

MELKSHAM WITHOUT PARISH COUNCIL

**LOCAL GOVERNMENT
TRANSPARENCY CODE 2015
COMPLIANCE REPORT**

31ST MARCH 2016



MELKSHAM WITHOUT PARISH COUNCIL

LOCAL GOVERNMENT TRANSPARENCY CODE 2015 COMPLIANCE REPORT

As at 31ST MARCH 2016

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INTRODUCTION

The following document outlines Melksham Without Parish Council's information required by the Local Government Transparency Code 2015.

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

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

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

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

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

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

The year ending 31st March 2016 is the first year that the Code has been applicable but also the first year that the parish council has reached the £200,000 threshold.

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

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

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

During the financial year ending 31st March 2016 Melksham Without Parish Council only published one invitation to Tender.

This was for the supply and installation of 7 community access defibrillators and ancillary packages.

The following pages demonstrate Melksham Without Parish Council's procurement procedure:

PUBLIC NOTICE

ISSUE OF TENDER FOR THE PROCUREMENT OF 7 DEFIBRILATORS & ASSOCIATED PACKAGES

Melksham Without Parish Council have issued to Tender the Procurement of 7 Community Automated External Defibrillators, Housing & Associated Support Packages (23rd February 2016).

In line with our standing orders please note the following:

INSPECTION OF DOCUMENTS
59. All Minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

UNAUTHORISED ACTIVITIES
60. No member of the Council or of any committee shall in the name of, or on behalf of the Council:
(b) Issue orders: unless authorised to do so by the Council or the relevant committee.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS
61. The public and press shall be admitted to all meetings of the Council and its committees. The Council may however, temporarily exclude the public by means of the following resolution, ~~via~~:

"That in the view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw."

It is desirable that the following matters be treated as confidential (b) terms of tenders and proposals and counter-proposals in negotiations for contracts

Deadline for receipt of Tenders is Wednesday 16th March 2016 at 10.00 am

Should you require additional information or wish to Tender, please contact:

Ms Sharon Newton, Finance Assistant, Melksham Without Parish Council on:

Tel: 01225 705700 email: finance@melkshamwithout.co.uk

The above contract was awarded to Community Heartbeat Trust. Details of this are extracted from the minutes from the Finance Committee Meeting of Melksham Without Parish Council held on Monday 17th March. The full version can be viewed on the Melksham Without Parish Council's website.

MINUTES of the Finance Committee of Melksham Without Parish Council held on Monday 17th March at Crown Chambers, Melksham at 10.00 a.m.

Present: Cllrs. Richard Wood, Rolf Brindle, & Alan Baines (Committee Vice Chair)
Officers: Teresa Strange (Clerk) & Sharon Newton (Finance Assistant)

Apologies: Cllr John Glover (Committee Chair), Pat Nicol and Mike Mills

560/15 Parish Defibrillator Project:

a) **Tender opening:** Cllr Baines opened two tenders that had been received before the deadline. It was noted that invitations to tender had been sought from four companies.

b) **Consideration of Tenders received:** The Committee considered the information supplied within the tender documents. Both tenders had quoted prices for the same model of defibrillator, a Cardiac Solence G5 which enabled a direct comparison on cost for one of the models specified. One of the tenders went on to detail other models with a variety of options for specification of the cabinet too. The Committee discussed the pros and cons of having a locked or unlocked cabinet, a mild or stainless steel cabinet and the addition of full colour video instruction panel on the device so that it is clearly easy to use for all members of the community eg: non English speakers (thinking of the many foreign lorry drivers visiting the Bowerhill industrial estate), those with poor reading skills but also panicked users. **Recommendation:** The Council award the contract to Community Heartbeat Trust Charity for the following:

7no. **Defi-Tec** View defibrillator with heated locked IP05 Sentry stainless steel cabinet with mechanical locks
To include "Cardiac Arrest Response Seminar (CARS)"
Awareness sessions, WEBNOS Governance system, Rescuer Safety Kits and Post Rescue Counselling Service.
@ £ 13,440 excluding VAT

Actual delivery cost to be confirmed based on model chosen, but guide price is £75 for the defibrillators and cabinets to a single location.

It was noted that this did not include fitting, support and resupply and any extras highlighted in the document. **Recommendation:** The Officers review the documents provided and advise on what additional items are required.

c) **Sites for defibrillators:** The Committee discussed the best sites for the defibrillators to be installed, all of these sites had agreed in principle to have the defibrillator installed on their premises: **Recommendation:** The Parish Council install the defibrillators at the following sites, on external walls:

1. Bowerhill Sports Field Pavilion*

2. The Water Meadow pub, Verbena Court*
3. Shaw Village Hall
4. Whitley Reading Rooms
5. St Barnabas Church, Beanacre
6. The New Inn pub, Berryfield
7. The Pilot pub, Bowerhill

It was noted that Sites 1. & 2. were new builds and the supply of electricity to a suitable external wall had already been built in.

d) At the previous Finance Meeting the Budget and Funding for this project had been noted (Min. 542/15 c). **Recommendation:** The Council write to the "Friends of Melksham Hospital & Community" to explain that they are now in a position to accept their generous offer of funding towards the Parish Defibrillator Project and outline the breakdown of the costs involved and the funding received to date.

Chairman, 21st March 2016

Part 2.2 Item 35 - **LOCAL AUTHORITY LAND**

The Parish Council have included Local Authority Land details in the Annual Statement of Accounts as at 31st March 2016. Please refer to Section 1 – Assets, 2 – Leases & 3 - Tenancies for information.

In addition, the Parish Council's Asset register is published on the website.

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

Melksham Without Parish Council has no Social Housing stock.

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

The following grants were made for 2015/16:

ORGANISATION	Awarding in 2015/16	Cheque number
Bowerhill Village Hall Trust	£ 2,650	4926
Shaw Hill Playing Field and Village Hall	£ 3,450	4927
Berryfield Village Hall	£ 500	4928
Whitley Reading Rooms	£ 500	4929
The Rachel Fowler Centre	£ 200	4930
Melksham Riverside Club	£ 200	4931
Bowerhill Residents Action Group (BRAG)	£ 400	4932
Berryfield & Semington Rd Action Group (BASRAG)	£ 400	4933
Community Action Whitley Shaw (CAWS)	£ 250	4934
Melksham & District Girl Guides	£ 300	4935
Shaw & Whitley Toddler Group	£ 200	4936
Happy Circle Day Centre	£ 100	4937
Group Five	£ 300	4938
Melksham PHAB Club	£ 250	4939
Ludlow Hewitt Sheltered Housing	£ 100	4940
Melksham Foodbank	£ 100	4941
Wiltshire Mind	£ 100	4942
Melksham & District Seniors 55+	£ 100	4943
Melksham Christmas Lights	£ 250	4944
Melksham Party in the Park	£ 150	4945
Melksham Carnival	£ 100	4946
Melksham Shed	£ 100	4947
Bowerhill Villager	£ 250	4948

Shaw & Whitley Connect	£ 250	4949
Christchurch Shaw & Whitley Parish Church	£ 150	4950
Melksham Railway Development Group	£ 200	4951
AFC Melksham (Disabled)	£ 250	4952
Melksham Choral Society	£ 100	4953
Melksham Country Dancers	£ 100	4954
Melksham Gardeners' Society	£ 200	4955
Enigma	£ 100	4956
Melksham Amateur Swimming Club	£ 200	4957
Melksham Tourist Information Centre	£ 500	4958

The following grants were made for 2016/17 and were not presented until Monday 11th April 2016 however were approved in March 2016.

ORGANISATION	Awarding in 2016/17
<i>Bowerhill Village Hall Trust</i>	<i>2,700</i>
<i>Shaw Hill Playing Field and Village Hall</i>	<i>3,500</i>
TOTAL	£6,200
<i>Berryfield Village Hall</i>	<i>500</i>
<i>Whitley Reading Rooms</i>	<i>500</i>
<i>The Rachel Fowler Centre</i>	<i>200</i>
<i>Melksham Riverside Club</i>	<i>200</i>
<i>Bowerhill Residents Action Group (BRAG)</i>	<i>400</i>
<i>Berryfield & Semington Rd Action Group (BASRAG)</i>	<i>400</i>
<i>Community Action Whitley Shaw (CAWS)</i>	<i>300</i>
<i>Melksham & District Girl Guides</i>	<i>150</i>
<i>Bowerhill Scouts</i>	<i>200</i>
<i>Youth Adventure Trust</i>	<i>-</i>
<i>Happy Circle Day Centre</i>	<i>150</i>
<i>Group Five</i>	<i>300</i>
<i>Melksham PHAB Club</i>	<i>-</i>
<i>Melksham Foodbank</i>	<i>100</i>
<i>Melksham Read Easy</i>	<i>100</i>
<i>Wiltshire Mind</i>	<i>100</i>
<i>Wiltshire Sight</i>	<i>100</i>
<i>Melksham & District Seniors 55+</i>	<i>100</i>
<i>Melksham Christmas Lights</i>	<i>250</i>
<i>Melksham Party in the Park</i>	<i>150</i>

<i>Melksham Carnival</i>	150
<i>Melksham Food Festival</i>	150
<i>Melksham Shed</i>	250
<i>Bowerhill Villager</i>	250
<i>Shaw & Whitley Connect</i>	250
<i>Melksham Railway Development Group</i>	200
<i>Beanacre & Melksham Cricket Club</i>	200
<i>AFC Melksham (Disabled)</i>	250
<i>Melksham Gardeners' Society</i>	150
<i>Enigma</i>	100
<i>Rhythmic Dance Twirl Association</i>	-
<i>Shaw & Whitley Friendship Club</i>	200
TOTAL	£6,500
<i>Young Melksham</i>	1,000
TOTAL	£1,000
<i>Melksham Area Community Safety Group</i>	250
TOTAL	£250
<i>Melksham Tourist Information Centre</i>	500
TOTAL	£500

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

No employees of Melksham Without Parish Council are representatives of a trade union. The Clerk is a member of the SLCC (Society of Local Council Clerks).

Part 2.2 Item 46 - **PARKING ACCOUNT**

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

Part 2.2 Item 47 - **PARKING SPACES**

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

Estimated number of parking spaces:

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

Part 2.2 Item 48 - **SENIOR SALARIES**

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

Part 2.2 Item 50 - **CONSTITUTION**

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

Part 2.2 Item 51 - **PAY MULTIPLE**

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

4:1 is the ratio of the Clerk remuneration to the median of the rest of the staff, however, it should be noted that all staff are part-time with the Clerk working considerably more hours than the others.

Part 2.2 Item 53 - **FRAUD**

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

Part 2.3 Item 54 - **WASTE CONTRACTS**

Melksham Without Parish Council has 2 ongoing waste contracts:

- a) Grist Environmental (previously known as Wiltshire Waste) hold the contract for waste collection at Bowerhill Pavilion and Sports Field. For 2015/16 they were only responsible for the Pavilion waste.
- b) J.H.Jones Ltd hold the contract for waste collection at Beanacre Play Area. During 2015/16 they also held the contract for removing the waste for Bowerhill Sports Field which is now undertaken by Grist Environmental.

In addition, approved contractors, A4Asbestos, have undertaken contracted works to test, and remove asbestos. This includes asbestos removal at Shaw Village Hall during August 2015.