



# Public Document Pack

## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187

Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,  
FLSCC

To:

Councillor S Crundell (Town Mayor)  
Councillor T Price (Deputy Town Mayor)  
Councillor P Alford  
Councillor P Aves  
Councillor G Cooke  
Councillor J Crundell  
Councillor G Ellis  
Councillor C Forgacs  
Councillor A Griffin  
Councillor J Hubbard  
Councillor J Oatley  
Councillor S Rabey  
Councillor C Stokes  
Councillor J Westbrook

22 April 2024

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summoned to attend the **Full Council** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 29th April 2024** commencing at **7.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all Town Council meetings are recorded and broadcast live. The right to do so was established under the Openness of Local Government Bodies Regulations.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC  
Town Clerk and RFO

**Melksham Town Council  
Full Council  
Monday 29 April 2024  
At 7.00 pm at the Town Hall**

**Public Participation** – To receive questions from members of the public.

*In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.*

**Virtual Meeting Access:**

Please follow the joining instructions below for the virtual Zoom meeting

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83669876198?pwd=WlAvY1ZsYVNyUIM3VktqajFzOHhtdz09>

Meeting ID: 836 6987 6198

Passcode: 481965

**Participants will be directly let in the meeting by clicking on the above link. There is no waiting room**

**AGENDA**

**1. Apologies**

To receive apologies for absence.

**2. Declarations of Interest**

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Council.

*Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already*

**Email:** [towncouncil@melksham-tc.gov.uk](mailto:towncouncil@melksham-tc.gov.uk) **Web:** [www.melksham-tc.gov.uk](http://www.melksham-tc.gov.uk)  
**Facebook:** [facebook.com/melksham.town](https://facebook.com/melksham.town)

*declared on the Register, as well as any other registrable or other interests.*

**3. Questions from Councillors**

To receive questions from Councillors.

**4. Minutes (Pages 1 - 8)**

To confirm as a correct record the minutes of the Full Town Council meeting held on 18 March 2024.

**5. Town Mayor's Announcements**

**6. Police Report (Pages 9 - 12)**

To note the Melksham Neighbourhood Team Report April 2024

**7. Reports from Unitary Councillors**

Unitary Councillors to report on any matters affecting Melksham which have been discussed at Wiltshire Council Meetings.

**8. Items arising from Finance, Administration and Performance Committee Meeting on Monday 11 March 2024.**

**8.1 Virement for Melksham Carnival**

To consider a recommendation for a virement of £1500 from General Reserves to Grants.

For decision.

Extract from minutes of Finance, Administration and Performance meeting on Monday 11 March 2024.

There was discussion on the sums allocated to Melksham Carnival and the amount carried forward. Councillor Hubbard noted there had been no virement and suggested that a recommendation be made to full council for a virement of £1500 from General Reserves back into grants. It was agreed it would be referred to full council.

**8.2 Age UK Wiltshire (Pages 13 - 14)**

To consider approving payment of the balance of the sum requested and define the nature of the agreement held with Age UK Wiltshire and Melksham Without Parish Council and future funding.

A statement from the Finance Officer is attached.

For decision.

Extract from minutes of Finance, Administration and Performance meeting on Monday 11 March 2024.

There was discussion on possible ways forward.

Standing Orders were suspended to allow John Glover and Sarah Cardy to speak.

Councillor Hubbard made it clear that his issue with the funding was that the project was no longer Melksham Community Support Service and was in effect an age specific support officer. If expressed in that way, he had no issue with the funding. It was suggested that the application be considered in that way, the balance of funds in major and small grants, calculated at £8524 be awarded and the matter referred to full council to consider the balance and how the Council wished to classify the project.

After a query from the Communications & Events Officer investigation revealed that some grants awarded for room hire had not been taken up and would therefore be rolled back into general reserves.

It was proposed by Councillor Hubbard, seconded by Councillor Griffin and **UNANIMOUSLY RESOLVED** to award Age UK Wiltshire a grant of £8524 plus whatever the remaining funds in the grant pot are, which could be up to another £1500. The balance of the request and the nature of the agreement between Melksham Town Council, Melksham Without Parish Council and Age UK Wiltshire be referred to full council.

## 9. Lighting in King George V Playing Field

To discuss emails received regarding lighting in KGV.

### Email 1

*'I am not really one for complaining. I wasn't in favour of the lights in the park but people seemed to want them so I didn't make a fuss.*

*Little did I realise the impact they would have on me.*

*The lights went on last night. As soon as they came on they shone through my living room window and made it impossible to look down my garden without being dazzled. Not only that they lit up my living room in away I found uncomfortable. Thus completely spoiling my enjoyment of my living room.*

*I haven't looked up the regulations yet but I am sure there is something about lights not being allowed to impact in this way. I will look further, but in the mean time I would like the Council to take action to ameliorate the impact on me.'*

### Email 2

*'Hi, I'm just sending this email to complain about the lighting in the park. I live in Lowbourne and can now see the lighting on all night until 7am. They are very bright and looks like an empty festival/Carnival field!  
Please can they be dimmed and even switched off at midnight?'*

### **Email 3**

*'I just wanted to register my appreciation for the new lights and CCTV.*

*This is how you make public space safer and more accessible.*

*Well done - and thank you!'*

## **10. Community LunchOn (Pages 15 - 16)**

From the minutes of Events Working Group on 4<sup>th</sup> April 2024.

'Group received a presentation from Wessex Community Action, The group approved of the proposal for Melksham Council and Wessex Community Action to hold a Community LunchOn at the Assembly Hall and referred it to Full Council for ratification.'

A report of the Communications and Events Officer is attached.

## **11. Motions from Councillors**

### **11.1 Motion on Church Street Toilets (Pages 17 - 18)**

For decision.

### **11.2 Motion on Cemeteries (Pages 19 - 20)**

For decision.

### **11.3 Staffing Committee**

To review, at the request of the Deputy Mayor Councillor Price, Terms of Reference of the Staffing Committee

### **11.4 Advertising in Melksham News (Pages 21 - 22)**

To receive and consider a quote from Melksham News for advertising costs.

## **12. Management of Council business and publicity during the pre-election period. Briefing Note No. 25-06 (Pages 23 - 26)**

The following email was received from Democratic and Member Services on 26 March 2024.

‘Good afternoon,

Please find attached a copy of Briefing Note 25-06, which includes guidance from the Monitoring Officer on pre-election periods.

Note: this Briefing Note has been circulated to Parish and Town Clerks at the request of the author.

Kind Regards’

### **13. Committee Minutes**

#### **13.1 Economic Development and Planning Committee**

To receive the minutes of the Economic Development and Planning Committee meetings held on 20 February 2024, 12 March 2024 and 2 April 2024.

[Link to 20 February 2024](#)

[Link to 12 March 2024](#)

[Link to 2 April 2024](#)

#### **13.2 Finance Administration and Performance Committee**

To receive the minutes of the Finance and Administration and Performance Committee meeting held on 15 January 2024.

[Link](#)

### **14. Working Group Minutes**

#### **14.1 Communications Working Group**

To receive the notes of the Communications Working Group meeting held on 4 March 2024.

[Link](#)

#### **14.2 Events Working Group**

To receive the notes of the Events Working Group meetings held on 1 February 2024 and 7 March 2024.

[Link to 1 February 2024](#)

[Link to 7 March 2024](#)

**15. Confidential Session**

Members are requested to discuss the following items in Confidential session pursuant to Section 1 (2) of the Public Bodies Admission to Meetings) Act 1960; the Council, by resolution, may exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings. In view of the sensitive nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw.

**16. Neighbourhood Plan**

Update from Town Council representatives on the group. This will include information that is not yet in the public domain.

This page is intentionally left blank



## Melksham Town Council

### Minutes of the Full Council meeting held on Monday 18th March 2024

#### **PRESENT:**

Councillor S Crundell (Town Mayor)  
Councillor T Price (Deputy Town Mayor)  
Councillor P Alford  
Councillor P Aves  
Councillor G Cooke  
Councillor J Crundell  
Councillor G Ellis  
Councillor A Griffin  
Councillor J Hubbard  
Councillor J Oatley  
Councillor S Rabey  
Councillor C Stokes  
Councillor J Westbrook

#### **IN ATTENDANCE:**

**OFFICERS:**                      Andrew Meacham                      Committee Clerk

Three members of the public, Sgt. Rutter of Melksham Police and one member of the press were present. Two members of the public were present virtually.

#### **724/23      Public Participation**

Sue Mortimer

For my first two questions I refer to the Joint Panel on Accountability and Governance. JPAG is responsible for issuing proper practices about the governance and accounts of smaller authorities.

First question relates to section two of the guide.

‘Section Two – Proper Practices The Statement of Accounts

2.6. All figures in Section 2 of the Annual Governance and Accountability Return need to agree to the authority’s primary accounting records. The RFO needs to be able to show how the figures in the Annual Governance and Accountability Return reconcile to those in the cashbook and other primary accounting records. Members need to see this reconciliation when they are asked to approve the statement of accounts in the Annual Governance and Accountability Return. Interested persons inspecting the accounts have a legal right to inspect the accounting records and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records, including this reconciliation.

Please will you let me know if and when members were shown such reconciliation?

Second question also relates to section two of the guide.

'Section Two Proper Practices The Statement of Accounts

2.10 Authorities that participate in joint arrangement/committees must ensure that their own accounting records fully and accurately reflect the authority's appropriate share of joint arrangements/committee reserves, income, expenditure, assets and liabilities.

MTC has worked on joint ventures with MWPC including:

Joint neighbourhood plan

MWPC paying towards maintenance and running cost of the Market Place Toilets

Age UK Support Worker

Please can I see the latest reports from MTC on these joint arrangements?

MTC received a MCS Senior Project Grant 30.5.23 £2,500. Is this possible to be carried forward to go towards Age UK Salary for year 2?

**725/23 Apologies**

There were no apologies.

**726/23 Declarations of Interest**

There were no declarations of interest.

**727/23 Police Report**

This item was advanced up the agenda.

Members received an update report from Sgt. Rutter.

There are two new PCSO members of the team.

Melksham Police has been involved in Operation Scorpion where forces join together to deal with issues such as drug dealing, weapons and organised crime. A warrant in Melksham resulted in a drugs seizure and some educational inputs.

Community Engagement has been high. Local surgeries, coffee mornings, school visits etc.

There has been a spike in criminal damages but suspects have been identified.

Where education and other options have failed the force must resort to the courts and this has resulted in a couple of taggings. Incidents have dropped so things do appear to be going in the right direction.

There has been an incident of sexual assault. This is obviously a high impact crime but does not appear to be a one-off incident.

Overall crime trends are on the way down.

Current priorities are anti-social behaviour in Church Walk and business crime. The team are working to support retail staff and lone workers.

Councillor Stokes asked if Sgt Rutter felt the sexual assault might have been prevented if mobile CCTV was active and would it help mitigate issues in the future. Sgt Rutter said that CCTV does tend to prevent and also helps detect after the event. She acknowledged that there had to be proportionality and balance.

The Town Mayor, Councillor S Crundell thanked Sgt. Rutter for her time.

#### **728/23 Questions from Councillors**

There were no questions from councillors.

#### **729/23 Minutes**

The minutes of Monday 26 February 2024, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

#### **730/23 Town Mayor's Announcements**

There were no Mayor's announcements.

#### **731/23 Reports from Unitary Councillors**

Councillor Alford raised the matter of Melksham Pet Foodbank wishing to use the room attached to the Church Street Toilets. Wiltshire Council are willing to lease the building to Melksham Town County on a 7-year nil cost lease. Melksham Town Council could then make it available to a community group or groups. He intends to introduce a motion in respect of this.

Councillor Alford also made council aware of a consultation on a proposed Solar Battery Storage Site to the north of Whitley above Top Lane. The initial proposal from Lime Down Solar is a 500mw facility with 2000 acres of solar panels on a site near Hullavington and a cable running down to connect to the storage facility and another cable connecting to the Beanacre sub-station. This would obviously require a large-scale excavation and the storage facility itself would be very visible. The final decision would lie with the Secretary of State, not Wiltshire Council

Councillor Ellis asked about the height of the installation. Councillor Alford answered that the site would need to be excavated to provide a flat surface and it would be analogous to about 200 shipping containers.

Councillor Hubbard noted that details of mitigating landscaping proposals were not yet known.

Councillor Hubbard had also made approaches on behalf of the Melksham Pet Foodbank and expressed his disappointment that he had not been consulted.

### **732/23 CCTV Motion from Councillor Hubbard**

Councillor Hubbard spoke to his motion, stressing that the system would not be constantly monitored but could be used by police as and when required for crime investigation. He thanked and credited former councillor Goodhind for his work on CCTV.

Councillor Aves expressed her support.

Questions were asked, as a result of which Councillor Hubbard confirmed the following.

- The feed from MTC mobile CCTV and other 3<sup>rd</sup> party systems can be incorporated. The issues with siting mobile CCTV were noted.
- Number plate recognition intended for crime investigation, not parking enforcement
- There will be no live monitoring. Equipment will be partitioned off to stop unauthorised viewing and access to video is already set out in CCTV policy.
- Training has been accounted for but the system is not very different from that currently in use
- The system has a capacity of 64 cameras but can be extended
- There is no annual fee for the software, which has long-term technical support and MTC already has a maintenance contract
- The quote includes all legal signage

Concerns were expressed about CCTV in residential areas. Councillor Hubbard advised that it was hoped the cameras could be angled to avoid private property but the software could redact footage if a camera does point at private property.

Councillor Ellis was concerned that members only received the motion the Friday before the meeting and it was not published online. Councillor Hubbard replied that the motion is intended to take forward the recommendations of the recent independent report.

It was proposed by Councillor Hubbard, seconded by Councillor Price and

### **RESOLVED**

- To authorise the appointment of Kan Connections to undertake the works as set out in their quotation dated February 2024 to complete the works outlined

in the Independent Report previously received by Council and detailed in their quotation dated February 2024.

- That such works should cost no more than the £29,712 limit as indicated in the quotation supplied by the contractor.
- That such works to be undertaken and completed by end of May 2024
- That funding for this project is taken from the previous allocation of £50,000 for CCTV funding currently held in earmarked reserves.
- The remaining £20,288 of funds in the CCTV reserve is split with £10,000 remaining in the fund for future expansion of the system (such as the addition of CCTV for the underpass in the town estimated to cost an additional £3,000/4,000) and the remainder being released back to General Funds.

### **733/23     Sensory Garden Motion from Councillor Hubbard**

Councillor Hubbard had not been able to complete work on his motion in time for this meeting.

### **734/23     Safeguarding Children and Adults at Risk**

Councillor Oatley expressed his concerns over omissions in the policy. Councillor Griffin advised that he had put the policy up for discussion and had not expected it to be adopted at this meeting.

It was proposed by Councillor Alford, seconded by Councillor Oatley and

**UNANIMOUSLY RESOLVED** that Councillor Griffin and Councillor Oatley form a Task Group to refine the policy

### **735/23     Communications Policy**

Councillor Hubbard spoke on the proposed amendments. It was a work in progress and was intended to remove hurdles and empower authorised officers.

The following amendments to the policy were suggested and accepted.

- that the policy should say ‘Town Clerk, Authorised Officer and Town Mayor’.
- that the policy should be reviewed by April 2025

The Town Mayor Councillor S Crundell asked if officers could check if MTC insurance gives councillors the same protection as officers when issuing statements.

It was proposed by Councillor Hubbard and

**UNANIMOUSLY RESOLVED** to adopt the policy with the above amendments and that authorised officers be defined as Head of Operations, Communications & Events Officer, Communications Officer and Committee Clerk.

**736/23 Financial Statements**

The Town Mayor Councillor S Crundell referenced the Finance, Administration & Performance meeting of Monday 11 March 2024 and the work that is being undertaken as a result of that meeting.

**737/23 Lloyds**

The statements were received.

**738/23 Unity**

The statements were received.

**739/23 Petty Cash**

The statements were received.

**740/23 Monthly Financial Statement**

The statements were received.

**741/23 Budget Report**

Councillor Alford queried the following.

- Line 4042 Licences Software which is showing at 217% of budget. Councillor Hubbard advised that expenditure previously coded against other lines had been recoded to 4042.
- Line 1026 Income Interest showing significantly more than anticipated. Good news, but need to be more aware of expected interest.

The reports were received.

**742/23 Income Report**

The reports were received.

**743/23 Earmarked Reserves**

The reports were received.

**744/23 Community Development Committee**

The minutes were received.

**745/23 Economic Development and Planning Committee**

The minutes were received.

**746/23     Staffing Committee**

The minutes were received.

**747/23     Events**

The notes were received.

**748/23     ECWG**

The notes were received.

**749/23     Neighbourhood Plan**

Councillor Aves and Councillor Ellis gave an update.

The Town Mayor Councillor S Crundell asked if we are on schedule for referendum.

Yes. Work is continuing on logging comments and group considering effect of the changes to National Planning Policy Framework.

Councillor Hubbard raised the comments on budget made by Councillor Glover of Melksham Without Parish Council at the Finance, Administration and Performance on Monday 11 March 2024.

Councillor Aves was unable to confirm the situation but would check and report back.

Meeting Closed at: 8.41 pm

**Signed:** .....

**Dated:**

This page is intentionally left blank





## MELKSHAM NEIGHBOURHOOD TEAM REPORT APRIL 2024

# WILTSHIRE POLICE

Keeping Wiltshire Safe



Agenda Item 6



## Melksham NPT in the Community

We have carried out:

18 community engagements

2 school engagements

1 Shoplifting day of action

Priority patrols

1 drug warrant

2 warrants in the planning stages

4 engagements with the mobile police station

1 Community Day of action

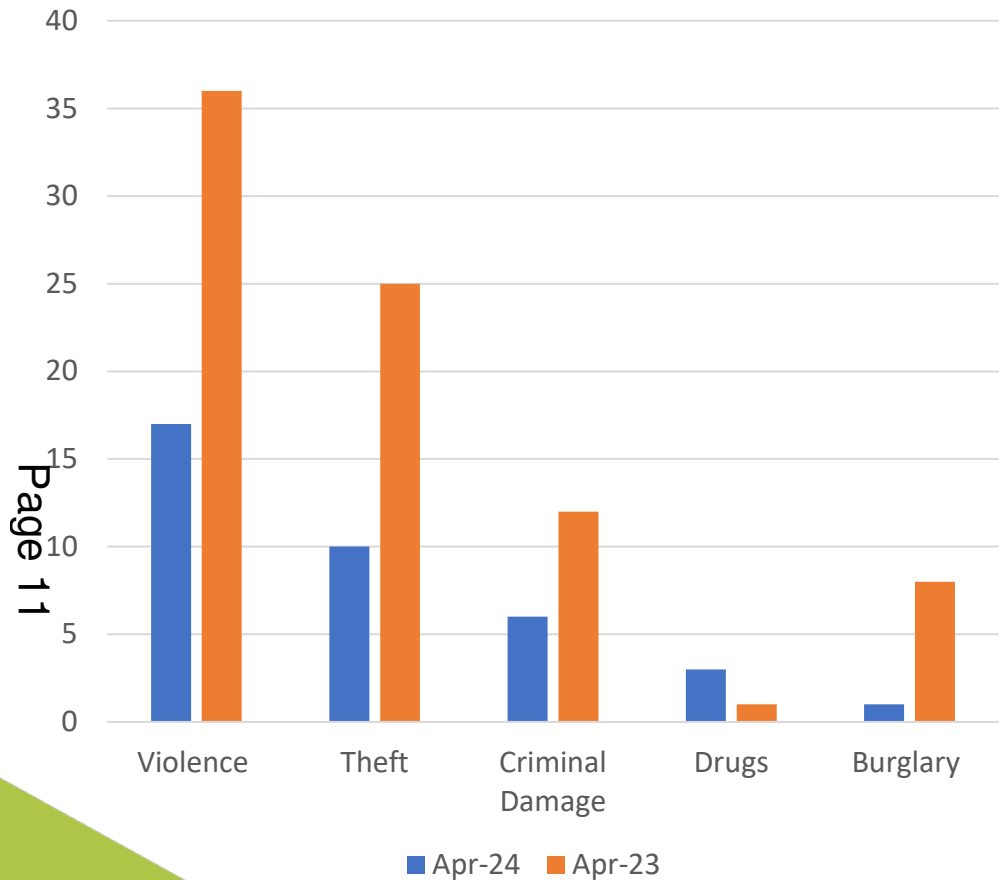
1 new vulnerable person referral

1 premises visit with Trading Standards

1 court attendance which saw two suspects for GBH sentenced



April 2024 verses April 2023- where are we with crime statistics?



This graph highlights the results coming in from the team’s hard work with drops across the board; drugs have increased due to our increase in proactive patrols and arrest of offenders.

\*BURGLARY- Dwelling burglary in West End on April 13<sup>TH</sup>

## Save The Date....MAY

Weds 1<sup>st</sup> - Mini Police session at Aloeric

Tues 7<sup>Th</sup> - Rural Crime Stall with NPT- Stall in the Market Place

Mon 13<sup>th</sup>- Pubwatch at the Liberal Club

Mon 13<sup>th</sup>- Mobile Police Van outside Melksham Oak 1500hrs onwards

Weds 15<sup>th</sup>- Weapon Sweeps (location disclosed after event)

Weds 29<sup>th</sup> – Stall at Family Fun Day at Forest Community Centre



**More dates to be announced!**

ORGANISATION	AMOUNT	DATE
Read Easy	£500	130923
Carer Support	£500	130923
Melksham PHAB	£300	130923
Melksham Cricket Club	£335	130923
Melksham WI	£200	130923
Melksham Music Festival	£1,000	130923
Melksham Choral Society	£850	130923
Youth Action (Splash)	£768	140923
Melksham Free Dining	£592	051023
St. Michaels Bellringers	£1,000	051223
Baby & Toddler	£500	051223
Back on Track	£1,000	310324
Trauma Breakthrough	£1,000	310324
Celebrating Age	£1,000	310324
Wiltshire Sight	£500	310324
	<b>TOTAL PAID OUT</b>	<b>£10,045</b>
<b>ROOM HIRE</b>		
Melksham Gardeners Society	£250	Cashbooks to be amended
Cactus Society	£544.40	Cashbooks to be amended
	<b>TOTAL ROOM HIRE</b>	<b>£794.40</b>
	<b>TOTAL GRANTS</b>	<b>£10,839.40</b>
	<b>GRANT BUDGET 23/24</b>	<b>£16,000</b>
	<b>REMAINING MONIES</b>	<b>£5,160.60</b>

## RED CIRCLED GRANTS

ORGANISATION	AMOUNT PAID	AMOUNT REMAINING
CAB	£5,000	£0 (Budget = £5,000)
4 Youth	£10,000	£0 (Budget = £10,000)
Christmas Lights	£10,000	£0 (Budget = £10,000)
Food & River	£5,000	-£2,000 (Budget = £3,000)
Carnival	£1,000	£1,500 (Budget = 2,500)
TIC	£4,000	£0 (Budget = £4,000)
Party in the Park	£0	£3,000
<b>TOTAL RED CIRCLED PAID</b>	<b>£35,000</b>	
<b>TOTAL RED CIRCLED BUDGET 23/24</b>	<b>£37,500</b>	
<b>IN LINE WITH 23/24 GRANT BUDGET REMAINING FUNDS</b>	<b>£2,500</b>	

This page is intentionally left blank



**MELKSHAM TOWN COUNCIL**  
**MEETING OF THE FULL COUNCIL**

***Monday 29<sup>TH</sup> April 2024***

***Melksham Community Group Lunch.***

**Report of Communications and Events Officer**

**1 Purpose of the report**

To give some background to allow Full Council to consider the Events Working Group recommendation for Melksham Town Council to partner with Wessex Community Action for the Melksham Community Group Lunch on 14<sup>th</sup> September 2024 at the Melksham Assembly Hall.

**2 Background**

Wessex Community Action approached the Communication team in January 2024 about helping us to set up a community group database and also offering their platform Wiltshire Together as a Community-led alternative.

Wessex Community Action also suggested that Melksham could be a pilot to get more community groups connected via Wiltshire Together and offered to do this through a Community Group Lunch free to all Melksham Community Groups to attend.

**3 Current Situation**

The Communications team created an infographic to summarise what the Wiltshire Together Platform offers which is currently shared on our Melksham Town Council website and Social media.

Regarding Melksham Community Group Lunch, Neil Cotton from Wessex Community Action presented this to the Events Working Group who approved the Town Council's partnership with Wessex Community Action for this event

**4 Financial Implications**

Free use of Assembly Hall/ Staff and Officer Time to plan this event alongside Wessex Community Action. Wessex Community Action will be funding the light refreshments on the day.

**5 Risk Assessment, Safeguarding, Crime and disorder implications**

None

**6 Environmental considerations**

None

**7 Recommendations**

**Full Council to ratify this decision.**

**8 CONTACT**

***Gloria Delves,***

***Communications and Events Officer, 01225 704187***

**[Link to Infographic](#)**

**[Wiltshire Together Link](#)**

This page is intentionally left blank



## MELKSHAM TOWN COUNCIL

### **Notice of Motion: Asset transfer of the Church Street car park toilets.**

Proposed by: **Phil Alford**

Seconded: Simon Crundel

Dated: **25/3/25**

#### **Purpose of the motion**

The purpose of the motion is to explore an asset transfer from WC to MTC of the old toilet block at the Church Street carpark. The building can be acquired at nil cost and made available for a local pet food charity to operate out of. The other half of the building can then be refitted for use by the TC for another possible service/purpose.

#### **Background (Including previous resolution/s made and date/s if applicable)**

MTC took on several toilets from WC as part of an asset lease agreement and these are maintained by MTC. The toilet block was not taken on and sits empty.

#### **Current Situation**

The toilet block has sat disused for a number of years and Wiltshire Council have no intention of bringing them back into use. The building sits central to the town and has water and electricity. It is split in two with one side being a cleaner's store and the other side being the old toilet block. Services are disconnected but it is possible to bring them back online. The building is secure and could be taken on with a 7 year lease with the option to renew every 7 years.

#### **What financial implications are there?**

TBC- the motion requests the committee clerk/other suitable officer to discuss with WC the potential costs – business rates, service charges, maintenance, potential use etc. The Pet food bank have stated their desire to take on part of the building and bring it back into use with an up to date elecsa certificate.

#### **How does the motion link to Town Council policies and core values?**

The building helps deliver on our commitment to resilient communities.

#### **What risks are there? (Provide a risk assessment)**

No risk

#### **What crime and disorder implications are there?**

None

#### **What environmental and biodiversity considerations are there?**

None

#### **What safeguarding concerns are there?**

None

For the officers to explore an asset transfer and produce a report for full council on the potential cost/benefits and risks.

**. Does the motion impact/ support any previous decisions of council?**

The motion supports other council activity as a townn centre storage unit but the toilet block could be refitted to provide services that could be made available to the users of the Roundhouse. Indeed, the provision of electricity and water may make the site a more suitable location for the community larder or other local charity groups.

**. Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?**

This has not been discussed

**. Please summarise any specific recommendations you have in relation to next steps**

- Officers engage WC and produce a short report for members to assess whether they wish to take on the building.

**Office Use:**

Date of receipt by Proper Officer:

Date of proposed council meeting  
for motion:

Date/s of relevant resolutions:  
(record full resolution/s here)

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

Reasons for rejection:


## MELKSHAM TOWN COUNCIL

### Notice of Motion: Joint cemetery working party

Proposed by: **Phil Alford**

Seconded: Simon Crundell

Dated: **25/3/25**

#### Purpose of the motion

The purpose of the motion is to set up a cemetery working party to assess the current situation of cemeteries in the Melksham area. It should determine the existing and future capacity and if there is the need for a new cemetery. It should then explore options for future provision. Due of the shared use with Melksham Without parish council the group should look to work with the parish to form a joint working group.

#### Background (Including previous resolution/s made and date/s if applicable)

Provision in Melksham is largely delivered from the cemetery adjacent to St Michaels Church. This is an old West Wilts District Council cemetery and is nearing capacity.

#### Current Situation

Parish and Town councils have a statutory duty to provide cemetery services. Wiltshire Council currently do this as it owns the main site in Melksham. This service was originally provided by WWDC prior to the formation of the Unitary Authority. Other Districts in Wiltshire do not provide this service and Wiltshire Council does not have a cemetery strategy. The current site has an agreement in place for expansion and has about three years of capacity left.

#### What financial implications are there?

Cemeteries generate income from the sale of plots. Should we acquire a site it can be funded from sales. Other sites generate an income for the town and parish councils.

#### How does the motion link to Town Council policies and core values?

The building helps deliver on our commitment to resilient communities.

#### What risks are there? (Provide a risk assessment)

No risk

#### What crime and disorder implications are there?

None

#### What environmental and biodiversity considerations are there?

Any outcome that leads to the acquisition of a new site would provide an opportunity for biodiversity enhancements.

#### What safeguarding concerns are there?

None

To set up a working party, inviting the parish to join, and to explore the options for future delivery of the cemetery service.

**. Does the motion impact/ support any previous decisions of council?**

No

**. Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?**

No

**. Please summarise any specific recommendations you have in relation to next steps**

- Set up a small group. Invite the parish to join. Engage WC over the existing provision and planning considerations. Explore options and then engage landowners to consider opportunities around land acquisition.

**Office Use:**

Date of receipt by Proper Officer:

Date of proposed council meeting for motion:

Date/s of relevant resolutions:  
(record full resolution/s here)

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

Reasons for rejection:



Please see below quotation for advertising in the Melksham News

18 pages for the course of the year, able to be used in whichever format you would like, however no more than 4 pages in any one issue. Happy to help advise on this if the TC would like some support.

To go alongside this, I would be able to offer the council a 20% discount on the 18 pages plus, so long as the 18 page mark is hit within the year, I will include the discounts to other adverts, be it for assembly hall, recruitment, public notice or anything else. Should you not have hit the 18 page mark by the end of the year, the TC would then cover the difference (if you only used 17, then you pay for the 18<sup>th</sup> page – the other option being I work out total cost of other adverts taken and you pay the difference plus difference for, in this example, the other 17 pages taken).

Cost for 18 pages with 20% discount would be £7632.00.

We would invoice monthly for any adverts taken within the month.

To make this work best, it would be good if the council has a comms/advertising strategy in place, so pages are booked in advance.

We will put the information you send into an advertising format and send it back to the council for sign off, should for any reason the advertisement is not signed off in time, you would still be billed for the space, however your advert would not run as the council will not have authorised it.

As you know we are widely read in Melksham and the villages and go out to every household.

Should you have any questions, please let me know.

This page is intentionally left blank

## Management of Council business and publicity during the pre-election period

### Briefing Note No. 25-06

**Service :** Legal and Governance  
**Further Enquiries to:** Perry Holmes (Director Legal and Governance and Monitoring Officer)  
**Date Prepared:** March 2024

1. This note provides general guidance for members and officers on the management of council business and publicity in the run-up to the Police and Crime Commissioner elections on 2 May 2024. It supplements the Council's Code of Conduct for Councillors and the Media Relations Protocol, included at Part 12 and Protocol 7 of the Constitution respectively. **The pre-election period begins on 26 March and runs until 2 May 2024.**
2. The principle point is section 2 of the Local Government Act 1986, which expressly prohibits local authority publicity of a party political nature. The Council must not publish (or assist others to publish) material which, in whole or in part, appears to be designed to affect public support for a political party. Publicity is defined in section 6(4) of the 1986 Act as 'any communication, in whatever form, addressed to the public at large or a section of the public.'
3. This is reinforced by the Council's Code of Conduct for Members which states: '*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.*'
4. The Code of Recommended Practice on Local Authority Publicity 2011 (included as Appendix 1 to the Council's Media Relations Protocol) sets out seven key principles local authorities should apply when making decisions on publicity. Publicity by local authorities should be:
  - Lawful
  - Cost effective
  - Objective
  - Even-handed
  - Appropriate
  - Consistent with the council's equality and diversity responsibilities

- Issued with care during periods of heightened sensitivity

5. Paragraphs 33 - 35 of the 2011 Code state:

*33. Local authorities should pay particular regard to the legislation governing publicity during the period of heightened sensitivity before elections. It may be necessary to suspend the hosting of material produced by third parties, or to close public forums during this period to avoid breaching any legal restrictions.*

*34. During the period between the notice of an election and the election itself, local authorities should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members. Publicity relating to individuals involved directly in the election should not be published by local authorities during this period unless expressly authorised by or under statute. It is permissible for local authorities to publish factual information which identifies the names, wards and parties of candidates at elections.*

*35. In general local authorities should not issue any publicity which seeks to influence voters.*

6. The council's approach is consistent with this guidance, and particular care will be taken during the period of heightened sensitivity ( the pre-election period) leading up to the Police and Crime Commissioner elections on 2 May 2024.
7. Generally, with regard to decision making within the council the position remains that it is 'business as usual' unless there are very good reasons why this should not be the case. In most cases the pre-election period will have no impact on normal council business, including the determination of planning applications. Proposals or issues which may be controversial and likely to arise during the critical period should be identified and a common sense view taken in each case as to how the matter is to be handled. In cases where time is not critical it may be sensible to defer the matter until after the election. In other cases, this will not be possible because of statutory, contractual or other constraints.
8. The specific nature of the Police and Crime Commissioner election, as compared to local elections in Wiltshire, means that there needs to be consideration whether the decision or proposal is related to such matters as crime, anti-social behaviour or criminal justice. In other words relevant to the topics that electors will consider when voting. Some council services are more likely to be aligned to those issues and should seek advice if unclear how to proceed. Where there is no obvious link to such topics, council business can continue as usual.
9. Councillors should note that the display of election campaign material on council land and property, including highway land, is not permitted and action will be taken to remove any offending material.
10. The LGA has produced a short-guide on publicity in the pre-election period, available at: <https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>



11. Further advice may be obtained from:

Perry Holmes – Director of Legal and Governance/Monitoring Officer

email [perry.holmes@wiltshire.gov.uk](mailto:perry.holmes@wiltshire.gov.uk)

And on the handling of publicity:

Ceri Tockock – Head of Customer

Communications

email [ceri.tockock@wiltshire.gov.uk](mailto:ceri.tockock@wiltshire.gov.uk)

This page is intentionally left blank