie Miller sports centre) who had provided a quote of £6,900 + VAT to carry out the work plus an asbestos survey and therefore sought a steer from Members if they were happy to proceed with Rigg Construction on this basis. The contractor that they had recommended for an asbestos survey, Hawkins Ltd had also provided prices of a comparative nature.

Resolved: For the parish council to proceed with Rigg Construction to provide a formal quotation for the demolition, removal and make good of site for the existing portacabin village hall at Berryfield Park following an asbestos survey undertaken by their recommended contractor Hawkins Ltd.

543/21 Office and Meeting accommodation

a) To note restricted access for 1 Swift Way premises and approve formal thank you for community benefit provided (Gompels)

The Clerk explained that since the last meeting Gompels had been in touch to say that they required their old office space to expand their warehouse operations. This of course was great news that the local business was expanding, but it meant that the parish council would no longer be able to use the space as their meeting venue. Gompels had generously allowed the parish council to store their meeting furniture on the first floor. They could continue to use the first floor for meetings, but as not suitable for public use due to the accessibility limitations it would remain for internal meetings only. Likewise, they had offered their meeting rooms for use in the main building, but were not large enough to contain public meetings, but could be used for internal meetings.

The Clerk asked if Members wished a letter to be sent to Gompels thanking them for letting the Council use their premises for meetings on a temporary basis for the last couple of years free of charge as a community benefit.

Resolved: For the Clerk to write a letter of thanks to Gompels for allowing the Council to use their premises for meetings on a temporary basis.

b) To note new public meeting venue arranged and terms agreed (Melksham Rugby Club)

The Clerk informed Members the new meeting venue had been booked until the beginning of September at a cost of £50 per meeting with refreshments included. Other venues had been investigated but were limited on availability and parking whereas the Rugby Club was

available, in the parish, with lots of parking available, Wi-Fi, a large screen and good accessibility as a new venue with a lift.

The Clerk asked if Members were happy the recording of the meetings were not uploaded to YouTube until after the move to the Campus with new AV equipment, as it had been noted the quality of the recordings recently were not that audible, with Members agreeing to this suggestion.

c) Melksham Campus

i)C To approve the draft Heads of Terms Agreement and note appointment of legal representation

Members welcomed that Wiltshire Council had taken on board the previous comments made with regard to the hours the office/meeting room would be required, with the office/meeting space being available Monday-Thursday until 10.15pm and until 9.30pm on Fridays.

Councillor Baines noted it appeared the Parish Council and Wiltshire Council solicitor details had been transposed.

Resolved: To approve the draft Heads of Terms Agreement and to highlight to the Campus Team the solicitor details had been transposed on the Agreement.

ii) To consider any new requests/decisions required from the monthly meeting to be held on 21 April

There were no new requests/decisions for Members to consider following the meeting held on 21 April.

544/21 Finance

a) To note Receipts & Payments reports for March

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

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

Resolved: Councillors Holt and Wood to be cheque signatories/online authority for April payments.

c) To renew the standing order to the Clerk for the out of hours mobile

Resolved: To renew the standing order of £5.30 per month to the Clerk for the out of ours mobile.

d) To approve transfer of funds from Lloyds to Unity Bank for access for online banking

The Clerk explained that £270,000 was currently in Unity Bank and £1.6m in Lloyds Bank and therefore there needed to be a transfer to Unity Bank which was used for the online bank payments by the council, including the payments to Rigg for the village hall staged payments, and the repayment and interest payments for the Public Works Loan. As the s106 payment of c£425k was due shortly at Unity Bank, and in order to spread risk, the Clerk suggested £400,000 be transferred from Lloyds Bank to Unity Bank by means of a cheque.

Resolved: To approve the transfer of £400,000 from Lloyds Bank to Unity Bank by cheque.

e) To note new Employer pension contribution rates (decreased) from 1/4/22

Resolved: To note Employer pension contributions rates had decreased from 19.7% to 18.7% from 1 April 2022.

f) To note new Employer National Insurance contribution rates (increased) from 1/4/22

Resolved: To note the Government's new Employer National Insurance contribution rates applicable from 1st April 2022. An increase of 1.5%, meaning 15.5% for employees earning above the secondary threshold.

g) Quarterly Reports for Qtr 4 (January, February, March)

i) To note Budget vs Actual (before yearend adjustments)

Resolved: To note the Budget vs Actual report for January, February and March prior to yearend adjustments.

ii) To note Bank Reconciliation

Resolved: To note the Bank Reconciliation.

iii) To note VAT reclaim NOT submitted and to consider submitting monthly for 2022/23 due to cashflow/amounts

The Finance & Amenities Officer had provided a report which explained due to an error in the amount of VAT paid back to the Parish Council for Quarter 3, a VAT return had not been submitted for Quarter 4, due to difficulties in making the submission online and was advised by Rialtas (specialist accountancy software provider) to submit a VAT claim at Year End.

The Finance & Amenities Officer also suggested it would be prudent of the Council to submit the VAT reclaim every month for the 2022/23 financial year, due to the large amount of VAT the Council would be claiming back from the Berryfield Village Hall build which would aid the council's cashflow.

Resolved: To note a VAT claim had not been submitted for Quarter 4 and for the Council to submit a VAT reclaim every month for the 2022/23 financial year.

g) To consider heads of terms for transfer of CIL (Community Infrastructure Levy) funds to Melksham Town Council (further to MTC consideration)

Given the lateness of the meeting, it was agreed to defer this item until the Annual Council meeting on 16 May 2022 for consideration and to discuss it at the beginning of the meeting.

h) To note Council Tax Levels for 2022/23

Members noted the Department of Levelling Up, Housing and Communities had published information on Council Tax levels for 2022-23, the annual Band D Precept charge by a Parish Council for 2022-23 was £74.94 per year an increase of £3.07 or 4.3% from 2021-22.

In comparison, Melksham Without's Band D charge for 2022-23 was £84.71 per year, an increase of £2.60 or 3.16% on 2021-22.

545/21 Emergency Plan / Community Resilience

a) To consider grant application for Community Resilience funding for contribution to running Melksham Community Support and fridge magnets (in conjunction with Melksham Town Council)

The Clerk explained grant funding was available via the Scottish and Southern Electricity Networks annual Resilient Communities Fund and suggested applying for funding for fridge magnets which would include the Melksham Community Response number, which was particularly important for the most vulnerable who were unable to access online resources in an emergency situation. The magnets would be delivered with the Melksham News to every household in the area. The Clerk had quotations for the fridge magnets and delivery with the Melksham News, and was working with the Town Council and Age Friendly/Melksham Community Support on fleshing out a potential grant application to include some elements for funding the telephone line and licence for the Lamplight database for volunteers and users.

Resolved: Members were happy in principle with the suggestion from the Clerk and to go ahead with applying for grant funding.

b) To note that Clerk and Finance Amenities Officer are attending CAWS CEG session on Tuesday 26 April to renew/make new DBS checks on Flood Wardens

The Clerk informed Members both herself and the Finance & Amenities Officer were attending a Community Action Whitley & Shaw Community Emergency Group (CAWS CEG) session on 26 April to renew or undertake new DBS checks on the flood wardens whilst they were showcasing their kit and services to residents and potential new flood wardens.

546/21 Community projects/partnership organisations:

a) To note minutes from CAWS meeting on 4 April

Members noted the minutes of the Community Action Whitley & Shaw meeting held on 4 April 2022.

b) To note no villages in the parish entering the CPRE Best Kept Village Competition this year but tree/planting projects have been encouraged to enter the RHS It's Your Neighbourhood competition

Members noted no villages in the parish were entering the CPRE Best Kept Village Competition this year due to the lack of community activity/projects in the last year due to covid. However, the Clerk had encouraged tree planting projects in the parish to enter the RHS It's Your Neighbourhood award scheme in tandem with the Melksham in Bloom group in the town.

c) To note minutes of Swindon & Oxfordshire Canal Partnership Meeting held on 3 March 2022 and Branch meeting notes

Members noted the information contained within the minutes of 3rd March 2022.

d) To note information from NALC and Wiltshire Council re Ukraine refugee support

Members noted the information from both NALC and Wiltshire Council on Ukraine refugee support.

e) To note Jubilee event information

Members noted the information received from Melksham Town Council regarding events they had planned for the jubilee weekend

2-5 June.

547/21 Meeting the Climate Friendly Objective:

The Clerk reported there was nothing to report under this item this month.

Meeting closed at 9.55pm

Signed:.....
Chair, Annual Council 16 May 2022

Date: 07/04/2022

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		1,028,050.95					1,028,050.95	
V2664-FOF Banked: 22/03/2022		120.00						
V2664-FOF Future of Football			120.00		1210	210	120.00	Inv.276- Feb Training sessions
V2665-BACS Banked: 22/03/2022		200.00						
V2665-BACS Future of Football			200.00		1210	210	200.00	Inv.275- Feb22 football matche
V2666-BACS Banked: 28/03/2022		60.00						
V2666 Staverton Rangers (Sun)			60.00		1210	210	60.00	Inv.277 Pitch hire 20th Mar
Total Receipts for Month		380.00	0.00	0.00			380.00	
Cashbook Totals		<u>1,028,430.95</u>	<u>0.00</u>	<u>0.00</u>			<u>1,028,430.95</u>	

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/03/2022	Grist Environmental	V2640-DD	109.02		18.18	4770	220	90.84	Inv.P57025- B'Hill Waste away
16/03/2022	Eon	V2642-DD	73.99		3.52	4302	220	70.47	Inv.EBC- Pavilion Electricity
24/03/2022	Sirus Telecom	V2643-DD	225.01		37.50	4190	120	187.51	Inv.50425-Office phone charges
29/03/2022	Eon	V2641-DD	366.02		17.43	4312	220	348.59	Inv. 0008-Pavilion Gas
31/03/2022	AFC Melksham	V2628-CHQ	300.00			4610	170	300.00	Section 137 Grant-AFC Melksham
Total Payments for Month			1,074.04	0.00	76.63			997.41	
Balance Carried Fwd			1,027,356.91						
Cashbook Totals			1,028,430.95	0.00	76.63			1,028,354.32	

Date: 07/04/2022

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Cashbook 2

User: MR

Unity Bank

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		662,746.48					662,746.48	
000022	Banked: 23/03/2022	497.60						
22-V2668	Allotment Holder	60.00			1310	310	60.00	Allotment rent 16B BYF
22-V2669	AFC Melksham	60.00			1210	210	60.00	Inv.278- Pitch hire 13th March
22	Melksham Town Council	377.50			1440	142	377.50	Inv.266- 50% GHF Orchard bo
Total Receipts for Month		497.50	0.00	0.00			497.50	
Cashbook Totals		<u>553,242.96</u>	<u>0.00</u>	<u>0.00</u>			<u>553,242.96</u>	

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/03/2022	BTA Architects	V2602-BACS	480.00		80.00	4582	142	400.00	Inv.2125- Berryfield V Hall fe
04/03/2022	Rigg Construction	V2601-BACS	117,218.70		19,536.45	4582	142	97,682.25	Inv.021/22- BYF V HALL 2 Cert
16/03/2022	Unity Trust Bank	V2639-DD	223.02		33.76	4150	120	29.62	Keyboard and mouse for Clerk P
						4150	120	21.53	Batteries
						4055	130	30.00	Accessible word & pdf training
						4175	120	68.40	Microsoft office subscription
						4120	120	17.43	Asset Management agenda packs
						4200	120	11.99	Meeting subscription
						4150	120	7.29	Laminating pouches
						4140	120	3.00	Monthly fee
23/03/2022	Public Works Loan Board	V2671-DD	52,593.75			4583	142	49,500.00	1st instalment of PWL repayme
						4584	142	3,093.75	1st instalment of PWL interest
25/03/2022	Arlen Signs and Graphics	V2644-BACS	984.00		164.00	4590	142	820.00	Inv.7423- Pathfinder Way notic
25/03/2022	Agilico	V2645-BACS	202.06		33.68	4130	120	168.38	INV.0998664-Office photocopy
25/03/2022	Bowerhill Village Hall	V2646-BACS	36.25			4200	120	36.25	Inv.69- Annual Parish room hir
25/03/2022	JH Jones & Sons	V2647-BACS	1,722.00		287.00	4590	142	478.34	Sandridge Hill bench installat
						4575	142	956.66	x2 Beanacre P/A bench install
25/03/2022	JH Jones & Sons	V2648-BACS	1,604.65		267.44	4402	320	60.15	Inv.2682-Allotment grass cut
						4400	142	221.90	Inv.2682-Play area grass cut
						4780	142	52.50	Inv.2682-Play area bin empty
						4781	220	79.58	Inv.2682-J&F Bin emptying
						4401	220	692.17	Inv.2682-J&F Grass cut
						4400	142	34.66	Inv.2682-Kestrel Court shrub m
						4409	142	163.33	Inv.2682-Homchurch grass cut
						4820	142	32.92	Inv.2682-GHF Grass cutting
						347	0	-32.92	Inv.2682-GHF Grass cutting
						6000	142	32.92	Inv.2682-GHF Grass cutting
25/03/2022	Trade UK	V2649-BACS	23.55		3.92	4490	142	19.63	Inv. 086- Items for Caretaker
25/03/2022	Aquasafe Environmental Ltd	V2651-BACS	138.00		23.00	4212	220	115.00	Inv.220205-Feb PPM Visit
25/03/2022	Community Heartbeat Trust	V2652-BACS	126.00		21.00	1190	142	105.00	Inv.11699-Child pads b v Hall
25/03/2022	Berryfield Village Hall	V2653-BACS	12.00			4200	120	12.00	Room hire for residents meet
25/03/2022	JH Jones & Sons	V2654-BACS	132.00		22.00	4490	142	110.00	Inv.2702-Carson R/about maint
25/03/2022	Melksham Town Council	V2650-BAC	5,164.56			4670	170	5,164.56	Public toilets 2020/21
25/03/2022	Place Studio Ltd	V2655-BACS	600.00		100.00	4680	170	500.00	Inv.5976-NHP appeal support
25/03/2022	HM Revenue & Customs	V2656-BACS	2,855.76			4041	130	909.03	Period 12- March 2022
						4000	130	462.60	Period 12- March 2022-T
						4000	130	337.12	Period 12- March 2022-NI
						4020	130	236.20	Period 12- March 2022-T

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Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4020	130	188.30	Period 12- March 2022-NI
						4010	130	228.00	Period 12- March 2022-T
						4010	130	183.11	Period 12- March 2022-NI
						4010	130	4.00	Period 12- March - Student Lao
						4460	142	248.00	Period 12- March 2022-T
						4800	320	10.60	Period 12- March 2022-T
						4070	120	48.80	Period 12- March 2022-T
25/03/2022	Wiltshire Pension Fund	V2657-BACS	2,151.40			4045	130	1,634.20	Period12- March 2022
						4000	130	245.23	Period12- March 2022
						4020	130	137.24	Period12- March 2022
						4010	130	134.73	Period12- March 2022
25/03/2022	John Glover	V2663-BACS	195.46			4070	120	195.46	Final instalment-Chairs allow
28/03/2022	Teresa Strange	V2658-BACS	██████			4000	130	██████	March 2022 Salary
28/03/2022	Lorraine McRandle	V2659-BACS	██████			4020	130	██████	March 2022 Salary
28/03/2022	Marianne Rossi	V2660-BACS	██████			4010	130	██████	March 2022 Salary
28/03/2022	Terry Cole	V2661-BACS	██████			4460	142	██████	March 2022 Salary
						4050	142	47.50	Travel Allowance- March 22
						4051	142	61.20	Mileage x136 miles
28/03/2022	David Cole	V2662-BACS	██████			4800	320	██████	March 2022 Salary
31/03/2022	Unity Trust Bank	V2667-	28.50			4140	120	28.50	Quarterly service charge
Total Payments for Month			193,725.53	0.00		20,572.25		173,153.28	
Balance Carried Fwd			359,517.43						
Cashbook Totals			<u>553,242.96</u>	<u>0.00</u>		<u>20,572.25</u>		<u>532,670.71</u>	

Total Salaries for
March 2022

£7,125.17

Receipts for Month 12

Nominal Ledger Analysis

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

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			0.00						
Cashbook Totals			0.00	0.00	0.00			0.00	

11:18

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 General Account Income								
1076 Precept	221,234	217,977	217,977	(0)			100.0%	
1100 Grants and Donations RCVD	0	2,338	10,000	7,662			23.4%	
1120 Shaw VH and Playing Field-Rent	10	10	10	0			100.0%	
1130 Photocopying and YE Account Sa	70	45	50	5			90.1%	
1140 Solar Farm Community Fund	38,008	14,850	5,842	(9,008)			254.2%	
1150 Covid-19 Grants	20,001	934	0	(934)			0.0%	
1430 Wessex Water Compensation	230	0	0	0			0.0%	
General Account Income :- Income	278,663	238,164	233,878	(2,276)			101.8%	0
Net Income	278,663	238,164	233,878	(2,276)				
120 Administration costs								
4070 Chairs Allowance	802	816	802	(14)		(14)	101.8%	
4080 Members Training	30	455	1,000	545		545	45.5%	
4090 Members Expenses	0	0	50	50		50	0.0%	
4100 Audit Fees	2,450	325	1,500	1,175		1,175	21.7%	
4120 Postage	605	714	700	(14)		(14)	102.0%	
4130 Photocopying	1,672	1,868	500	(1,368)		(1,368)	373.7%	
4140 Bank Charges	157	153	156	3		3	97.8%	
4150 Admin and Stationery	1,392	1,093	1,024	(69)		(69)	106.8%	
4155 Refreshments Comm Events	0	20	150	130		130	13.6%	
4160 Minute Books Binding	0	410	200	(210)		(210)	205.0%	
4175 Email & Cloud hosting	574	880	937	57		57	93.9%	
4180 IT Support	260	0	600	600		600	0.0%	
4185 Accountancy Support	845	260	850	590		590	30.6%	
4190 Telephone/Broadband/Line Rent	2,410	3,986	2,100	(1,886)		(1,886)	189.8%	
4195 Wifi Connection for meetings	126	0	0	0		0	0.0%	
4200 Room Hire/Zoom	168	223	200	(23)		(23)	111.6%	
4210 Safety/PAT Check	0	195	122	(73)		(73)	160.1%	
4220 Chairman's Brd/Chain of Office	0	62	100	38		38	62.0%	
4230 Advertising	336	429	500	71		71	85.8%	
4240 Quarterly Newsletter	1,485	495	2,000	1,505		1,505	24.8%	
4250 Land Search Fee	34	45	50	5		5	90.0%	
4271 Office Utilities	0	0	1,500	1,500		1,500	0.0%	
4351 New Equip & Furniture	3,085	3,296	3,600	304		304	91.6%	
4370 Cleaning Materials	0	5	100	95		95	4.6%	
4372 Covid-19	2,126	913	500	(413)		(413)	182.6%	
4380 Cleaning - Contractor	840	147	900	653		653	18.4%	
4390 Professional Services	0	0	300	300		300	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4391 GDPR Compliance	35	35	110	75		75	31.8%	
4720 Repairs & Maintenance - Office	0	0	50	50		50	0.0%	
Administration costs :- Indirect Expenditure	19,432	19,828	20,601	3,876	0	3,876	82.1%	0
Net Expenditure	(19,432)	(19,828)	(20,601)	(3,876)				
130 Staffing								
4000 Clerk's Salary	38,226	36,466	38,218	1,753		1,753	95.4%	
4010 Finance & Amenities Officer Sa	20,620	22,237	23,000	763		763	96.7%	
4020 Parish Officer Salary	22,645	22,806	25,000	2,194		2,194	91.2%	
4041 NI - EmployER	7,716	7,763	12,000	4,237		4,237	64.7%	
4045 Superannuation - EmployER	16,869	16,057	17,500	1,443		1,443	91.8%	
4048 Office Staff Mileage & Parking	0	34	100	66		66	34.3%	
4055 Staff Training	342	865	800	(65)		(65)	108.1%	
4060 Staff DBS	0	111	0	(111)		(111)	0.0%	
Staffing :- Indirect Expenditure	108,417	108,339	118,818	10,279	0	10,279	81.2%	0
Net Expenditure	(108,417)	(108,339)	(118,818)	(10,279)				
142 Parish Amenities								
1440 Shurhold Fields Income	5,000	952	0	(952)			0.0%	
1450 Berryfield Village Hall PWL	0	494,827	0	(494,827)			0.0%	494,827
1460 Insurance Claim	0	1,750	0	(1,750)			0.0%	
Parish Amenities :- Income	6,000	497,629	0	(497,629)				494,827
1190 Defibrillator	756	1,321	756	(565)		(565)	174.7%	
4050 Caretaker Travel Allowance	665	570	570	0		0	100.0%	
4051 Caretaker Mileage & Parking	517	554	600	46		46	92.4%	
4281 Insurance	4,285	4,268	5,120	852		852	83.4%	
4350 New Equipment for Parish Caret	0	0	100	100		100	0.0%	
4385 Play Area Safety Surface Clean	2,233	2,930	8,750	5,820		5,820	33.5%	
4400 Play Area - Grass Cutting	3,079	2,822	3,079	257		257	91.7%	
4409 Hornchurch Road Public Open Sp	1,960	1,797	1,960	163		163	91.7%	
4410 ROSPA Inspections	652	801	750	(51)		(51)	106.7%	
4415 Tree Inspections and Work	3,440	0	0	0		0	0.0%	
4420 St Barnabas Annual Rent	10	10	10	0		0	100.0%	
4460 Caretaker Salary	9,025	9,548	9,363	(185)		(185)	102.0%	
4480 Equip Hire & Petrol for Mower	0	0	50	50		50	0.0%	
4490 Repair & Maintenance - Parish	161	1,500	300	(1,200)		(1,200)	499.8%	
4500 Weedspraying	2,744	2,760	2,900	140		140	95.2%	
4510 CATG Contributions	245	0	5,500	5,500		5,500	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4540 Speed Indicator Device	125	1,915	1,111	(804)		(804)	172.3%	
4560 Shaw & Whitley Flood Resource	251	493	650	157		157	75.9%	
4575 Village Halls & Play Areas (Ne	80	31,287	25,000	(6,287)		(6,287)	125.1%	
4576 Drinking Water Fountains	0	3,088	0	(3,088)		(3,088)	0.0%	
4582 New Berryfield Village Hall Pr	31,368	161,646	5,000	(156,646)		(156,646)	3232.9%	
4583 PWL Capital Payment	0	49,500	0	(49,500)		(49,500)	0.0%	
4584 PWL Interest Payment	0	3,094	0	(3,094)		(3,094)	0.0%	
4585 East of Melksham Community Cen	0	0	315,030	315,030		315,030	0.0%	
4590 Street Furniture	4,028	3,069	4,011	942		942	76.5%	
4600 Bus Shelters Cleaning	300	450	600	150		150	75.0%	
4780 Play Area - Bin Emptying	630	578	630	53		53	91.7%	
4785 Replacing Wiltshire Council bl	0	1,172	500	(672)		(672)	234.4%	
4820 Shurnhold Fields Project	5,300	2,196	1,595	(601)		(601)	137.7%	1,915
4825 Shurnhold Fields CAPITAL Expen	332	1,904	0	(1,904)		(1,904)	0.0%	
Parish Amenities :- Indirect Expenditure	72,186	289,272	393,936	104,963	0	104,963	73.4%	1,915
Net income over Expenditure	(87,186)	208,267	(393,936)	(602,192)				
6000 plus Transfer from EMR	4,813	1,915						
6001 less Transfer to EMR	0	494,827						
Movement to/(from) Gen Reserve	(82,372)	(284,666)						
170 Community Support								
1480 Neighbourhood Plan Income	0	2,236	0	(2,236)			0.0%	
Community Support :- Income	0	2,236	0	(2,236)				0
4451 Young Melksham	2,500	2,500	2,500	0		0	100.0%	
4610 Section 137 Grant	11,880	9,500	12,500	3,000		3,000	76.0%	
4620 Village Hall Grants	8,250	9,250	10,000	750		750	92.5%	
4630 Other Grants (TIC - Section 14	600	600	800	200		200	75.0%	
4650 Subscriptions	1,715	1,268	1,650	382		382	76.8%	
4670 Melks Public Toilets Contrib	6,195	(1,981)	7,500	9,481		9,481	(26.4%)	
4680 Neighbourhood Plan	4,593	4,194	2,500	(1,694)		(1,694)	167.8%	
4685 Melksham Community Response	311	0	600	600		600	0.0%	
Community Support :- Indirect Expenditure	38,044	26,330	38,060	12,720	0	12,720	68.8%	0
Net income over Expenditure	(38,044)	(23,096)	(38,060)	(14,966)				
180 Joint Ventures								
4690 New Train Station Contrib	3,500	3,000	3,000	0		0	100.0%	
4695 Art Contribution Bowerhill	0	50	0	(50)		(50)	0.0%	
Joint Ventures :- Indirect Expenditure	3,500	3,050	3,000	(60)	0	(60)	101.7%	0
Net Expenditure	(3,600)	(3,060)	(3,000)	60				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
210 Jubilee Sports Field Income								
1210 Football Bookings	1,692	9,058	5,500	(3,558)			164.7%	
1220 Football Ad Hoc Bookings	177	0	100	100			0.0%	
1260 Hire of Lounge/Kitchen Area un	0	75	120	45			62.5%	
Jubilee Sports Field Income :- Income	1,869	9,133	6,720	(3,413)			169.7%	0
Net Income	1,869	9,133	6,720	(3,413)				
220 Jubilee Sports Field Expenditu								
4212 Safety/PAT Check - % JSF Use	2,915	2,757	3,200	443		443	86.2%	
4282 Insurance - % JSF Use	3,527	3,949	3,150	(799)		(799)	125.4%	
4302 Electricity - % JSF Use	1,483	1,619	2,000	381		381	81.0%	
4312 Gas - % JSF Use	1,123	2,140	1,000	(1,140)		(1,140)	214.0%	
4322 Water and Sewage - % JSF Use	241	358	900	542		542	39.7%	
4381 Cleaning Contractor - % JSF Us	269	1,424	2,900	1,476		1,476	49.1%	
4401 JSF Grass Cutting/Line Marking	8,306	7,866	8,432	566		566	93.3%	
4405 JSF Hedge Maintenance	0	2,189	200	(1,989)		(1,989)	1094.3%	
4430 Rates - % JSF Use	0	0	835	835		835	0.0%	
4721 Repairs & Maintenance - JSF	3,822	14,411	1,000	(13,411)		(13,411)	1441.1%	
4740 JSF Spiking	0	0	180	180		180	0.0%	
4750 Deep Clean	330	40	390	350		350	10.3%	
4770 Waste Collection - %JSF Use	648	707	650	(57)		(57)	108.8%	
4781 JSF Bin Emptying	955	875	955	80		80	91.7%	
4791 Boiler Servicing - % JSF Use	400	0	600	600		600	0.0%	
Jubilee Sports Field Expenditu :- Indirect Expenditure	24,010	38,334	28,392	(11,942)	0	(11,942)	146.2%	0
Net Expenditure	(24,010)	(38,334)	(28,392)	11,942				
310 Allotment Income								
1310 Berryfield Allotment Rents - C	1,164	2,567	1,343	(1,224)			191.1%	
1320 Briansfield Allotment Rent - C	1,059	2,244	1,170	(1,074)			191.8%	
Allotment Income :- Income	2,223	4,811	2,613	(2,298)			191.4%	0
Net Income	2,223	4,811	2,613	(2,298)				
320 Allotment Expenditure								
4323 Water - Allotments	553	306	450	144		144	68.0%	
4402 Allotment Grass Cutting	722	662	721	59		59	91.8%	
4722 Repairs & Maintenance - Allotm	0	14	50	36		36	28.1%	
4800 Allotment Warden Salary	1,439	728	650	(78)		(78)	112.1%	
Allotment Expenditure :- Indirect Expenditure	2,714	1,710	1,871	161	0	161	91.4%	0
Net Expenditure	(2,714)	(1,710)	(1,871)	(161)				

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Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
350 CIL								
1420 Community Infrastructure Levy	304,263	6,414	6,138	(276)			104.5%	
CIL :- Income	304,263	6,414	6,138	(276)			104.6%	0
Net Income	304,263	6,414	6,138	(276)				
400 S106								
1170 Wiltshire Council Contribution	0	136,460	0	(136,460)			0.0%	
S106 :- Income	0	136,460	0	(136,460)				0
Net Income	0	136,460	0	(136,460)				
Grand Totals:- Income	602,908	892,727	248,260	(644,477)			369.6%	
Expenditure	264,302	480,881	600,387	119,606	0	119,606	80.1%	
Net Income over Expenditure	328,606	411,886	(352,117)	(783,883)				
plus Transfer from EMR	4,813	1,816						
less Transfer to EMR	0	484,827						
Movement to/(from) Gen Reserve	333,419	(81,048)						

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		1,027,356.91					1,027,356.91	
	Banked: 05/04/2022	30.00						
V2707-BACS	Allotment Holder	30.00			1310	310	30.00	Berryfield plot 5a rent
	Banked: 11/04/2022	9.93						
V2708-BACS	J Glover (British Girlguiding)	9.93			1130	110	9.93	Inv.279- Newsletter photocopyi
	Banked: 25/04/2022	117,844.53						
V2706-PREC	Wiltshire Council	117,844.53			1076	110	117,844.53	1st half of PRECEPT
Total Receipts for Month		117,884.46	0.00	0.00			117,884.46	
Cashbook Totals		1,145,241.37	0.00	0.00			1,145,241.37	

Payments for Month 1

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/04/2022	Bowerhill Village Hall Trust	V2601-BACS	5,000.00			4620	170	5,000.00	Grant Award-22/23
01/04/2022	Bowerhill Village Hall Trust	V2601-BACS	-5,000.00			4620	170	-5,000.00	Grant Award 2022/23- ERROR
01/04/2022	Bowerhill Village Hall Trust	V2601-6054	5,000.00			4620	170	5,000.00	Grant Award CHQ 2022-23
01/04/2022	Shaw Village Hall	V2602-6055	7,000.00			4620	170	7,000.00	Grant Award CHQ 2022/23
01/04/2022	Berryfield Village Hall	V2603-6056	500.00			4620	170	500.00	Grant Award CHQ 2022/23
01/04/2022	Whitley Reading Rooms	V2604-6057	1,700.00			4620	170	1,700.00	Grant Award CHQ 2022/23
01/04/2022	Bowerhill Residents Action Gro	V2605-6058	450.00			4610	170	450.00	Grant Award CHQ 2022/23
01/04/2022	BASRAG	V2606-6059	500.00			4610	170	500.00	Grant Award CHQ 2022/23
01/04/2022	CAWS	V2607-6060	500.00			4610	170	500.00	Grant Award CHQ 2022/23
01/04/2022	1st Bowerhill Scout Group	V2608-6061	250.00			4610	170	250.00	Grant Award CHQ 2022/23
01/04/2022	4 Youth	V2609-6062	2,800.00			4610	170	2,800.00	Grant Award CHQ 2022/23
01/04/2022	2385 (Melksham) ATC	V2610-6063	350.00			4610	170	350.00	Grant Award CHQ 2022/23
01/04/2022	Group Five	V2611-BACS	400.00			4610	170	400.00	Grant Award CHQ 2022/23
01/04/2022	Melksham PHAB	V2612-6065	250.00			4610	170	250.00	Grant Award CHQ 2022/23
01/04/2022	Read Easy	V2613-6066	250.00			4610	170	250.00	Grant Award CHQ 2022/23
01/04/2022	Wiltshire Mind	V2614-6067	300.00			4610	170	300.00	Grant Award CHQ 2022/23
01/04/2022	Wiltshire Sight	V2615-6068	350.00			4610	170	350.00	Grant Award CHQ 2022/23
01/04/2022	Wiltshire Air Ambulance	V2616-6069	500.00			4610	170	500.00	Grant Award CHQ 2022/23
01/04/2022	HELP Counselling Services	V2617-6070	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Life Education Centres	V2618-6071	300.00			4610	170	300.00	Grant Award CHQ 2022/23
01/04/2022	Splitz Support Service	V2619-6072	500.00			4610	170	500.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Money Advice	V2620-6073	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Age UK Wiltshire	V2621-6074	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Stepping Stones	V2622-6075	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Alzheimers Support	V2623-6076	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Food & River Festival	V2624-6077	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Age Friendly Melksham	V2625-6078	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Shaw & Whitley Community Hub	V2626-6079	250.00			4610	170	250.00	Grant Award CHQ 2022/23
01/04/2022	TransWilts CIC	V2627-6080	2,000.00			4610	170	2,000.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Free Dining	V2629-6082	100.00			4610	170	100.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Gardeners Society	V2630-6083	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Amateur Swimming Club	V2631-6084	250.00			4610	170	250.00	Grant Award CHQ 2022/23
01/04/2022	Shaw & Whitley Friendship Club	V2632-6085	400.00			4610	170	400.00	Grant Award CHQ 2022/23
01/04/2022	Shaw & Whitley Garden Club	V2633-6086	150.00			4610	170	150.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Cricket Club	V2634-6087	200.00			4610	170	200.00	Grant Award CHQ 2022/23
01/04/2022	Melksham WI	V2635-6088	100.00			4610	170	100.00	Grant Award CHQ 2022/23
01/04/2022	Wiltshire Youth Canoe Club	V2636-6089	500.00			4610	170	500.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Rugby Club	V2637-6090	300.00			4610	170	300.00	Grant Award CHQ 2022/23
01/04/2022	Melksham Tourist Info Centre	V2638-6091	600.00			4610	170	600.00	Grant Award CHQ 2022/23
01/04/2022	Grist Environmental	V2703-DD	123.44		20.58	4770	220	102.86	Inv.P60713- B'Hill Waste away
21/04/2022	Sirus Telecom	V2704-DD	245.86		40.98	4190	120	204.88	Inv.60003-Office phone calls
21/04/2022	Eon	V2705-DD	182.73		8.70	4302	220	174.03	Inv.0009- Pavilion electric

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Total Payments for Month	28,902.03	0.00	70.26	28,831.77
Balance Carried Fwd	1,116,339.34			
Cashbook Totals	<u>1,145,241.37</u>	<u>0.00</u>	<u>70.26</u>	<u>1,145,171.11</u>

Receipts for Month 1

Nominal Ledger Analysis

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

Payments for Month 1

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		0.00						
	Cashbook Totals		0.00	0.00	0.00			0.00	

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		359,517.43					359,517.43	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>359,517.43</u>	<u>0.00</u>	<u>0.00</u>			<u>359,517.43</u>	

Payments for Month 1

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
07/04/2022	BTA Architects	V2672-BACS	480.00		80.00	4582	142	400.00	Inv.2137- Instal 3- upto 4.4.
07/04/2022	Rigg Construction	V2673-BACS	88,483.61		14,747.27	4582	142	73,736.34	Inv.049/22- Certificate 3- BYF
19/04/2022	Unity Trust Bank	V2674-DD	286.21		40.05	4150	120	24.99	Keyboard and mouse
						4150	120	9.87	A3 Paper
						4120	120	15.05	Full Council Agenda packs
						4250	120	6.00	Land registry search
						4120	120	15.41	Highways & Palnning agenda pac
						4055	130	85.00	Training seminar for Clerk
						4120	120	6.45	Notices and posters
						4175	120	68.40	Office 365 subscription
						4200	120	11.99	Meeting room subscription
						4140	120	3.00	Monthly fee
Total Payments for Month			89,249.82	0.00	14,867.32			74,382.50	
Balance Carried Fwd			270,267.61						
Cashbook Totals			359,517.43	0.00	14,867.32			344,650.11	

Teresa Strange

From: Teresa Strange
Sent: 28 April 2022 14:55
To: Rachael Demery
Cc: Marianne Rossi
Subject: RE: New Carer Cafe in Melksham

Dear Rachel

Thank you for getting in touch.

The Carer Café sounds an excellent idea.

Melksham Without Parish Council have already closed the deadline and allocated grant funding for 2022/23 but as this is a new project that was not in existence in the first part of the year I will ask if they are happy to consider such a request.

You will need to demonstrate how it benefits the residents of Melksham Without though..... as a suggestion, will you be asking those that attend for their postcode? Its very good evidence for these sorts of request moving forward.

With kind regards,

Teresa

Teresa Strange
Clerk
Melksham Without Parish Council
Sports Pavilion
Westinghouse Way
Melksham
Wiltshire
SN12 6TL
01225 705700

From: Rachael Demery <RachaelD@carersupportwiltshire.co.uk>
Sent: 28 April 2022 11:45
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: New Carer Cafe in Melksham

To the Counsellors of Melksham Without Parish Council,

Carer Support Wiltshire is seeking funding for a brand-new Carer Café in Melksham, and we would greatly appreciate the support of Melksham Without Parish Council to do so. The Carer Café will launch in May at The Kings Arms Hotel in Melksham.

We know many unpaid carers have struggled under lockdown measures. As the pandemic ends and others begin to return to "normality", carers remain in an isolated situation caring for their loved ones. This isolation has been and continues to be their normal.

Staffed by trained volunteers, our Carer Café provides the vital opportunity for unpaid carers living locally meet and get support from others in a similar situation to them. It is a great way to make new friends, enjoy some tea and cake, and chat with others in relaxed and friendly surroundings. There is always a volunteer on hand to help and discuss issues carers face. Furthermore, it is an opportunity for us to meet more carers, understand their unique needs, and hopefully change their lives for the better.

Any donation that Melksham Without Parish Council can make towards this project will help us to meet the growing need for carer support services in the local area and would be greatly appreciated by all involved. Costs of the project include refreshments, promotion, staffing, volunteer recruitment, training, and expenses.

Please do let me know if you have any questions or require further information. I look forward to hearing from you.

Yours faithfully,
Rachael

Rachael Demery
Community Fundraising Officer
Fundraising & Partnerships
Carer Support Wiltshire



✉ rachaeld@carersupportwiltshire.co.uk
☎ 01380 908028
📍 Independent Living Centre, St George's Road,
Semington, Trowbridge BA14 6JQ.
🔗 carersupportwiltshire.co.uk



A promotional banner with a dark blue background. On the left, a photograph shows two hands, one holding a black paper heart. The text "WE CARE, BECAUSE YOU DO." is in white at the top left. Below the photo is the URL "carersupportwiltshire.co.uk/news/". On the right, a green box contains the text "Read our latest blogs" and "STAY UP TO DATE WITH THE LATEST NEWS RELEVANT TO UNPAID CARERS, AWARENESS DAYS AND MORE." with a hand holding a heart icon. Below this is a pink box with social media icons for Facebook and Twitter, the handle "@carerswiltshire", and the phone number "0800 181 4118" with a phone icon.

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Progress Report

Project: Berryfields Village Hall
 Project Ref: 6980
 Client: Melksham Without Parish Council
 Date: 27th of April 2022

Progress to date

1.0 Health & Safety *Construction Phase Plan.*

- 1.1 The CPP has been developed and commented on by John Wrightson, this is now being managed on site by the site manager.
- 1.2 The Building Safety Group have visited site with only a few minor comments which have been addressed.
- 1.3 All RAMS are in place for ongoing and up and coming operations.
- 1.4 No near misses or accidents have been reported over the last 4 weeks.

2.0 Programme

Start date – 4th January 2022
 Contract completion date – 12th August 2022
 Variations & Delays – None
 Predicted completion date – 12th August 2022

As noted we lost 5 days to high winds and poor weather in March

We are approximately a week behind program as per our last report, but the roof covering on going, the only delay to the works at present is with regard to the external works which will now commence once the scaffold is removed, assuming we get the go ahead for the foul drain connection, we have progressed well with the 1st fix electrical utilising the internal scaffold and are now just waiting for the confirmation for the last few items within the kitchen prior to the scaffold being removed and starting the other internal 1st fixes.

At present I still believe there is still float in the program to accommodate the previous time loss, but further bad weather or delay may impact on the overall completion.

3.0 Progress over the last 4 weeks

- 3.1 Complete the roof structure including gable blockwork
- 3.2 Roof covering and rooflights
- 3.3 Started 1st fix M & E *early*

4.0 Planned work for the next 4 weeks.

- 4.1 Complete the roof covering. Tiling
- 4.2 Drop Scaffold
- 4.3 Install windows and doors (External)
- 4.4 Complete 1st fix M & E inc PV panels
- 4.5 Foul drain connection
- 4.6 Start 1st fix carpentry

Notes

- 4.7 Dry lining
- 4.8 Complete loft insulation and access

5.0 Design

Ongoing development as required, specific requirements included on RFI's

6.0 Information Required

Information as listed on RFI no.3 issued 25/04/22 with updates to No. 1 & 2

In addition confirmation of the Foul drainage connection as per email dated 07/03 from Lee Mullins from Belway

Kitchen layout to be confirmed
 Stormwater connection to include Aco channels and gullies to the carpark.

7.0 Contract Variations

- CVI 5 issued 25/4/2022
- A I No. 3 issued 5/04/22

8.0 Building Regulations

All Building inspections have taken place for the Superstructure including the roof, the next inspection will be external works then prior to handover.

9.0 Utilities

Wessex water connection made in footpath opposite site and brought into site, reinstatement to be improved to correspond with the highways specification
 BT Openreach quotation accepted, and ducts in place to the boundary.
 SSE – quotation received and issued to D.Sharp 18/2/2022, this has been agreed and was issued as part of AI No.3 awaiting a start date once they have all the wayleaves in place.
 Awaiting confirmation of the new foul connection as discussed between Belways and Wessex Water.

10.0 Procurement

10.1 – Subcontractors appointed

Contractors	Work / Trade	Location/distance from site
Rigg Construction	Groundworks	Melksham – 2 miles
Multibuild	Brickwork	Melksham – 2 miles
A L King	Roofing	Melksham – 2 miles
Fuseland	Mechanical	St George Bristol – 25 miles
Fuseland	Electrical	St George Bristol – 25 miles
CBS Precast Concrete	PCC Beams	Clevedon – 50 miles
Calloway scaffolding	Scaffolding	Westbury – 5 miles
D2SN	Steel fabrication	Tormarton – 20 miles
Vision Glazing	Windows And doors	Trowbridge- 5 miles
Select Glaze	Secondary glazing	St Albans- 115miles
Building Additions	Operable Wall	Frome – 12 miles
Syston Doors	Servery Fire Shutter	Leicester- 154 miles
SS Carpentry	Carpentry	Melksham -2 miles
SMG screed	Screeding	Weston S Mare – 58 miles
JAM Interiors	Ceiling and wall linings / finishes	Wotton Bassett- 20 miles

J D Little Decorating Decorating Bradford on Avon – 8 miles

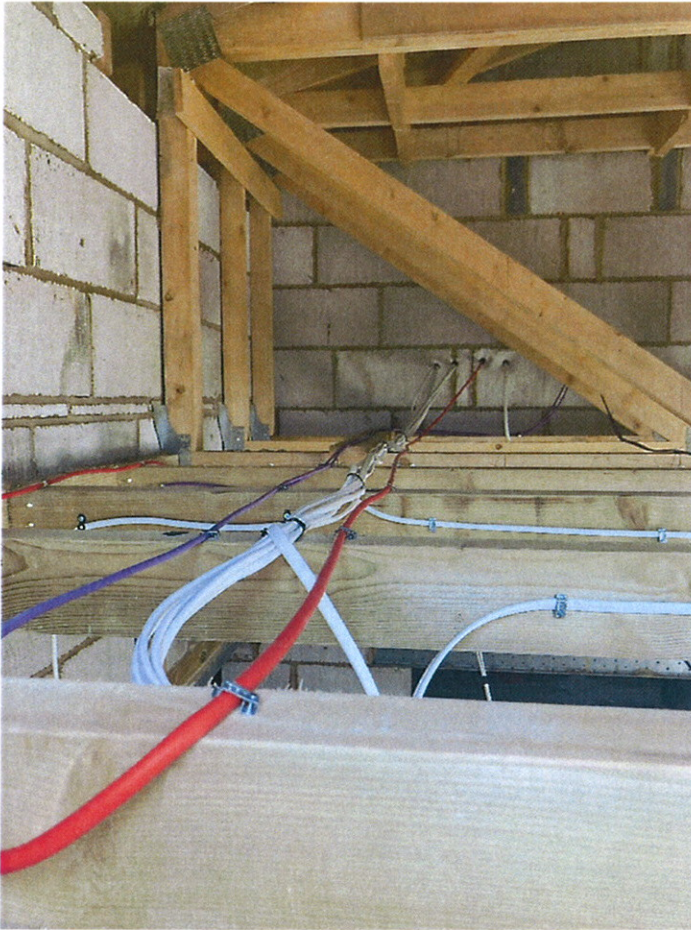
10.2 – Material procurement

Supplier	Materials	Location/distance from site
Wernick Hire	Site accommodation	Swindon 30 miles
Blok N Mesh	Temporary Fence	Somerton 50 miles
Taylor Maxwell	Bricks	Swindon 30 miles
A Gerrish	Stone & Sand	Melksham 2 miles
Donaldsons Timber	Trusses	Andover 40 miles
Build base C & L Lintels	Lintels	Westbury 5 miles
Subframes UK	Cavity closers / formers	Alfreton 177 miles
Burdens	Drainage	Bristol 30 miles

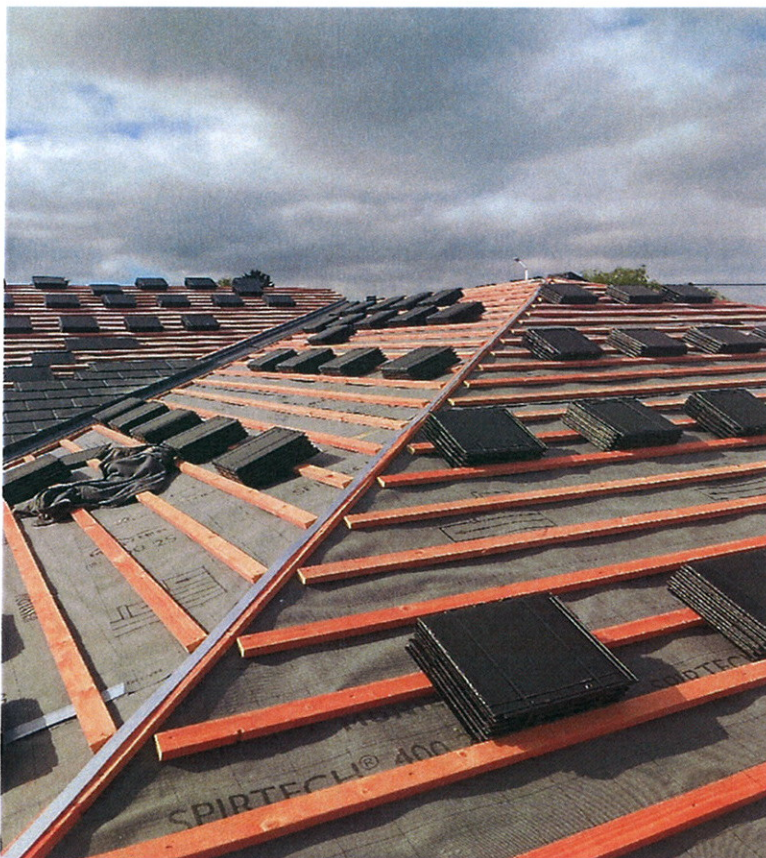
10.0 Site Pictures

Taken 06/4/2022









R.F.I (Request for Information)



Rigg Construction Contract Ref. No.: 6980
 Contract Name/Title: New Berryfield Village Hall, Melksham
 Issue no. / reference: 3
 Date of Issue: 25th April 2022

Item	Date of Request	Information Required	To be Provided via	Date Required	Date Received	Response / Comments
3/A	11/4/22	Comment / approval of Fuseland TS-E08 relating to distribution board & RCBO's issued via J.Price e-mail 11/4/22.	D.Aspden POPE	14/4/22	11/4/22	D.Aspden (Pope) provided comment and Status A approval via e-mail 11/4/22. J.Price forward Fuseland confirmation 19/4/22.
3/B	11/4/22	Comment / approval of Fuseland technical submittals via J.Price e-mail 11/4/22 – <ul style="list-style-type: none"> • TS-E04 – Accessories • TS-E05 – Fire Alarms • TS-E06 – Security Alarms 	D.Aspden POPE	19/4/22		
3/C	11/4/22	Confirmation of exact position for the proposed defibrillator on external wall to enable electrical power and lighting wiring	BTA / CLIENT	27/4/22		Can be marked on a drawing or insitu on site if easier.
3/D	11/4/22	The room data sheets state that the lighting in the main hall is to be mounted on trunking. I assume this will be suspended below the ceiling. Can you confirm this is correct	D.Aspden POPE	27/4/22		
3/E	12/4/22	Updated electrical drawings issued for final comment / approval via J.Price e-mail 11/4/22.	BTA / CLIENT & D.Aspden POPE	19/4/22		Note: 1 st fix works commenced 19/4/22
3/F	19/4/22	Confirmation if hearing loop required to be installed, as per query raised on regulation requirement via T.Strange e-mail 19/4/22.	BTA / CLIENT	27/4/22		
3/G	19/4/22	Confirmation of number and location of anti loitering devices as per T.Strange e-mail 19/4/22.	BTA / CLIENT	27/4/22		

R.F.I

(Request for Information)



Item	Date of Request	Information Required	To be Provided via	Date Required	Date Received	Response / Comments
3/H	21/4/22	Confirmation of loft access hatch / ladder requirements as per J.Price e-mail 21/4/22.	BTA / CLIENT	6/5/22		1no. hatch & ladder currently allowed in contract, however roof space is small and separated into sections via walls.
3/I	22/4/22	Confirmation if instantaneous hot water facility required in Kitchen for drinks as per options and quotes provided in J.Price e-mail 22/4/22.	BTA / CLIENT	27/4/22		
3/J	25/4/22	Confirmation of exact positions required for the projector and projector screen power / data supplies	BTA / CLIENT	27/4/22		Can be marked on a drawing or insitu on site if easier.

Teresa Strange

From: Teresa Strange
Sent: 10 May 2022 19:07
To: Cllr Mark Harris; David Pafford; John Glover; Richard Wood; Shona Holt
Cc: Marianne Rossi
Subject: FW: New Berryfield Village Hall - Kitchen
Attachments: Howdens - Berryfield Village Hall Revised 4-5-22.pdf; K8 document Estimate-36585807.pdf

Dear Berryfield Village Hall Working Party

Are you happy for this to proceed now?

This is the final spec for the kitchen and revised price, please see below and attached, following the decisions made at the Full Council meeting on 25th April.

Many thanks, Teresa

Teresa Strange
Clerk
Melksham Without Parish Council
Sports Pavilion
Westinghouse Way
Melksham
Wiltshire
SN12 6TL
01225 705700

From: Jon Price <jonprice@riggconstruction.co.uk>
Sent: 04 May 2022 12:41
To: Teresa Strange <clerk@melkshamwithout.co.uk>; David Sharp <dsharp@bta-architects.co.uk>
Cc: Martin Pickard <Martin@mpaqs.co.uk>; Carl Wynn <CarlWynn@riggconstruction.co.uk>
Subject: New Berryfield Village Hall - Kitchen

Good afternoon,

Following discussions at last week's meeting please find attached updated Howdens Kitchen design drawings and quotation for your final comment / approval.

The main changes since last issue are omission of integrated dishwasher and 350mm base unit to side and 1000mm base unit to replace which will house the electric water heater. The wall units either side of servery hatch have also been reduced in size to accommodate the servery hatch canopy.

The Kitchen units are Greenwich Gloss White with Oak Block effect worktop.

Unfortunately some prices for items appear to have been subject to a price increase, the quotation total is £4,802.24 excl. VAT. Supply was included in contract as a £3,000.00 Provisional Sum but didn't mention appliances which are included in Howdens quotation.

With respect to installation we priced on the BTA drawing included in the contract only obvious changes are addition of wall units so our carpentry contractor will likely seek some addition for this which I will confirm in due course.

Look forward with confirmation of agreement to proceed with order to Howdens.

Kind regards,
Jon Price



Lancaster House, Lancaster Park, Bowerhill, Melksham, SN12 6TT

T: 01225 705668 **F:** 01225 790069

E: jonprice@riggconstruction.co.uk

W: www.riggconstruction.co.uk

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Teresa Strange

From: Teresa Strange
Sent: 10 May 2022 20:40
To: Joo Foo
Cc: Nikolay Keray; Owen Houlihan; ben@lewis-ltd.co.uk; Marianne Rossi; Alan Baines
Subject: RE: C00033 Beanacre Mains Drainage - Follow Up Customer Survey

Hi Joo

Sorry its taken a while for me to come back to you, we have ben waiting for the church to confirm the booking. We have that booked from 3.30 to 7.30 with the session for residents to run from 4 to 7.

I have replied to your comments below....

With kind regards,

Teresa

Teresa Strange
Clerk
Melksham Without Parish Council
Sports Pavilion
Westinghouse Way
Melksham
Wiltshire
SN12 6TL
01225 705700

From: Joo Foo <Joo.Foo@wessexwater.co.uk>
Sent: 03 May 2022 12:11
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Cc: Nikolay Keray <Nikolay.Keray@wessexwater.co.uk>; Owen Houlihan <Owen.Houlihan@wessexwater.co.uk>; ben@lewis-ltd.co.uk
Subject: RE: C00033 Beanacre Mains Drainage - Follow Up Customer Survey

Hi Teresa,

Hope you had a lovely bank holiday weekend.

We have just had an internal meeting about our upcoming drop in session at Beanacre and have a few quick questions and comments for you:

- 1) We were planning on doing a brief presentation with an overview of our scheme and rough programme, followed by questions from the audience. We would then invite people to speak to us on a 1 to 1 basis at the conclusion of the presentation. Does this tie in with your aspirations for the drop in session or is there anything else you'd like us to do? **I think the council had more in mind that residents could drop in, so we can accommodate different availability, working hours etc, so if its something that can easily be run through a few times that would be great – this would be in the main church as they have a projector and screen set up there. They don't have wifi in the church and we haven't yet been able to confirm a way of providing that easily, so please bear that in mind. It's the best venue for the residents we felt though as they can walk there.**
- 2) Do you have any resources we could use for the drop in session eg projector for presentation, display boards for drawings, tables for leaflets, etc **Residents can then walk through to the "school room" bit of the church building and then although there are not display boards there are tables and chairs for laying out drawings and having chats on a 1:1 basis. There is also a kitchen with a hatch so we can provide refreshments too, might be useful if residents are waiting for a 1:1 chat. We will**

have a couple of parish council staff there too to help with refreshments, opening up the church, and being on hand if there are questions for the council rather than yourselves.

- 3) It would be good to have any questions ahead of our drop in so we can come prepared. When you advertise this, could you please ask that those with questions forward these through to us and we can address within our presentation? Of course, we can write to each household this week and ask that they email these through beforehand. Shall we write to everyone on the Beanacre electoral register or do you think its better that we write to the houses that are being connected initially? Be interested in your thoughts although I will advertise on social media from this week too and via the Beanacre Community Group and posters, so it may be that all residents may be interested and come along – we may have a few councillors want to come and look at the scheme too? If you think we would be better just writing to those getting connected, can you just confirm to me the roads etc, or I can get a list of addresses that you can edit for me. Thankyou!
- 4) Just a note to appreciate that we are still within our design stage so we may not be able to go into detail as until the design is finalised, there may still be elements that are subject to change. We will raise this at the drop in session. No problem

Thanks

Regards,

Joo Foo
Project Manager CEng MICE
Wessex Water
Claverton Down Bath BA2 7WW
Mobile number 07825 657 860
wessexwater.co.uk



From: Teresa Strange <clerk@melkshamwithout.co.uk>
Sent: 29 April 2022 08:41
To: Joo Foo <Joo.Foo@wessexwater.co.uk>
Cc: Nikolay Keray <Nikolay.Keray@wessexwater.co.uk>
Subject: RE: C00033 Beanacre Mains Drainage - Follow Up Customer Survey

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognise the sender and know the content is safe.

Hi Joo
That is a good day for me!
We will book the church and confirm.
Kind regards, Teresa

From: Joo Foo <Joo.Foo@wessexwater.co.uk>
Sent: 29 April 2022 08:35
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Cc: Nikolay Keray <Nikolay.Keray@wessexwater.co.uk>
Subject: RE: C00033 Beanacre Mains Drainage - Follow Up Customer Survey

Hi Teresa,

Wiltshire Council

Section 14(1) of the Road Traffic Regulation Act 1984

Temporary Closure of: Westlands Lane (Part), Melksham Without (TTRO 8115)

Notice is hereby given that Wiltshire Council has made an Order to close temporarily to all traffic:

Phase 1: Westlands Lane (Part), Melksham Without; from outside property known as No.42 Westlands Lane to outside property known as No.43 Westlands Lane;

Phase 2: Westlands Lane (Part), Melksham Without; from outside property known as No.32A Westlands Lane to outside property known as No.45E Westlands Lane;

Phase 3: Westlands Lane (Part), Melksham Without; from outside property known as No.45A Westlands Lane to outside property known as No.33 Westlands Lane.

To enable: Wessex Water to carry out sewer scheme and associated works.

Alternative routes:

Phase 1 via Westlands Lane – eastbound - (unaffected length) A350 - A365 - B3353 - Westlands Lane (unaffected length);

Phase 2 and 3 via Westlands Lane (unaffected length), B3353, A365, Shurnhold, A350, Westlands Lane (unaffected length) and vice versa;

The closure and diversion routes will be clearly indicated by traffic signs.

This Order will come into operation on 13 June 2022 and the closures will be required consecutively until 24 June 2022. It is anticipated that the works will take the stated duration to complete depending upon weather conditions. Access will be maintained for residents and businesses where possible, although delays are likely due to the nature of the works. The Order will have a maximum duration of 18 months.

For further information please contact Wessex Water on 0345 600 4600.

Sustainable Transport Group, County Hall, Bythesea Road, Trowbridge BA14 8JN

10 June 2022

M4 to Dorset Coast Connectivity study



Picture: A34

Main phase of study underway

National Highways is delivering a strategic study named in the government's second Roads Investment Strategy, to consider strategic road connectivity from the M4 (between the M5 and the A34) and the Dorset Coast including the economic centres of Bournemouth, Christchurch, Poole, Weymouth and Portland.

In 2021 we commissioned a Scoping Study Report which defined the area for this connectivity study. It set out the study objectives, the locational area and the seven key routes to be included.

During 2022 we will assess key connectivity and wider transport challenges on seven corridors, to consider which routes are best suited to provide strategic connectivity linking the M4 and Dorset Coast. The study will identify where investment is required and consider high level costs, benefits and impacts. This includes an assessment of how the recommendations could improve congestion, road safety and support wider regional development and business growth.

The study is due to complete in late 2022.

M4 to Dorset Coast



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Key Study Objectives

- Provide a quick, direct route linking the M4 with the Dorset Coast.
- Reduce delays and improve journey time variability caused by congestion.
- Help ensure convenient access from ports on the Dorset Coast to the M4 for freight traffic.
- Provide opportunities for travel by sustainable and low carbon modes.
- Identify opportunities to improve the natural environment and green infrastructure.
- Be a good neighbour and improve access and environments for communities.
- Provide opportunities for walking, cycling and horse riding to enable healthier lifestyles.
- Provide a route that appropriately separates strategic and local traffic.
- Provide a route that supports tourism, economic growth and jobs.
- Provide a safe route linking the M4 to the Dorset Coast.

Key Milestones and Future Engagement

We are writing to you to let you know that the main phase of study work has commenced, and we will provide further updates throughout 2022.

We anticipate the following study milestones:

- Initial evidence on existing and future route performance – late spring 2022;
- Preferred strategic route(s) identified – summer 2022;
- High level consideration of interventions – autumn 2022; and
- Final report – late 2022.

We will continue to work closely and engage with key partners and stakeholders to take forward this important study, and we are planning a series of stakeholder engagement and communication activities to keep you aware of our progress.

M4toDorsetCoastConnectivityStudy@nationalhighways.co.uk

www.nationalhighways.co.uk



Picture: The A303

If you need help accessing this or any other National Highways information, please call **0300 123 5000** and we will help you.



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Melksham community campus newsletter

April 2022

Welcome

Welcome to the April 2022 edition of the Melksham Community Campus newsletter.

We've had another month of mixed weather, but it hasn't stopped great progress on site.



Completed works

In the last month the north car park works have completed with just some minor electrical works still outstanding. This enables the on-site clubs to have some essential parking during the final construction stage as their playing season gets underway. Access to the car park is still through the construction site so we are working closely with the clubs to ensure safe access. The vast majority of the soft landscaping is also now complete which includes the planting of many new trees and shrubs as well as some turfing and seeding in other areas. It really is looking fantastic.

Internally, the glazed panels which overlook the sports hall and the pool have been installed. The sports hall acoustic wall panels have been installed and the lockers and showers have been installed on the first floor. The tiling of the pools and the surround is also well underway.

Visit our Facebook page to see a time lapse video of the campus development.



Melksham community campus newsletter

Works in progress and upcoming works

The installation of lockers and cubicles in the changing rooms is ongoing as well as the installation of floor finishes and painting of internal partition walls. Essential works to the historic walls around the existing car park starts this month along with the installation of fences around the site including the replacement of the southern boundary fence which borders Cedar Close.

March highlight – Library

This month we are pleased to share an artist's impression of what the library on the ground floor of the campus will look like on completion. Alongside the books, information and computer provision the new library will also be a community space with flexible shelving, enabling the space to be used for events and activities.



Comfy seating, study tables and plenty of display space for new stock being ordered will ensure the library is a modern, welcoming and flexible space for everyone in the community to use and benefit from.

A new addition to the library furniture will be an IT Pod which can be used for online and face to face meetings - helpful for those without the space or quiet at home for job interviews or perhaps to meet with council officers or local support organisations.

The new library will be staffed five days a week for a total of 41.5 hours. This will include an earlier opening time on Monday mornings and a 5pm finish on Saturdays. However, customers will also be able to use the library outside these hours in self-service mode to borrow and return books, use the computers and printing facilities as well as utilising the study space when the campus is open. The library will be in 'self-service' mode on Wednesdays.

If you are interested in future bookings of any of the campus facilities, please get in touch:

You can contact the campus team by email: melkshamcampus@wiltshire.gov.uk

For regular update please find us on Facebook and Twitter:



[Melksham Community Campus](#)



[@CampusMelksham](#)



24 MARCH 2022

LTN 89 | SUSTAINABLE ENERGY AND ELECTRIC VEHICLE CHARGING

Introduction

1. The government currently has a climate change green agenda which has resulted in new powers and opportunities for local councils. This Note will consider the different powers and the issues for councils in respect of selling electricity and the provision of electrical vehicle (EV) charging point in England and in Wales.

What specific powers do local councils have regarding the generation or sale of electricity?

2. Section 20 of the Climate Change and Sustainable Energy Act 2006 (the 2006 Act) gives a local council the power to encourage or promote any of:
 - a. electricity or heat microgeneration within their area;
 - b. the use within their area of electricity generated, or heat produced, by microgeneration;
 - c. efficiency in the use, by persons in their area, of electricity, heat, gas, fuel and other descriptions or sources of energy;
 - d. reductions in the amounts of such energy, or sources of energy, used by persons in their area
 - e. production in their area of:
 - i. biomass, or
 - ii. any fuel derived from biomass;
 - f. use in their area of, or of electricity generated, or heat produced, from biomass or any such fuel.
3. The power allows a local council to provide information, advice, and assistance (subject to any conditions set by the local council) but not to actually generate or sell electricity or power. Any expenditure on information, advice, and assistance under the 2006 Act must be counted as part of the limit in section 137 of the Local Government Act 1972 (the 1972 Act). N.B. the power to generate and sell electricity found in Section 11 (3) of the Local Government (Miscellaneous Provisions) Act 1976 and the Sale of Electricity by Local Authorities (England and Wales) Regulations 2010 applies only to principal authorities.
4. In any event, charging for electricity would be trading and a local council can only trade if it has the General Power of Competence (GPC).

5. Section 93 of the Local Government Act 2003 allows local councils to charge for discretionary services on a not-for-profit basis. However, the council must have an existing power to provide the service before the power to charge can be used and there is no underlying power to sell electricity.
6. The Electricity Act 1989 (the 1989 Act) requires all suppliers to be licenced unless covered by a specific exemption. The Electricity (Class Exemptions from the Requirement for a Licence) Order 2001 exempts from the need for a licence to supply electricity any persons who only supply any electricity which is supplied to their premises by a licensed supplier. This allows an individual that only supplies electricity that it had obtained from a licensed supplier and does so from its own premises to do so without a licence. Thus, a local council with the GPC can supply electricity in those circumstances without a licence.

Can councils provide EV charging points in council car parks?

7. Section 111 of the 1972 Act gives a local council the power to do anything “to facilitate, or is conducive or incidental to, the discharge of any of their functions”. Car parking is a function of a local council so it could use this power as incidental to that function in respect of parking it provides for electric vehicles. The section 111 power can be exercised “whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights”. This would allow a local council to purchase and install charging points. However, section 111 does not allow a local council to raise money and therefore it cannot charge for the supply of electricity, but it could lease the equipment to a suitable provider for the provider to supply and charge for the electricity.
8. Alternatively, a local council could use section 128 of the 1972 Act to lease, to a suitable provider, a strip of the car park wide enough for the installation of the charging points and then the charge for the supply of electricity would, again, be made by the electricity company.
9. The leases above could provide an income for the local council. Rent is incidental to the lease so this would not count as trading for councils without the GPC. As with any lease a council enters in to, the council should instruct solicitors to act for it in drawing up a lease.

Can local councils contribute funds to car parks provided by the principal authority?

10. A local council could contribute to the costs of the principal authority in providing any function that they can both provide such as car parking and

contributing to the charging points in car parks run by the principal authority. The power to do this exists in section 136 of the 1972 Act.

Can council use other premises they own to provide EV charging?

11. If a local council is the owner of other premises, such as a village hall or leisure facility, then it can install the charging points there without any further power as property owner. If a local council is the tenant of such premises then it must ensure that the installation does not breach the terms of the lease and that any relevant consent under the lease is obtained.
12. A local council should consider whether it is appropriate to seek funding from the government's On-Street Residential Charge Point Scheme (OZEV) The application process is open to relevant local authorities throughout the UK. OZEV defines 'local authority' using the 'public authority' definition as listed in Schedule 1 of the Freedom of Information Act 2000 which includes parish and community councils. Funding from this scheme could be used for car park provision or where a local council has provided relevant footway lighting. Further information can be found [here](#).

Can councils sell electricity generated via solar panels back to the National Grid?

13. An individual can sell excess solar panel electricity back to their supplier so a council eligible to exercise the GPC could likewise do so. In our view councils without the GPC can also do this under the incidental power in section 111 of the 1972 Act to reduce the liability to their supplier.

Other Legal Topic Notes (LTNs) relevant to this subject:

LTN	Title	Relevance
31	Local council general powers	Sets out guidance on the scope and application of s.137 of the 1972 Act and the GPC.

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Solar Together Wiltshire

Briefing Note No. 22-11

Service: Climate Team

Date prepared: 5 May 2022

Contact: climate@wiltshire.gov.uk

We wanted to update you on an innovative scheme that Wiltshire Council is driving forward locally called Solar Together Wiltshire.

We are working with independent experts iChoosr and Swindon Borough Council to give homeowners the opportunity to invest in renewables through a group-buying scheme for solar panels and battery storage.

This is a group-buying scheme which will offer solar panels with optional battery storage and EV charge points, as well as offering battery storage for residents who have already invested in solar panels and are looking to get more from the renewable energy they generate, as well as increase their independence from the grid.

Given the current cost of living, significantly impacted by the surge in energy prices, we feel this scheme will be worth consideration from eligible households and help provide longer term savings.

It is free to register and there is no obligation for people to go ahead with an installation. All residents living in the Wiltshire Council and Swindon Borough Council areas who own their own house (or have permission from the landlord to install a solar PV system) can register for the Solar Together group-buying scheme. Small and medium-sized enterprises (non-domestic) and community buildings meeting this requirement can participate as well. Planning permission may be required in some cases and we are directing people to this page for more information – <https://www.wiltshire.gov.uk/planning-permission>

The scheme works as follows:

- **Step one:** From 9 May - 14 June, Wiltshire householders can register online to become part of the group for free and without obligation. Invitation letters will be sent to 60,000 Wiltshire households w/c 23 May. However, any eligible household/business/community building can apply irrespective of whether they receive a letter
- **Step two:** Pre-approved UK solar PV suppliers participate in an auction. They are able to offer competitive pricing as the volume and geographic concentration makes it possible for them to make greater efficiencies, which they pass onto customers
- **Step three:** After the auction, registered households will be emailed a personal recommendation later in June that is specific to the details they submitted in their registration.
- **Step four:** If they choose to accept their recommendation, the specifics of their installation will be confirmed with a technical survey, after which a date can be set for the installation of their solar PV system.

People can accept or decline their personal recommendation. If they choose to go ahead and accept with Solar Together, a £150 deposit is required, which is conditionally refundable.

As stated earlier, iChoosr will send out a letter from the week of 23 May to a selection of properties in Wiltshire that are likely to be eligible for the scheme to give them all the information they need to consider participating should they wish to. The scheme will be promoted using all the available council communication channels prior to this as well, including social media, press releases, newsletter articles and posters at public facing council buildings. There will be no selling by phone or doorstepping of residents.

Our [Wiltshire Climate Strategy](#) is very clear that as a county we need to reduce the energy we use as well as using low carbon forms of energy. Within the strategy we aimed to encourage installation of renewables through group buy schemes and we're pleased to offer this opportunity to residents to consider

If you are contacted by residents who want more information about this, people can visit www.solartogether.co.uk/wiltshire, email wiltshire@solartogether.co.uk or call 0800 048 8113. iChoosr are responsible for managing and rolling out the scheme and all enquiries about it will be going via them.

For those residents not eligible for this particular scheme, but who still want ideas on lowering their carbon footprint or information on how to access support or grants for energy efficiency in their homes, then there's more information available at www.wiltshire.gov.uk/climate-change-individual.

If you have any questions or queries, please don't hesitate to contact climate@wiltshire.gov.uk

We'd welcome and encourage you to share any council communications, such as social media posts and press releases, with your contacts and the local community to help spread the word about the scheme.

We'll keep you updated on the progress of this scheme.