



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

26 November 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 **Tuesday 3rd December 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**

**Tuesday 3 December 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

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 7th October 2024.

5. Report (Pages 7 - 26)

Report relating to and structured according to following items on the agenda.

6. K6 Telephone Boxes

To receive the report of the Deputy Clerk on potential uses of the red telephone boxes.

For decision.

7. Online Booking System

To note.

8. Marketing and Promotion

To note.

9. Community Event Calendar 2025

To note

10. Stallholders Pitch Fees

For decision.

11. Holiday Activities

To note.

12. Funding/Grants

To note.

13. KGV Park Hire

For decision.

14. Park Yoga

To note

15. Youth Event

To note.

16. Community Engagement

To note.

17. Mayors Charity Event

To note.

18. Community Development

To note.

19. Remembrance Sunday

To review Remembrance 2024 and receive updates for 2025.

For decision as required.

20. Christmas

20.1 Update

To receive verbal update on Christmas Lights Event 2024.

For decision if required.

20.2 New for 2025

To discuss ideas for Christmas Light Event 2025, including using the Town Hall as an extension of the Christmas Market.

20.3 Operation Christmas Child 2025

To consider The Town Hall as a drop off point.

For decision.

21. Committee Room Hire

To consider the community hire of the Committee Room. Verbal report from Deputy Clerk.

For decision.

22. Marketplace

To note. The Deputy Clerk has confirmed free usage of the marketplace for Melksham Town Council events.

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Melksham Town Council

Minutes of the Community Development Committee meeting held on Monday 7th October 2024

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

IN ATTENDANCE:

OFFICERS: Andrew Meacham Committee Clerk
Tracy Predeth Locum Clerk

PUBLIC PARTICIPATION: No members of the public or press were present.

141/24 Apologies

An apology for absence was received from Councillor Stokes who was substituted by the Town Mayor Councillor Price.

142/24 Declarations of Interest

There were no declarations of interest.

143/24 Public Participation

Hannah Blueitt attended to talk about Park Yoga. Popular event. Over 100 people on first week and at least 50 people throughout the season. Many regulars and lots of positive feedback. There is definitely a wish for it to be held again next year.

Members thanked Hannah for the good job she had done as the instructor.

144/24 Minutes

The minutes of 29th July 2024, having previously been circulated, were approved as a correct record and signed by Councillor J Westbrook.

145/24 Events & Community Development Officer

Christina Connor, the new Events & Community Development Officer and Hayley Bell, the new Deputy Clerk introduced themselves.

The Chair thanked Sarah Askew, Communications Officer for her hard work in recent months holding the fort and filling the gap left by the outgoing Events & Community Development Officer. This was echoed by members.

146/24 Budget 2024/25

The report was noted.

Members commented that Proms in the Park was to be funded from reserves and Park Yoga was approved from last year's budget.

Councillor J Westbrook asked the Clerk to obtain clarification.

147/24 Budget 2025/26

Members discussed what events they would like to put on and the budget they would like to request.

It was suggested to have four major events a year including Remembrance and Christmas.

It was agreed that in 2025 they would like to have Christmas, Remembrance, Proms in the Park or something similar and the Mayors Community Event (or whatever name was given to it). Additionally there would be an event to commemorate the 80th Anniversary of the end of World War II.

It was agreed to request a budget of £50000.

148/24 Telephone Boxes

Members discussed the report and possible uses. The possibility of relocation was also discussed.

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

UNANIMOUSLY RESOLVED for the Deputy Clerk to investigate other options for long-term use of the telephone boxes and report back to the next Community Development meeting. Pending report and decision, delegated authority is given to speak with relevant local charities and community groups about interim use and to authorise such use.

149/24 Assembly Hall bookings

The report was received.

Members asked that the contact section be removed or redacted from any future reports.

Members asked if a report on Assembly Hall income could come to Asset Management as a standing item.

150/24 Proms in the Park

Members discussed the feedback and what extra could be done if the event was repeated. It was suggested that council look at more screening events and possibly purchasing a screen, look for sponsorship, take a share of any bar takings and arrange for a few stalls (sweets, flags).

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

UNANIMOUSLY RESOLVED to agree a desire to hold the event in 2025.

151/24 Remembrance Sunday

The Communications Officer gave an update on the event.

The Town Mayor Councillor Price asked if road closure should be advertised in the newspaper. It was felt that was not necessary for Remembrance Sunday.

152/24 Christmas Events

The Communications Officer gave an update.

The Deputy Town Mayor Councillor Rabey asked that it be made very clear to stall holders that they must arrive at their allotted time and remove vehicles as soon as they have unloaded. It was suggested that reminder letters be sent closer to the event.

It was agreed to hold a meeting a couple of weeks before the event.

Officers advised that they would be holding a meeting with Melksham Christmas Lights regarding Santa's Grotto.

Various queries from members were answered by officers and Councillor J Westbrook.

153/24 Civic Reception/Mayor's Community Event

Suggestions for the event were a stage with acts throughout the day, a bar with a share of the profits, burger van and/or other food stalls and fairground rides for children.

There was discussion on a name for the event other than The Mayors Community Event. Suggestions were MelkshamFest and Midsummer Festival.

21st June 2025 was suggested as a date but would need to check if there are other events on that day.

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

UNANIMOUSLY RESOLVED to delegate authority to officers to plan the event in consultation with Councillor Price and Councillor J Westbrook.

154/24 80th Anniversary of the End of World War II

Members discussed the item and put forward suggestions.

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

UNANIMOUSLY RESOLVED to set up a Task & Finish Group inviting Melksham Without Parish Council and community groups to be involved. Councillor Aves, Councillor Oatley, the Deputy Mayor Councillor Rabey and Councillor J Westbrook were elected to the group.

It was agreed to hold an initial informal meeting of these four councillors and the Deputy Clerk.

155/24 New events for 2025

Discussion on the three items became interlinked.

The Deputy Clerk asked for clarification on the fund raising element and suggested considering using an outside agency who would make a donation.

It was felt that Yarn Bombing could be promoted by Melksham Town Council and would then evolve naturally without further input. Some members felt a theme would be a good idea.

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

UNANIMOUSLY RESOLVED

- (i) For Confetti Battle and Colour Run. To talk with community groups to see if either with fit with a community event that they are running.
- (ii) In addition to (i), to discuss at the Community Development meeting in February 2025, whether one or both could form part of the Mayor's Community Event.
- (iii) To discuss Yarn Bombing as part of events to commemorate the 80th Anniversary of the end of WWII.

156/24 Project Update

The update was noted.

It was confirmed that the Youth Advisory Board launch event had been pushed back because of Assembly Hall availability and was booked for Saturday 15th February 2025.

Meeting Closed at: 8.55 pm

Signed:

Dated:

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**MELKSHAM TOWN COUNCIL
MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE**

Meeting	Community and Development Committee
Date	2nd December 2024
Report Title	Melksham Town Council Event Plan 2025
Authors	Hayley Bell Deputy Clerk , Christina Connor Events and Community Engagement

2025 Community Event Plan

Purpose of Report

To update for Melksham Town Council and Community Events for 2025.

Introduction

Melksham Town Council Melksham Town Council is committed to ensuring its events reflect the vibrant community spirit and evolving needs of its residents. As part of this commitment, the council is undertaking a comprehensive review of its events program. This process will assess the successes and lessons from past events while setting the foundation for a refreshed and innovative approach to planning and delivering activities in 2025.

With an emphasis on inclusivity, efficiency, value for money and community engagement, the council is working to establish new processes and plans that streamline event organisation. The goal is to ensure all events not only enhance local culture and tradition but also foster greater involvement from residents, local businesses, and stakeholders.

By proactively planning ahead, Melksham Town Council aims to deliver a diverse and exciting calendar of events in 2025.

Agenda Item 6

K6 Telephone Box Report

Purpose of Report

To update and seek approval of the Community Development Committee to proceed with the proposal of the BT telephone box installation.

Introduction

Melksham Town Council agreed adoption of the two telephone boxes on the 28.02.2020 (4y 9 months ago) with a view of using them for future projects.

Location A

1 Woodrow Road, Melksham, Wiltshire, SN12 7AU



Location B

Spa Road, Melksham, Wiltshire, SN12 7NZ



Background on Post Boxes.

Library, Lady Margaret Hall, Oxford, Battersea Power Station, Liverpool Cathedral.

The K6 (known as the Jubilee) was designed in 1935 to commemorate the Silver Jubilee of King George V, in service across GB from 1936.

The K6 was the first Red Telephone Kiosk used outside of London. Resplendent in Current Red with the bas-relief Tudor Crown (1936-53) with the later addition of St Edwards Crown from 1955, which was eventually painted in Gold! Also the 3 columns of distinctive 8 rows of equal sized panes of glass.

An impressive 8 feet 3 inches (251m) tall and weighing 13 cwt (0.69 tonnes / 685kg) it will definitely require carefully considered location and use.

Project Update

Collection of both boxes and transport via DC- Transport (BT Preferred Contractor) to an *acid bath* and then powder coated or painted in *Current Red* (British Standard BS381C-Red539), date *TBC* as waiting on BT to confirm. Costs

dependent on condition of boxes once stripped, and the desired specifications and finish agreed to be within MTC Budget.

Propose location to be the Market Place/ Town Hall to accompany the final Triplet (01225790678).

The intention being to create an Instagramable photo location for Residents, Visitors and potentially Wedding Party's once the Town Hall is back to generating revenue from events / room hire.

The first design in consideration will be Wiltshire's own Art installation similar but better than 'Out of Order' David Mach 1989. The installation can be adapted for seasonal decorations and will be adjacent to the pop-up garden.



A discussion with Wiltshire Council Highway Engineer, Highways Central, covering the Area Boards of Melksham and Bradford on Avon is in support of the concept. Melksham Town Council will need to submit a planning application.

Project Finance

First Quote Received, currently seeking additional quotes

2 x kiosk removal making good the area and including street works permits £1200 each

2 x kiosk full refurbishments £3200 each

2 x kiosk installs (once you have obtained the relevant permissions) £1200 each

Total Cost £11,200

Funding Towards the project, Wiltshire Towns Program funding allocation £1500

Recommendation

Deputy Clerk as requested has investigated the K6 project. To consider approval for the Deputy Clerk to proceed with a planning application to Wiltshire Council and to source funding for the project to proceed.

Agenda Item 7 **Implementing an Online Booking System for** **Melksham Town Council Events**

Melksham Town Council has introduced Jot forms a streamlined online booking system for all its events, ensuring a smooth and efficient process from initial booking to income generation. This initiative reflects the council's commitment to enhancing accessibility and operational efficiency while maintaining the highest standards of safety and GDPR compliance.

The new system will simplify event booking for residents and organisations, allowing them to easily reserve spaces, submit supporting documents and access terms and conditions for events. Integrated features will guarantee compliance with legal and operational requirements.

By implementing this system, the council aims to provide a seamless experience for event organisers and attendees, increase revenue potential, and maintain robust oversight of event planning and execution. This modernized approach underscores Melksham Town Council's dedication to innovation and service excellence.

Agenda Item 8 **Melksham Town Council: Dynamic Event Marketing and** **Promotion**

Melksham Town Council is enhancing its approach to event marketing and promotion in 2025 by giving each event a distinct identity and voice. This strategy ensures that every event resonates with its target audience and reflects the unique character of Melksham's vibrant community.

To maximize engagement, the council will use a variety of promotional tools, including website, tailored social media campaigns, eye-catching posts, and engaging videos that highlight the excitement and purpose of each event. Collaborations with local businesses, organisations, and influencers will help amplify the reach and impact of these efforts.

Hashtags and collaborations, will play a key role in creating a unified online presence, encouraging residents and visitors to share their experiences and connect through social media platforms. By fostering an interactive and community-focused approach, Melksham Town Council aims to build anticipation, drive participation, and celebrate the town's identity through its events.

This comprehensive marketing strategy ensures that every event leaves a lasting impression while strengthening the sense of community pride and involvement.

2025 Events Programme

Agenda Item 9

Melksham Town Council Events 2025

DATE	DAY	EVENT	LOCATION	START	END	ORGANISER/ PARTNER	DETAILS	DEMOGRAPHIC	HOLIDAYS
15/02/2025	Saturday	Melksham Youth Advisory Board Launch Event	Assembly Hall			MTC		Young People	Schools break up Fri 14th Feb 2025
20/02/2025	Thursday	Half Term Activities - film	KGV	11am	2pm	Assembly Hall	Feb Half Term	Kids	Half Term Sat 15th - Sun 23rd Feb 2025
15/03/2025	Saturday	Vegan Market	Market Place			Ardee Events			
21/03/2025	Friday	Mayor's Reception	KGV	7pm	11pm	Mayor's secretary	Assembly Hall	All	
06/04/2025	Sunday	Melksham's Great British Spring Clean	Town General	1pm	3pm	Bloomers	As always	All	
10/04/2025 and 17/04/2025	Thursdays	Half Term Activities	KGV	11am	2pm	TBC	Both weeks of Easter Hols	Kids	Easter Hols Sat 5th - Mon 21st Apr 2025 / Bank Hols Fri 18th and Mon 21st April 2025
26/04/2025	Saturday	Melksham Makers Market	Market Place	9am	2pm	Melksham Makers	Last Saturday of every	All	

							month (April - Sept excludes Aug)		
04/05/2025	Sunday	Park Yoga Starts	KGV	9.30a m	10.30a m	Park Yoga	Partner with WASP to lead	All	Bank Holiday Mon 5th May 2025
08/05/2025	Thursday	80th Anniversary VE Day/ Picnic in the Park	Market Place & KGV	12noo n	4pm	MTC		All	Bank Holiday Mon 5th May 2025
23/05/2025	Friday	Shambles Festival- Live Band Night	KGV	6pm	9.30pm	Shambles	James Wilkins private event	Adults	Half Term Sat 24th May - Sun 1st June 2025
24/05/2025	Saturday	Shambles Festival	KGV	12noo n	10pm	Shambles	James Wilkins private event	Young People	Half Term Sat 24th May - Sun 1st June 2025
29/05/2025	Thursday	Half Term Activities	KGV	11am	2pm		May Half Term	Kids	Half Term Sat 24th May - Sun 1st June 2025
31/05/2025	Saturday	Melksham Makers Market	Market Place	9am	2pm	Melksham Makers	Last Saturday of every month (April - Sept excludes Aug)	All	
28/06/2025	Saturday	Melksham Makers Market	Market Place	9am	2pm	Melksham Makers	Last Saturday of every month (April - Sept excludes Aug)	All	
05/07/2025 TBC	Saturday	Melksham Carnival	Evie's Kitchen	6pm	8pm	Melksham Carnival	Carnival- run event	All	Summer Hols Fri 25th July- Sun

									31st Aug 2025
Mid-July tbc	Saturday	Summer Community Event?	KGV	12 noon	10pm	MTC		All	
26/07/2025	Saturday	Melksham Makers Market	Market Place	9am	2pm	Melksham Makers	Last Saturday of every month (April - Sept excludes Aug)	All	
Mid-July tbc	All week/Sunday	Melksham Gardens Competition	Town General	ALL	WEEK	MTC	Judging date tbc culminating in Open Gardens on the Sunday	All	Summer Hols Fri 25th July- Sun 31st Aug 2025
		Melksham Open Gardens				Bloomers/Children's Society			
Starts 29/07/2025 until 28/08/2025	Tuesdays and Thursdays all Summer	Half Term Activities	KGV	11am	2pm	Tuesday Football Factory TBC	Summer Hols Tues and Thurs	Kids	Summer Hols Fri 25th July- Sun 31st Aug 2025
30/08/2025 and 31/08/2025	Saturday/Sunday	Food and River Festival	KGV	11am	4pm	Food and River Festival	Includes Melksham Gardens Competition Awards	All	Schools back Mon 1st Sept 2025
13/09/2025	Saturday	Melksham Lions Picnic	KBV	10am	3pm		TBC	All	Awaiting a completed booking form
13/09/2025	Saturday	Proms in the Park	KGV	6pm	11pm	MTC	As per last year	All	
26/09/2025	Friday	Macmillian Coffee Morning	Town Hall			Assembly Hall		All	
27/09/2025	Saturday	Melksham Makers Market	Market Place	9am	2pm	Melksham Makers	Last Saturday of every month (April - Sept excludes Aug)	All	

23/10/2025 and 30/10/2025	Thursdays	Half Term Activities	KG V	11am	2pm	TBC	October Half Term	Kids	Half Term Thurs 23rd Oct- Sun 2nd Nov 2025
09/11/2025	Sunday	Remembrance Day	Town General	10am	12noon	St Michael's and Royal British Legion/MTC	As always	All	
W/C 24/11/2025	Monday	Christmas Window Display Competition Judging	Town General			MTC	Window display comp as usual	Adults	
06/12/2025	Saturday	Xmas Market and Light Switch On	Town General	2pm	6pm	MTC/Melksh am Christmas Lights	Event as always	All	
12/12/2025	Friday	Carols Around the Tree	Market Place	6pm	7pm	MTC	Event as always	All	Schools break up Fri 19th Dec 2025 until Mon 5th Jan 2026

Blue – MTC Events

Red – Third party organisations

Agenda Item 10

Stallholders Pitch Fees

Melksham Town Council is committed to fostering a vibrant community by hosting events that are accessible and appealing to both residents and visitors. Recognising that the 2024 stallholder fees were considered too high, the Deputy Clerk has reviewed these fees with the Events and Community Development Officer to ensure they are more affordable and competitive with similar local events.

To streamline this process and allow for flexibility, the Council is considering granting authority to the Deputy Clerk to set pitch fees based on the specific nature and requirements of each event. This approach aims to balance the financial needs of the Council with the goal of encouraging greater participation from a diverse range of stallholders.

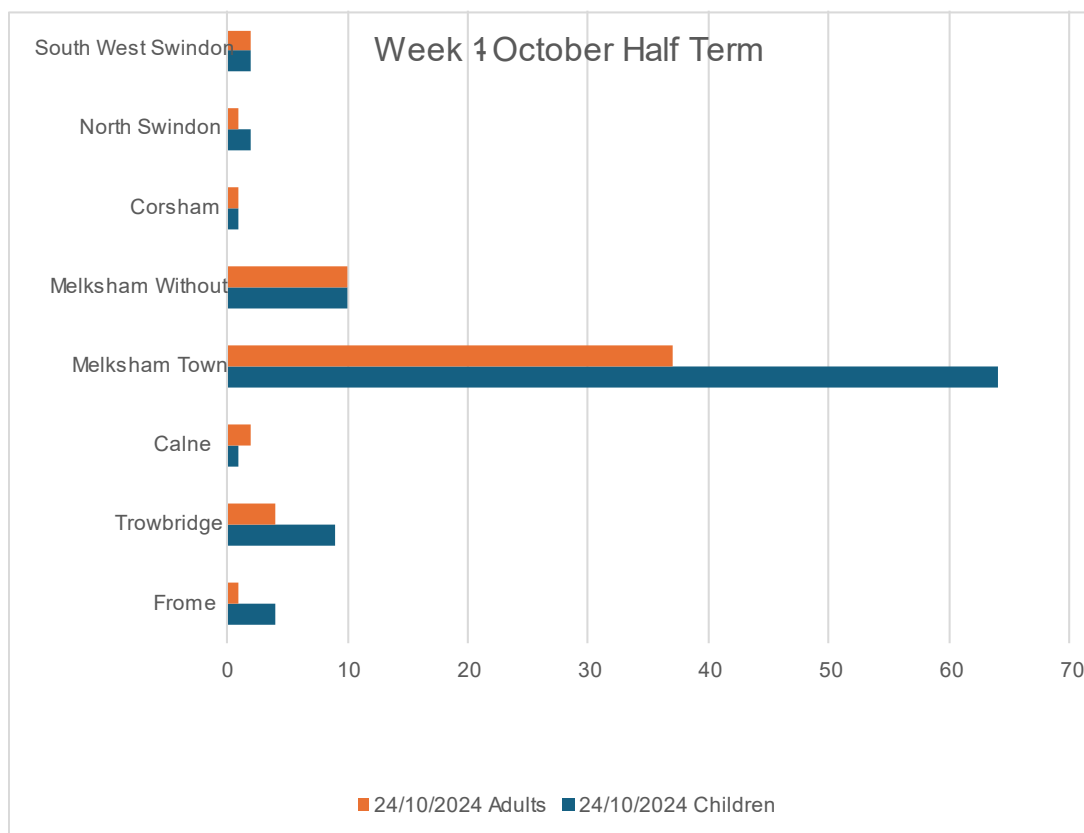
By aligning stallholder fees with those of comparable local events, the officers hope to attract a wider variety of vendors, thereby enhancing the overall experience for attendees and supporting local businesses. This initiative reflects the Council's dedication to continuous improvement and responsiveness to community feedback.

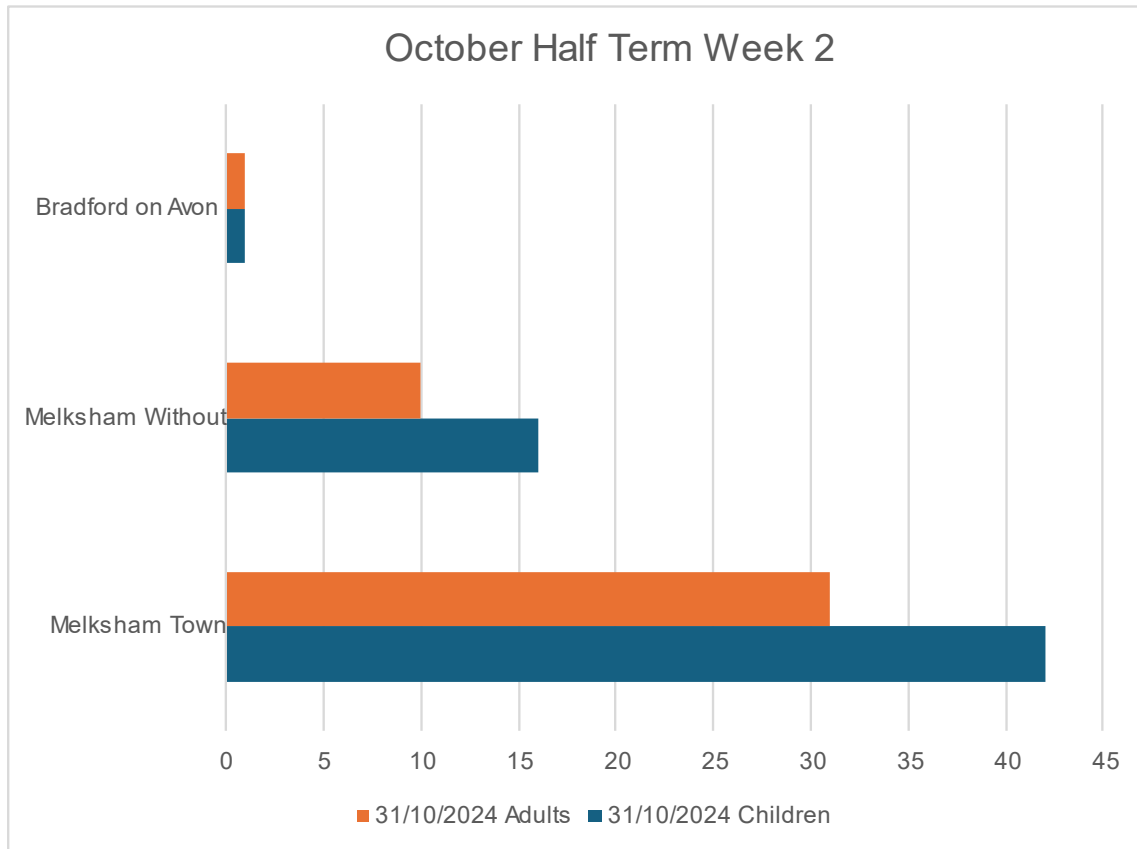
Recommendation; Deputy Clerk to have delegated authority to adapt the vendor pricing structure depending on the event and length.

Agenda Item 11

Melksham Town Council Holiday Activities

The graphs below are the attendance data for October Half Term and show the location across Melksham and Melksham Without Residents and the surrounding areas that attended. We one had better attendance than week two despite more inclement weather





By mutual agreement Active Trowbridge will no longer be providing us with Half Term holiday services in 2025, due to a need to focus deliver within Trowbridge itself.

We have been collating costings for a range of alternative holiday provisions, investigating the possibly of a more varied programme of holiday activities beyond sport.

Agenda Item 12 **Funding / Grants**

To ensure your community events are sustainable, creating sponsorship opportunities, exploring income generation strategies, and applying for grants are excellent opportunity for Melksham Town Council.

1. Sponsorship Opportunities

Deputy Clerk to work with officers to create a sponsorship package to promote a reliable income stream for your community events. Communications Officer will ensure proactive approach to communicating opportunities.

2. Grant Applications.

An application will be submitted to Melksham Area Board for a contribution to Park Yoga. Wiltshire and Swindon Sports Partnership have also been approached if they would like to contribute as a partnership.

Melksham Without Parish Council is considering the Deputy Clerks request for consideration of a contribution to events which benefit all of Melksham Residents. Parish Clerk has confirmed the request is being considered on the 3rd December.

Agenda Item 13 **KGV Park Hire**

Officers have been reviewing the hire fees for the King George V (KGV) Park to enhance income generation while ensuring accessibility for community events. This initiative aims to balance financial sustainability with community engagement.

Current Context: The KGV Park serves as a venue for various events, including markets, festivals, and private functions. However, existing hire fees may not fully reflect the park's value and potential as a revenue source.

Proposed Actions:

1. **Flexible Pricing Structure:** Implement a tiered pricing model based on event type, size, and duration. This approach ensures affordability for community events while optimising revenue from commercial activities.
2. **Promotion and Marketing:** Upgrade the dedicated park hire page on Melksham Town Councils web site, providing an online booking form to ease the booking process.
3. **Register Site:** Register the park on online portal for entertainment companies who seek venues.

Implementation Considerations:

- **Transparency:** Clearly communicate any fee changes to the public, providing detailed information on the council's website and through local media.
- **Monitoring and Evaluation:** Regularly assess the impact of new pricing on bookings and income, allowing for adjustments as needed.
- **Accessibility:** Ensure that fee adjustments do not disproportionately affect non-profit organizations and community groups.

By adopting a strategic approach to revising hire fees for KGV Park, Melksham Town Council aims to enhance income generation while maintaining the park as a vibrant and accessible community space.

Commercial event:

Type of event	Day Charge** Based on 8 hours	Hourly Charge	Deposit
Community / Charity events	£95.00 Registered charities no VAT	£15.00 Registered charities no VAT	50% of hire charge
Commercial Events	£350	£60.00	50% of hire charge
Set Up and Take Down	Half price of the Day Charge.	£40	50% of hire charge
Advertising/ TV Shoot	£1,000	N/A	£1,000
Fitness / Personal Training Hire	£180.00 + VAT annual license fee	£20.00 + vat	None

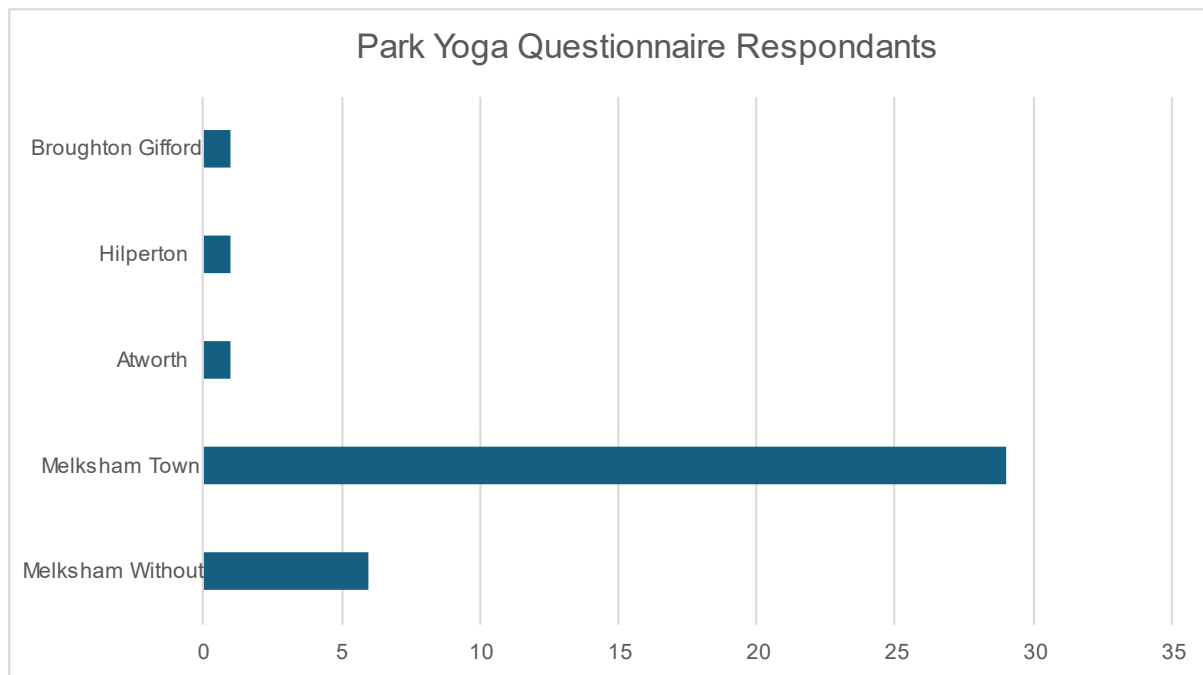
10% discount provided to Melksham Town residents.

Recommendation: To approve KGV pricing structure for 2025 and for the Deputy Clerk to be provided delegated authority to provided discounts for multiple bookings.

Agenda Item 14

Park Yoga

We have received the raw data from the questionnaire specific to Melksham and have collated that 38 of the 49 respondents provided postcode data which indicated that the majority came from the Melksham Town area primarily followed by Melksham Without.



The Wiltshire and Swindon Sports Partnership (WASP) who co-ordinate Park Yoga across the county have received the funding requirements from the Park Yoga form 2025 onwards. Their board of trustees have developed a funding model which will be in place for the next 3 years (2025/2026/2027). This model asks venues to fully fund the yoga instructors for each season, £75 per week for 20 weeks (an increase from £70 a week) / £1500 per season, with the ambition, that from 2028 venues will move to a self-sustaining model, supported by onsite contactless and online donations, large sponsorship and grant funding. With this in mind we have asked WASP for assistance with funding and the Deputy Clerk has prepared a grant application to Area board to assist with the cost of continued funding for Park Yoga.

[Home - Park Yoga](#)

Agenda Item 15 **Youth Event Funding**



Agenda Item 16 **Community Engagement**

Friends of Gifford Surgery will be running a Toy Drive on the 13th of December 14.30 – 18.00pm at Melksham Town Hall. Residents who need a little help this Christmas can attend and select 3 toys which will be wrapped. There is a basket for donations to this, the Pet and Food Banks in reception.

[Home - ParkPlay](#)

Agenda Item 17 **Mayors Charity Event**

We are delighted to share that we are actively building a relationship with the Mayor's chosen charity, **Julia's House**, a cause close to our community's heart. As part of this partnership:

- Julia's House has been invited to all our community events, giving them the opportunity to engage with our residents and share the incredible work they do.

We're proud to work alongside Julia's House and hope this partnership continues to flourish, helping to make a meaningful impact within our community.

Thank you to Coventry Building who have allowed us to display all the mayors Christmas card entries. We encourage everyone to take the time to look at our local artists.

[Home | Julia's House](#)

Agenda Item 18

Wiltshire Council Partnership - Community Conversations

1. **Doorstep Club** - Melksham Forrest (In development) - Lauren Park is working with WC Community Conversations Lead, Bridie Hanraads bridie.hanraads@wiltshire.gov.uk and the Forrest Community Centre to start delivery in the easter for the children and young people of that community. WC hope to contract a local sports provider TBC and link in with 4Youth and other community lead sports clubs. Lauren has already a strong relationship with the Oak and Rivermead school, listening to the young people to help shape the project design. This project at the moment will come from our core budget but we will be seeking funding locally to help support it and keep it sustainable. When we have promo for this we will share it with you for advertising.
2. **Get Wiltshire Walking** – Weekly scheduled walk from the campus at 09.30am on Mondays. This is well attended and volunteer lead with Louises oversight, but we always want more walkers so please do advertise and share accordingly. MTC are working in partnership with WC to end one of the walks for teas and coffees at the Town Hall. [Get Wiltshire Walking - Walking for Health | Your care Your support Wiltshire](#)
3. **Targeted Health Walks** Melksham Forrest (Place) walk coordinated by Louise. When we get to that point we will link in with you to see how we can promote and link in community spaces such as the park café etc.
4. **Walking Sports** –Walking netball (Mondays 4pm-5pm) at the campus , the walking rugby at the rugby club – (6pm-7pm) and the walking football [Welcome to the official website of Melksham Walking Football Club | Devizes, Wiltshire \(melkshamwalkingfc.co.uk\)](#) WC are developing more projects working in conjunction with the campus.
5. **This Girl Can** - Emma Hibberd is looking at running a sessions in Melksham Forrest from the community centre.

6. **Events** - Doorstep Club, This Girl Can, and Walking Sports as similar models, WC are hoping to hold a community festival. [About Doorstep Sport - StreetGames](#) [This Girl Can](#) [| This Girl Can](#) [| This girl can](#)
7. **Street Tag** – is a free programme to encourage our residents to explore Melksham, [Street Tag](#)
8. **GOGA** –Sports Club - 09.15-10.30am Melksham Campus - designed for older/send participants – free and has that social element. [Get Out Get Active - Home](#)
9. **Wiltshire Inclusive Dance** - Melksham Campus 4-6 - SEND Dance and Sensory provision lead by Katie and Rob. Do pop along one week ! You will leave with a smile on your face. [Wiltshire Inclusive Dance sessions for young SEND people to have fun - Wiltshire Together](#)
10. A meeting is planned for January with Jacqui Radford Holiday Activity and Food Programme Manager, Leisure, Culture and Communities to discuss services for Melksham.

Agenda Item 19

Remembrance 2024: Event Summary and Feedback

The 2024 Remembrance event saw exceptional attendance, reflecting the community's strong commitment to honouring this important occasion.

The Amenities team ensured the painting of the pillars and chains were repainted and cleaned.

Positive feedback on events QR codes MTC will embed this for at all events.

11th November, the cenotaph was well attended, next year to invite all Melksham Schools to attend.

Recommendation: Melksham Town Council to work in partnership with the RBL to only sell recyclable poppies.

Debrief Meeting

A debrief meeting is being arranged with key stakeholders, including Darren Gerrish (Parade Commander), Trevor Patterson (RBL), and Charlie (Vicar). A date is currently being agreed upon.

Feedback and Improvements for 2025

Sound and Audio Improvements

- Positive feedback highlighted the improved reach of the speakers along Canon Square compared to 2023.
- However, the **hymns and national anthem were not played** due to a lack of visual cues for the sound engineer. This will be addressed in 2025 by ensuring clear visibility and better coordination and those leading the service.

Parade Timing

- The parade departed ahead of schedule and arrived at Canon Square before the conclusion of the church service.
- To address this, someone will be stationed at King Street in 2025 to provide better communication and ensure Canon Square is prepared if the parade arrives early.

Town Crier Role

- Existing guidance on the Town Crier's role was unclear. Discussions with the RBL propose utilizing the Town Crier to assist with the wreath-laying roll call in collaboration with the Parade Commander.

First Aid Enhancements

- **Additional First Responders:** Due to the high attendance, two first responders will be booked for 2025.
- **Pre-Event Recommendations:** Participants, especially cadets, will be advised to eat breakfast to prevent fainting.
- **First Aid Control Point:** Plans are in place to use **St Michael's Room** as a control point for those requiring assistance, pending discussions with the Vicar.

Catering and Refreshments

- Refreshments in the Assembly Hall were well received, with leftover cake frozen for future use at the Melksham Christmas Light Switch-On. This success will allow for a 25% reduction in cake orders next year.

Financial Overview

- The event overspent by **£220.28**, primarily due to the purchase of road signage to ensure legal compliance for road closures.
- These signs are a long-term investment, with a lifespan of at least five years, and their cost was shared with the Christmas Lights event.
- Staffing time for delivering remembrance will be in the P and L's of the event for 2025.

Remembrance Window Competition

- **Participation:** Eight businesses took part in the competition.
 - **1st Place:** Dorothy House
 - **2nd Place:** Two Little Ducks

- **3rd Place:** *Cats Action Trust*

Recommendation Given the low uptake and tight timing around Halloween and Christmas; it is recommended to stop this competition for 2025.

Acknowledgments

- **St Michael's and All Angels:** For supplying electricity to the speakers.
- **Melksham Tourist Information Centre:** For their generous use of a power supply and provision of a wheelchair for first aid use.
- **Amenities Team:** A request has been made to relocate the wheelchair from Bowerhill Depot to the Town Hall for future events.

We are grateful to everyone involved for their contributions and will use this feedback to ensure Remembrance 2025 is even more successful.

Poppies to Paddington

Poppies to Paddington was created by The Veterans Charity in 2020 as a way to keep Remembrance moving during the Covid-19 pandemic. It has since become part of a global initiative we have called 'Routes of Remembrance' which brings communities together and provides a unique and highly poignant way to honour the fallen, not just in the UK but globally too. Wreaths and tributes have travelled as far afield as Australia, New Zealand, USA, Canada, The Falklands, The Somme, Normandy and even Thailand. They have travelled by land, sea, air, rail and even under parachute!

Tuesday 11th November for a wreath to reach Paddington they need to be placed onto a train at Melksham then be moved at Chippenham, onto the Paddington-bound service from Plymouth. This route usually carries many wreaths. Trains only usually stop at Melksham for 1-2 minutes. Melksham Town Council can have either have a nominated person to travel with the wreaths or if not we liaise with GWR and ensure the wreath(s) are moved safely at Chippenham to ensure they arrive at Paddington in time to be laid ahead of the Remembrance Ceremony at 1100.

[ROUTES OF REMEMBRANCE | by The-Veterans-Charity](#)

Recommendation: To work in partnership with The Veterans Charity in 2025 and purchase an additional wreath sent to Route to Remembrance.

Agenda Item 20.3

Operation Christmas Child

Consider Melksham Town Council supporting Operation Christmas Child in 2025 by becoming an official drop-off point for the initiative. Operation Christmas Child, organised by Samaritan's Purse, is a globally recognised campaign that collects shoeboxes filled with gifts and essentials for children in need around the world.

Benefits of Participation

1. **Community Engagement:** Provides residents with an accessible, local venue to contribute to this meaningful cause.
2. **Charitable Impact:** Strengthens the town's reputation for generosity and civic involvement.
3. **Increased Footfall:** Encourages more visitors to the Town Hall or other council venues, fostering greater awareness of council services and activities.

Practical Considerations

- **Logistics:** Allocate a secure, accessible space within the chosen venue for collecting and storing shoeboxes.
- **Promotion:** Use social media, the council website, and local press to raise awareness and encourage participation.
- **Collaboration:** Partner with local schools, businesses, and community groups to boost contributions.
- **Timeline:** Collection would typically take place during late October and November, aligning with the campaign's schedule.

Becoming a drop-off point for Operation Christmas Child would demonstrate Melksham Town Council's commitment to supporting global charitable initiatives while engaging the local community in an act of kindness that resonates worldwide.

[Operation Christmas Child | Samaritans Purse](#)

Recommendation: to approve the recommendation to full council for consideration. as an official drop off for Christmas 2025.