



Melksham Town Council

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

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

To:	The Town Mayor T Price	Councillor J Hubbard
	Councillor S Rabey	Councillor J Oatley
	Councillor P Alford	Councillor C Stokes
	Councillor P Aves	Councillor A Westbrook
	Councillor R Cleary	Councillor J Westbrook
	Councillor J Crossley	
	Councillor G Elson	
	Councillor A Griffin	

6th 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 Annual** 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 12th May 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 via the link which will be displayed on our Facebook page.

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

Insert Date and time

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. Election of Town Mayor

The Town Mayor will ask for nominations for the Office of Town Mayor for 2025/2026

The Town Mayor will put the nominations to the meeting. Members will vote and the Town Mayor will declare the result.

2. Declaration of Acceptance of Office

To receive the Declaration of Acceptance of Office by the newly elected Town Mayor, to be witnessed and signed by the Town Clerk.

3. Outgoing Mayor's Address

To receive the outgoing Town Mayor's address.

4. Newly Elected Mayor's Address

To receive the newly elected Town Mayor's address.

5. Election of Deputy Mayor

The newly elected Town Mayor will ask for nominations for the Office of Deputy Town Mayor for 2025/2026.

The Town Mayor will put the nominations to the meeting. Members will vote and the Town Mayor will declare the result.

6. Declaration of Acceptance of Office

To receive the Deputy Town Mayor's Declaration of Acceptance of Office, to be witnessed and signed by the Town Clerk.

7. Apologies

To receive apologies for absence

8. 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.

9. 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 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.

10. Minutes

To approve the Minutes of the Full Council meeting held on 31st March 2025.

11. Co-Option of Councillors

To receive written applications for the office of Town Councillor and to invite applicants to address the Council for no more than five minutes each.

To resolve to co-opt candidates to fill the existing vacancies in South Ward, East Ward and Forest Ward (one in each ward)

12. Signing of Deeds and Legal Documents

To appoint four members, including the Town Mayor and Deputy Town Mayor, for signing of legal documents and deeds.

13. Signatories

To review and appoint members as signatories for banking and payments, as per the report of the Finance Officer attached.

14. Power of General Competence - Report of the Town Clerk

To consider and resolve that the Council meets the criteria for eligibility to adopt the General Power of Competence as set out in the Localism Act 2011 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

Electoral Mandate: - At the time of the resolution to adopt the GPC, at least two-thirds of the total number of councillors must have been elected, not co-opted or appointed.

Qualified Clerk: - The clerk must hold a recognised qualification.

Recommended Resolution:

"That Melksham Town Council confirms it meets the criteria for eligibility relating to the electoral mandate and the qualification of the Clerk, and hereby adopts the General Power of Competence as set out in the Localism Act 2011, s.1-8."

15. Standing Orders

Members are requested to approve the (updated) Standing Orders.

16. Financial Regulations

Members are requested to approve the (updated) Financial Regulations

17. Investment Report

To receive the Town Council's Investment Report for the year ending 31st March 2025.

18. Terms of Reference

To approve Terms of Reference.

19. Calendar of Meetings

To approve the Calendar of Meetings for 2025/26

20. Committees

To appoint members, chairs and vice chairs to committees.

20.1 Asset Management and Amenities Committee

9 members. Previous membership

Councillor A Westbrook (Chair)

Councillor J Oatley (Vice-Chair)

Councillor P Aves

Councillor G Cooke

Councillor G Ellis

Councillor J Hubbard

Councillor T Price

Councillor S Rabey

Councillor J Westbrook

20.2 Community Development Committee

9 members. Previous membership

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

20.3 Economic Development and Planning Committee

9 members. Previous membership

Councillor S Rabey (Chair)
Councillor A Griffin (Vice-Chair)
Councillor P Alford
Councillor P Aves
Councillor G Cooke
Councillor G Ellis
Councillor J Oatley
Councillor C Stokes

20.4 Finance Administration and Performance Committee

9 members. Previous membership

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

20.5 Personnel

5 members, to include Town Mayor and Deputy Town Mayor, and 2 reserves. Previous membership

Councillor T Price
Councillor S Rabey
Councillor P Alford
Councillor J Hubbard
Councillor J Westbrook

Reserves – Councillor P Aves and Councillor C Stokes

21. Committee names

To approve the renaming of committees and Working Groups as follows:

Budget Working Group to Budget Sub Committee
Asset Management & Amenities to Facilities & Amenities
Finance, Administration & Performance to Finance
Staffing to People

22. Working Groups

To review Working Groups to ensure relevance and appoint membership.

Budget Working Group

No previous membership

Cemeteries Task & Finish Group (joint with Melksham Without)

Previously Councillor P Alford, Councillor S Crundell, Councillor C Stokes

CCTV and Community Safety Working Group (joint with Melksham Without)

Previously Councillor P Aves, Councillor J Hubbard, Councillor J Oatley, Councillor C Stokes

CIL Funding Projects Working Group (Joint with Melksham Without)

Previously Councillor P Alford, Councillor E Ellis, Councillor J Hubbard

Events Working Group

Previously Councillor P Aves, Councillor J Oatley, Councillor T Price, Councillor S Rabey, Councillor J Westbrook

Green Flag Task & Finish Group

Previously Councillor P Aves, Councillor J Hubbard, Councillor Westbrook

Shurnhold Fields Working Group (Joint with Melksham Without)

Previously Councillor P Alford, Councillor P Aves, Councillor S Rabey

23. Santa's Grotto 2025

Community Development Committee on Monday 7th April 2025 considered a request for Friends of Gifford Surgery to run Santa's Grotto 2025. Committee wished other groups to have the opportunity to be considered.

To approve the proposed criteria for considering requests to run Santa's Grotto or if this cannot be agreed, to consider setting up a Task and Finish Group and to appoint members.

24. Outside Bodies

To confirm/appoint representatives on outside bodies. Current representatives are listed below and details of outside bodies remit and commitment required is attached for information.

N.B If a councillor has a conflict of interest between their opinion and Melksham Town Council policy, they should inform the Town Clerk and find a replacement to represent Melksham Town Council on the outside body. Alternatively, they should represent Melksham Town Council's views, adding their own view as a personal view or minority report.

Outside Body	Previous Representative	Required
2385 (Melksham) Air Training Corps	S Crundell, T Price	Two
Area Board	G Cooke	One
LHFIG	P Aves	One
Carnival Committee	S Crundell	One
Melksham Adventure Centre	No rep	One
Melksham Alms houses Charities	S Rabey, J Westbrook	Two
Melksham Community Transport	G Ellis	One
Melksham League of Friends	J Crundell	One
Rachel Fowler Centre Management Committee	No rep	One
Riverside Club Management Committee	J Hubbard	One
Shurnhold Fields (Friends of)	P Aves	One
Melksham Transport User Group	P Aves	Two
Wiltshire Association of Local Councils	T Price	One
Wiltshire, Swindon and Oxfordshire Canal Partnership	S Crundell, G Ellis	Two
West Wiltshire – Elblag – Twinning Association	P Aves	One

25. Confidential Session

Members are requested to make the following resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960.

In view of the sensitive nature of the business to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw.

26. Appointment of CEO/Town Clerk

To receive recommendations from the Personnel Interview panel and agree to the appointment of a CEO/Town Clerk. (Confidential report will follow).