



# Melksham Town Council

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

Town Clerk Tracy Predeth BA(Hons), MPA, FLSCC

---

To: Councillor S Rabey (Town Mayor) Councillor J Hubbard  
Councillor J Westbrook (Deputy Town Mayor) Councillor J Oatley  
Councillor P Alford Councillor C Stokes  
Councillor P Aves Councillor A Westbrook  
Councillor R Cleary  
Councillor J Crossley  
Councillor G Elson  
Councillor A Griffin

Tuesday 27<sup>th</sup> May 2025

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summoned to attend the **Full Council** meeting of the Melksham Town Council.

The meeting will be held in the council chamber at the Town Hall, Market Place, Melksham, Wiltshire, SN12 6ES on **Monday 2<sup>nd</sup> June 2025** commencing at 7.00 pm.

Members of the public and press are welcome to attend the meeting in person or online and a period of public participation will take place during the meeting, limited to 3 minutes per person and no more than 30 minutes in total.

If you wish to ask a question online please join via Teams on this link <https://tinyurl.com/mpd26j8b> .

The meeting will also be live streamed at <https://www.facebook.com/melksham.town> but you will not be able to interact.

Yours sincerely

Mrs T Predeth BA(Hons), MPA, FSLCC

Town Clerk

**Melksham Town Council**

**Full Council**

**Monday June 2025 at 7pm**

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.

**AGENDA**

**1. Apologies**

To receive apologies for absence.

**2. Declaration 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@melkshamtc.gov.uk](mailto:locum@melkshamtc.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. You should still attend the meeting, in person or online, to ask your question.

**4. Minutes**

To approve the Minutes of the Full Council meeting held on Monday 12<sup>th</sup> May 2025.

**5. Co-option of Councillors**

For decision on co-opting councillors from those who gave presentations to the meeting on Monday 12<sup>th</sup> May 2025.

For decision on appointing co-opted councillors to Committees, Working Groups and Task & Finish Groups.

**6. Calendar of Meetings**

To approve the calendar of meetings for 2025/26

**7. Motion on Amendment to Terms of Reference**

For decision on a motion to move responsibility for allocating grants from Finance, Governance & Performance to Community Development.