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

30 September 2024

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Community Development Committee** meeting of the Melksham Town Council. The meeting will be held at the Town Hall on **Monday 7th October 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
Community Development Committee

Monday 7 October 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

AGENDA

1. Apologies

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.

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. Minutes (Pages 1 - 6)

To approve the Minutes of the Community Development Committee meeting held on 29th July 2024.

5. Events & Community Development Officer

To introduce Christina Connor, the new Events and Community Development Officer.

6. Community Development Budget

6.1 **Budget 2024/25** (Pages 7 - 10)

To note the events budget spent to date and available to spend.

6.2 **Budget 2025/26**

To start discussions on Community Development budget for 2025/26

7. Telephone Boxes (Pages 11 - 14)

To receive a report and for decision on use of boxes.

8. Assembly Hall bookings (Pages 15 - 54)

To receive a report on Assembly Hall bookings.

9. Proms in the Park (Pages 55 - 56)

To review the event and for decision on holding the event in 2025.

10. Remembrance Sunday

To receive an update on Remembrance Sunday, to include details of the salute and readings and for decisions as required.

11. Christmas Events

For update on Christmas Lights and Christmas Carol/Songs event and for decisions as required.

12. Civic Reception/Mayor's Community Event

To discuss ideas and for decision.

13. 80th Anniversary of the End of World War II

To discuss ideas to commemorate the anniversary and for decision.

14. New events for 2025

To consider possible new events for 2025.

14.1 **Confetti Battle**

Profits to go to the mayors charity.

For decision.

14.2 **Colour Run**

Profits to go to the mayors charity.

For decision.

14.3 **Yarn Bombing**

For decision

15. Project Update (Pages 57 - 58)

To note update on priority projects belonging to Community Development

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: Councillor Ellis, the Town Mayor Councillor Price

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

PUBLIC PARTICIPATION: Four members of the public and one member of the press were present. Two members of the public were present virtually.

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:

Melksham Town Council Current Year

Detailed Income & Expenditure by Budget Heading 26/09/2024

Month No: 6

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
302	Projects								
1020	Miscellaneous Income	117	0	0	0			0.0%	
1050	Grants Received	3,060	0	0	0			0.0%	
1052	Switch on Event - Stalls	3,921	0	2,000	2,000			0.0%	
1059	Sponsorship	0	0	5,000	5,000			0.0%	
1179	Neighbourhood Plan	5,689	1,361	0	(1,361)			0.0%	
	Projects :- Income	**12,787**	**1,361**	**7,000**	**5,639**			**19.4%**	**0**
4073	Climate Fest	1,134	0	0	0		0	0.0%	
4074	Neighbourhood Plan	29,151	7,630	0	(7,630)		(7,630)	0.0%	
4078	Community Projects	1,452	7,538	4,000	(3,538)	4,800	(8,338)	308.4%	
4080	Melksham in Bloom Competition	41	305	250	(55)		(55)	122.1%	
4304	Switch on Event	11,370	2,028	10,000	7,972		7,972	20.3%	
4321	Coronation	6,857	0	0	0		0	0.0%	
4322	Age UK Project Worker	11,021	0	0	0		0	0.0%	
	Projects :- Indirect Expenditure	**61,026**	**17,502**	**14,250**	**(3,252)**	**4,800**	**(8,052)**	**156.5%**	**0**
	Net Income over Expenditure	**(48,239)**	**(16,140)**	**(7,250)**	**8,890**				
	Grand Totals:- Income	**12,787**	**1,361**	**7,000**	**5,639**			**19.4%**	
	Expenditure	**61,026**	**17,502**	**14,250**	**(3,252)**	**4,800**	**(8,052)**	**156.5%**	
	Net Income over Expenditure	**(48,239)**	**(16,140)**	**(7,250)**	**8,890**				
	Movement to/(from) Gen Reserve	**(48,239)**	**(16,140)**						

This page is intentionally left blank

Summary of spend.

Community Projects - Code 4078/302 (Budget £4,000)

25/04/2024	Advertising	£176.00
23/05/2024	Park Yoga	£210.00
16/06/2024	Park Yoga	£280.00
17/06/2024	Deck Hire	£288.00
21/07/2024	Park Yoga	£350.00
31/07/2024	LED Trailer	£4,800.00
18/08/2024	Park Yoga	£280.00
04/09/2024	Skate Park Event Support	£500.00
16/09/2024	Park Yoga	£280.00
16/09/2024	Security-Prom	£374.00

So Total spent is £7,538

Neighbourhood Plan - Code 4074/302 - (No Budget)

£7,630 has been spent on this

Melksham in Bloom Competition - Code 4080/302 (Budget £250)

£305.00 has been spent on this

Switch on Event - Code 4304/302 9 (Budget £10,000)

£2,028 has been spent on this

So, summary will be like this as of today 26 Sept 24

	Total Budget	Spent
Community Project	£4,000	£7,538
Melksham in Bloom	£250	£305
Switch on Event	£10,000	£2,028
Neighbourhood Plan	No Budget	£7,630
	---	---
	£14,250	£17,501
	========	========

Note. Finance, Administration and Performance Committee on Monday 13th May 2024 resolved to delegate authority to the Locum Clerk to pay from General Reserves any sums due in respect of the Joint Melksham Neighbourhood Plan, up to a maximum of £20000 in total. Any payments that take the total over £20000 would need to be referred back to committee.

MELKSHAM TOWN COUNCIL

MEETING OF THE Community Development Committee

1st October 2024

Report of use of Red Telephone Boxes.

Report of *committee clerk*

1 Purpose of the report

To advise on how other council's use decommissioned red telephone boxes

2 **Background**

By resolution of 16th December 2019 MTC adopted two decommissioned red telephone boxes. These have been refurbished and plans were being developed to use them for planting.

3 Current Situation

Community Development on 29th July 2024 requested officers to contact other councils to see how they use adopted boxes.

I have spoken to various councils in the area. Not all have adopted telephone boxes but some that do not hope to adopt a box should the opportunity arise. Of these, some already have plans for use.

The uses/proposed uses are limited to planting, book swap and defibs.

In Melksham there are already defibs close to the location of both boxes, on the SSE Building and the shop in Forest Road.

Other suggestions that have been put forward are an art gallery and an information hub.

The box situated in Forest Ward has been vandalised and further work would be needed before this can be used. The door has been removed by the Amenities Team. The box situated in South Ward has a couple of broken glass panels but is generally ready for use after the installation of shelves.

4 Financial Implications

Depending on final decision. Planting would require funds for thepurchase of plants and Amenities Team time for watering. Book Swap would require no additional funds by the Council. Both options would require the installation of shelving, which has been previoulsy allowed for.

5 Risk Assessment, Safeguarding, Crime and disorder implications

Possible vandalism

6 Environmental considerations

Plants are an obvious plus to the environment but visits from Amenities Team for watering/maintenance may off-set this. Book Swap would be a form of recycling.

7 Recommendations

It is now too late in the year for planting. I would suggest the box in South Ward be used for a book swop and possibly information leaflets and that the matter be reviewed next year for the new planting season.

Council might also want to consider the possibility of moving one or both of the boxes to a new location.

8 CONTACT

***Andrew Meacham, Committee Clerk,* 01225 704187**

Forest Ward

South Ward

This page is intentionally left blank

Assembly Hall

MON 01/04/2024		Resource Booked	Contact	Special Requirements
09:00	21:15	Main hall	Assembly Hall Event	**Special Requirements 1:** Bank Holiday - no bookings
WED 03/04/2024		Resource Booked	Contact	Special Requirements
09:00	12:00	Main hall	N.A.D.F.A.S.	
18:00	21:15	Main hall	Adrienne westbrook	**Special Requirements 1:** Pre-election event Bar open
18:00	21:15	Wine Package	Adrienne westbrook	
SAT 06/04/2024		Resource Booked	Contact	Special Requirements
08:00	16:00	Main hall	Council meeting - own event	**Special Requirements 1:** Craft fair 10.30 - 2.30
MON 08/04/2024		Resource Booked	Contact	Special Requirements
13:15	16:15	Main hall	Melksham Seniors	**Special Requirements 1:** All films will start at 2pm. We have a coffee break at around 2.45 / 3pm for 15 minutes. And finish around 4.15. But this does differ with the length of the film. Doors open at 1.30, but we get there around 1.15/ 1.20 So 3 hours hire. Set up. About 55 is normal attendance, but they do spread out. If it is a very popular film we might get 80+. But extra chairs can soon be put out. We have one small table on the door, in the hall. One long table by the hatch for refreshments. The water heater is used, and I use one of the big black and silver thermos jugs for the water for coffee, but bring own teapot and mugs. I use two plates, two small dishes, two jugs and another for sugar. I use the dishwasher for used mugs. We try to persuade People to bring own mugs as this is easier and I don't want disposable mugs. Save the planet....

18:00	22:00	Main hall	West Wiltshire Model Car Club	
TUE 09/04/2024		Resource Booked	Contact	Special Requirements
10:00	12:30	Main hall	Adrienne Westbrook	
FRI 12/04/2024		Resource Booked	Contact	Special Requirements
15:00	22:30	Main hall	Wyrley Music & Promotions	**Special Requirements 1:** This Carpenters Masquerade
SAT 13/04/2024		Resource Booked	Contact	Special Requirements
15:00	22:30	Main hall	Wyrley Music & Promotions	**Special Requirements 1:** Meat Loud
MON 15/04/2024		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	
WED 17/04/2024		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
THU 18/04/2024		Resource Booked	Contact	Special Requirements
19:00	22:00	Cinematic Screen & Projector	Melksham & District Historical Assoc	**Special Requirements 2:** WILL WANT FULL BAR OPEN TEAS AND COFFEES WILL NOT BE CHARGED FOR DIRECT, TALLY UP AMOUT SERVED AND TO BE CHARGED TO SOCIETY
19:00	22:00	Main hall	Melksham & District Historical Assoc	
MON 22/04/2024		Resource Booked	Contact	Special Requirements
13:15	16:15	Main hall	Melksham Seniors	**Special Requirements 1:** All films will start at 2pm. We have a coffee break at around 2.45 / 3pm for 15 minutes. And finish around 4.15. But this does differ with the length of the film. Doors open at 1.30, but we get there around 1.15/ 1.20 So 3 hours hire. Set up. About 55 is normal attendance, but they do spread out. If it is a very popular film we might get 80+. But extra chairs can soon be put out. We have one small table on the door, in the hall. One long table by the hatch for refreshments. The water heater is used, and I use one of the big black and silver thermos jugs for the water for coffee, but bring own teapot and mugs.

				I use two plates, two small dishes, two jugs and another for sugar. I use the dishwasher for used mugs. We try to persuade People to bring own mugs as this is easier and I don't want disposable mugs. Save the planet....
17:30	22:15	Main hall	West Wiltshire Model Car Club	
WED 24/04/2024		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
17:00	23:00	Main hall	Assembly Hall Event	**Special Requirements 1:** Quiz Night Weds as no Thur available
THU 25/04/2024		Resource Booked	Contact	Special Requirements
15:30	22:00	Main hall	Gordon Bess Promotions	**Special Requirements 1:** New Jersey Boys Agreed 28/10/22
SAT 27/04/2024		Resource Booked	Contact	Special Requirements
17:00	00:15	Main hall	Melksham Rock & Roll	
WED 01/05/2024		Resource Booked	Contact	Special Requirements
09:00	12:00	Main hall	N.A.D.F.A.S.	
16:00	17:00	Main hall	Tiger Martial Arts	
SAT 04/05/2024		Resource Booked	Contact	Special Requirements
08:00	18:00	Main hall	Assembly Hall Event	**Special Requirements 1:** Star Wars Day Stalls, displays, fancy dress Vote for which two films to screen at the end of the day Actors Danny D'Arcy and Hugh Spight confirmed to appear - we provide cold lunch & travel expenses for Hugh.
MON 06/05/2024		Resource Booked	Contact	Special Requirements
11:45	19:15	Main hall	Assembly Hall Event	**Special Requirements 1:** own event
TUE 07/05/2024		Resource Booked	Contact	Special Requirements

10:00	17:30	Main hall	Neil Sands Productions	**Special Requirements 1:** Thanks for the Memories Agreed 23/11/23
WED 08/05/2024		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
FRI 10/05/2024		Resource Booked	Contact	Special Requirements
13:00	23:15	Main hall	Assembly Hall Event	**Special Requirements 1:** Keep Clear Big event next day. No Staff
SAT 11/05/2024		Resource Booked	Contact	Special Requirements
07:00	16:00	Main hall	Provincial Grand Chapter of Wiltshire	**Special Requirements 1:** Masons In TH too
SUN 12/05/2024		Resource Booked	Contact	Special Requirements
08:00	17:00	Main hall	Assembly Hall Event	**Special Requirements 1:** RECORD FAYRE
MON 13/05/2024		Resource Booked	Contact	Special Requirements
13:15	16:15	Main hall	Melksham Seniors	**Special Requirements 1:** All films will start at 2pm. We have a coffee break at around 2.45 / 3pm for 15 minutes. And finish around 4.15. But this does differ with the length of the film. Doors open at 1.30, but we get there around 1.15/ 1.20 So 3 hours hire. Set up. About 55 is normal attendance, but they do spread out. If it is a very popular film we might get 80+. But extra chairs can soon be put out. We have one small table on the door, in the hall. One long table by the hatch for refreshments. The water heater is used, and I use one of the big black and silver thermos jugs for the water for coffee, but bring own teapot and mugs. I use two plates, two small dishes, two jugs and another for sugar. I use the dishwasher for used mugs. We try to persuade People to bring own mugs as this is easier and I don't want disposable mugs. Save the planet....
17:30	22:15	Main hall	West Wiltshire Model Car Club	**Special Requirements 1:** Bar open
WED 15/05/2024		Resource Booked	Contact	Special Requirements

16:00	17:00	Main hall	Tiger Martial Arts	
THU 16/05/2024		Resource Booked	Contact	Special Requirements
17:00	21:00	Main hall	Melksham & District Historical Assoc	**Special Requirements 2:** WILL WANT FULL BAR OPEN TEAS AND COFFEES WILL NOT BE CHARGED FOR DIRECT, TALLY UP AMOUT SERVED AND TO BE CHARGED TO SOCIETY
FRI 17/05/2024		Resource Booked	Contact	Special Requirements
17:30	21:30	Main hall	Nikki Kitt	**Special Requirements 1:** Nikki Kitt Brings all own equipment Agreed 24/05/23
MON 20/05/2024		Resource Booked	Contact	Special Requirements
13:15	16:15	Main hall	Melksham Seniors	
17:30	22:15	Main hall	West Wiltshire Model Car Club	
WED 22/05/2024		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
SAT 25/05/2024		Resource Booked	Contact	Special Requirements
17:00	00:15	Main hall	Melksham Rock & Roll	
THU 30/05/2024		Resource Booked	Contact	Special Requirements
16:00	22:30	Main hall	Assembly Hall Event	**Special Requirements 1:** Assembly hall Quiz Night
FRI 31/05/2024		Resource Booked	Contact	Special Requirements
10:15	23:00	Main hall	Dave Walker	**Special Requirements 1:** Allfloyd Agreed 24/04/23
MON 03/06/2024		Resource Booked	Contact	Special Requirements
13:15	16:15	Main hall	Melksham Seniors	**Special Requirements 1:** All films will start at 2pm. We have a coffee break at around 2.45 / 3pm for 15 minutes. And finish around 4.15.

				But this does differ with the length of the film. Doors open at 1.30, but we get there around 1.15/ 1.20 So 3 hours hire. Set up. About 55 is normal attendance, but they do spread out. If it is a very popular film we might get 80+. But extra chairs can soon be put out. We have one small table on the door, in the hall. One long table by the hatch for refreshments. The water heater is used, and I use one of the big black and silver thermos jugs for the water for coffee, but bring own teapot and mugs. I use two plates, two small dishes, two jugs and another for sugar. I use the dishwasher for used mugs. We try to persuade People to bring own mugs as this is easier and I don't want disposable mugs. Save the planet....
17:30	22:15	Main hall	West Wiltshire Model Car Club	
WED 05/06/2024		Resource Booked	Contact	Special Requirements
09:00	12:00	Main hall	N.A.D.F.A.S.	
16:00	17:00	Main hall	Tiger Martial Arts	
SAT 08/06/2024		Resource Booked	Contact	Special Requirements
18:00	23:00	Main hall	MELKSHAM RUGBY CLUB	**Special Requirements 1:** Yoiuth Awards Ceremony for Melksham Rugby Club Booking form received 250 attendees 17.03.24 Hugh
18:00	23:00	Room set-up	MELKSHAM RUGBY CLUB	
WED 12/06/2024		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
THU 13/06/2024		Resource Booked	Contact	Special Requirements

10:30	16:30	Main hall	Tom Baker	**Special Requirements 1:** Theatre Style seating for about 60 People. booked 24/04/24
SAT 15/06/2024		Resource Booked	Contact	Special Requirements
08:00	17:00	Main hall	BCSS (Wiltshire Branch)	
MON 17/06/2024		Resource Booked	Contact	Special Requirements
13:15	16:15	Main hall	Melksham Seniors	**Special Requirements 1:** All films will start at 2pm. We have a coffee break at around 2.45 / 3pm for 15 minutes. And finish around 4.15. But this does differ with the length of the film. Doors open at 1.30, but we get there around 1.15/ 1.20 So 3 hours hire. Set up. About 55 is normal attendance, but they do spread out. If it is a very popular film we might get 80+. But extra chairs can soon be put out. We have one small table on the door, in the hall. One long table by the hatch for refreshments. The water heater is used, and I use one of the big black and silver thermos jugs for the water for coffee, but bring own teapot and mugs. I use two plates, two small dishes, two jugs and another for sugar. I use the dishwasher for used mugs. We try to persuade People to bring own mugs as this is easier and I don't want disposable mugs. Save the planet....
18:00	21:00	Main hall	West Wiltshire Model Car Club	
WED 19/06/2024		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
THU 20/06/2024		Resource Booked	Contact	Special Requirements
08:00	17:00	Main hall	Mark Master Masons Wiltshire	**Special Requirements 1:** Booked in 19/06/23
SAT 22/06/2024		Resource Booked	Contact	Special Requirements
17:00	00:15	Main hall	Melksham Rock & Roll	
MON 24/06/2024		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	

WED 26/06/2024		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	

THU 27/06/2024		Resource Booked	Contact	Special Requirements
16:00	22:30	Main hall	Assembly Hall Event	**Special Requirements 1:** Assembly Hall Quiz Night

SAT 29/06/2024		Resource Booked	Contact	Special Requirements
15:00	23:00	Main hall	Neil Sands Productions	**Special Requirements 1:** The Vox Beatles Agreed 17/12/23

MON 01/07/2024		Resource Booked	Contact	Special Requirements
13:15	16:15	Main hall	Melksham Seniors	**Special Requirements 1:** All films will start at 2pm. We have a coffee break at around 2.45 / 3pm for 15 minutes. And finish around 4.15. But this does differ with the length of the film. Doors open at 1.30, but we get there around 1.15/ 1.20 So 3 hours hire. Set up. About 55 is normal attendance, but they do spread out. If it is a very popular film we might get 80+. But extra chairs can soon be put out. We have one small table on the door, in the hall. One long table by the hatch for refreshments. The water heater is used, and I use one of the big black and silver thermos jugs for the water for coffee, but bring own teapot and mugs. I use two plates, two small dishes, two jugs and another for sugar. I use the dishwasher for used mugs. We try to persuade People to bring own mugs as this is easier and I don't want disposable mugs. Save the planet....
18:00	22:00	Main hall	West Wiltshire Model Car Club	**Special Requirements 1:** Karen Potter <karen-potter@hotmail.co.uk>

WED 03/07/2024		Resource Booked	Contact	Special Requirements
09:00	12:00	Main hall	N.A.D.F.A.S.	
16:00	17:00	Main hall	Tiger Martial Arts	

MON 08/07/2024		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	**Special Requirements 1:** Karen Potter <karen-potter@hotmail.co.uk>
WED 10/07/2024		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
SUN 14/07/2024		Resource Booked	Contact	Special Requirements
14:00	18:00	Main hall	Adrienne Westbrook	**Special Requirements 1:** Bar open pleasae, 60/80 people to attend. Some seating with round tables please. Sara booked 2/7/24
MON 15/07/2024		Resource Booked	Contact	Special Requirements
13:15	16:15	Main hall	Melksham Seniors	**Special Requirements 1:** All films will start at 2pm. We have a coffee break at around 2.45 / 3pm for 15 minutes. And finish around 4.15. But this does differ with the length of the film. Doors open at 1.30, but we get there around 1.15/ 1.20 So 3 hours hire. Set up. About 55 is normal attendance, but they do spread out. If it is a very popular film we might get 80+. But extra chairs can soon be put out. We have one small table on the door, in the hall. One long table by the hatch for refreshments. The water heater is used, and I use one of the big black and silver thermos jugs for the water for coffee, but bring own teapot and mugs. I use two plates, two small dishes, two jugs and another for sugar. I use the dishwasher for used mugs. We try to persuade People to bring own mugs as this is easier and I don't want disposable mugs. Save the planet....
18:00	22:00	Main hall	West Wiltshire Model Car Club	**Special Requirements 1:** Karen Potter <karen-potter@hotmail.co.uk>
WED 17/07/2024		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
FRI 19/07/2024		Resource Booked	Contact	Special Requirements
12:00	23:00	Main hall	HAYLEY RICHARDSON	**Special Requirements 1:** TOTAL COST £1200 + VAT

				START TIME 2000HRS 2 X 1HR SLOTS CHEESY BINGO - ENTERTAINEMENT TABLE LAYOUT - AH TO DECIDE 1 x microphone & speakers required TICKET SALE PRICE £15 EACH BOOKED BY BRIAN BENNETT
SAT 20/07/2024		Resource Booked	Contact	Special Requirements
16:00	23:59	Main hall	Melksham Rock & Roll	
SUN 21/07/2024		Resource Booked	Contact	Special Requirements
15:00	18:30	Main hall	Nigel Mclachlan	**Special Requirements 1:** Roller disco party. Bar can be open at our disception Booked in Nigels name But its for Charlotte Mckinley booked by sara/Brian 24/06/24 Pd deposit of £44.00 on 24/06/24 PAID IN FULL 04/07/24
MON 22/07/2024		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	**Special Requirements 1:** Karen Potter <karen-potter@hotmail.co.uk>
WED 24/07/2024		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
THU 25/07/2024		Resource Booked	Contact	Special Requirements
16:00	22:30	Main hall	Assembly Hall Event	**Special Requirements 1:** Assembly Hall

				Quiz Night
MON 29/07/2024		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	**Special Requirements 1:** Karen Potter <karen-potter@hotmail.co.uk>
SAT 03/08/2024		Resource Booked	Contact	Special Requirements
15:30	23:30	Main hall	AMANDA SEED	**Special Requirements 1:** Seven Wonders The Spirit of Fleetwood Mac Band have requested we use Stef at Pukka PA for sound Agreed 22/07/23
MON 05/08/2024		Resource Booked	Contact	Special Requirements
13:15	16:15	Main hall	Melksham Seniors	**Special Requirements 1:** All films will start at 2pm. We have a coffee break at around 2.45 / 3pm for 15 minutes. And finish around 4.15. But this does differ with the length of the film. Doors open at 1.30, but we get there around 1.15/ 1.20 So 3 hours hire. Set up. About 55 is normal attendance, but they do spread out. If it is a very popular film we might get 80+. But extra chairs can soon be put out. We have one small table on the door, in the hall. One long table by the hatch for refreshments. The water heater is used, and I use one of the big black and silver thermos jugs for the water for coffee, but bring own teapot and mugs. I use two plates, two small dishes, two jugs and another for sugar. I use the dishwasher for used mugs. We try to persuade People to bring own mugs as this is easier and I don't want disposable mugs. Save the planet....
SAT 17/08/2024		Resource Booked	Contact	Special Requirements
09:00	20:15	Main hall	Assembly Hall Event	**Special Requirements 1:** Lego and Toy fair
MON 19/08/2024		Resource Booked	Contact	Special Requirements

13:15	16:15	Main hall	Melksham Seniors	**Special Requirements 1:** All films will start at 2pm. We have a coffee break at around 2.45 / 3pm for 15 minutes. And finish around 4.15. But this does differ with the length of the film. Doors open at 1.30, but we get there around 1.15/ 1.20 So 3 hours hire. Set up. About 55 is normal attendance, but they do spread out. If it is a very popular film we might get 80+. But extra chairs can soon be put out. We have one small table on the door, in the hall. One long table by the hatch for refreshments. The water heater is used, and I use one of the big black and silver thermos jugs for the water for coffee, but bring own teapot and mugs. I use two plates, two small dishes, two jugs and another for sugar. I use the dishwasher for used mugs. We try to persuade People to bring own mugs as this is easier and I don't want disposable mugs. Save the planet....

FRI	**23/08/2024**	Resource Booked	Contact	Special Requirements
11:00	14:00	Main hall	Holidays & Cruises	**Special Requirements 1:** 14 ROUND TABLES WITH 10 CHAIRS ON EACH PROJECTOR AND SCREEN SOUND MIXXER USE OF KITCHEN AND WATER URN

SAT	**24/08/2024**	Resource Booked	Contact	Special Requirements
17:00	00:15	Main hall	Melksham Rock & Roll	

MON	**02/09/2024**	Resource Booked	Contact	Special Requirements
13:15	16:15	Main hall	Melksham Seniors	**Special Requirements 1:** All films will start at 2pm. We have a coffee break at around 2.45 / 3pm for 15 minutes. And finish around 4.15. But this does differ with the length of the film. Doors open at 1.30, but we get there around 1.15/ 1.20 So 3 hours hire. Set up. About 55 is normal attendance, but they do spread out. If it is a very

				popular film we might get 80+. But extra chairs can soon be put out. We have one small table on the door, in the hall. One long table by the hatch for refreshments. The water heater is used, and I use one of the big black and silver thermos jugs for the water for coffee, but bring own teapot and mugs. I use two plates, two small dishes, two jugs and another for sugar. I use the dishwasher for used mugs. We try to persuade People to bring own mugs as this is easier and I don't want disposable mugs. Save the planet....
18:00	22:00	Main hall	West Wiltshire Model Car Club	
TUE 03/09/2024		Resource Booked	Contact	Special Requirements
18:15	19:15	Main hall	clubbercise boa and bath	**Special Requirements 1:** MAIN HALL REQUIRED NO BAR USING OWN PA AND LIGHTING
WED 04/09/2024		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
THU 05/09/2024		Resource Booked	Contact	Special Requirements
08:30	16:30	Main hall	Louise Stevens	**Special Requirements 1:** Board room style., for 30 people. Screen neede with access to kitchen. Cups and saucers needed. they will provided there own refreshments. booked by sara 17/04/24
SUN 08/09/2024		Resource Booked	Contact	Special Requirements
08:00	17:00	Main hall	Melksham Gardening Society	**Special Requirements 1:** Booked on 13/06/23
MON 09/09/2024		Resource Booked	Contact	Special Requirements
18:00	21:45	Main hall	West Wiltshire Model Car Club	
TUE 10/09/2024		Resource Booked	Contact	Special Requirements
18:15	19:15	Main hall	clubbercise boa and bath	**Special Requirements 1:** MAIN HALL REQUIRED NO BAR USING OWN PA AND LIGHTING
WED 11/09/2024		Resource Booked	Contact	Special Requirements

16:00	17:00	Main hall	Tiger Martial Arts	
FRI 13/09/2024		Resource Booked	Contact	Special Requirements
15:00	22:30	Main hall	Handshake Limited	**Special Requirements 1:** A Night to Remember - Motown show Agreed 07/03/24
SUN 15/09/2024		Resource Booked	Contact	Special Requirements
08:00	17:00	Main hall	Assembly Hall Event	**Special Requirements 1:** Record Fair 10am - 4pm
MON 16/09/2024		Resource Booked	Contact	Special Requirements
13:15	16:15	Main hall	Melksham Seniors	**Special Requirements 1:** All films will start at 2pm. We have a coffee break at around 2.45 / 3pm for 15 minutes. And finish around 4.15. But this does differ with the length of the film. Doors open at 1.30, but we get there around 1.15/ 1.20 So 3 hours hire. Set up. About 55 is normal attendance, but they do spread out. If it is a very popular film we might get 80+. But extra chairs can soon be put out. We have one small table on the door, in the hall. One long table by the hatch for refreshments. The water heater is used, and I use one of the big black and silver thermos jugs for the water for coffee, but bring own teapot and mugs. I use two plates, two small dishes, two jugs and another for sugar. I use the dishwasher for used mugs. We try to persuade People to bring own mugs as this is easier and I don't want disposable mugs. Save the planet....
18:00	22:00	Main hall	West Wiltshire Model Car Club	
TUE 17/09/2024		Resource Booked	Contact	Special Requirements
17:00	22:00	Main hall	Melksham Flower Club	
WED 18/09/2024		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	

THU 19/09/2024		Resource Booked	Contact	Special Requirements
15:00	23:00	Main hall	Carlton Entertainment	**Special Requirements 1:** Peter Kay Seats D1-20 & E1-20 AND F 11-20 reserved for Groupon STATIC INHOUSE LIGHTING MICROPHONE BACKING MUSIC THROUGH INHOUSE PA
SAT 21/09/2024		Resource Booked	Contact	Special Requirements
17:00	00:15	Main hall	Melksham Rock & Roll	
MON 23/09/2024		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	
TUE 24/09/2024		Resource Booked	Contact	Special Requirements
18:15	19:15	Main hall	clubbercise boa and bath	**Special Requirements 1:** MAIN HALL REQUIRED NO BAR USING OWN PA AND LIGHTING
WED 25/09/2024		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
17:00	22:30	Main hall	Assembly Hall Event	**Special Requirements 1:** Quiz Night Last Weds - Thur unavailable
THU 26/09/2024		Resource Booked	Contact	Special Requirements
18:30	22:00	Main hall	Melksham & District Historical Assoc	**Special Requirements 1:** nORMAL SET UP MASLEN.FAMILY@BTINTERNET.COM
SUN 29/09/2024		Resource Booked	Contact	Special Requirements
11:00	16:00	Main hall	Adrienne Westbrook	**Special Requirements 1:** Cothes swap on hangers. Swap not shop Kitchen for teas and coffees carnival doing the refreshments??? No casual staff needed.

				Booked July 24 sara waiting on Grant news Adrienne Westbrook (External) <adriennewestbrook@hotmail.com>
MON 30/09/2024		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	
TUE 01/10/2024		Resource Booked	Contact	Special Requirements
18:15	19:15	Main hall	clubbercise boa and bath	**Special Requirements 1:** MAIN HALL REQUIRED NO BAR USING OWN PA AND LIGHTING
WED 02/10/2024		Resource Booked	Contact	Special Requirements
09:00	15:00	Main hall	N.A.D.F.A.S.	**Special Requirements 1:** STANDAR SET UP WIT THE FOLLOWING ADDITIONS - PRE LECTURE - AGM MEETING , REQUIRES 2 X 10FT TABLES AND CHAIRS AT FRONT OF STAGE, 20 MIN MEETING. AFTER LECTURE DRINKS - REQUIRES TUMBLES AND WINE GLASSES IN THE LOUNGE AREA FOR AROUND 20-25 PEOPLE FOC
16:00	17:00	Main hall	Tiger Martial Arts	
SAT 05/10/2024		Resource Booked	Contact	Special Requirements
15:00	23:00	Main hall	Dave Phillips Music	**Special Requirements 1:** Seriously Collins
MON 07/10/2024		Resource Booked	Contact	Special Requirements
13:15	16:15	Main hall	Melksham Seniors	**Special Requirements 1:** All films will start at 2pm. We have a coffee break at around 2.45 / 3pm for 15 minutes. And finish around 4.15. But this does differ with the length of the film. Doors open at 1.30, but we get there around 1.15/ 1.20

				So 3 hours hire. Set up. About 55 is normal attendance, but they do spread out. If it is a very popular film we might get 80+. But extra chairs can soon be put out. We have one small table on the door, in the hall. One long table by the hatch for refreshments. The water heater is used, and I use one of the big black and silver thermos jugs for the water for coffee, but bring own teapot and mugs. I use two plates, two small dishes, two jugs and another for sugar. I use the dishwasher for used mugs. We try to persuade People to bring own mugs as this is easier and I don't want disposable mugs. Save the planet....
18:00	22:00	Main hall	West Wiltshire Model Car Club	
TUE	**08/10/2024**	Resource Booked	Contact	Special Requirements
18:15	19:15	Main hall	clubbercise boa and bath	**Special Requirements 1:** MAIN HALL REQUIRED NO BAR USING OWN PA AND LIGHTING
WED	**09/10/2024**	Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
THU	**10/10/2024**	Resource Booked	Contact	Special Requirements
15:00	23:00	Main hall	John Craig	**Special Requirements 1:** Abbamania Agreed 02/11/23 LIGHTING BOOKED - PAUL
FRI	**11/10/2024**	Resource Booked	Contact	Special Requirements
15:00	22:30	Main hall	Good News Church	**Special Requirements 1:** THEATRE SYLE- 280 SEATS MAIN HALL STAGE ALL DRESSING ROOMS KITCHEN LIGHTING (PAUL) BACK SCREEN PLUS PROJECTOR OUR PA SYSTEM (OWN SOUND TECH)

				MICROPHONES BAR REQUIRED
SAT 12/10/2024		Resource Booked	Contact	Special Requirements
15:00	23:59	Main hall	Paul Gaskell	**Special Requirements 1:** Lions 50th celebrations Cold Buffett craig from evies kitchen catering. Welcome drinks in foyer, prosseco and orange juice. Will conform numbers providing own drinks, £4 corkage charge on prosecco. Round tables 9 at present max 12. seating 8/9. confirmimg numbers. Ballon arch in foyer over door. Dance floor space needed as 2 bands. 7.15-8.15, then 2nd band 8.15-9.15, and 10-11pm. 3 dressing rooms needed. Due to females, in band. Tea and coffe to be provided by us. Screen with slide show, showing lions photos over 50 years. Side lights Blue and yellow, speak to paul seamayer 2 car spaces needed please. Raffle and auction.(our staff to help with ticket folding etc.) Floor plann in booking diary. Will want fulll bar open till12. Est attendance - 100
MON 14/10/2024		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	
TUE 15/10/2024		Resource Booked	Contact	Special Requirements
18:15	19:15	Main hall	clubbercise boa and bath	**Special Requirements 1:** MAIN HALL REQUIRED NO BAR

				USING OWN PA AND LIGHTING
WED 16/10/2024		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
THU 17/10/2024		Resource Booked	Contact	Special Requirements
19:00	22:00	Cinematic Screen & Projector	Melksham & District Historical Assoc	
19:00	22:00	Main hall	Melksham & District Historical Assoc	
SAT 19/10/2024		Resource Booked	Contact	Special Requirements
17:00	00:15	Main hall	Melksham Rock & Roll	
MON 21/10/2024		Resource Booked	Contact	Special Requirements
13:15	16:15	Main hall	Melksham Seniors	**Special Requirements 1:** All films will start at 2pm. We have a coffee break at around 2.45 / 3pm for 15 minutes. And finish around 4.15. But this does differ with the length of the film. Doors open at 1.30, but we get there around 1.15/ 1.20 So 3 hours hire. Set up. About 55 is normal attendance, but they do spread out. If it is a very popular film we might get 80+. But extra chairs can soon be put out. We have one small table on the door, in the hall. One long table by the hatch for refreshments. The water heater is used, and I use one of the big black and silver thermos jugs for the water for coffee, but bring own teapot and mugs. I use two plates, two small dishes, two jugs and another for sugar. I use the dishwasher for used mugs. We try to persuade People to bring own mugs as this is easier and I don't want disposable mugs. Save the planet....
18:00	21:45	Main hall	West Wiltshire Model Car Club	
TUE 22/10/2024		Resource Booked	Contact	Special Requirements
18:15	19:15	Main hall	clubbercise boa and bath	**Special Requirements 1:** MAIN HALL REQUIRED NO BAR

				USING OWN PA AND LIGHTING
WED 23/10/2024		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
THU 24/10/2024		Resource Booked	Contact	Special Requirements
16:00	20:30	Main hall	Charlett Elcock	**Special Requirements 1:** Rehearsals/scaffolding going up
FRI 25/10/2024		Resource Booked	Contact	Special Requirements
17:00	23:00	Main hall	Charlett Elcock	
SAT 26/10/2024		Resource Booked	Contact	Special Requirements
15:00	23:00	Main hall	Melksham Music Festival	
MON 28/10/2024		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	
WED 30/10/2024		Resource Booked	Contact	Special Requirements
19:00	21:00	Main hall	West Wiltshire Model Car Club	**Special Requirements 1:** CAR CLUB AGM TO BE HELD IN LOUNGE BAR REQUIRED BRIAN BENNETT 22/09/2024
THU 31/10/2024		Resource Booked	Contact	Special Requirements
09:00	15:30	Main hall	Assembly Hall Event	**Special Requirements 1:** Active Trowbridge
16:00	22:30	Main hall	Assembly Hall Event	**Special Requirements 1:** Halloween Quiz Night
SAT 02/11/2024		Resource Booked	Contact	Special Requirements
15:00	23:00	Main hall	Dave Phillips Music	**Special Requirements 1:** DS:UK Agreed 10/3/23
MON 04/11/2024		Resource Booked	Contact	Special Requirements
13:15	16:15	Main hall	Melksham Seniors	**Special Requirements 1:** All films will start at 2pm. We have a coffee break at around 2.45 / 3pm for 15 minutes. And finish around 4.15. But this does differ with the length of the film.

				Doors open at 1.30, but we get there around 1.15/ 1.20 So 3 hours hire. Set up. About 55 is normal attendance, but they do spread out. If it is a very popular film we might get 80+. But extra chairs can soon be put out. We have one small table on the door, in the hall. One long table by the hatch for refreshments. The water heater is used, and I use one of the big black and silver thermos jugs for the water for coffee, but bring own teapot and mugs. I use two plates, two small dishes, two jugs and another for sugar. I use the dishwasher for used mugs. We try to persuade People to bring own mugs as this is easier and I don't want disposable mugs. Save the planet....
18:30	21:45	Main hall	West Wiltshire Model Car Club	
TUE	**05/11/2024**	Resource Booked	Contact	Special Requirements
18:15	19:15	Main hall	clubbercise boa and bath	**Special Requirements 1:** MAIN HALL REQUIRED NO BAR USING OWN PA AND LIGHTING
WED	**06/11/2024**	Resource Booked	Contact	Special Requirements
09:00	12:00	Main hall	N.A.D.F.A.S.	**Special Requirements 1:** STANDAR SET UP WIT THE FOLLOWING ADDITIONS - PRE LECTURE - AGM MEETING , REQUIRES 2 X 10FT TABLES AND CHAIRS AT FRONT OF STAGE, 20 MIN MEETING. AFTER LECTURE DRINKS - REQUIRES TUMBLES AND WINE GLASSES IN THE LOUNGE AREA FOR AROUND 20-25 PEOPLE FOC
16:00	17:00	Main hall	Tiger Martial Arts	
FRI	**08/11/2024**	Resource Booked	Contact	Special Requirements
18:00	23:00	Main hall	Laughter Craft Comedy	**Special Requirements 1:** Comedy night Hirer selling tickets

Theatre style

Bar open during breaks, closed during performance

Using our mics/sound

Fixed spotlight needed

Booking form on N Drive

3 X SIA SECURITY BOOKED 1800-2330 - PROSEC

SAT 09/11/2024		Resource Booked	Contact	Special Requirements
15:30	22:30	Main hall	Groove Hoover Management	**Special Requirements 1:** Classic Rock Revival Agreed 9/10/23
SUN 10/11/2024		Resource Booked	Contact	Special Requirements
09:00	19:00	Main hall	Town council own event	**Special Requirements 1:** Rememberance Day
MON 11/11/2024		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	
TUE 12/11/2024		Resource Booked	Contact	Special Requirements
18:15	19:15	Main hall	clubbercise boa and bath	**Special Requirements 1:** MAIN HALL REQUIRED NO BAR USING OWN PA AND LIGHTING
WED 13/11/2024		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
THU 14/11/2024		Resource Booked	Contact	Special Requirements
10:30	16:00	Main hall	JESSICA WEN	**Special Requirements 1:** 5 tables required with 5 chairs around each. Urn on in kitchen, for there use only. they are bringing there own tea, coffee etc. Booked on 08/08/24 by sara land
SAT 16/11/2024		Resource Booked	Contact	Special Requirements
14:30	00:00	Main hall	Wiltshire Bowls Association	**Special Requirements 1:** Annual dinner

				Use of microphones Wine invoiced at discount - cost TBC
14:30	00:00	Wine Package	Wiltshire Bowls Association	
MON 18/11/2024		Resource Booked	Contact	Special Requirements
13:15	16:15	Main hall	Melksham Seniors	**Special Requirements 1:** All films will start at 2pm. We have a coffee break at around 2.45 / 3pm for 15 minutes. And finish around 4.15. But this does differ with the length of the film. Doors open at 1.30, but we get there around 1.15/ 1.20 So 3 hours hire. Set up. About 55 is normal attendance, but they do spread out. If it is a very popular film we might get 80+. But extra chairs can soon be put out. We have one small table on the door, in the hall. One long table by the hatch for refreshments. The water heater is used, and I use one of the big black and silver thermos jugs for the water for coffee, but bring own teapot and mugs. I use two plates, two small dishes, two jugs and another for sugar. I use the dishwasher for used mugs. We try to persuade People to bring own mugs as this is easier and I don't want disposable mugs. Save the planet....
18:00	22:00	Main hall	West Wiltshire Model Car Club	
TUE 19/11/2024		Resource Booked	Contact	Special Requirements
18:15	19:15	Main hall	clubbercise boa and bath	**Special Requirements 1:** MAIN HALL REQUIRED NO BAR USING OWN PA AND LIGHTING
WED 20/11/2024		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
THU 21/11/2024		Resource Booked	Contact	Special Requirements
18:00	23:00	Cinematic Screen & Projector	Melksham & District Historical	

			Assoc	
18:00	23:00	Main hall	Melksham & District Historical Assoc	
SAT 23/11/2024		Resource Booked	Contact	Special Requirements
07:00	15:00	Main hall	Melksham town council	**Special Requirements 1:** Makers Market 7am to 3pm clear Christmas event Nicola & Sarah Bar open - only 1 needed.
07:00	15:00	Sound Technician	Nicola Coleman Crochet	**Special Requirements 1:** Bar open confirm timings and table lay out Makers market xmas Makers Christmas Market Open 10.00-16.00 Own event, MTC get revenues (as last year)?
17:00	00:15	Main hall	Melksham Rock & Roll	
MON 25/11/2024		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	
TUE 26/11/2024		Resource Booked	Contact	Special Requirements
18:15	19:15	Main hall	clubbercise boa and bath	**Special Requirements 1:** MAIN HALL REQUIRED NO BAR USING OWN PA AND LIGHTING
WED 27/11/2024		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
THU 28/11/2024		Resource Booked	Contact	Special Requirements
16:00	22:30	Main hall	Assembly Hall Event	**Special Requirements 1:** Quiz Night
FRI 29/11/2024		Resource Booked	Contact	Special Requirements

09:30	18:15	Main hall	Assembly Hall Event	**Special Requirements 1:** Staff christmas meal
SAT 30/11/2024		Resource Booked	Contact	Special Requirements
08:00	22:30	Main hall	Chippenham Kickboxing Academy	**Special Requirements 1:** Booked 2/1/24 by KF All 3 dressing rooms needed plus screens onstage for additional changing space. They set up but will need assistance
SUN 01/12/2024		Resource Booked	Contact	Special Requirements
11:00	21:30	Main hall	Assembly Hall Event	**Special Requirements 1:** Panto Dick Whittingtonbar open arriving 12.30 seating 380
MON 02/12/2024		Resource Booked	Contact	Special Requirements
13:15	16:15	Main hall	Melksham Seniors	**Special Requirements 1:** All films will start at 2pm. We have a coffee break at around 2.45 / 3pm for 15 minutes. And finish around 4.15. But this does differ with the length of the film. Doors open at 1.30, but we get there around 1.15/ 1.20 So 3 hours hire. Set up. About 55 is normal attendance, but they do spread out. If it is a very popular film we might get 80+. But extra chairs can soon be put out. We have one small table on the door, in the hall. One long table by the hatch for refreshments. The water heater is used, and I use one of the big black and silver thermos jugs for the water for coffee, but bring own teapot and mugs. I use two plates, two small dishes, two jugs and another for sugar. I use the dishwasher for used mugs. We try to persuade People to bring own mugs as this is easier and I don't want disposable mugs. Save the planet....
18:00	22:00	Main hall	West Wiltshire Model Car Club	
TUE 03/12/2024		Resource Booked	Contact	Special Requirements

18:15	19:15	Main hall	clubbercise boa and bath	**Special Requirements 1:** MAIN HALL REQUIRED NO BAR USING OWN PA AND LIGHTING
WED 04/12/2024	Resource Booked		Contact	Special Requirements
09:00	12:00	Main hall	N.A.D.F.A.S.	**Special Requirements 1:** STANDAR SET UP WIT THE FOLLOWING ADDITIONS - PRE LECTURE - AGM MEETING , REQUIRES 2 X 10FT TABLES AND CHAIRS AT FRONT OF STAGE, 20 MIN MEETING. AFTER LECTURE DRINKS - REQUIRES TUMBLES AND WINE GLASSES IN THE LOUNGE AREA FOR AROUND 20-25 PEOPLE FOC
16:00	17:00	Main hall	Tiger Martial Arts	
THU 05/12/2024	Resource Booked		Contact	Special Requirements
08:00	16:30	Main hall	Louise Stevens	**Special Requirements 1:** Board room style., for 30 people. Screen neede with access to kitchen. Cups and saucers needed. they will provided there own refreshments. partision room off booked by Brian 11/09/24
SAT 07/12/2024	Resource Booked		Contact	Special Requirements
08:00	20:00	Main hall	Town council own event	
MON 09/12/2024	Resource Booked		Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	
TUE 10/12/2024	Resource Booked		Contact	Special Requirements
18:15	19:15	Main hall	clubbercise boa and bath	**Special Requirements 1:** MAIN HALL REQUIRED NO BAR USING OWN PA AND LIGHTING
WED 11/12/2024	Resource Booked		Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
FRI 13/12/2024	Resource Booked		Contact	Special Requirements
15:00	22:30	Main hall	The Temple Brothers	**Special Requirements 1:** The Dreamers

				Hire Agreed 27/11/23
SAT 14/12/2024		Resource Booked	Contact	Special Requirements
16:00	23:59	Main hall	Assembly Hall Event	**Special Requirements 1:** 80s/90s night
MON 16/12/2024		Resource Booked	Contact	Special Requirements
13:15	16:15	Main hall	Melksham Seniors	**Special Requirements 1:** All films will start at 2pm. We have a coffee break at around 2.45 / 3pm for 15 minutes. And finish around 4.15. But this does differ with the length of the film. Doors open at 1.30, but we get there around 1.15/ 1.20 So 3 hours hire. Set up. About 55 is normal attendance, but they do spread out. If it is a very popular film we might get 80+. But extra chairs can soon be put out. We have one small table on the door, in the hall. One long table by the hatch for refreshments. The water heater is used, and I use one of the big black and silver thermos jugs for the water for coffee, but bring own teapot and mugs. I use two plates, two small dishes, two jugs and another for sugar. I use the dishwasher for used mugs. We try to persuade People to bring own mugs as this is easier and I don't want disposable mugs. Save the planet....
18:00	22:00	Main hall	West Wiltshire Model Car Club	
TUE 17/12/2024		Resource Booked	Contact	Special Requirements
10:00	17:30	Main hall	Neil Sands Productions	**Special Requirements 1:** Holding date for Xmas Memories
18:15	19:15	Main hall	clubbercise boa and bath	**Special Requirements 1:** MAIN HALL REQUIRED NO BAR USING OWN PA AND LIGHTING
WED 18/12/2024		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
THU 19/12/2024		Resource Booked	Contact	Special Requirements

16:00	22:30	Main hall	Assembly Hall Event	**Special Requirements 1:** Christmas Quiz Night
SAT 21/12/2024		Resource Booked	Contact	Special Requirements
17:00	00:15	Main hall	Melksham Rock & Roll	
SUN 22/12/2024		Resource Booked	Contact	Special Requirements
13:00	19:30	Main hall	Council meeting - own event	**Special Requirements 1:** Own Event Elf christmas film Pyjamas night with hot chocolate and mulled wine.
MON 23/12/2024		Resource Booked	Contact	Special Requirements
01:45	21:15	Main hall	Assembly Hall Event	
TUE 24/12/2024		Resource Booked	Contact	Special Requirements
07:45	14:00	Main hall	Melksham town council	
WED 25/12/2024		Resource Booked	Contact	Special Requirements
08:45	14:00	Main hall	Melksham town council	
THU 26/12/2024		Resource Booked	Contact	Special Requirements
08:00	14:00	Main hall	Melksham town council	
MON 06/01/2025		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	
WED 08/01/2025		Resource Booked	Contact	Special Requirements
09:00	12:00	Main hall	N.A.D.F.A.S.	
16:00	17:00	Main hall	Tiger Martial Arts	
MON 13/01/2025		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	
WED 15/01/2025		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
THU 16/01/2025		Resource Booked	Contact	Special Requirements
19:00	22:00	Main hall	Melksham & District Historical Assoc	**Special Requirements 1:** Projector microphone/s kitchen access to storeroom upsatirs, lecturn or table for lecurer, 160 chairs theatre style extra leg room

SAT 18/01/2025		Resource Booked	Contact	Special Requirements
17:00	00:00	Main hall	Melksham Rock & Roll	
MON 20/01/2025		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	
WED 22/01/2025		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
FRI 24/01/2025		Resource Booked	Contact	Special Requirements
14:00	23:00	Main hall	Forbidden Events Ltd	**Special Requirements 1:** Now handled by ShowPlanr Booked in 9/1/24 by KF
SUN 26/01/2025		Resource Booked	Contact	Special Requirements
08:00	16:30	Main hall	Assembly Hall Event	**Special Requirements 1:** Record Fair
MON 27/01/2025		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	
WED 29/01/2025		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
THU 30/01/2025		Resource Booked	Contact	Special Requirements
16:00	22:30	Main hall	Assembly Hall Event	**Special Requirements 1:** Quiz Night
MON 03/02/2025		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	
WED 05/02/2025		Resource Booked	Contact	Special Requirements
09:00	12:00	Main hall	N.A.D.F.A.S.	
16:00	17:00	Main hall	Tiger Martial Arts	
MON 10/02/2025		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	
WED 12/02/2025		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
MON 17/02/2025		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	

THU 20/02/2025		Resource Booked	Contact	Special Requirements
09:00	15:00	Main hall	Assembly Hall Event	**Special Requirements 1:** Active Trowbridge
19:00	22:00	Main hall	Melksham & District Historical Assoc	**Special Requirements 1:** Projector microphone/s kitchen access to storeroom upsatirs, lecturn or table for lecurer, 160 chairs theatre style extra leg room
SAT 22/02/2025		Resource Booked	Contact	Special Requirements
17:00	00:00	Main hall	Melksham Rock & Roll	**Special Requirements 1:** bar Needed
MON 24/02/2025		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	
WED 26/02/2025		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
THU 27/02/2025		Resource Booked	Contact	Special Requirements
16:30	22:30	Main hall	Assembly Hall Event	**Special Requirements 1:** Quiz Night
FRI 28/02/2025		Resource Booked	Contact	Special Requirements
15:30	22:30	Main hall	Carlton Entertainment	**Special Requirements 1:** Celine Dion tribute They supply PA Agreed 17/05/23
SAT 01/03/2025		Resource Booked	Contact	Special Requirements
16:00	22:30	Main hall	Kast Off Kinks	**Special Requirements 1:** Kast Off Kinks Agreed 19/2/24 KF
MON 03/03/2025		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	
WED 05/03/2025		Resource Booked	Contact	Special Requirements
09:00	12:00	Main hall	N.A.D.F.A.S.	
16:00	17:00	Main hall	Tiger Martial Arts	
MON 10/03/2025		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	

WED 12/03/2025		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
SAT 15/03/2025		Resource Booked	Contact	Special Requirements
15:00	22:30	Main hall	Faux Fighters	**Special Requirements 1:** Faux Fighters Agreed 22/3/23 Date changed from 23.02.24
MON 17/03/2025		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	
WED 19/03/2025		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
THU 20/03/2025		Resource Booked	Contact	Special Requirements
19:00	22:00	Main hall	Melksham & District Historical Assoc	**Special Requirements 1:** Projector microphone/s kitchen access to storeroom upsatirs, lecturn or table for lecurer, 160 chairs theatre style extra leg room
SAT 22/03/2025		Resource Booked	Contact	Special Requirements
17:00	00:00	Main hall	Melksham Rock & Roll	
MON 24/03/2025		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	
WED 26/03/2025		Resource Booked	Contact	Special Requirements
16:00	17:00	Main hall	Tiger Martial Arts	
THU 27/03/2025		Resource Booked	Contact	Special Requirements
16:00	22:30	Main hall	Assembly Hall Event	**Special Requirements 1:** Quiz Night
FRI 28/03/2025		Resource Booked	Contact	Special Requirements
16:00	18:00	Main hall	Kaylee Angell	**Special Requirements 1:** Setup for Sunday No hire fee as agreed 13/11/23
SUN 30/03/2025		Resource Booked	Contact	Special Requirements
14:00	01:00	Main hall	Kaylee Angell	**Special Requirements 1:** Kaylee/Nick wedding reception 120-150 people 10-12 round tables

				Top table (10ft) DJ onstage Colours - teal, rose gold runner teal sashes £500 DEP paid 11/07/23 £500 Dep refunded 10/10/23 after decision not to license TH £486 paid in full 22.02.2024 Hugh needs to drop cakes off into fridges on Saturday , literally drop off caterers 1430 on the sunday 2 x security from 1600-0100 disco will run until finish of hire wants bar until 1230 (brian will lookinto if we can do this)
MON 31/03/2025		Resource Booked	Contact	Special Requirements
18:00	22:00	Main hall	West Wiltshire Model Car Club	

Town Hall

TUE 02/04/2024		Resource Booked	Contact	Special Requirements
09:00	13:00	Main Hall	Council meeting - own event	**Special Requirements 1:** Rialtas purchase order package
SUN 07/04/2024		Resource Booked	Contact	Special Requirements
13:00	17:00	Ante Room	Melksham Carnival Committee	
13:00	17:00	Main Hall	Melksham Carnival Committee	**Special Requirements 1:** Access to kitchen required for own refreshments Horseshoe shape of tables with the open end towards the ante room end Ante room also required
WED 17/04/2024		Resource Booked	Contact	Special Requirements
09:00	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, use of kitchen, Tea and coffee,, needed. Boked by sara and matt 15/04/24

WED 24/04/2024		Resource Booked	Contact	Special Requirements
08:45	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, foyer, kitchen access, crockery, tea and coffee Invoices to Helen.Morgan@hcrgcaregroup.com

THU 25/04/2024		Resource Booked	Contact	Special Requirements
08:30	16:30	Main Hall	Louise Stevens	**Special Requirements 1:** Horse shoe shaped tables and chairs. Will bring own tea and coffee. Use of main hall and ante room.

WED 01/05/2024		Resource Booked	Contact	Special Requirements
08:45	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, foyer, kitchen access, crockery, tea and coffee Invoices to Helen.Morgan@hcrgcaregroup.com

WED 08/05/2024		Resource Booked	Contact	Special Requirements
08:45	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, foyer, kitchen access, crockery, tea and coffee Invoices to Helen.Morgan@hcrgcaregroup.com

SAT 11/05/2024		Resource Booked	Contact	Special Requirements
07:00	16:30	Ante Room	Provincial Grand Chapter of Wiltshire	**Special Requirements 1:** Masons - Need to add charges (16.05.23)
07:00	16:30	Committee Room	Provincial Grand Chapter of Wiltshire	
07:00	16:00	Main Hall	Provincial Grand Chapter of Wiltshire	

WED 15/05/2024		Resource Booked	Contact	Special Requirements
08:45	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, foyer, kitchen access, crockery, tea and coffee Invoices to Helen.Morgan@hcrgcaregroup.com

THU 16/05/2024		Resource Booked	Contact	Special Requirements
10:30	12:30	Main Hall	Jeannie Lewis	**Special Requirements 1:** Teas and coffees required. main hall semi circle of 8 to 10

SAT 18/05/2024		Resource Booked	Contact	Special Requirements
08:30	13:30	Main Hall	Nicola Coleman Crochet	

WED 22/05/2024		Resource Booked	Contact	Special Requirements
08:45	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, foyer, kitchen access, crockery, tea and coffee Invoices to Helen.Morgan@hcrgcaregroup.com

WED 29/05/2024		Resource Booked	Contact	Special Requirements
08:45	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, foyer, kitchen access, crockery, tea and coffee Invoices to Helen.Morgan@hcrgcaregroup.com

WED 05/06/2024		Resource Booked	Contact	Special Requirements
08:45	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, foyer, kitchen access, crockery, tea and coffee Invoices to Helen.Morgan@hcrgcaregroup.com

WED 12/06/2024		Resource Booked	Contact	Special Requirements
08:45	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, foyer, kitchen access, crockery, tea and coffee Invoices to Helen.Morgan@hcrgcaregroup.com

MON 17/06/2024		Resource Booked	Contact	Special Requirements
09:00	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, Foyer, kitchen, crockery, tea and cofee

WED 19/06/2024		Resource Booked	Contact	Special Requirements
08:45	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, foyer, kitchen access, crockery, tea and coffee Invoices to Helen.Morgan@hcrgcaregroup.com

THU 20/06/2024	Resource Booked	Contact	Special Requirements

08:00	16:00	Ante Room	Mark Master Masons Wiltshire	**Special Requirements 1:** No charge for Ante & Committee Room In AH too
08:00	16:00	Committee Room	Mark Master Masons Wiltshire	
08:00	16:00	Main Hall	Mark Master Masons Wiltshire	
WED 26/06/2024		Resource Booked	Contact	Special Requirements
08:45	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, foyer, kitchen access, crockery, tea and coffee Invoices to Helen.Morgan@hcrgcaregroup.com
WED 03/07/2024		Resource Booked	Contact	Special Requirements
08:45	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, foyer, kitchen access, crockery, tea and coffee Invoices to Helen.Morgan@hcrgcaregroup.com
WED 10/07/2024		Resource Booked	Contact	Special Requirements
08:45	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, foyer, kitchen access, crockery, tea and coffee Invoices to Helen.Morgan@hcrgcaregroup.com
10:15	12:30	Main Hall	Jeannie Lewis	**Special Requirements 1:** Small semi circle back of main hall by press table for 8-10 people. Tea and coffe avaliable please.
WED 17/07/2024		Resource Booked	Contact	Special Requirements
09:00	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, Foyer, kitchen, crockery, tea and cofee
WED 24/07/2024		Resource Booked	Contact	Special Requirements
08:45	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, foyer, kitchen, crockery, tea and coffee
WED 31/07/2024		Resource Booked	Contact	Special Requirements
08:45	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, foyer, kitchen, crockery, tea and

				coffee
FRI 02/08/2024		Resource Booked	Contact	Special Requirements
12:00	14:30	Committee Room	Olpa	**Special Requirements 1:** Booked by Mandy Ellis mandy@olpa.org.uk Booking form saved in folder
WED 07/08/2024		Resource Booked	Contact	Special Requirements
08:45	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, foyer, kitchen, crockery, tea and coffee
WED 14/08/2024		Resource Booked	Contact	Special Requirements
08:45	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, foyer, kitchen, crockery, tea and coffee
10:15	12:30	Main Hall	Jeannie Lewis	**Special Requirements 1:** Small semi circle back of main hall by press table for 8-10 people. Tea and coffe avaliable please.
SAT 17/08/2024		Resource Booked	Contact	Special Requirements
09:00	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, Foyer, kitchen, crockery, tea and cofee
WED 21/08/2024		Resource Booked	Contact	Special Requirements
08:45	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, foyer, kitchen, crockery, tea and coffee
WED 28/08/2024		Resource Booked	Contact	Special Requirements
08:45	17:00	Committee Room	Town council own event	**Special Requirements 1:** INTERVIEWS Water Glasses and bottles needed.
08:45	16:30	Ante Room	Jeannie Lewis	**Special Requirements 1:** Ante room, foyer, kitchen, crockery, tea and coffee
FRI 30/08/2024		Resource Booked	Contact	Special Requirements
09:00	17:00	Committee Room	Town council own event	**Special Requirements 1:** WATER AND GLASSES INTERVIEWS
WED 04/09/2024		Resource Booked	Contact	Special Requirements

08:30	16:30	Ante Room	Jeannie Lewis	
TUE 10/09/2024		Resource Booked	Contact	Special Requirements
12:15	13:30	Committee Room	Melksham town council	**Special Requirements 1:** Cllr Tom Price has booked the main committee room. Booked by Sara 04/09/24
WED 11/09/2024		Resource Booked	Contact	Special Requirements
08:30	16:30	Ante Room	Jeannie Lewis	
09:00	12:30	Main Hall	Jeannie Lewis	**Special Requirements 1:** Small semi circle back of main hall by press table for 8-10 people. Tea and coffe avaliable please.
WED 18/09/2024		Resource Booked	Contact	Special Requirements
08:30	16:30	Ante Room	Jeannie Lewis	
WED 25/09/2024		Resource Booked	Contact	Special Requirements
08:30	16:30	Ante Room	Jeannie Lewis	
WED 02/10/2024		Resource Booked	Contact	Special Requirements
08:30	16:30	Ante Room	Jeannie Lewis	
WED 09/10/2024		Resource Booked	Contact	Special Requirements
08:30	16:30	Ante Room	Jeannie Lewis	
09:00	12:30	Main Hall	Jeannie Lewis	**Special Requirements 1:** Small semi circle back of main hall by press table for 12 people. Kitchen end of room. Tea and coffe avaliable please. Booked by sara 16/09/24
WED 16/10/2024		Resource Booked	Contact	Special Requirements
08:30	16:30	Ante Room	Jeannie Lewis	
19:00	21:00	Main Hall	Melksham and Devizes Labour Party	**Special Requirements 1:** Theatre style seating about 30 chairs. Clock end table to seat 4 people.
WED 23/10/2024		Resource Booked	Contact	Special Requirements
08:30	16:30	Ante Room	Jeannie Lewis	
WED 30/10/2024		Resource Booked	Contact	Special Requirements

08:30	16:30	Ante Room	Jeannie Lewis	
WED 13/11/2024		Resource Booked	Contact	Special Requirements
09:00	12:30	Main Hall	Jeannie Lewis	**Special Requirements 1:** semi circle top of room by clock. about 12 seats. use of kitchen. Tea and coffee avalible. Sara booked 16/09/24
WED 11/12/2024		Resource Booked	Contact	Special Requirements
09:00	12:30	Main Hall	Jeannie Lewis	**Special Requirements 1:** Semi circle of 12 chairs. kitchen end of room. Tea and coffe avliable. booked by sara 16/09/24
SUN 30/03/2025		Resource Booked	Contact	Special Requirements
12:00	16:00	Main Hall	Kaylee Angell	**Special Requirements 1:** Kaylee and Nick wedding Reception in AH

King George V Park

SAT 31/08/2024		Resource Booked	Contact	Special Requirements
06:00	17:30	Park	Food & River Festival	
SUN 01/09/2024		Resource Booked	Contact	Special Requirements
06:00	17:15	Park	Food & River Festival	
SAT 14/09/2024		Resource Booked	Contact	Special Requirements
17:00	22:00	Park	Assembly Hall Event	**Special Requirements 1:** Proms in the Park live broadcast Hugh 30.07.24

ASSEMBLY HALL OVERVIEW

When I started on the 2nd of April 2024 it was made clear to me that we needed to maximise the usage of the Hall with more events and show, plus community activities.

I have in that time been working on the mandate to populate the hall and its facilities with as much variety and volume to offer the general public not only an entertainment venue but a public hub for community events.

I have submitted a booking report for Apr-24 to Apr 25 to give you an idea of what has been happening and how much busier we are getting now.

One of the other targets was to try and appeal to all demographics to ensure going forward that we maintain our audience and attendance numbers. This is an ongoing project.

As you will see we are very busy with the exception of July and August, this was left more as after some research it seems that due to holidays etc people tend not to be interested in the indoor activities, but instead we would like to focus on outdoor events for the summer time and assisting and working with Comm Dev .

As a result of us being so busy it has highlighted the need for a Duty manager to assist with the running of events to relieve the team so we can try to get some time off or at least the odd weekend. At the moment apart from working all the time to actually manage and run the shows and events there is a mountain of back office work that goes on that most people rarely see including the facilities management of the venue and all that goes with that.

Currently after advertising the position for the Duty Manager, from 20 applicants we selected 3 candidates, one was very good, the second didn't turn up the interview ! and the 3rd is being interviewed tomorrow. I am hopeful that from the 2 candidates we will be able to select one and move forward, Obviously there will be an interim stage where training will be needed and so the time we will benefit from the new person will be early in the new year.

BAR- The bar is managed and run by the managers at the moment, this is being run successfully at the moment and has great potential to provide more profit with more events being put on,

Casual Bar staff are stable as we have a good number from our staffing pool and have been trained effectively.

I am always looking to promote as much variety in the bar to maximise takings with special offers and will be introducing cocktails soon as well as other beers and spirits,

My intention going forward is introduce more evening lounge activities so it is used more as a social club, this will again offer more to the community and help maximise the bar at the same time.

Forward planning it is our intention the book in more shows and activities to maximise the usage of the facility and at the same time generate enough revenue to pay for its self so the budgeted finance can be used elsewhere by the councillors and the council.

Following any feedback I will be more than happy to go into more detail on this as required.

This page is intentionally left blank

PROMS IN THE PARK FEEDBACK
Saturday 14th September 2024

Email/Social Media Comments
Thank you, Sarah, for your kind words I am so glad everything went well……Highlighted was only one criticism – the Lyons event prior to the proms had no medic present, this must be addressed for future bookings, thankfully all was well.
Congratulations on such a wonderful event Sarah – I was delighted to attend.
Congratulations to all those involved in putting on the live screening on Saturday evening. You obviously involved a company who knew what they were doing. Numbers looked good, atmosphere was good and weather was good albeit a bit chilly towards the end. I can't resist adding that the lights came into their own bigtime and hopefully showed everyone what a great venue it is for after-dark events events as well as so much else. The cafe of course is the icing on the cake!
Thank you for your email, It was an absolute pleasure working with you on your event. We strive to provide the best service possible, and your satisfaction is our top priority. We wanted to reach out to kindly ask if you would be willing to share your experience with us by writing a review online and as a token of our gratitude for your time, we'd like to send you a complimentary gift. Simply leave a review on either Google My Business or Trustpilot, and we'll pop your free gift in the post.....That's great news, we would love to work with you again.
3 days on and I'm still getting floods of compliments about Saturdays Proms in the park! Amazing work to everyone who helped make it a success. A big thank you from me!
Thanks for your shout out and what a great event it was on Saturday. Our team at LMD truly enjoyed collaborating with you, and we look forward to working together on your future events.
Very well done and thanks to all involved in the Lions club picnic in the Park and the Last night of the Proms events, I attended both, really enjoyable, even the sun came out providing a perfect September day and evening.
Amazing evening so many people enjoying it.
A great night thank you
It was a really great day, the sun was shining beautifully and although a little chilly in the evening, the moon and stars were bright. I really enjoyed myself as I feel everyone else there did. Great to see the town council staff enjoying the evening along with the mayor and councillors
Had a great time in the evening. You done a fantastic job with the event, well done Sarah

This page is intentionally left blank

PROJECT/WORK AREA/EVENT	STATUS	UPDATE	SUGGESTED NEXT ACTION	DATE OF LAST ACTION	DATE UPDATED
Floral Phone Boxes	Next Steps Required	CommDev 11/12/2023 UNANIMOUSLY RESOLVED to install floral displays in the telephone boxes adopted by Melksham Town Council at Spa Road and Littlejohn Avenue. Amenities Team have sanded down all boxes and fixed the door to the Phone Box near the Pig and Whistle in Forest and will soon be ready to paint and install planters. Boxes cannot be moved. Discussed at CommDev 29/07/2024.	To come back to CommDev (01/10/2024?) to discuss other potential uses of boxes besides floral.	29/07/2024	06/08/2024
Remembrance (2024)	In Progress	Comms Officer made initial enquiries for quotes. PA (Steve Holder) BOOKED. 3000 Orders of Service ordered, received and folded. Security and catering (cupcakes) Booked. Draft road closure posters started. Suggested at MTC Strategy meeting 05/08/2024 to liaise with RBL for them to take on organsiation of event- RBL declined. Comms Officer sent off road closures and official invites.	Comms Officer collating attendance. AH Team to confirm Hall set up and casuals. Need Events & CommDev Officer in post to take forward. Officers having meeting to go over Action Plans 01/10/2024.	20/09/2024	20/09/2024
Youth Advisory Board	Awaiting Cllr Decision	CS proposed launch event for end of October (2024) at Full Council 23/09/2024. Comms Officer started draft PR and draft Action Plan and looked at potential date. Only potential 01/11/2024.	Need Events & CommDev Officer in post to oversee and take forward. For the clerk to obtain quotes and hire services within the budget given (£2160).	24/09/2024	24/09/2024

This page is intentionally left blank