



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

27 January 2025

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 3rd February 2025** commencing at **7.00 pm or on the rising of the Full Council Special Meeting if later.**

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 3 February 2025

At 7.00 pm or on the rising of the Full Council Special Meeting if later 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.

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

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

4. Minutes (Pages 1 - 6)

To approve the Minutes of the Community Development Committee meeting held on 3rd December 2025.

5. Community Development Budget (Pages 7 - 8)

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

6. Report (Pages 9 - 32)

Report relating to and structured to items 8 to 26 on the agenda.

7. Community Orchard

To consider a report from Ian Cardy.

For decision.

8. K6 Telephone Boxes

To note.

9. Explorer App

To note.

10. Christmas 2024 Review

To note.

11. Melksham Town Council Events 2025

To Note.

12. Window Competition

For decision.

13. Stallholder Pitch Fees

To note.

14. Melksham Town Council Holiday Activities

To note.

15. Funding & Grants

To note.

16. KGV Playing Field Hire

To note.

17. Youth Event

To note.

18. Community Engagement

To note.

19. Coffee & Poppies

To note.

20. VE Day Commemorations

To note.

21. Proms in the Park

To note.

22. Town Event

For decision.

23. Mayors Reception and Civic Awards

To note.

24. Web Site

To note.

25. Community Feedback

To note.

26. Awdry Park

To note.

Melksham Town Council

Minutes of the Community Development Committee meeting held on Tuesday 3rd December 2024

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

IN ATTENDANCE:

OFFICERS:	Andrew Meacham	Committee Clerk
	Tracy Predeth	Locum Clerk
	Hayley Bell	Deputy Clerk
	Christina Connor	Events & Community Development Officer

PUBLIC PARTICIPATION: Two members of the public were present virtually.

157/24 Apologies

Apologies were received from Councillor Oatley.

158/24 Declarations of Interest

Councillor A Westbrook declared a non-pecuniary interest in item 10.

159/24 Public Participation

There was no public participation.

160/24 Minutes

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

161/24 Report

Members noted and liked the new format.

162/24 K6 Telephone Boxes

Members discussed the report and proposed uses, including as an art installation. It was generally felt that there should be an emphasis on community use but use could be decided once the boxes had been relocated to the Market Square.

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

UNANIMOUSLY RESOLVED for the Deputy Clerk to proceed with a planning application to Wiltshire Council and to source funding for the project to proceed.

163/24 Online Booking System

Deputy Clerk confirmed system would ultimately be driven from the MTC website and work had started on overhauling the website.

Members asked that officers bear in mind not everyone was comfortable with computers. Deputy Clerk confirmed assistance would be provided if required.

It was confirmed that the new system would ultimately be used to obtain feedback on events.

The Deputy Clerk confirmed the cost was £200 per annum.

The item was noted.

164/24 Marketing and Promotion

Members expressed their support. Councillor Stokes suggested the Youth Advisory Board be involved.

The item was noted.

165/24 Community Event Calendar 2025

Members discussed the removal of Remembrance Window Competition. It was noted that there would be a window competition as part of the commemoration of the 80th anniversary of the end of World War 2.

Members asked that Remembrance Window Competition be reinstated into the Calendar.

Members asked that consideration be given to presenting a certificate to all entries as well as the winners, and involving the public in scoring.

Carols round the tree was raised. Deputy Clerk suggested leaving any decision until data from this year was available.

The item was noted.

166/24 Stallholders Pitch Fees

Councillor Griffin queried if this was intended for all event or just Christmas. The Deputy Clerk confirmed it was all events.

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

UNANIMOUSLY RESOLVED to delegate authority to the Deputy Clerk to adapt the vendor pricing structure depending on the event and length.

167/24 Holiday Activities

Councillor J Westbrook hoped for less focus on sport in the future. Councillor Stokes asked about SEND inclusivity. The Deputy Clerk confirmed a wide variety of options were being considered and details would come to a future meeting.

The item was noted.

168/24 Funding/Grants

Councillors discussed the attendance at Town Council events by residents of Melksham Without and discussions over requesting a contribution from Melksham Without Parish Council.

Councillors felt that co-operation and partnership with Melksham Without should be encouraged, working towards a “One Melksham” platform.

It was hoped that representatives of Melksham Town Council could attend a meeting of Melksham Without Parish Council.

The item was noted.

169/24 KGV Park Hire

Councillors discussed the proposed charges and suggested changes to the Community/Charity Events fee and the Set Up and Take Down fee.

Councillors were concerned that suggested charges may put off potential users and existing events.

It was proposed by Councillor Griffin, seconded by Councillor Stokes and

RESOLVED to approve a pricing structure for 2025 as follows

- Community/Charity Events – daily down to £50, hourly and deposit as proposed
- Commercial Events – as proposed
- Set Up and Take Down – removed
- Advertising/TV Shoot – as proposed

- Fitness/Personal Training Hire -as proposed
- 10% discount for organising residents/businesses in SN12 postcode
- Delegated authority to the Deputy Clerk to provide discounts for multiple bookings.

Councillor A Westbrook declared a conflict with her involvement in the Food & River Festival. Councillor A Westbrook did not vote.

170/24 Park Yoga

The item was noted.

171/24 Youth Event

Councillor Stokes spoke to the item. She confirmed that food and non-alcoholic drink would be supplied.

Thanks were expressed to Councillor Stokes, Councillor Hubbard and officers.

172/24 Community Engagement

The item was noted.

173/24 Mayors Charity Event

The item was noted.

174/24 Community Development

The item was noted.

175/24 Remembrance Sunday

Members discussed the event and Poppies to Paddington. It was confirmed that the removal of wreaths this year was after consultation with Royal British Legion.

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

UNANIMOUSLY RESOLVED to work in partnership with The Veterans Charity in 2025 and purchase an additional wreath to be sent to Route to Remembrance.

176/24 Christmas

177/24 Update

The Community Engagement Officer gave a verbal update. Residents and businesses had been notified. QR codes were available to record attendees point of origin.

Assembly Hall stallholders had been offered the opportunity to set up on Friday evening.

178/24 New for 2025

The Deputy Clerk spoke to the item. Councillor Rabey felt that a one-way system would be needed.

Some suggestions were put forward.

179/24 Operation Christmas Child 2025

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

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

180/24 Committee Room Hire

The Deputy Clerk advised that the use of the Committee Room was being investigated and a report would come to committee in due course.

It was noted that the Committee Room had been made available for use by anyone affected by the recent floods.

181/24 Marketplace

The item was noted.

Meeting Closed at: 8.55 pm

Signed:

Dated:

This page is intentionally left blank

28/01/2025

Melksham Town Council Current Year

Page 1

10:30

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Development								
302 Projects								
1020 Miscellaneous Income	117	0	0	0			0.0%	
1050 Grants Received	3,060	0	0	0			0.0%	
1052 Christmas Market Stalls	3,921	(160)	2,000	2,160			(8.0%)	
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	1,202	7,000	5,798			17.2%	0
4073 Climate Fest	1,134	0	0	0		0	0.0%	
4074 Neighbourhood Plan	29,151	13,472	0	(13,472)		(13,472)	0.0%	
4078 Community Projects	1,452	6,283	4,000	(2,283)		(2,283)	157.1%	
4080 Melksham Garden Competition	41	305	250	(55)		(55)	122.1%	
4092 Park Yoga	0	1,400	0	(1,400)		(1,400)	0.0%	
4304 Christmas Lights	11,370	17,860	20,000	2,140		2,140	89.3%	
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	39,321	24,250	(15,071)	0	(15,071)	162.2%	0
Net Income over Expenditure	(48,239)	(38,120)	(17,250)	20,870				
310 East Melksham Community Hall								
4050 Legal and Professional Fees	0	0	2,500	2,500		2,500	0.0%	
East Melksham Community Hall :- Indirect Expenditure	0	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	0	0	(2,500)	(2,500)				
Community Development :- Income	12,787	1,202	7,000	5,798			17.2%	
Expenditure	61,026	39,321	26,750	(12,571)	0	(12,571)	147.0%	
Movement to/(from) Gen Reserve	(48,239)	(38,120)	(19,750)	18,370				
Grand Totals:- Income	12,787	1,202	7,000	5,798			17.2%	
Expenditure	61,026	39,321	26,750	(12,571)	0	(12,571)	147.0%	
Net Income over Expenditure	(48,239)	(38,120)	(19,750)	18,370				
Movement to/(from) Gen Reserve	(48,239)	(38,120)	(19,750)	18,370				

This page is intentionally left blank



MELKSHAM TOWN COUNCIL

Meeting	Community and Development Committee
Date	3rd February 2025
Report Title	Melksham Town Council Event Plan 2025
Time	19.00pm
Authors	Hayley Bell Deputy Clerk, Christina Connor Events and Community Development Officer. Franchezka Cunanan Assistant Events and Community Development Officer

2025 Community Event Plan

Introduction

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

8 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.

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 . We will proceed with community engagement on concepts and ideas. [The K6 Project –](#)

A planning application to Wiltshire Council was submitted on 05 the December 2024, on the 6th December 2024 WC responded from information taken from [The Town and County Planning Permitted Development. \(England\) Order 2015](#). PART 12 Development by local authorities, Class A

To note planning permission is not required.

Project Finance

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 £1200 each

Total Cost £11,200

To note the funding is allocated from the Wiltshire Towns Programme.



[Welcome - David Mach](#)

9. Explorer App

Deputy Town Clerk and the Events and Community Development Officer met with the Parish Clerk for Melksham Without to receive a briefing on the background to the project so far for Melksham's entry on the Wiltshire Explorer App.

Melksham Without Parish Clerk has brokered for the team, introductions via email to the individuals responsible for the App at Wiltshire Council. Wiltshire Council have assisted us with updating the login for the Explorer App for Melksham Town Council from a now defunct email address and we have received a copy of the training video to assist the Events and Community Development team but it only covered the events side of the app to ensure they completely understand how the Explorer App works and how to approve the uploading of trails and data to the app we are arranging to meet with the representative from Wiltshire Council on the trails side of the app this meeting is scheduled for 2pm 24th February 2025. Once this training is completed the Events and Community Development team will meet with the volunteers collating the trails to direct and make arrangements to upload the trails and any outstanding venue data required to be updated on the app.

[Melksham Town Council](#)

10. Event Summary of Melksham Christmas Lights Switch On & Carols around the Tree

Storm Darragh caused considerable disruption to events on the weekend of the 6th December nationally and the Melksham Christmas Light Switch in event was no exception in having to be cancelled. The whole team worked extremely hard preparing for and then dismantling the event.

The cancellation will help to shape policy going forward on when and how MTC events should be cancelled and the timescale for this, which has been reflected in the revised terms and conditions for booking, with regard notifying stallholders of cancellation timescales.

Each event requires its own insurance when the audience size exceeds 5000 participants and/or includes high risk activities, but no insurance policy will cover an event for Force Majeure or Act of God such as the weather conditions experienced on the weekend of the 6th December, it's important that our emergency plan is adopted to provide clear direction for our service delivery. Early cancellation of the event is the best way to ensure financial losses are minimised.

The deposit for the PA system has been carried forward from the 2024 event and the price from 2024 honoured for this year, despite their own increased labour costs. The deposit equates to £702.32+VAT.

The following invoices had to be paid in full for the following items which could not be recouped or carried over to Carols around the Tree due to the timing of the cancellation.

Provider	Cost
Facepainter	£250
Marshals and First Aid	£2701+VAT
Waste Bins	£50+VAT
Lions Float insurance	£39.20
Event Insurance	£475.90+insurance tax
Road Closure Fee	£43.00
Barriers	£97.50+VAT
Stage	£1200+VAT

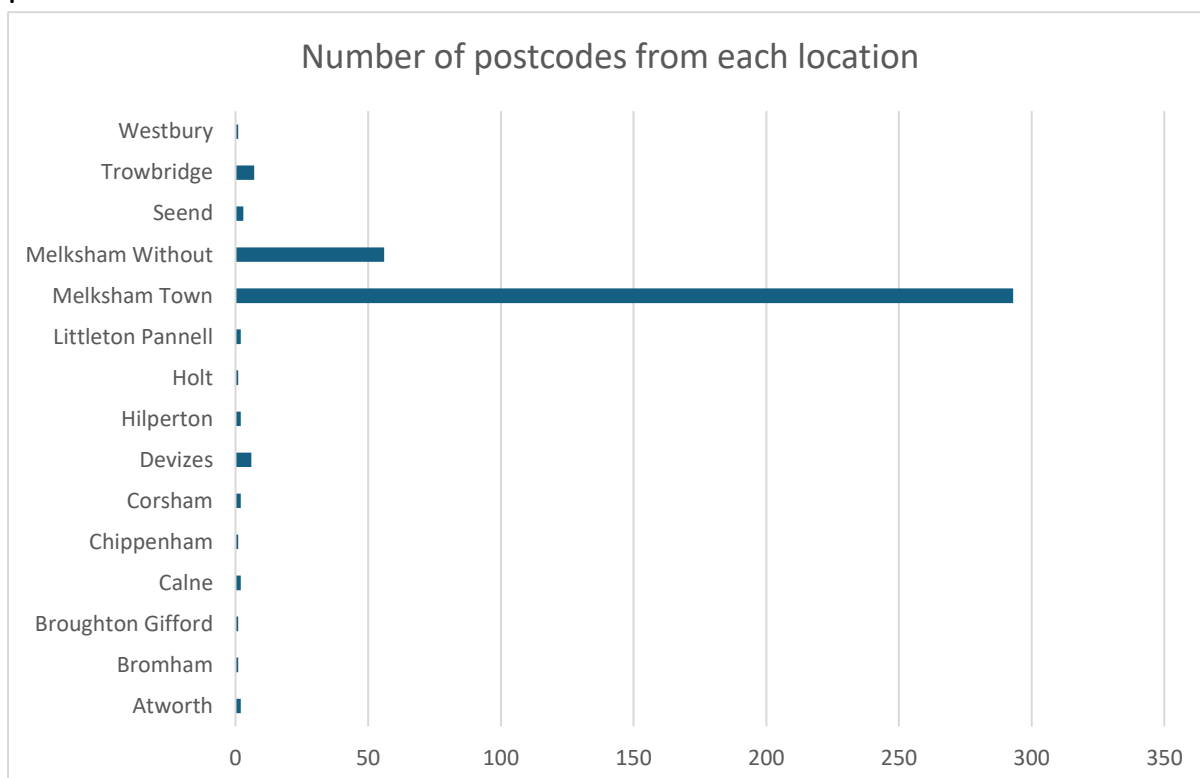
Items where the vendors continued to charge us half the costs due to cancellation:

Provider	Cost
Fireworks	£525
DJ	£300

There was a total projected spend of £7482.62 for Melksham Christmas Lights Switch on 2024. These costs include all the activities that did continue for Carols around the tree, including costs related to the Grotto, Memory Tree, Photo Booth and the investment in road signage.

We raised £150, this was sponsorship towards the Memory Tree from <https://www.bewleyfunerals.com/>. Melksham Town Council thank DJ Bewley for their continued support of this poignant feature of our Christmas programme. In 2025 the aim is to ensure the costs of the memory tree are fully met via sponsorship.

The light switch on was screened via social media with 1.9k views. Viewers were invited to record where they were viewing the switch on from and the data is collated below:



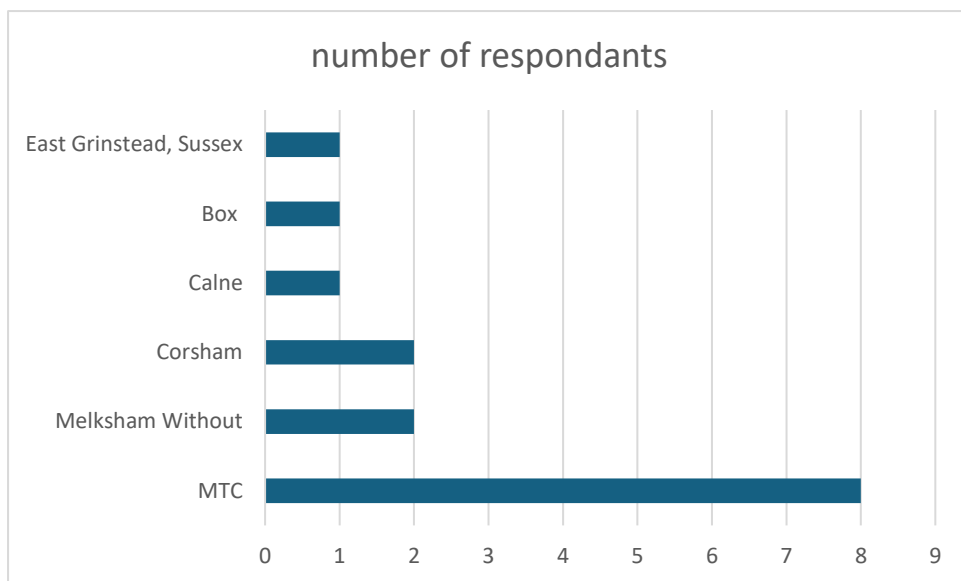
The events and community development officer is currently obtaining quotes in line with the councils [financial regulations](#) for the infrastructure and entertainment for the 2025 light switch on – security, first aid, waste etc and applications of interest are open for stallholders.

Carols around the Tree continued on Friday 13th December 2024 despite some light rain. We welcomed Rivermead and the Shine Friendship group who both performed. This was followed by a medley of carols and festive songs for the public to join in with. The Friends of Gifford Toy Drive, Stanta's Grotto and photo booth (both carried over from the Light Switch On) and Chloe's Mobile Farm helped to enlarge the event and draw more of the community into the town hall. The audience was estimated to be approximately 150-250 people.

Mulled wine was donated by Sainsburys and Mince Pies by Asda – our grateful thanks to both companies for their generous donations. We charged £3 for a mulled wine or hot chocolate and a mince pie and after additional expenses, paper cups, hot chocolate etc. raised £98.00 for the Mayor's Charity Julia's House.

There were 15 respondents to the feedback survey. They represented 84 event attendees 60 adults and 24 children. 8 Survey respondents had never attended the event before. Most discovered the event through social media and word of mouth.

Respondents to the survey were from the following areas based on the postcode data provided:



Total projected expenditure for Carols Around the Tree 2024 was £711.04 This figure does not include the items carried over from the Christmas Light Switch on and only relates to the vendors and items booked for the event.

The Events and Community Development Officer is already consulting with the local primary schools to see if a different day of the week better suits their own programme of events during the festive season 2025 and if it would encourage more schools to attend. She has reached out to some local community choirs regarding participation in the 2025 Carols by the Tree event and has been obtaining quotes for PA, security, first aid and for the mobile farm. As the event audience has grown security and first aid have become a requirement that needs to be considered.

11. Melksham Town Council Events 2025

Updated list of events for 2025 for reference

<u>Date</u>	<u>Day</u>	<u>Event</u>	<u>Location</u>	<u>Start</u>	<u>End</u>	<u>Organiser</u>	<u>Town Crier Required</u>	<u>May or required</u>	<u>Details</u>	<u>Type</u>	<u>Demographic</u>	<u>Holidays</u>
20/01/2025	Monday	Coffee and Poppy Evening	Town Hall	6:30 pm	8pm	MTC	N	N	Committee Room	Community General	Adults	
21/01/2025	Tuesdays	Coffee and Poppy Morning	Town Hall	10am	12 noon	MTC	N	N	Committee Room	Community General	Adults	

02/02/2025	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		Community General	All	
15/02/2025	Saturday	Melksham Youth Advisory Board Launch Event	Assembly Hall			MTC	N	N		Children	Young People	Schools break up Fri 14th Feb 2025
18/02/2025	Tuesdays	Coffee and Poppy Morning	Town Hall	10am	12 noon	MTC	N	N	Committee Room	Community General	Adults	
20/02/2025	Thursday	Half Term Activities - film	KGV	11am	2pm	Assembly Hall	N	N	Feb Half Term	Children	Kids	Half Term Sat 15th - Sun 23rd Feb 2025
24/02/2025	Monday	Coffee and Poppy Evening	Town Hall	6:30 pm	8pm	MTC	N	N	Committee Room	Community General	Adults	
02/03/2025	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		Community General	All	
15/03/2025	Saturday	Vegan Market	Market Place			Aarde Events	N	N			All	
18/03/2025	Tuesdays	Coffee and Poppy Morning	Town Hall	10am	12 noon	MTC	N	N	Committee Room	Community General	Adults	
21/03/2025	Friday	Mayor's Reception	KGV	7pm	11pm	Mayor's secretary	Y	Y	Assembly Hall	Community General	All	

31/03/2025	Monday	Coffee and Poppy Evening	Town Hall	6:30 pm	8pm	MTC	N	N	Committee Room	Community General	Adults	
06/04/2025	Sunday	Melksham's Great British Spring Clean	Town General	1pm	3pm	MTC	Y	Y	As always	Community General	All	
10/04/2025 and 17/04/2025	Thursdays	Half Term Activities	KGV	11am	2pm		N	N	Both weeks of Easter Hols		Kids	Easter Hols Sat 5th - Mon 21st Apr 2025 / Bank Hols Fri 18th and Mon 21st April 2025
11/04/2025 - 13/04/2025	Thursday, Friday & Saturday	Market Group Spring Market	Market Place	10am	6pm	Market Group	N	N		Community General	All	
22/04/2025	Tuesdays	Coffee and Poppy Morning	Town Hall	10am	12 noon	MTC	N	N	Committee Room	Community General	Adults	
26/04/2025	Saturday	Melksham Makers Market	Market Place	9am	2pm	Melksham Makers	N	N	Last Saturday of every month (April - Sept excludes Aug)	Community General	All	
04/05/2025	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		Community General	All	

04/05/2025	Sunday	Park Yoga Starts	KGV	9.30 am	10.30 am	Park Yoga	N	Y	Partner with WASP to lead	Sports	All	Bank Holiday Mon 5th May 2025
06/05/2025	Monday	80th Anniversary VE Day Business Window Competition	Town General	4pm	5pm	MTC	N	Y		Community General	Businesses	
08/05/2025	Thursday	80th Anniversary VE Day/ Picnic in the Park	Market Place & KGV	12noon	4pm	MTC	Y	Y		Community General	All	Bank Holiday Mon 5th May 2025
23/05/2025	Friday	Shambles Festival-Live Band Night	KGV	6pm	9.30 pm	Shambles	N	N	James Wilkins private event	Music	Adults	Half Term Sat 24th May - Sun 1st June 2025
24/05/2025	Saturday	Shambles Festival	KGV	12noon	10pm	Shambles	N	N	James Wilkins private event	Music	Young People	Half Term Sat 24th May - Sun 1st June 2025
25/05/2025 OR 26/05/2025	Sunday/Monday	Splash Pad Opening and Bank Holiday Weekend	KGV	11am	6pm	Evie's Kitchen	N	N	Promote SP opening-music at Cafe etc	Community General	All	Half Term Sat 24th May - Sun 1st June 2025 / Bank Holiday Mon 26th May 2025
29/05/2025	Thursday	Half Term Activities	KGV	11am	2pm		N	N	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	N	N	Last Saturday of every month (April - Sept exclude Aug)	Community General	All	

01/06/2025	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	Y		Community General	All	
28/06/2025	Saturday	Melksham Makers Market	Market Place	9am	2pm	Melksham Makers	N	N	Last Saturday of every month (April - Sept excludes Aug)	Community General	All	
05/07/2025 TBC	Saturday	Melksham Carnival	Evie's Kitchen	6pm	8pm	Melksham Carnival	TBC	Y	Carnival-run event	Community General	All	
06/07/2025	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		Community General	All	
14/07/2025	All week/Sunday	Melksham Gardens Competition includes business window competition	Town General	ALL	WEEK	MTC	N	Y	Judging date tbc culminating in Open Gardens on the Sunday	Gardens & Nature	All	
		Melksham Open Gardens				Bloomers / Children's Society	N	Y				
Mid-July tbc	Saturday	Summer Community Event?	KGV	12 noon	10pm	MTC	Y	Y		Community General	All	

26/07/2025	Saturday	Melksham Makers Market	Market Place	9am	2pm	Melksham Makers	N	N	Last Saturday of every month (April - Sept exclude s Aug)	Community General	All	
Starts 29/07/2025 until 28/08/2025	Tuesdays and Thursdays all Summer	Half Term Activities	KGV	11am	2pm	Tuesday Football Factory TBC	N	N	Summer Hols Tues and Thurs		Kids	Summer Hols Fri 25th July- Sun 31st Aug 2025
03/08/2025	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		Community General	All	
30/08/2025 and 31/08/2025	Saturday/ Sunday	Food and River Festival	KGV	11am	4pm	Food and River Festival	TBC	Y	Includes Melksham Gardens Competition Awards	Community General	All	Schools back Mon 1st Sept 2025
07/09/2025	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		Community General	All	
13/09/2025	Saturday	Proms in the Park	KGV	6pm	11pm	MTC	N	Y	As per last year	Community General	All	
26/09/2025	Friday	Macmillan Coffee Morning	Town Hall			Assembly Hall	N	N		Community General	All	
27/09/2025	Saturday	Melksham Makers Market	Market Place	9am	2pm	Melksham Makers	N	N	Last Saturday of every month (April - Sept exclude s Aug)	Community General	All	

05/10/2025	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		Community General	All	
23/10/2025 and 30/10/2025	Thursdays	Half Term Activities	KG V	11am	2pm		N	N	October Half Term	Sports	Kids	Half Term Thurs 23rd Oct- Sun 2nd Nov 2025
27/10/2025	Monday	Halloween Window Competition	Town General			MTC	N	Y		Community General	Businesses	
02/11/2025	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		Community General	All	
09/11/2025	Sunday	Remembrance Day	Town General	10am	12noon	St Michael's and Royal British Legion/MTC	Y	Y	As always	Community General	All	
10/11/2025	Monday	Remembrance Window Competition	Town General			MTC	N	Y		Community General	Businesses	
W/C 24/11/2025	Monday	Christmas Window Display Competition Judging	Town General			MTC	N	Y	Window display competition as usual	Community General	Businesses	
06/12/2025	Saturday	Xmas Market and Light Switch On	Town General	2pm	6pm	MTC/Melksham Christmas Lights	Y	Y	Event as always	Community General	All	
07/12/2025	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		Community General	All	

12/12/2025	Friday	Carols By the Tree	Market Place	6pm	7pm	MTC	Y	Y	Event as always	Community General	All	Schools break up Fri 19th Dec 2025 until Mon 5th Jan 2026
------------	--------	--------------------	--------------	-----	-----	-----	---	---	-----------------	-------------------	-----	---

Blue – Melksham Town Council Events

Red – Third party organisations

12. Window Competition

Com Dev Meeting 03/12/2024 Minute 165/24 Community Event Calendar 2025 Members discussed the removal of Remembrance Window Competition. It was noted that there would be a window competition as part of the commemoration of the 80th anniversary of the end of World War 2. Members asked that Remembrance Window Competition be reinstated into the Calendar. Members asked that consideration be given to presenting a certificate to all entries as well as the winners, and involving the public in scoring

A new online booking system using Jotform has been created to allow businesses to enter all the window competition at the beginning of the year at the same time to allow businesses plenty of time to plant and for the events and community development team to then re-issue the invite throughout the year as the competition approaches. With Judging scheduled for:

- VE Day Window - Judging 6th May 2025 4pm
- Melksham Gardening Competition Window - Judging 14th July 2025 4pm
- Halloween Window - Judging 27th October 2025 4pm
- Remembrance Window- Judging 10th November 2025 4pm
- Christmas Window - Judging 24th November 2025 4pm

Consideration has been given to awarding a certificate all entries, continuing to just award certificates to the top 3 windows in each of the competitions with first place trophies awarded for the Melksham Gardening Competition window, the Remembrance window and the Christmas window only, as this maintains the element of healthy competition. Following the concerns around the public involvement in the Christmas Card competition selection process, we would suggest continuing to invite a different member from a local community group to act as the third judge, alongside the Mayor and Deputy Mayor as a representative of the town residents.

Recommendation: To continue to award certificates to the top 3 windows in each competition only with first place trophies awarded for the Melksham Gardening Competition window, the Remembrance window and the Christmas window only and to invite a different community group representative to represent the town residents in the judging process,

13. Stallholders Pitch Fees

Com Dev Meeting 03/12/2024 Minute 166/24 UNANIMOUSLY RESOLVED to delegate authority to the Deputy Clerk to adapt the vendor pricing structure depending on the event and length

The table below outlines the stall holder pitch fees for all Melksham Town Council event for 2025/26.

Table of Fees and Charges

Type of stall	Stall Fee
outside charity stallholder 3m x 3m	£25
outside stallholder 3m x 3m	£48
food vendor (outside only) >3m x3m	£130
Inside stallholder (6ft table vendor supplying own table and chairs)	£48
Inside stallholder (6ft table event organiser supplying table and chairs, additional charge applies)	£53
inside charity stallholder (6ft table supplying own tables and chairs)	£25
inside charity stallholder (6ft table event organiser supplying table and chairs, additional charge applies)	£30

Other Fees and Charges

Park Reinstatement hourly rate £100

Force Majeure fee 50% of above stall fee

Failure to notify non requirement of stall with 7 days of invoicing - £15

Cancellation Fee after payment of invoice - £15

14. Melksham Town Council Holiday Activities

The Events and Community Development team have worked closely with our colleagues in the Assembly Hall scheduling a film for February Half Term as the main holiday activity following the departure of Active Trowbridge. The screening of the Lion King will take place on the 18th February 2025. Tickets will be charged at £2.50 per ticket. We are working with the Assembly Hall team to schedule a regular film day for all remaining dates for the school holidays as a key part of programme of holiday activities. [HALF TERM MOVIES- LION KING at Melksham Assembly Hall event tickets from TicketSource](#)

The Events and Community Development Officer is continuing to collate quotes from activity providers to ensure a broad and wide range of activities and best price and will be looking to proceed with booking best price provides now the budget has been agreed.

15. 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 is continuing to work with officers to create a sponsorship package to promote a reliable income stream for your community events. We have researched the sponsorship packages offered by similar organisations to ensure that we are providing a competitive and comprehensive offer to our sponsors.

DC can confirm Melksham Without Parish Council are considering supporting VD Day and Christmas Lights Switch On. Their budget meeting is being held on 27.01.2025 where consideration will be made.

DC can confirm our first corporate event sponsor for 2025. Details will be provided once the terms and conditions are signed.

DC attend the Business Growth meeting on Friday 25th January, to present the Mayor Civic Dinner and event sponsorship. [Business Growth Group - Melksham, Wiltshire, Networking...](#)

2. Grant Applications.

The Deputy Clerk has submitted to Melksham Area Board an application for a grant contributing to Park Yoga and is awaiting the outcome of the application. The next meeting is 5th March 2025. [Browse meetings - Democratic Services - Wiltshire Council](#)

16. KGV Playing Field Hire

The website page for KGV have been updated and the link to the new booking form and the terms and conditions have been updated on the website. [Parks & Recreation | Melksham Town Council](#)

We are pleased to confirm we have our first booking for KGV in April and we are continuing to develop our hire services and the opportunity to provide new events.

The following Hire Charges and Fees have been agreed for 2025/26

Com Dev Meeting 03/12/2024 Minute 169/24 RESOLVED to approve a pricing structure for 2025 as follows:

Hire Charges and Fees

Type of event	Day Charge** Based on 8 hours	Hourly Charge	Deposit
Community / Charity events	£50.00 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	No charge	No charge	No charge
Advertising/ TV Shoot	£1,000	N/A	£1,000
Fitness / Personal Training Hire	£180.00 + VAT annual license fee	£20.00 + vat	None

Other Fees and Charges

Day rate for use of electricity - £10

Reinstatement hourly rate £100

Discounts

10% discount provided to residents/businesses in SN12 postcode area.
Discounts available for multiple bookings

17 Youth Event

NEXT GEN GIG Featuring The Sunnies! 🌟🎸

NEXT MONTH!!

Saturday, 15th February 2025

7:00 PM

Assembly Hall, Market Place, Melksham

Calling all young people aged 14 to 18 (up to 25 for those with SEN)!

Don't miss the NEXT GEN GIG, a youth-exclusive evening packed with:

Live performances by incredible local bands, including **The Sunnies**

Have your say: Vote on a key issue that can make an immediate impact!

Enjoy amazing music, connect with friends, and be part of shaping the future of Melksham in a fun and engaging way!

Tickets Available Now

Grab yours on Ticket Source: <https://buff.ly/4fvXBxt>

Spaces are limited, so secure your spot today!

Eight tickets have been sold to date. Efforts to drive ticket sales include the Assistant Events Officer and Councillor Stokes delivering posters across the town, as well as actively promoting the event on social media platforms. Additionally, both performing bands, The Sunnies and Between the Lines, have been collaborating with the team to create social media content to further boost interest.

18 Community Engagement

Friends of Gifford Surgery Toy Drive on the 13th of December ran between 14.30 – 18.00pm at Melksham Town Hall. Hosting the Toy drive alongside Carols around the Tree and the rearranged Santa's Grotto helped to increase participation. Friends of Giffords were very pleased with the Toy Drive's success and all remaining toys were donated to the grotto at Sarum Avenue's Christmas Lights.

In January, Community Engagement efforts have focused on advancing the VE Art Installation by involving knitters and crocheters. The response on social media has been overwhelmingly positive. The Events and Community Development Officer has met with "Crazy about Knitting," who have included the creation of poppies in their 2025 project list. They have also connected with the Melksham Library's Knit and Natter group to share and discuss project details in person, as well as visited the craft group that gathers at St. Michael's Rooms on Tuesday mornings. Additionally, outreach efforts include corresponding with and visiting residential and care homes to involve older community members who may wish to participate but are unaware of the project.

We have also reached out to other groups who have created similar poppy installations to seek their advice and guidance to create our display including the Melksham RBL and Holt Church.

The Events and Community Development Officer has submitted the Market Place application form working in partnership with the [Melksham Markers Market](#) to Wiltshire Council. The Melksham Makers Market hire of Melksham Market Place has been agreed by Wiltshire Council on the 14th January 2025 and will be proceeding on the last Saturday of the Month between April and September (excluding August).

The Events and Community Development Officer is continuing to work with the Salisbury Vegan Market who are undertook a site visit on the 23rd January 2025 will provide support for completing the paperwork to facilitate the [Melksham Vegan Market 2025 | Vegan Fairs – Vegan Fairs](#) in March 2025 support has also been provided to the Market Square Group who will be bringing a 3-day craft market to Melksham Market Place in April 2025 from the 11th – 13th April.

We loaned two coffee urns to the Coventry Building Society which were used at their Brew Monday event on the 20th January – nationally identified as Blue Monday, the purpose of the event was to invite people in to talk, meet with other members of the community and enjoy a tea or a coffee and beat the January Blues. The branch welcomed between 30-40 visitors inviting them to sit down and enjoy a hot drink.

Events and Community Development Officer attending the AGM of the Friends of Shurnold Field, providing them with information on the Q4 grants open until 21st February 2025 and confirmed the date of the information evening on the proposed car park and flood defence works being undertaken by Wiltshire Council which is scheduled to take place on the 10th March 2025 6pm at Melksham Town Hall.

19. Coffee and Poppies

To help facilitate the knitting and crocheting of poppies for the proposed VE Day art installation we have organised a series of morning and following community crafting sessions to allow those contributing to the project the opportunity to get together and work collaboratively on the creating of the poppies. They sessions are as follows details as per the image below:

The first evening session welcomed 12 participants. The first day time session welcome 15 attendees.

Thank you to everyone who has either attended or making poppies at home. Melksham Town Council appreciates your support.



Coffee and Poppy Evenings

Dates:
Monday 20th Jan 2025
Monday 24th Feb 2025
Monday 31st March 2025
Time: 18:30-20:00
Location: Melksham Town Hall

Coffee and Poppy Mornings

Dates:
Tuesday 21st Jan 2025
Tuesday 18th Feb 2025
Tuesday 18th March 2025
Tuesday 22nd April 2025
Time: 10:00-12:00
Location: Melksham Town Hall

Join us to knit poppies for VE Day!



Pattern



Details





[Coffee and Poppy Mornings and Evenings Dec 23, 2024 | Melksham Town Council](#)

20. VE Day Commemorations

The Events and Community Development Officer has been focused on preparing for the event, sourcing quotes for infrastructure such as PA, first aid, security as well as securing quotes from performers, choirs and bands for the evening tribute in the Market Place. She is also looking into the various options for a beacon both a gas lit and fire basket and has gone out for quotes.

The Events and Community Development Officer has created a Jot Form RSVP to invite military groups, community groups and organisations. She has also open discussions with the RBL and 2385 (Melksham) Squadron Air Training Corps Leader with a focus around The Tribute.

The Church Bell ringers at St Michael's and All Angels have agreed to ring the Bells at 6:30pm on the evening of both the 8th May VE Day and the 15th August VJ to commemorate both occasions.

A letter inviting all schools to participate in a schools' community picnic has been sent to all primary schools and Melksham Oak in both Melksham and the Melksham Without area inviting them to attend. The Events and Community Development Officer is currently consulting with theatre companies and other entertainment providers to provide a performance for the children to enjoy whilst at attending the picnic and is awaiting detailed quotes.

Despite exhaustive attempts to source a traditional mobile fish and chip van we were unsuccessful. An invitation has also been extended to Evie's Kitchen to be the Fish and Chip caterer for the event and we are awaiting confirmation of their attendance.

<https://www.britishlegion.org.uk/get-involved/remembrance/remembrance-events/ve-dayVE Day | Remembrance Events | Royal British Legion>

21. Proms in the Park

Proms in the Park is Saturday 13th September 2025. The Events Community Development Officer has been obtaining quotes for screen hire, security, first aid and toilet hire and waste provision. A Jot Form for stall holders booking form has been created to invite prospective caterers to attend the event which has been sent out to relevant stakeholders.

22. Town Event

Full Council Meeting 06/01/2025 Minute 150/24 Budget - Councillor J Westbrook proposed the transfer of funds from Solar Money to fund Proms in the Park, Holiday Events and Civic Event. Councillor Hubbard seconded the proposal but felt the Civic Event should not be funded in this way. The Town Mayor Councillor Price explained that although it had started out as the Mayors Civic Event, it was now a town event.

The events and community development team seek the guidance of the committee to select a date to hold the Town Event. The Mayor has suggested a music focused event as the preferred choice. The following music events in the local area have been identified as taking place between May and August 2025:

- Trowfest at Trowbridge Rugby Club scheduled for the 13th -14th May 2025 (ticketed event)
- The Shambles Festival Melksham anticipated to be the last weekend between May and June 2025 (ticketed event)
- Trowbridge Festival - July 25 to 27 2025 held at Southwick (ticketed event)
- The Trow Vegas Festival - scheduled to be held in July 2025 in Trowbridge Park
- The Chippenham Park in the Party held in Island Park, anticipated to be held in the first week of August 2025.
- Minety Music Festival 3rd – 6th July 2025

Other events which may impact of the selection of a date include:

VE Day Commemorations 8th May 2025

Devizes Arts Festival 30th May 2025- 15th June 2025 (includes music and comedy acts)

Melksham Carnival scheduled 5th July 2025

Active Festival – Trowbridge Park 12th July 2025

Melksham Food and River Festival 30th and 31st August 2025

Officers would like to suggest consideration of a Melksham Arts Festival week. We aim to host a Melksham Arts Festival Week, bringing together local businesses, community groups, and residents to celebrate the arts in all its forms. This event will unite the town through a diverse range of activities and events, showcasing local talent and creativity while fostering collaboration and community spirit. By offering workshops, performances, exhibitions, and interactive experiences, we hope to provide something for everyone, encouraging participation and highlighting the vibrancy of Melksham's artistic culture, we could combine a community picnic in KGV. Together, we can create a dynamic and inclusive festival that celebrates the arts and strengthens connections within our community.

Recommendation: For the committee to confirm the event theme and approve the event times.

23. Mayors Civic Dinner.

The Mayor's Civic Dinner will be held on Friday, 21st March, from 19:00 PM to 23:00 PM at Melksham Assembly Hall. This prestigious event promises an evening of entertainment, featuring a delectable curry dinner and live music, casino to set the perfect atmosphere. The evening will also celebrate our Civic Awards and raise money for the Mayors chosen charity [Julias House](#).

Tickets are priced at £25.00 per person, offering excellent value for a night of celebration and community spirit. The event aims to bring together community leaders, residents, and supporters to celebrate the mayor's tenure and contributions while fostering camaraderie and goodwill.

Tickets and further details please email communications@melksham-tc.gov.uk

Melksham Civic Awards 2025 - Nominations Open!

We are so excited to celebrate the incredible people, businesses, sports clubs, and community groups who make Melksham a better place!

Award Categories:

- Community Champion of the Year – For those who go above and beyond to make a positive impact.
- Business of the Year – Recognising businesses that support and uplift our community.
- Pride of Youth Award – Celebrating young people who inspire others through their actions.
- Sports Club of the Year – Acknowledging clubs that excel in performance, inclusivity, and community engagement.

How to Nominate: Know someone who deserves recognition?

Submit nominations here: <https://form.jotform.com/250123402922342>

[Civic Awards 2025 \(Jan 22, 2025\) | Melksham Town Council](#)

Nomination deadline: Friday, 17th February 2025, 12:00 PM

Let's give a shout-out to the local heroes who make Melksham shine! ✨

[#MelkshamCivicAwards](#) [#CommunityHeroes](#)

For more info, contact us: communications@melksham-tc.gov.uk or call 01225 704187.

We would welcome your support to spread the word and let's celebrate the best of Melksham!



24. Web Site

Work on the new website is progressing well, with the sitemap currently in development. Initial meetings have been held with designers to outline the structure and key features. Funding for this project is being allocated from the Wiltshire Towns Programme. It's imperative that the website aligns with our goals for community engagement and accessibility. The aim is to have the website fully operational by 1st May, providing a user-friendly platform which encompasses all the information to live, visit and work in Melksham.

25. Community Feedback

Melksham Town Council wants to ensure we're accessible to everyone in our community. Help us improve by sharing your thoughts on how you prefer to contact and stay updated with us!

Your input will make a big difference in how we communicate and serve you.

Take the survey here: <https://form.jotform.com/250123930073042>

If you'd like to get in touch with us directly, please email towncouncil@melksham-tc.gov.uk or call 01225 704187.

Let your voice be heard – together, we can make Melksham even better!

26. Awdrey Park

Legal agreement has been signed and are now with WC legal team. Awdrey play park development is progressing well; the installation is now at phase two. The project is within planned timescales and still projected to completed as planned.



Mayor, Cllr Price will be officially opening Awdrey Park on the 1st March 10.00 – 12.00pm 2025. Deputy Clerk and Assistant Events and Community Development Officer will be attending the opening the Awdry Park Play Park on the 1st March alongside Community Conversations and Wiltshire Council. We would welcome all councillors and residents to join us.