



Melksham Town Council

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

Acting CEO/Town Clerk Miss Hayley Bell

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

23rd 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 **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 30th 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/3yvp79aa>.

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

Full Council

Monday 30th 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, Equality Act 2010.

AGENDA

1. Apologies

To receive apologies and reasons for absence.

To vote on accepting apologies.

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 ceo@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. 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 2nd June 2025

5. Questions from Councillors

To receive questions from Councillors

6. Town Mayor's Announcements

7. Police Report

To receive a report from Sgt. Rutter.

8. Reports from Unitary Councillors

Unitary Councillors to report on any matters affecting Melksham which have been discussed at Wiltshire Council meetings.

Councillor Alford
Councillor Griffin
Councillor Hubbard
Councillor Stokes
Councillor J Westbrook

9. East Melksham Community Centre

To note that a report will come to the next Full Council meeting on Monday 14th July.

10. Blue Pool

To note that a report will come to the next Full Council meeting on Monday 14th July.

11. Committee membership.

To fill the remaining spaces on committees.

Community Development – to confirm the appointment of Councillor Calland and to appoint one other member.

Amenities & Facilities – to confirm the appointment of Councillor Oatley and to appoint one other member.

Finance, Governance & Performance – to appoint two members.

12. Motion on Facebook Streaming

For decision on the motion to discontinue the streaming of Melksham Town Council meetings via Facebook.

13. Age UK Wiltshire

A grant application was made to allow for the SLA not including year on year cost of living increases. Community Development Committee felt that the payment should be made but should not come from the grant budget and referred the matter to Full Council for a decision on where payment was to come from.

CEO recommendation to allocate £860.00 from the grant budget

14. Grants Policy

For discussion and decision on the grants policy, at the request of the Deputy Mayor Councillor J Westbrook.

The following amendments have been suggested by the Events & Community Development Officer.

- To set the dates for all grant applications to be received by the council for consideration as the 30th April and the 30th September annually.
- Grant recipients with reserves greater than £20,000 will be excluded from application.
- Core grants will from 2029-2030 (the next 4 year funding cycle) only consider fund up to a maximum of 25% of overall event/running costs.

15. Outside Bodies

To note that this item will come to the next full council for decision on appointments to outside bodies.

16. Card Policy

MOTION: Council to consider and approve the proposed Credit Card Policy.

17. 2024/25 Year End Financials

To note. Sam recently circulated the 2024/25 year end financials. Please note that we have finally received the bank statement for the Cambridge Building Society so the interest received in the last financial year has been added. Therefore, the attached documents have changed reflecting this additional revenue.

MOTION: Council to note the 2024/25 year end financials, including the trial balance, balance sheet, explanation of variances, asset register, reserves reconciliation, and income & expenditure.

18. 2024/25 Internal Auditor Report

MOTION: Council to note the internal auditor, recommendations, and responses to recommendations.

19. 2024/25 External Audit (AGAR)

MOTION: Council to approve Section 1 – Annual Governance Statement 2024/25 of the Annual Governance and Accountability 2024/24 Part 3, and to make a recommendation to Full Council that they approve it also.

MOTION: Council to approve Section 2 – Annual Governance Statement 2024/25 of the Annual Governance and Accountability 2024/24 Part 3, and to make a recommendation to Full Council that they approve it also.

20. Internal Transfers

MOTION: Council to approve the RFO to transfer funds between the Unity current account and Unity Savings account as necessary in order to reduce risk to Council of having a high balance in the current account, and to ensure Council get the best return by depositing in the interest savings account.

21. Committee Minutes

21.1 Facilities & Amenities

To receive the minutes of the Facilities & Amenities (then Asset Management and Amenities Committee) meeting held on 24th February 2025.

[Link to 24th February 2025](#)

21.2 Community Development

To receive the minutes of the Community Development Committee meetings held on 3rd February 2025 and 7th April 2025.

[Link to 3rd February 2025](#)

[Link to 7th April 2025](#)

21.3 Economic Development and Planning

To receive the minutes of the Economic Development and Planning Committee meetings held on 11th March 2025, 1st April 2025, 22nd April 2025 and 20th May 2025.

[Link to 11th March 2025](#)

[Link to 1st April 2025](#)

[Link to 22nd April 2025](#)

[Link to 20th May 2025](#)

21.4 Finance Governance & Performance

To receive the minutes of the Finance, Governance & Performance (then Finance Administration and Performance) Committee meeting held on 17th February 2025 and 10th March 2025.

[Link to 17th February 2025](#)

[Link to 10th March 2025](#)

22. 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.

23. Health & Safety Audit

To receive a progress report on works done to address issues in the report.