



Public Document Pack

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES
Tel: (01225) 704187

Town Clerk Tracy Predeth BA(Hons) MPA, FLSCC

To:

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

12 August 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 the Melksham Town Council. The meeting will be held at the Town Hall on **Monday 19th August 2024** commencing at **7.00 pm**.

A period of public participation will take place during the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

Mrs T Predeth BA(Hons), MPA, FSLCC
Town Clerk and RFO

**Melksham Town Council
Full Council**

**Monday 19 August 2024
At 7.00 pm at the Town Hall**

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](#)

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

3. Public Participation

Members of the public are invited to attend the meeting and address the council.

Email: towncouncil@melksham-tc.gov.uk **Web:** www.melksham-tc.gov.uk
Facebook: facebook.com/melksham.town

Members of the public are requested to send their question to locum@melksham-tc.gov.uk by noon on the working day before the meeting. This will make it more likely that we will be able to answer your question on the night.

4. Questions from Councillors

To receive questions from Councillors.

5. Minutes (Pages 1 - 8)

To confirm as a correct record the minutes of the Full Town Council meeting held on 22nd July 2024.

6. Town Mayor's Announcements

7. Reports from Unitary Councillors

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

8. CCLA Signature Mandate

Currently 3 signatories are to the CCLA account two of them have left the council and only one current serving councillor is on the signature list. Therefore, it would be better to change the whole mandate with new signatories

Current Signatories:

Mrs Linda Roberts

Mrs Terry Welsh

Mrs Adrienne Westbrook

Council is asked to propose new name for the CCLA mandate

9. Streaming of meetings.

To discuss the live streaming or upload of MTC meetings on Facebook or Youtube. Background information will be given by the Clerk.

For decision.

10. Proposal for amendment to Calendar of Meetings (Pages 9 - 10)

For discussion.

Meetings would be held in alternate months with Finance first week and Full Council last week in one month then Community Development first week and Asset Management & Amenities third week of the next month, subject to Bank Holidays. Additional meetings could be called if required. Economic Development & Planning

would continue to held every three weeks.

11. Amendment to Fixed Assets (Pages 11 - 12)

To note a change to the Fixed Assets Register.

12. Appointment of a Consultant

To approve the appointment of a consultant to work on the Wiltshire Towns Programme Activity Generation Grant Programme submission.

13. Mayors Reception

At the Community Development Committee meeting on 29th July 2024 the Town Mayor Councillor Price outlined his vision for an alternative to the Mayors Reception.

Funding beyond that allocated in the budget would be required.

For discussion and decision.

[Link to minutes of 29th July 2024.](#)

[Link to recording of 29th July 2024](#)

14. East Melksham Community Centre

Verbal update on project.

15. Sensory Garden

For decision on next steps.

Papers to follow.

16. Eco Loos

On 12th August 2024 Asset Management & Amenities UNANIMOUSLY RESOLVED for

- The eco loos to be converted to plumbed in toilets
- Baby changing units to be installed in each toilet
- The Clerk to ascertain whether planning permission is required
- The Clerk to investigate the possibility of claiming back from Healthmatic
- Signage to be put on the closed Eco Loos directing people to alternative facilities

The Clerk was delegated to spend up to £15000 on the project, to be paid from 9244 Major Projects Ear-marked Reserve, subject to approval of full council.

17. Delegated Powers

To discuss delegated powers of the Town Clerk.

18. Committee Minutes

18.1 Community Development Committee

To receive the minutes of the Community Development Committee meeting held on 7th May 2024.

[Link to minutes](#)

18.2 Economic Development and Planning Committee

To receive the minutes of the Economic Development and Planning Committee meetings held on 25th June 2024 and 16th July 2024.

[Link to 25th June 2024](#)

[Link to 16th July 2024](#)

Melksham Town Council

Minutes of the Full Council meeting held on Monday 22nd July 2024

PRESENT:

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

IN ATTENDANCE:

| | | |
|------------------|---------------|--------------------|
| OFFICERS: | Hugh Davies | Head of Operations |
| | Tracy Predeth | Locum Clerk |

Two members of the public and two members of the press were present and two members of the public were present virtually. Gary Johnson was present virtually to give a presentation.

34/24 Apologies

Apologies were received from Councillor Hubbard and Councillor J Crundell.

35/24 Declarations of Interest

There were no declarations of interest.

36/24 Public Participation

Michelle Brightwell.

Came to say thank you from the Carnival Group for the Town Council's support.

Sue Mortimer.

Skatepark signage. Noted that a child had broken an arm and asked when will required signage be put up. The Head of Operations confirmed this was in hand and should be done within a couple of weeks.

What was the budget for café improvements and was actual cost under or over budget. The Clerk advised that she would need time to get the figures and would come back to her.

Joe McCann.

Referring to item 9 on the agenda, why was an additional line required. Head of Operations replied that Council had voted to supply free internet access in the Town Centre and to install a CCTV system along the length of the High Street and the new line would supply appropriate bandwidth.

Referring to item 8 on the agenda. Does the Council know how much officer time would be saved if the system is adopted. Head of Operations advised that it was not known at this point.

37/24 Questions from Councillors

Questions from Councillor Ellis.

Our Council has a very large number of projects in various stages. I am often asked by members of the public about progress on a particular job or project and I was going to ask at this meeting for updates in the public domain on perhaps a dozen projects. However, on Monday of this week (15th July) our "Strategy Task and Finish Group" met - 10 councillor and 5 staff members present and we resolved to get a list of projects to our officers so that we know what we've got on our plate to prioritise.

For information - I am aware we have been here before - Councillor Goodhind was steering a system through Sharepoint that we could refer to, and more recently Councillor J Westbrook was instigating a system of including an update on all projects in the agenda for each Finance and Performance meeting, but this has not happened either due to (I understand) a lack of staff resource, and indeed councillors have been reminded / asked to be aware of the load we put on officers by asking. We are encouraged to let things slide, on the basis that if we don't, we'll be putting pressure beyond reasonable expectation on officers.

On that basis, and looking to help move things forward, I am asking below only items which are both important and urgent.

1. Can you please give a brief public update on when, where and how members of the public can find updates on projects in progress now and in the future?

Clerk. Once Council has agreed their strategy and priority of projects that would be public in the minutes and we would be able to work on the best way to communicate information to members of the public.

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We have lacked an active permanent clerk, a responsible finance officer, and a deputy clerk for some time now. And we have lacked an events officer for several months. We have excellent staff in some other roles who are picking up an amazing amount of the extra work, but that's sometimes at the expense of their own job, sanity and perhaps beyond their training.

2. What steps are we taking to ensure that we are staffed appropriately in consideration of the welfare of our staff and our ability to perform as a Town Council working for Melksham in line with an agreed strategy.

Clerk. There is a recruitment complain for a Deputy Clerk and an Events & Community Development Officer. Closing date is 4th August 2024. Locum Clerk and Locum RFO have been taken on at least until the 2025 elections.

+++++

3. I understand that councillors are providing a list of project by 22nd July (the date these questions will be addressed) and that a list and status on each of them will be available to the Task and Finish Group on 5th August.

May I assure members of the public who are asking me that I will be able to give them an update on all the projects they are asking me and I register with staff by 22nd July about shortly after the 5th August meeting?

Clerk. Again it comes from the project list.

Csl Ellis. So within a week or so we should know where we stand?

Clerk. Yes.

38/24 Minutes

The minutes of 17th June 2024, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor Price.

39/24 Town Mayor's Announcements

Melksham Town Crier Jax Brady has resigned and her last engagement will be the Food & River Festival. On behalf of the Council the Town Mayor thanked Jax for her work in the role.

Thanks to the Carnival Committee for bringing the carnival back to Melksham. Looking forward to carnivals in years to come.

40/24 Reports from Unitary Councillors

Councillor Alford.

Wiltshire Council Chief Executive Terrence Herbert would be leaving as from 8th August 2024. His replacement was Lucy Townsend, former Corporate Director of Children's Services and her appointment was expected to be confirmed on Wednesday.

Cemetery Provision. Work is continuing on whether Melksham Town Council and Melksham Without Parish Council will co-operate on future provision.

Blue Pool. Action needed to be taken to advance this project.

Enhanced Highway spending. There are plans for a new maintenance program and issues with weeds on the A350 have been flagged.

Traveller Policy. A number of traveller pitches have been proposed for discussion, although none are in Melksham.

Councillor Oatley joined the meeting at this point.

41/24 Play Area Strategy - Presentation from Eugene Minogue

Gary Johnson gave a presentation of the system and its benefits. He addressed Joe McCann's question by advising they had found a significant decrease in use of officer time with the system.

Members asked questions and raised concerns.

It was generally felt that it was a good system but not suitable for a town of Melksham's size.

The Clerk noted that some smaller councils similar to Melksham were using the system and suggested she obtain some feedback and the matter be referred back to Asset Management & Amenities.

42/24 Data Comms into the Town Hall

This item was referred to the next Finance, Administration & Performance meeting.

43/24 Safeguarding Policy

Councillor Oatley spoke to the policy. Some tweaks have been suggested by Councillor Griffin and some amendments would be required to take account of a Youth Council but it can be adopted as stands.

Questions were asked about naming the safeguarding officer and training.

It was suggested the matter could be deferred to allow Councillor Oatley to deal with Councillor Griffin's tweaks.

It was agreed to defer to the next meeting.

44/24 Equality, Diversity & Inclusion Policy

The Clerk spoke to the item.

Councillor J Westbrook noted some outdated wording.

It was proposed by the Town Mayor Councillor Price, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to adopt the policy, with the amendment that Transgender should be used in place of Transsexual.

45/24 CCTV Policy

There was in depth discussion of the policy and its implications. These minutes record a summary of decisions and questions but not in a chronological order of discussion.

The following amendments were agreed.

3.2.2

Remove

- Partnership representatives, elected Members of the Council
- Outside visitors

Add "in the execution of their duties" to maintenance and cleaning staff.

3.2.3 & 3.8.1

Visitor log and Event log to be kept under lock and key.

3.3.2

Amend to show three operators, the Clerk, The Deputy Clerk and The Head of Operations.

3.8.7

Amend to add mobile phones/devices.

Signage on the door and wall of CCTV room to say mobile phones not allowed.

5.1.1

Change Data Protection Act 1998 to Data Protection Act 2018.

The following amendment was also proposed and discussed, but was not agreed.

3.2.1

Councillor J Westbrook felt this should show names not job titles.

The follow queries were raised and answered at the meeting.

Do councillors be informed of any requests for access? Answer – no, but can be if they so wish. No such wish was expressed.

What happened to the old equipment? Answer - Some was junk and some traded in. A member was unable to find the trade in in the agreement. What was the trade in value? Answer. It was in the quote and from memory was approximately £2000.

Confirmation that there would be no audio recording? Answer – Not on Town Council CCTV but Café CCTV does.

Will the CCTV in KGV be used to enforce bylaws? Answer – No. The wording of bylaws is somewhat antiquated and action may be taken in the future to update them

Confirmation the makeshift CCTV room at Splashpad is no longer operative? Answer- Cables have been removed and the screen can no longer be used.

Will footage previously viewed from Splashpad be viewable from Town Hall and when? Answer – Yes, hopefully from sometime in August

Why was a CCTV control room built? Answer – to comply with Home Office regulations about securing footage.

The following actions were also requested.

Confirmation that remote access would not be possible.

Confirmation from Kann Connections on building of CCTV control room.

A written response to a question from Joe McCann as to whether the previous CCTV installation was secure. (Standing Orders had been suspended to allow the question to be asked).

Confirmation from Kann Connections as to date KGV CCTV will be viewable from Town Hall control room.

Confirmation that trade in value has been applied to cost.

There was lengthy discussion of whether authorised operators should be allowed to view footage without first involving the police. It was suggested that senior management team can view the footage is when there is a suspicion of criminal damage to council property that cannot definitely be identified as a crime without viewing the footage. No decision on amending the policy as it stands was made.

It was proposed by the Town Mayor Councillor Price, seconded by Councillor Stokes and

UNANIMOUSLY RESOLVED for the policy to be resubmitted to Council with tracked changes and Kann Connections be invited to attend when the policy is next considered.

46/24 To receive a special resolution to amend standing orders

This item was deferred.

47/24 Accounts

48/24 Lloyds

The statement was received.

49/24 Unity

The statement was received.

50/24 Petty Cash

The statement was received.

51/24 Committee Minutes

52/24 Asset Management and Amenities Committee

The minutes were received.

53/24 Economic Development and Planning Committee

The minutes were received.

54/24 Finance Administration and Performance Committee

The minutes were received.

55/24 Confidential Session

The meeting went into confidential session.

56/24 Staffing

The Clerk updated members on confidential staffing matters.

Meeting Closed at: 9.30 pm

Signed:

Dated:



MELKSHAM TOWN COUNCIL

CALENDAR OF MEETINGS 2024/2025

* Meeting falls on Tues/Wednes (or following Monday Public Holiday)
** Meeting will begin at 7.30 pm or on the rising of the previous Committee meeting
*** Budgets to be approved

| | 2024 | | | | | | | | 2025 | | | | |
|---|---------------------------|-------|------|--------------------|------|------|-----|------------------------------|-------------------|-----|-----|----------------------------|-----------------------|
| | 5 & 26 Bank Holiday | | | 26 Bank Holiday | | | | 25 and 26 Bank Holiday | 1 Bank Holiday | | | 18 & 21 Bank Holiday | |
| | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY |
| Annual Town Meeting | | | | | | | | | | | 17 | | |
| Budget Working Group | | | | | | | | | | | | | |
| Asset Management and Amenities | | | | 12 | | 21 | | 16 | | 24 | | 28 | |
| Chairs Meeting (as required) | | | | | | | | | | | | | |
| Community Development | | | | | | 7 | | 2 | | 3 | | 7 | |
| Economic Dev & Planning | 14 | 4, 25 | 16 | 6, 27 | 17 | 8,29 | 19 | 10 | 9,28 | 18 | 11 | 1, 22 | 13 |
| Envi & Climate Working Group (third Wednesday of the month) | | | | | | | | | | | | | |
| Events Working Group (first Thursday of the month) | | | | | | | | | | | | | |
| Finance Admin & Performance | | | | | 9 | | 4 | | 6 | | 3 | | 6 |
| Full Council | | | | 19 | 23 | | 25 | | 27 | | 31 | | 19 Annual Meeting, 27 |
| Staffing Committee (as required) | | | | | | | | | | | | | |
| Neighbourhood Plan | | | | | | | | | | | | | |
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Section 2 – Accounting Statements 2023/24 for

Melksham Town Council

| | Year ending | | Notes and guidance |
|---|-----------------------|------------------------|---|
| | 31 March 2023 £ | 31 March 2024 £ | |
| 1. Balances brought forward | 920,205 | 1,310,511 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 966,204 | 999,784 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 554,863 | 223,096 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 579,403 | 546,345 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 551,358 | 843,791 | Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 1,310,511 | 1,143,255 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 1,346,668 | 1,201,957 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 5,941,051 | 5,970,622 6,202,471 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

| For Local Councils Only | Yes | No | N/A | |
|--|-----|----|-----|---|
| 11a. Disclosure note re Trust funds (including charitable) | | ✓ | | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) | | | ✓ | The figures in the accounting statements above exclude any Trust transactions. |

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

T. J. Predelt

Date

7/6/24.

I confirm that these Accounting Statements were approved by this authority on this date:

17/06/24.

as recorded in minute reference:

26/24.

Signed by Chair of the meeting where the Accounting Statements were approved

[Signature]

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