



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

8th July 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 14th July 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/mrx9fbpn>

Yours sincerely

Miss Hayley Bell - Acting CEO/Town Clerk

Melksham Town Council

Full Council

Monday 14th July 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. Questions from Councillors

To receive questions from Councillors

5. Town Mayor's Announcements

6. 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

7. Outside Bodies

For decision on appointment of representatives to Outside Bodies

Full Council on Monday 12th May 2025 agreed to ask outside bodies to provide details of what was expected and how often meetings took place, and then to attend the meeting when representatives were appointed.

Replies have been received from:-

Elblag Twinning Association

Friends of Melksham Hospital

Melksham Almshouses

Melksham Carnival

Melksham Transport Group

Melksham Riverside Club

8. Bank Signatories

MOTION: That Council consider and decide upon approving increasing the pool of bank signatories.

Recommendation from the RFO: That all of the Finance, Governance & Performance Committee Members are signatories, plus two non-Committee Members.

SUPPORTING INFO:

Due to availability of signatories, and the low number of signatories, it is time consuming to get two Members to check/sign invoices, and for two Members to access the bank to approve/release payments. Having a larger pool would enable the process to be speeded up, accounts kept up-to-date, suppliers paid on time and have cover for holidays/sickness.

9. Policies for Approval

9.1 Audio Recording Policy

- 9.2 Complaints Policy
- 9.3 Co-Option Policy
- 9.4 Publication Scheme Policy
- 9.5 Social Media

10. Blue Pool

To note that the transfer has now been completed, the Locum Clerk arranged the reinstatement valuation which was completed by Right Surveyors. The valuation was £3,125,000. The total cost £1879.17 paid in QTR 1. The insurance was arranged by the Locum Clerk for one year the cost of £8166.85 The council has received an invoice from Wiltshire Council non-domestic rates 25/06/2025 - 31/03/2026 £26609.59.

11. Shurnhold Field

To note that a Shurnhold Field Working Group meeting, attended by Friends of Shurnhold Field, has been held. Phase 1 of the work will proceed as planned. The location of the maintenance shed will be decided at a later date.

12. Other items to note

CEO and Wiltshire Council Community Engagement lead has met to discuss partnership working on a variety of projects within Melksham.

RFO the interviews took place on 08/07/2025 and an update will be provided to personal committee.

Grant applications have been submitted to Wiltshire Council area board and a grant application to Wiltshire Council public health household support fund (HFH) to have a refill water fountain at KGV.