



**MELKSHAM TOWN COUNCIL  
MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE**

<b>Meeting</b>	<b>Community and Development Committee</b>
<b>Date</b>	<b>7<sup>th</sup> April 2025</b>
<b>Report Title</b>	<b>Melksham Town Council Event Plan 2025</b>
<b>Authors</b>	<b>Hayley Bell Deputy Clerk , Christina Connor Events and Community Development Officer.</b>

### **Purpose of Report**

To update for Melksham Town Council and Community Events for 2025.

### **Introduction**

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

## **Community Development**

Deputy Clerk attended the opening, by the Mayor, of the new park at Awdry Avenue off Bowman Court's on Saturday 1<sup>st</sup> March and attended the opening of the Community Garden at Canberra.

The Events and Community Development Officer has been working with Wessex Community Action to assist them with sourcing a venue to host a community blood pressure monitoring session putting the in touch with the team at The Coventry Building Society to target footfall from the High Street.

The events and community development officer has been supporting The Carnival Committee providing the Town Hall as a central drop off point for applications for their Carnival Royalty and letting the team know when applications were on site for collection and supporting their project by sharing and reposting their social media post requesting the submission of applications.

Provided support to The Melksham Bloomers to try and find someone who can assist them with resetting and accessing The Melksham Bloomers social media accounts. Finding them a volunteer digital champion based at Melksham Library to support them.

Melksham Town Council received the following update from Wiltshire Council:

"We launched our Doorstep Club at Melksham Forrest 3 weeks ago, it has been a massive success with 25+ young people from the estate (Forest Ward) positively engaging with us each week. Lots of fitness and sport activity shaped by the kids which is going down well. It runs on a Thursday 5.00pm-6.30pm down at the community centre/sports field and is free for children and young people to engage with.

Already we are seeing a huge impact, with young people coming to us consistently who are not accessing school, looked after children, young people with SEN and more girls % than boys ! The teenagers that are

engaging with us are helping as leaders with the younger's ones which is really promising. Another positive is that a select group of the parents are opting to stay at the session and have helped me with a few activities putting out equipment etc / taken it upon themselves to do 'laps' around the field during the club, getting their steps up! This feeds nicely into our plans for a women's specific class later in the year.

Lauren is in conversation with local youth work organisations , Youth 4 Christ / 4Youth to explore collaboration and support at these sessions, so will keep you posted on that one! Massive well done to Lauren and Bridie for all of your teamwork and energy getting this going and the community so engaged!"

Information provided by Joe Aygul, Community Sport Programme & Place Lead Leisure, Culture and Communities department at Wiltshire Council.

## **Communications**

Communications has focused on the Civic Reception and upcoming events including the Great British Spring Clean, VE DAY guidance for those planning their own events, the Mayor's Reception and Civic Awards and upcoming school holiday activities.

Support has also been provided to the Assembly Hall promoting the VE Day Lunch and Tea Day across the Melksham Town Council social media platforms and sharing information of the event with relevant stakeholders in the community who may be interested in attending.

## **Melksham Town Council Events 2025**

Updated list of events for 2025 for reference

<b><u>Date</u></b>	<b><u>Day</u></b>	<b><u>Event</u></b>	<b><u>Location</u></b>	<b><u>Start</u></b>	<b><u>End</u></b>	<b><u>Organiser</u></b>	<b><u>Town Crier</u></b>	<b><u>Mayor</u></b>	<b><u>Details</u></b>	<b><u>Type</u></b>	<b><u>Demographic</u></b>	<b><u>Holidays</u></b>
20/01/25	Monday	Coffee and Poppy Evening	Town Hall	6:30pm	8pm	MTC	N	N	Committee Room	Community General	Adults	
21/01/25	Tuesday	Coffee and Poppy Morning	Town Hall	10am	12 noon	MTC	N	N	Committee Room	Community General	Adults	
02/02/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		Community General	All	

15/02/25	Saturday	Melksham Youth Advisory Board Launch Event	Assembly Hall			MTC	N	N		Children	Young People	Schools break up Fri 14th Feb 2025
18/02/25	Tuesdays	Coffee and Poppy Morning	Town Hall	10am	12 noon	MTC	N	N	Committee Room	Community General	Adults	
18/02/25	Thursday	Half Term Activities - film	Assembly Hall	11am	2pm	Assembly Hall	N	N	Feb Half Term	Children	Children	Half Term Sat 15th - Sun 23rd Feb 2025
24/02/25	Monday	Coffee and Poppy Evening	Town Hall	6:30pm	8pm	MTC	N	N	Committee Room	Community General	Adults	
02/03/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		Community General	All	

15/03/25	Saturday	Vegan Market	Market Place			Aarde Events	N	N			All	
18/03/25	Tuesday	Coffee and Poppy Morning	Town Hall	10am	12 noon	MTC	N	N	Committee Room	Community General	Adults	
21/03/25	Friday	Mayor's Reception	KGV	7pm	11pm	Mayor's secretary	Y	Y	Assembly Hall	Community General	All	
28 <sup>th</sup> /29 <sup>th</sup> 30 <sup>th</sup> March	Thursday, Friday & Saturday	Market Group Spring Market	Market Place	10am	6pm	Market Group	N	N		Community General	All	
31/03/25	Monday	Coffee and Poppy Evening	Town Hall	6:30pm	8pm	MTC	N	N	Committee Room	Community General	Adults	
06/04/25	Sunday	Melksham's Great British Spring Clean	Town General	1pm	3pm	MTC	Y	Y	As always	Community General	All	

10/04/25 & 17/04/25	Thursday	Half Term Activities	KGV	11am	2pm		N	N	Both weeks of Easter Hols		Children	Easter Hols Sat 5th - Mon 21st Apr 2025 / Bank Hols Fri 18th and Mon 21st April 2025
11/04/25 - 13/04/25	Thursday, Friday & Saturday	Market Group Spring Market	Market Place	10am	6pm	Market Group	N	N		Community General	All	
22/04/25	Tuesday	Coffee and Poppy Morning	Town Hall	10am	12 noon	MTC	N	N	Committee Room	Community General	Adults	
16 <sup>th</sup> , 17 <sup>th</sup> , 18 <sup>th</sup> , April	Weds- Friday	Bounce Around inflatables	KGV	10am	5pm	Bounce Around	N	N		Community General	Children	Second week of Half Term

26/04/25	Saturday	Melksham Makers Market	Market Place	9am	2pm	Melksham Makers	N	N	Last Saturday of every month (April – Sept excludes Aug)	Community General	All	
04/05/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		Community General	All	
04/05/25	Sunday	Park Yoga Starts	KGV	9.30am	10.30am	Park Yoga	N	Y	Partner with WASP to lead	Sports	All	Bank Holiday Mon 5th May 2025
06/05/25	Monday	80th Anniversary VE Day Business Window Competition	Town General	4pm	5pm	MTC	N	Y		Community General	Businesses	
08/05/25	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



23/05/25	Friday	Shambles Festival- Live Band Night	KGV	6pm	9.30pm	Shambles	N	N	James Wilkins private event	Music	Adults	Half Term Sat 24th May – Sun 1st June 2025
24/05/25	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
25/05/25 OR 26/05/25	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
29/05/25	Thursday	Half Term Activities	KGV	11am	2pm		N	N	May Half Term		Children	Half Term Sat 24th May – Sun 1st June 2025
31/05/25	Saturday	Melksham Makers Market	Market Place	9am	2pm	Melksham Makers	N	N	Last Saturday of every month (April – Sept excludes Aug)	Community General	All	

01/06/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	Y		Community General	All	
28/06/25	Saturday	Melksham Makers Market	Market Place	9am	2pm	Melksham Makers	N	N	Last Saturday of every month (April - Sept excludes Aug)	Community General	All	
05/07/25	Saturday	Melksham Carnival	Evie's Kitchen	6pm	8pm	Melksham Carnival	TBC	Y	Carnival-run event	Community General	All	
06/07/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		Community General	All	
14/07/25	All week	Melksham Gardens Competition includes business window competition	Town General	ALL	WEEK	MTC	N	Y	Judging date TBC	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	
26/07/25	Saturday	Melksham Makers Market	Market Place	9am	2pm	Melksham Makers	N	N	Last Saturday of every month (April - Sept excludes Aug)	Community General	All	
Starts 29/07/25 until 28/08/25	Tuesday and Thursday all Summer	Half Term Activities	KGV	11am	2pm	Tuesday Football Factory TBC	N	N	Summer Hols Tues and Thurs		Children	Summer Hols Fri 25th July- Sun 31st Aug 2025
03/08/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		Community General	All	

30/08/25 and 31/08/25	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
07/09/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		Community General	All	
13/09/25	Saturday	Proms in the Park	KGV	6pm	11pm	MTC	N	Y	As per last year	Community General	All	
26/09/25	Friday	Macmillian Coffee Morning	Town Hall			Assembly Hall	N	N		Community General	All	
27/09/25	Saturday	Melksham Makers Market	Market Place	9am	2pm	Melksham Makers	N	N	Last Saturday of every month (April - Sept excludes Aug)	Community General	All	

05/10/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		Community General	All	
23/10/25 and 30/10/25	Thursday	Half Term Activities	KGV	11am	2pm		N	N	October Half Term	Sports	Children	Half Term Thurs 23rd Oct- Sun 2nd Nov 2025
27/10/25	Monday	Halloween Window Competition	Town General			MTC	N	Y		Community General	Businesses	
02/11/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		Community General	All	
09/11/25	Sunday	Remembrance Day	Town General	10am	12noon	St Michael's and Royal British Legion/MTC	Y	Y	As always	Community General	All	
10/11/25	Monday	Remembrance Window Competition	Town General			MTC	N	Y		Community General	Businesses	

W/C 24/11/25	Monday	Christmas Window Display Competition Judging	Town General			MTC	N	Y	Window display comp as usual	Community General	Businesses	
06/12/25	Saturday	Xmas Market and Light Switch On	Town General	2pm	6pm	MTC/Melks ham Christmas Lights	Y	Y	Event as always	Community General	All	
07/12/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		Community General	All	
12/12/25	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 – MTC Events

Red – Third party organisations

**New events to note:**

The Market Square Group Spring Event has moved to the 28<sup>th</sup>/29<sup>th</sup> and 30<sup>th</sup> March from April 2025.

Bounce Around an inflatable hire company are hiring KGV for 3 days in the second week of half term providing a ticketed event for children.

## **Melksham Town Council Holiday Activities**

The Community Development Officer has sourced a circus skills workshop – Clare’s Circus as the week 1 holiday activity at a cost of £280 for 2 staff for 3 hours on Thursday 10<sup>th</sup> March 2025 and includes a tightwire activity, plate spinning, scarf juggling and balancing skills as a few examples of the activities provided.

ATB Workshops have worked directly with HAF and approached Melksham Town Council as a previous key stakeholder and are providing a fully funded skate session at the Melksham Skate Park on Thursday 17<sup>th</sup> April 2025 this will be the free activity provision for Week 2 of the Easter holidays.

Our colleagues in the Assembly Hall are continuing to schedule a film during the school holidays. The screening will be in week 2 only, on Wednesday 16<sup>th</sup> April. Due to the volume of bookings at the Assembly Hall in week 1 it is not possible to schedule a film during the first week of the holidays. They will however have a screening of Hop and Chicken Little which will take place at 11am and 2pm. Tickets will be charged at £3 per ticket.

Bounce About will be in King George V Playing Field for the second week of the Easter holidays operating between 10am – 5pm 16<sup>th</sup> – 18<sup>th</sup> April 2025 providing a paid for activity on a range of bouncy castles and other inflatables at a cost of £9 per ticket.

The Splash Pad will be open from Friday 18<sup>th</sup> April 2025.

## **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**

The Events and Community Development officer has developed a sponsorship pack that provides sponsorship opportunities for a range of community events across the year. Encouraging organisations to invest in these projects whilst ensuring that we are providing a competitive and comprehensive offer to our sponsors.



Currently have an agreed sponsor in principle for the schools' picnic as part of the VE Day Commemorations to the value of £1000 and are discussing the terms and conditions with them.

## **2. Grant Applications.**

The Deputy Clerk has submitted to Melksham Area Board an application for a grant contributing to Park Yoga this has been deferred until the new financial year by Wiltshire Council.

The Wiltshire and Swindon Sports Partnership are contributing 50% of the running costs for the 2025 season of Park Yoga and the Events and Community Development Officer is working with them to ensure this is in place ahead of the start of the Park Yoga Season.

An area board grant was submitted for youth projects 13+ holiday activities and was considered at the meeting of the Melksham area board on Wednesday 5<sup>th</sup> March and we were successful in received £2500 for youth holiday activities and now developing a plan for use.

The funds for the Youth Advisory Board Launch event were received on the 3<sup>rd</sup> March totalling £1080. The expenditure for this event will be made from Community Projects which will show as overspent as no separate budget code exists in the 2024/25 budget for this event.

## **KGV Playing Field Hire**

Bookings enquiries have begun to be received via the new online booking form for KGV Playing Field Hire.

The Wiltshire Road Race 10 was scheduled to start and end their race as in previous years in KGV on the 9<sup>th</sup> February 2025. As this was booked prior for the 2024/25 financial year park fees were not applied. But Stampede Sports the race organiser has been advised that they will be applicable from the 2025/26 financial year.

Bounce Around a Cornish based inflatable company are hiring KGV with set up from 15<sup>th</sup> April 2025 and the event itself running from 16<sup>th</sup> April 2025 – 18<sup>th</sup> April 2025 with ticketed 2 hour access to the outdoor inflatable fun day aimed at children between the ages of 1-11 years.

The Shambles Festival has been booked in for the 16<sup>th</sup> and 17<sup>th</sup> May 2025 with set up from the 15<sup>th</sup> –18<sup>th</sup> May. A request has been made to the Amenities team to ensure that the grass is cut prior to the 15<sup>th</sup> May so that line marking is unaffected.

Jay's Circus has approached the Town Council to hire KGV from the 6<sup>th</sup> – 11<sup>th</sup> May. We are awaiting their booking form and associated paperwork but would look to proceed with them and could still ensure grass cutting ahead of the Shambles Festival and have arranged a site visit for the week commencing 7<sup>th</sup> April.

Park Run has been contacted to update their booking information for the weekly run. As there is no charge for users participating in Park Run and it supports the Melksham Community with maintaining a healthy lifestyle we would propose that the facility hire fees do not apply to Park Run.

### **K6 Telephone Box Report**

We are awaiting a date from BT for a disconnection date DC has followed up and is awaiting a response.

### **Youth Event – event review**

The youth event arranged by Cllr. Stokes and Cllr. Hubbard in Assembly Hall was a great event – 77 tickets were sold for the event 56 via Ticketsource with 2.4% ticket charged as a fee for online payment. 21 tickets were sold on the door.

The projected costs for the event were as follows:

TOTAL BUDGET= £2,160.00

TOTAL EXPENSES= £1,648.74

TOTAL INCOME= £1,266.14 – this includes the grant received from Wiltshire Council

TOTAL COST= £382.59

TOTAL LEFT OVER= £1,777.41

The costs for this event were coded to 302 4078 Community Projects which as a result will show as overspent. Councillors will need to determine next steps for youth advisory activities.

## **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. The sessions are as follows details as per the image below:

The session on the 18<sup>th</sup> February welcomed 17 attendees as of this date the crafters have created 1643 poppies.

The session on the 24<sup>th</sup> February welcomed 6 attendees

The session on the 18<sup>th</sup> March welcomed 17 attendees. As of this date the crafters have created 4375 poppies.

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

## **VE Day Commemorations**

**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**

The VE Day Commemorations continue to take shape. The materials for the poppy cascade have arrived and with the support of the amenities team will be prepared for the poppies to be attached and a number of the crafters making the poppies have volunteered their services to attach the poppies. The lamp light of peace has arrived and Amenities are ordering replacement new Union Flags. A flambeaux beacon has been hired from SFX Supplies, the cost to purchase one was beyond the event budget.

Forest and Sandridge, Aloeric, Rivermead have all confirmed their attendance at the school's picnic. Bowerhill are unable to attend, and the remaining schools have received follow up contact.

The Assembly Hall have organised a tea dance, lunch and musical entertainments for the afternoon of the 8<sup>th</sup> May. Tickets are now available to purchase.



Other performances confirmed for the Market Place commemoration is a soloist performing I Vow to thee my country and the Wiltshire Police Band who will perform ahead of the beacon lighting.

The Army Cadets and RBL have both been provided with the plans for the evening tribute and have been invited to take a leading part in the event and we are awaiting their response. As they are considering their own

memorial activity to take place in Canon Square. The events and community development officer has suggested they may like to consider this take place ahead of the bell ringing at 6:30pm.

Melksham Town Council's social media accounts have actively shared the information provided by Wiltshire Council in relation to guidance for Street Parties that may involve road closures so that local residents have the time to prepare these should they wish to organise their own events.

We were unsuccessful in our application for a fly past for both VE Day and Armed Forces Day.

### **Proms in the Park**

Proms in the Park is scheduled for Saturday 13<sup>th</sup> September 2025. The Events Community Development Officer has confirmed screen hire at a cost of £2400+VAT from Worcester based Ad:vantage Digital LTD. This is half the cost of the screen hire for 2024.

Prosec has been booked as the Security, first aid at a cost of £388+VAT.

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 and we are continuing to source these for the event.

### **Civic Awards and Mayor's Reception**

The Mayor's Reception took place on Friday 21<sup>st</sup> March 2025 at 19:00 hosting the Civic Awards 2025. The winners were as follows :

- Community Champion of the Year: **Richard Clark** for being the longest serving volunteer driver for Melksham & District Link. He has been a dedicated and totally reliable volunteer for 13 years.
- Community Sports Champion of the Year was **Scott Simmons**. Scott has spent the past 4-5 years championing women and girls sport (rugby) in Melksham, he has worked collaboratively to form the hugely successful Melksham Fawns girls rugby team which now supports over 40 + girls 12-14yrs old in our community to play freely in a caring and supportive environment.
- Business of the Year: **Roc and Floss** for their outstanding coffee business, led by the vibrant and passionate Rocco, has truly gone above and beyond in demonstrating a commitment to supporting and improving the local community through exceptional teamwork, dedication.
- **Doubles** was acknowledged with a special award for a business through adversity having over come fire and flooding.
- Pride of Youth Award **Warren Fox** for always supporting young carers just like himself. Warren has caring responsibilities at home supports his family, on top of completed his GCSE's during 2024 and has gone on to starting A-Levels studies. On top of all of this, Warren has shown nothing but enthusiasm and passion for supporting and volunteering his time to the young carers service.
- Sports Club of the Year: **Melksham Amateur Swimming Club** for being an exceptional swimming club run by fantastic, nurturing, supportive volunteers. They bring out the very best in children who swim with them and achieve great things

£475 was raised on the raffle with a host of prizes donated by local and regional businesses and Melksham Town Council thank them all for their generosity to Julia's House. Melksham Town Council also extends it's thanks to Fiz and Helen the volunteers from Julia's House who rain the raffle so successful.

£1175 was raised for Julia's House via table sponsorship and we thank Chloe's Farm, JMS Flooring, Good News Church, Gompels, Freddie's Double Duce Bar, Evie's Kitchen, Appleby and Townsend Estate, Feet First Foot Care and Ear Wax Removal and Rhino Play for sponsoring tables.

Melksham Town Council extends its thanks to the 2385 (Melksham) Squadron of the Air Training Corp for the exceptional support they provided to the Mayor's Civic Reception they are credit to their Squadron leaders.

113 tickets were sold each award 6 nominees will receive a refund of £25 their ticket. Although one award winner has donated his refund to Julia's House instead. Deducting the nominees' tickets generates projected Income of £2229.17 made from the event to off set its overall cost.

Refa Tandoori, and The Gourmet Brownie Kitchen provided catering, Funcas Ltd provided the casino and a number of decorative props to decorate the room. Lighting was provided by Paul Seemayer, PA and sound by Soundcat, the Photobooth by Elite Promotions and musical entertainment by Franki Soul.

Projected Costs;

Expenditure £4,345.55

Ticket Sales and Sponsorship £2,398.34

Julias House Charitable donation from event £1,675

Total cost from the event budget £1,947.21

The date for the Civic Reception is scheduled for the 13<sup>th</sup> March 2026.

## **Explorer App**

The Events and Community Development Officer meet with the officer from Wiltshire Council responsible for the heritage side of the Explorer App on the 24<sup>th</sup> February to gain an understanding of the system and how best to populate the system with data. The recommendation from Wiltshire Council was for the volunteers to continue either as individuals or as a group to populate the sights required and when a batch is ready to inform the relevant Melksham Town Council officer for them to check the data over and

arrange for it to be posted to the app. The Events and Community Development Officer has since met with members of the volunteers who were happy to take this suggestion back to the rest of the group and feedback to us on who would like to continue to be involved. They asked for the Events and Community Development Officer to follow up with Wiltshire Council to confirm the limit for the number of Sights which has been actioned and it was confirmed that there was no limit to sights on the App.

Wiltshire Council have also introduced us to the team at Warminster town council who have had great success on their version of the Explorer App with trails and challenges to see how we can utilise this perhaps for the business window competitions.

## **Agenda Item 7**

### **Town Event**

*Full Council meeting 19/08/2024. Council resolved to*

- plan a summer civic event for 2025 with authority delegated to Community Development Committee and the Events and Community Development Officer to spend up to £10000. Such sum to be allocated when budget is set for 2025/2026.*
- proceed with the formal Mayor's Reception with the existing allocated budget of £2000.*

*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 13<sup>th</sup> –14<sup>th</sup> May 2025 (ticketed event)
- The Shambles Festival Melksham anticipated to be the last weekend between May and June 2025 (ticketed event)
- Wiltshire Throwback Festival 20<sup>th</sup>–21<sup>st</sup> June 2025 (ticketed event) held at Melksham Oakfield Stadium
- Trowbridge Festival – July 25 to 27 2025 held at Southwick (ticketed event)
- The Trow Vegas Festival – 26th July 2025 in Trowbridge Park (Ticketed event)
- The Chippenham Park in the Party held in Island Park, anticipated to be held in the first week of August 2025.
- Minety Music Festival 3<sup>rd</sup> – 6<sup>th</sup> July 2025 (ticketed event)

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

VE Day Commemorations 8<sup>th</sup> May 2025

Devizes Arts Festival 30<sup>th</sup> May 2025– 15<sup>th</sup> June 2025 (includes music and comedy acts)

Melksham Carnival scheduled 5<sup>th</sup> July 2025

Active Festival – Trowbridge Park 12<sup>th</sup> July 2025

Melksham Food and River Festival 30<sup>th</sup> and 31<sup>st</sup> August 2025

MTC event staff are unavailable on the 9<sup>th</sup> August 2025

We would suggest the town event runs from 12 noon – 6pm allowing for a 3 hour set up and pack down time either side of the event.

Other suggested ideas for the town event included:

- A community showcase for local charities and organisations to fundraise and recruit volunteers.
- Community Field Day – relay races, sack races, tug of war, dunk tank
- Community Picnic
- Outdoor cinema screening festival day
- An arts week collating events across the town.
- Beach Party

A decision on this agenda item was deferred from the Community Development Meeting on the 03/02/2025. There is a concern that there is now a lack of time to book in the required infrastructure for the event and availability of preferred entertainment resources which may now be committed to other events locally.

**Recommendation:** For the committee to confirm whether they would still seek for the event to proceed as the time frame is limited and if so to agree the times proposed for the town event and select a date to hold it and to confirm the theme.

## **Agenda Item 8**

### **Christmas**

The Community Development Officer contacted Operation Christmas Child to establish the procedure for registering as a Drop Off Location. Applications open in late September/early October and involve filling out a webform from their website. Operation Christmas Child are working on the details for their 2025 Operation Christmas Child season which are still in the process.

Carols by the Tree – Friends of Giffords Surgery would like to host their toy drive again alongside this event as it proved so successful in 2024. They are proposing to hire the Assembly Hall as they feel greater space is required. We were proposing to host the carols event on either 11<sup>th</sup> or 12<sup>th</sup> December as we felt another day in the week may attract more school attendance, as last year several were holding their own events on the same day as our event. The Assembly Hall is only available on the 11<sup>th</sup> December. We therefore propose to host the Carols by the Tree event on Thursday 11<sup>th</sup> December 2025 to accommodate the toy drive alongside the event.

Security and First Aid for Melksham Christmas Lights Switch in has been booked at a cost of 3,004.50+VAT this is in an 11% increase on 2024. The deposit for the PA was carried over and contact has been made to confirm the cost of this for 2025 with Supermix.

The Events and Community Development Officer is currently sourcing quotes for staging.

The Facilities Manager is investigating the possibility of extending the licencing to the Town Hall this will allow us to expand the number of stalls to include the Town Hall building which is required to accommodate the number of stalls for the income budget for the light switch on event.

The Events and Community Development Officer held a meeting regarding a private business leading on the grotto but determined these costs were beyond the event's budget. Both Melksham Carnival and the Friends of Giffords Surgery expressed interest on leading on the Grotto for 2025. The Carnival led on the grotto in 2023 and the Friends of Gifford Surgery volunteered as elves for 2024. The Friends of Giffords Surgery have an existing ticketing structure and platform via their website to presell tickets which proved very positive in 2024.

They would take the responsibility for decorating the grotto utilising existing décor from Melksham Town Council, sourcing a Father and Mrs Christmas with the town council's support, organise the ticketing through their Eventbrite platform, purchase and wrap the presents and in return for the council promoting the grotto as part of the wider light switch on marketing would provide the council with a donation to the Mayor's charity for 2025 with all remaining revenue generated being fed back into their own programme of community health initiatives.

**Recommendation:** To approve The Friends of Gifford Surgery to lead on the provision of the 2025 grotto at the Melksham Christmas Light Switch on and for Melksham Town Council to support them with marketing and promotion of the grotto as part of the wider programming for Christmas.

## **Agenda Item 9**

### **Pop up Park and Buskers in Market Place**

The application for use of the Market Place for the Pop-Up Park has been submitted to Wiltshire Council and they have confirmed their approval to proceed on the 10<sup>th</sup> March. The Deputy Clerk met with the Market Officer for Wiltshire Council on the 3<sup>rd</sup> March to address concerns in relation to the

weekly Tuesday Market, which were resolved whilst undertaking the site visit. The Pop-Up Park installation will begin on the 31<sup>st</sup> March. A prior meeting was held with the Markers Market to discuss any concerns they may have. The Pop – up park is now an asset of Melksham Town Council.

Wiltshire Council were also approached to ascertain its position on street performance and buskers in the Market Place with a view to them utilising the Pop-Up Park for performances. Kevin Oliver provided a copy of the Buskers Code of Practice and advised that Wiltshire Council do not provide permission but leave busking to the town councils to manage. Further advising, councils have no powers or resources to move them on – only the police can do this if they are causing obstruction. No busking will be allowed if the Market Place is already booked out by other groups directly with Wiltshire Council any request to use the pop-up park would first need to be checked with Wiltshire Council. Melksham Town Council have received enquiries for busking.

**Recommendation:** To consider whether the town council would like to invite buskers and performers to use the Market Place as a performance space and whether to adopt the Wiltshire Council Buskers Code of Practice.

## **Agenda Item 10**

### **Religious Statue**

A religious statue of Jesus has been situated in the town council offices for some time since its removal from the Friends Garden on King Street, likely during the renovations to the garden following its transfer. Having contacted and asked the former trustees of the Spiritualist Church what action they would recommend for the statue. They have asked for it to be returned to or as close as possible to its original location.

**Recommendation:** To request the amenities team to return the statue to the garden as per the trustees request.

