



Melksham Town Council

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

Acting CEO/Town Clerk Miss Hayley Bell

To: Councillor A Westbrook (Chair)
Councillor P Aves
Councillor J Crossley
Councillor A Griffin
Councillor J Westbrook
Councillor
Councillor

3rd June 2025

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summoned to attend the **Facilities & Amenities Committee** 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 9th June 2025 commencing at 19:00.

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/ctcdxdvc>

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

Yours sincerely

Miss Hayley Bell

Acting CEO/Town Clerk

Melksham Town Council
Facilities & Amenities Committee

Monday 9th June 2025 at 19:00

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 hayley.bell@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 Asset Management and Amenities Committee meeting held on 24th February 2025.

5. Vice Chair

The Chair will ask for nominations for the Vice Chair.

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

6. Committee Membership

To agree for Cllr J Oatley to join the Facilities and Amenities meeting.

7. Finance

7.1 Facilities & Amenities

To note the Income & Expenditure report for year to date.

7.2 Assembly Hall

To note the Income & Expenditure report for year to date.

8. East of Melksham Tree Planting

To approve the payment of the cost of an Ecology & Diversity Report from the sum in reserves for this project.

9. Amenities Team

To receive an update report from Dave Elms – Amenities Manager.

10. Assembly Hall

To receive an update report from Brain Bennett. – General Facilities Manager

11. Town Centre Regeneration Fund

To receive an update from Miriam Zaccarelli on the Town Regeneration project.

12. Asset Transfer

To receive an update on the Asset Transfer of the Blue Pool and agree next steps for the Architects to present to Council. (See attachments to item 10)

13. 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.

14. Health & Safety Audit Report

To note the report and that the Facilities Manager is working on a plan of action. Requests for funding or decision may be required in the future.