



# Melksham Town Council

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

Acting CEO/Town Clerk Miss Hayley Bell

To: Councillor J Westbrook (Chair)  
Councillor P Aves  
Councillor R Cleary  
Councillor G Elson  
Councillor S Rabey

9<sup>th</sup> 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 **Community Development 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 16<sup>th</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/yfc3hsse> .

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**  
**Community Development Committee**

**Monday 16<sup>th</sup> June 2025**

**At 7pm at the Town Hall**

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@melksham-tc.gov.uk](mailto:hayley.bell@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 Community Development Committee meeting held on 7<sup>th</sup> April 2025.

**5. Committee Membership**

To agree for Councillor E Calland to joint the Community Development Committee.

**6. 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.

**7. Budget**

To note total spend against budget to date and available balance

**8. Grants**

**8.1 Policy**

To note that a proposed amended policy is to be presented to Full Council

**8.2 Core Grants**

For decision on Core Grants for the Council years 2025 to 2029.

8.2.1 4Youth

8.2.2 Melksham Food and River Festival

8.2.3 Melksham Carnival

8.2.4 Melksham Tourist Information Centre

**8.3 Community Grants**

8.3.1 Age UK

8.3.2 Alzheimer's Support

8.3.3 Cacti Society

8.3.4 Melksham Foodbank and Lifeline CIO

8.3.5 Melksham Girlguiding

8.3.6 Group Five

**8.4 Monitoring Forms**

To receive monitoring forms for grants awarded in November 2024 and Core Grant for 4Youth

**9. Items to note**

To note items in the report that are to note.

**10. Great British Spring Clean**

For decision on allocating a budget code to the event

**11. Christmas**

For decision on providing a photobooth for the Christmas Lights Switch On.

**12. Civic Awards**

At the Community Development meeting on 7<sup>th</sup> April 2025 there was discussion on the Civic Awards 2025 and it was felt that the process for awards should be reviewed by members of this committee.

For decision.

**13. Motion on Melksham Carnival**

For decision on motion for payment of sums to Melksham Carnival from events budget.