

Melksham Town Council

Minutes of the Community Development Committee meeting held on Monday 29th July 2024

PRESENT: Councillor J Westbrook (Chair)
Councillor S Rabey (Vice-Chair)
Councillor P Aves
Councillor A Griffin
Councillor J Oatley
Councillor C Stokes
Councillor A Westbrook

IN ATTENDANCE:

OFFICERS:	Andrew Meacham	Committee Clerk
	Tracy Predeth	Locum Clerk
	Sarah Askew	Communications Officer
	Dave Elms	Amenities Team Manager

PUBLIC PARTICIPATION: One member of the public was present. Councilor Stokes was present online as an observer.

114/24 Apologies

There were no apologies.

115/24 Declarations of Interest

There were no declarations of interest.

116/24 Public Participation

There was no public participation.

117/24 Minutes

The minutes of 7th May 2024, having previously been circulated, were approved as a correct record and signed by Councillor J Westbrook.

118/24 Budget

It was noted that Community Development Committee had a budget of £14250, of which £6519 had been spent and a Community Projects budget of £4000, of which £954 had been spent.

119/24 Events and Communications Manager

The position had been advertised via Indeed, Linked in, Town Council website, Facebook, National Association of Local Councils, Society of Local Council Clerks and in Melksham News.

It was suggested that the job description be amended, the deadline be extended.

The Clerk had circulated to her personal contacts and would do so again.

Councillors were asked to repost if they had Linked In accounts.

120/24 A350 Underpass

Councillor Oatley advised that Wiltshire Council had said they would be in contact with Melksham Town Council and he would check why this had not happened. He felt that Wiltshire Council would be happy to collaborate.

121/24 Melksham Christmas Market and Light Switch-on Event

It was proposed by Councillor J Westbrook, seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED to suspend Standing Orders to allow members of the public to speak on these items.

122/24 Sponsorship

The Chair expressed her thanks to the Communications Officer for her work on these matters.

The merits, mechanics and aims of sponsorship were discussed. Paul Weymouth of Melksham Christmas Lights was invited to give his views. There were concerns over Melksham Town Council and Melksham Christmas Lights both seeking sponsorship.

It was proposed by Councillor A Westbrook, seconded by the Deputy Mayor Councillor Rabey and

UNANIMOUSLY RESOLVED that Melksham Town Council would seek to promote and support sponsorship on behalf of Melksham Christmas Lights Group

123/24 Shambles Festival

It was proposed by Councillor A Westbrook, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to advance this item up the agenda.

James Wilkins gave feedback on the 2024 event. No complaints were received. The site of the festival was moved slightly because of grass cutting being undertaken. Some parents were upset that Active Trowbridge had been cancelled.

There was discussion on finding the festival an alternative site with sole use. James was happy with the KGV site and the issues with Active Trowbridge and grass cutting were noted for future years.

124/24 Santa's Grotto

The merits of The Town Hall and Art House Café were discussed.

It was proposed by Councillor Oatley seconded by Councillor J Westbrook and

UNANIMOUSLY RESOLVED to site Santa's Grotto in the Art House Café.

Written permission to use the café to be obtained.

125/24 Disabled Viewing Area

Potential locations and issues of delivering a Disabled Viewing Area were discussed. It was pointed out that the views of potential users have not be canvassed.

It was agreed that the Clerk would research and report back, but noted that it may not be feasible for 2024 event.

126/24 Security

There was discussion of the best way to notify people of the road closure. Councillor J Westbrook asked Andy Lister to help with drafting a letter.

It was proposed by Councillor J Westbrook, seconded by Councillor Griffin and

UNANIMOUSLY RESOLVED to hand deliver a letter to every business and resident in the affected area with the Town Mayor Councillor Price speaking to the more challenging businesses.

Andy Lister gave a security update. There would be absolutely no access for vehicles in or out except police, ambulance or fire.

127/24 Town Hall Lighting and Flag Flying

The complaint that a flag was not flown for Armed Forces Day was raised and discussed.

The way forward was discussed.

It was proposed by Councillor J Westbrook seconded by Councillor Griffin and

UNANIMOUSLY RESOLVED to

- update Lighting & Flag policy and submit to full council for approval
- agree a basic calendar of events for flag flying and lighting the Town Hall.

128/24 Events Calendar

It was noted that next year is the 80th anniversary of the end of World War II. It was agreed to discuss ways to commemorate this at the next meeting.

It was proposed by Councillor J Westbrook, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED for a Task & Finish Group of Councillors Oatley, Rabey and A Westbrook to review the events calendar.

129/24 Proms in the Park

The Communications Officer referenced two quotes. It was agreed that no decision on these was required as they could be paid under the delegated authority granted by the resolution of 7th May 2024.

It was proposed by Councillor J Westbrook, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to arrange for a bar at the event, to be supplied at no cost to the council and the provider to retain all profits.

It was noted that the event was on the same day as the Lions Event and that toilets would be delivered the night before.

It was proposed by Councillor J Westbrook, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to provide toilets at the event and to allow the Lions Club event to use the toilets at no cost.

130/24 Telephone Boxes

An update was given and the use of the boxes discussed.

It was agreed that the Clerk would investigate what other towns had done with telephone boxes and report back to the next meeting.

131/24 Mayors Reception

The Town Mayor Councillor Price outlined his vision for a free event in the KGV for the community rather than a formal dinner.

Members wanted a review of the awards categories, contingency plans for bad weather and the budget.

It was agreed to put the matter on the agenda for the next full council meeting.

132/24 Mayors Charity

It was proposed by Councillor J Westbrook, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED for a Task & Finish Group of Councillors Aves, Price and J Westbrook to discuss fund raising for the Mayor's Charity, to meet within a month.

133/24 Christmas Card 2024

Details have been sent to all schools in Melksham and there has been a positive response.

It was agreed that the Town Mayor Councillor Price and the Deputy Town Mayor Councillor Rabey would choose the winning design.

134/24 Melksham Historical Society Display Cabinets

Paul Carter gave an update. Two made to measure cabinets have been ordered and should be available end August or early September.

Members asked that the cabinets be promoted on Melksham Town Council's socials.

135/24 Feedback Procedure

The importance of feedback was acknowledged. The use of Microsoft Forms on the website and social, and QR codes at events were suggested.

136/24 ATB Skating Event

It was agreed to await feedback from the event before making a decision on future events.

137/24 Park Yoga

Feedback was noted. The event was successful and well attended. Officers were requested to collate further feedback. A decision on continuing Park Yoga next year will be made at a later date.

138/24 Clashing events

It was noted that there would be a clash on 1st September 2024 with Park Yoga and Food & River festival both using KGV. It was suggested that Park Yoga could be held in the Assembly Hall for that day, at one of the other parks or as part of the Food & River

Festival if a suitable location could be identified. Councillor Rabey agreed to attend Park Yoga this weekend to check on numbers.

On clashes generally Councillor Oatley suggested this was a matter for officers.

139/24 Theatre in the Park

Head of Operations request, read by Councillor J Westbrook in his absence, was for a view on developing a varied program of events across the town. Councillor J Westbrook spoke passionately in favour of a theatre festival.

It was agreed that councillors and officers would consider ideas and the matter would be further discussed at the next meeting.

140/24 Licensing

It was noted that an application for a premises licence for the whole of KGV had been made and consultation was running until 8th August 2024. If approved will allow option to sell alcohol between 11am and 10pm.

Meeting Closed at: 9.30 pm

Signed:

Dated: