



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.

[REDACTED]

From:
Sent:
To:
Subject:

Good morning, [REDACTED],
Please find below some info about the Twinning.
Kind regards,
[REDACTED]

a) We would like to have a Cllr to represent Melksham Town Council.

b) Information regarding the West Wiltshire/ Elblag Twinning Association.

The West Wiltshire/Elblag Twinning Association is unusual if not unique. The standard twinning model is of local twinning groups who run their affairs and encourage meetings between people of the (usually) two towns. Because Elblag came from the former Soviet Block the links are much more formal, there is no citizens group in Elblag, any visits have to be arranged through the City Council. The Twinning was set up in 2000 between West Wiltshire District Council and the city of Elblag in north east Poland. On the demise of the District Council in 2009 the 5 Towns of West Wiltshire agreed to continue to support the Twinning.

All the 5 Towns of West Wiltshire are signatories to the West Wiltshire/Elblag Twinning Charter.

All the towns are members of the association.

Since 2009 one of the West Wiltshire Mayors has also been invited to become President of the Association for one year in rotation.

The Chair and Committee are elected from the members annually. Each Town has a representative appointed by the Town Councils.

The West Wiltshire / Elblag Twinning Association is open to all who live or work in West Wilts.

The association has been set up to:-

- promote and foster friendship and understanding through twinning and otherwise between the people of West Wiltshire and those of Elblag in Poland.*
- encourage and assist individuals, youth and adult groups to make contacts and visits between the linked Towns in order to further the partnership and broaden the mutual understanding of the cultural, recreational, educational and commercial activities of the linked towns.*

As the Elblag Twinning is with the 5 Town Councils of West Wiltshire the Town Council representatives are the direct link between the Association and the Town Councils. We hope that they will report back and encourage support for the Twinning visits and events.

c) At most we have 4 committee meetings a year plus the AGM.

We try to vary the meeting venues to include the 5 Towns.

d) Regarding attending a meeting Pat Aves has been the rep and is a member so hopefully she would be at the Council meeting.

On 04/06/2025 08:16 BST [REDACTED] wrote:

Good morning [REDACTED]

[REDACTED] has given me your email as the contact for West Wiltshire -Elblag - Twinning Association

At Melksham Town Council's Annual Meeting last month, councillors resolved, as this was a new council, not to appoint representatives to any outside bodies at that time. It was agreed that the organisations on the list be asked to provide details of what was expected and how often meetings took place, and then to attend the meeting when representatives were appointed.

I would be grateful if you could confirm:-

- (a) Whether or not you wish the Town Council to appoint a representative?
- (b) What would be expected of the representative?
- (c) How often they would be expected to attend meetings/events?
- (d) That someone would be able to attend the Town Council meeting when representatives are appointed?

Thank you for your time and I would be grateful if you could reply by Monday 16th June 2025. I look forward to hearing from you.

Regards.

[REDACTED]

[REDACTED]

From:
Sent:
To:
Cc:
Subject:

Hi [REDACTED]

In my capacity of chairman for the Friends of Melksham Hospital I am replying to your earlier e mail. To answer your questions I do not believe at this time that the town council members would be able to offer anything of value to our endeavours through there attendance, however that does not preclude any person wishing to join us as your representative or on their own behalf, we would welcome them. Our engagements with the local MP both past and present has been in an endeavour to establish the future of the hospital which is still uncertain and could affect our status. We meet 4 times a year on a formal basis and whenever there is a need for a working party in relation to supporting our constitution and friends of the hospital status.

If there are any further questions please feel free to ask

Regards
[REDACTED]

[REDACTED]

Subject: Council representative for Friends of Melksham Hospital

Good afternoon [REDACTED]

At Melksham Town Council's Annual Meeting last month, councillors resolved, as this was a new council, not to appoint representatives to any outside bodies at that time. It was agreed that the organisations on the list be asked to provide details of what was expected and how often meetings took place, and then to attend the meeting when representatives were appointed.

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- (b) What would be expected of the representative?
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Thank you for your time and I would be grateful if you could reply by Monday 16th June 2025. I look forward to hearing from you.

Regards.



[REDACTED]

From:
Sent:
To:
Subject:

Hello [REDACTED]

Thank you for your email. Yes, I have now replaced [REDACTED] as secretary for the Charity.

Our Constitution states that two representatives from the Town Council are nominated as Trustees for the Charity for a four year period. Currently, we have Jennie Westbrook and Saffi Rabey. I have been in contact with them both as I understand they are not sure whether they are to continue with us or not due to the change in office and other people maybe having an interest in becoming a Trustee? I assume at your next meeting this can be discussed and if Jennie and Saffi continue to stay on as Trustees then that would be advantageous to us. Or please let me know if anyone else expresses an interest. To answer your questions:

(a) Whether or not you wish the Town Council to appoint a representative? *Yes please. Only if Jennie and Saffi resign?*

(b) What would be expected of the representative? *I have copied an extract from the Almshouse Association: What are the responsibilities of trustees? 4.6.1 All trustees must, individually seek to: (a) carry out their role with propriety, integrity, dedication and commitment; (b) avoid conflicts of interest (including conflicts of loyalty) and be clear to abstain from any involvement on any matter where they may have a conflict of interest; and (c) be conversant with the charity's Governing Document, principles and policies as well as keeping abreast of legal and regulatory requirements, as well as best practice within the sector. 4.6.2 There are a number of general principles which apply to all trustees, they must: (a) act honestly, prudently and with integrity in the best interests of the charity; (b) ensure the charity remains true to its charitable purposes and objects and carries them out for the public benefit; (c) administer the charity in accordance with the Governing Document; (d) only use the charity's funds for the charitable purposes set out in the Governing Document; (e) ensure the charity plans and monitors its financial future and remains solvent; (f) safeguard the charity's property, funds, assets and reputation, and avoid putting them at risk by neglect or speculation; (g) comply with the law, Charity Commission requirements, and other relevant legal or regulatory frameworks; and (h) avoid conflicts of interest (including conflicts of loyalty) (i) seek external professional advice as appropriate; and (j) safeguard the interests of the charity's residents, employees and volunteers.*

The main role would be to attend the meetings; I report on any issues and the ongoing running of the Charity's five properties. We have grant applications which the Trustees decide whether or not to donate to. It is a great charity to be a part of.

(c) How often they would be expected to attend meetings/events? *We meet four times a year (Jan, March, June, September) usually on a Wednesday evening for 1- 2 hours*

(d) That someone would be able to attend the Town Council meeting when representatives are appointed? *Yes, please let me know the date/time and I can discuss this with Pat Aves, our Chair.*

Please let me know if you require any further information?

Many thanks

[REDACTED]

[REDACTED]

Secretary to the Trustees

[REDACTED]

The Melksham Almshouses Charities

(a Charitable Incorporated Organisation)

Registered Charity No. 115 4575

On Mon, 9 Jun 2025 at 10:28, [REDACTED] wrote:

Good morning.

I have previously sent this to [REDACTED] but it has come back undeliverable and [REDACTED] tells me that he has retired.

At Melksham Town Council's Annual Meeting last month, councillors resolved, as this was a new council, not to appoint representatives to any outside bodies at that time. It was agreed that the organisations on the list be asked to provide details of what was expected and how often meetings took place, and then to attend the meeting when representatives were appointed.

I would be grateful if you could confirm:-

(a) Whether or not you wish the Town Council to appoint a representative?

- (b) What would be expected of the representative?
- (c) How often they would be expected to attend meetings/events?
- (d) That someone would be able to attend the Town Council meeting when representatives are appointed?

Thank you for your time and I would be grateful if you could reply by Monday 16th June 2025. I look forward to hearing from you.

Regards.



[REDACTED]

From:
Sent:
To:
Subject:

Follow Up Flag:
Flag Status:

Follow up
Flagged

Hi [REDACTED]
Yes we saw the conversation take place, but thank you for making sure we were aware.

We absolutely would love to have a representative for council.
We wouldn't expect anything from them in terms of attending meetings - tho would happily send them a copy of the minutes should they wish to have them, we are sure they have better things to do then that.
However, it would be wonderful to have someone to keep an eye out for us of things we may miss, or in extreme cases if we can't attend a meeting we are required to (tho we are good at coming along) that could speak on our behalf/ read a statement from us or if we have something we would like to discuss, we could contact directly.

I can't confirm someone can attend the meeting when councillors are selected as I'm not sure when that might be - but I'll certainly do my best as we do for all meetings that concern us

Thank you for taking the time to ask our thoughts

[REDACTED]

Sent from [Outlook for iOS](#)

Subject: Council representative

Good afternoon [REDACTED]

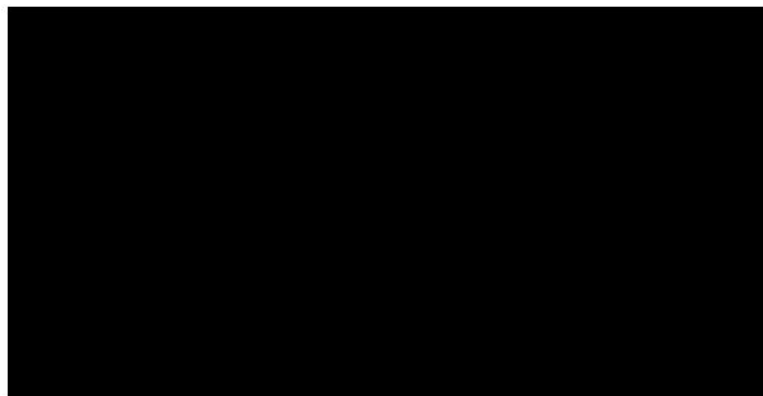
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Regards.



Melksham Town Council, Town Hall,
Market Place, Melksham, Wiltshire SN12 6ES



[REDACTED]

From:
Sent:
To:
Cc:
Subject:

[REDACTED]

Re: Council representative for Melksham Transport User Group

Follow Up Flag:
Flag Status:

Follow up
Flagged

Dear [REDACTED]

A good (probably overdue) review of all the various group reps. For Melksham Transport User Group

In initial answer to your initial question - yes, keep me as the contact. That may change in the autumn. The following to be confirmed by colleagues when I get back to the UK and we get together but:

a) Yes, please. We would very much like a Town Council representative. MTUG is a development from the old MRDG which was set up by the councils in the first place, and it is very much in everyone's interests of run to co-ordinate and co-operate into the future.

b) It would be useful if our "Town Council Representative" could attend in person perhaps 4 meetings a year and perhaps a couple of events, relay our findings back to MTC to help keep councillors informed, and relay important MTC information to us. The person appointed does NOT need to be a bus or train expert - but rather to have an interest in working with us in encouraging public transport use for appropriate journeys and encouraging the powers that be to improve public transport offering into the future.

c) Oops - I have answered "how often" as part of my previous answer. But I will stress - someone who can attend these meetings rather than just being invited should they wish to attend.

d) YES - someone would be delighted to attend. Could not be guaranteed for short notice additions to the diary, and may at times be easier via Teams if short notice - we're a transport group and not always around in person.

Bcc-ing our membership / secretary and treasurer to bring them up to speed before I return. Also copy to the Melksham Town Councillors for the North Ward where the railway station is located. As rail and the station is a fair proportion of what we do (it needs more attention than buses at present and for the next year or two) one of them may be the most logical representative

[REDACTED]

On 2 Jun 2025, at 15:10, [REDACTED]

wrote:

Good afternoon 

Hope you are well and still the correct contact for this group.

At Melksham Town Council's Annual Meeting last month, councillors resolved, as this was a new council, not to appoint representatives to any outside bodies at that time. It was agreed that the organisations on the list be asked to provide details of what was expected and how often meetings took place, and then to attend the meeting when representatives were appointed.

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Regards.



From:
Sent:
To:
Subject:

Re: Council Representative for Riverside Club Management Committee

Good morning [REDACTED]
Thank you for your email.
We have discussed it at committee and would like to continue having a council rep attend our meetings.
Our Chair, [REDACTED] will attend the suggested meeting and discuss our needs and views and see the way to proceed..

Many thanks Best wishes. [REDACTED]

On 2025-06-02 14:07 [REDACTED] wrote:

> Good afternoon [REDACTED]
>
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> resolved, as this was a new council, not to appoint representatives to
> any outside bodies at that time. It was agreed that the organisations
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>
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> www.melksham-tc.gov.uk [1]
>
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> [6] <https://www.linkedin.com/company/melkshamtowncouncil>



Melksham Town Council

Audio Recording, Filming, Photographing & Reporting of The Proceedings of Council & Committee Meetings Policy

Date Adopted: 07/07//2025

Date Due For Review: July 2028



MELKSHAM TOWN COUNCIL

Audio Recording, Filming, Photographing & Reporting of The Proceedings of Council & Committee Meetings Policy

1. Introduction

- 1.1. The Openness of Local Government Bodies Regulations 2014 permits the audio and visual recordings and photography of the Council and Committee meetings by the general public and/or the media.
- 1.2. A notice will be provided for all meetings, advising the public that the meetings may be recorded and/or photographed and will ask everyone intending to record and/or photograph to inform the Chair of the meeting. Before each meeting starts, the Chair will ask if anyone intends to record and/or photograph so the public may be advised that the meeting is being recorded and/or photographed.
- 1.3. The regulations also allow anyone at a meeting to use Twitter, blogs, Facebook or similar media to report the meeting.

2. Limitations

- 2.1. Although there is a statutory right to photograph and record meetings, the proceedings of that meeting must not be disrupted by the use of media tools and must not inhibit any public involvement.

3. Recordings

- 3.1. The Council will also record meetings when others are recording.
- 3.2. The Council has agreed to the recording of town council meetings to improve minute taking of meetings to provide greater clarity on how decisions are reached. The minutes of meetings are the only legal record of that meeting and will be the only method used in determining a challenge on the validity of any decision made.
- 3.3. The Council is required to ensure that minutes are an accurate record of the proceedings and the recording of the meetings could assist this aim.
- 3.4. The recording of Meetings will be uploaded to YouTube withing 2 working days of the meeting. <https://www.youtube.com/channel/UCZpg5Y6fb37D-LxCi7oxCxQ>

4. Guidelines for members of the Public

- 4.1. Any member of the public, or of the media, wishing to photograph or record the meeting is asked to comply with the following:
 - 4.1.1. Any photography or audio/visual recording takes place from a fixed position in the meeting room agreed by the Chair so as to reduce disruption and avoid a health and safety risk to the proceedings.
 - 4.1.2. Use of flash photography or additional lighting is for a limited period only during the meeting at a point in the proceedings agreed in advance with the Chair.
 - 4.1.3. If, in the Chair's opinion, any photography, audio or visual recording is disrupting the meeting in any way, then the operator of the equipment will stop recording;

- 4.1.4. If, during the meeting, a motion is passed to exclude the press and public, then all rights to record the meeting are removed and the operator of the equipment will be required to stop recording and/or photography and leave the room with the equipment;
- 4.1.5. Equipment is not to be left in the meeting room unattended;
- 4.1.6. Any request made by the Chair regarding respecting the public's right to privacy is complied with;
- 4.1.7. Photographs, audio and visual recordings should not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being recorded in a way that may ridicule or show lack of respect.

5. The Procedure Prior to the Meeting for those Wishing to Record or Photograph a Meeting

- 5.1. It would be appreciated if persons wishing to take photographs or to record a meeting, were, wherever possible, notified to the Chief Executive Officer before the meeting concerned. Contact details are:

Telephone: 01225 704187

Address: Melksham Town Council, Town Hall, Market Place, Melksham, SN12 6ES

- 5.2. It would be helpful if the notification included the following information:
 - 5.2.1. the meeting the request is for;
 - 5.2.2. the name, organisation (if applicable) and contact details of the person making the notification;
 - 5.2.3. what equipment it is intended will be used;
 - 5.2.4. what the photographs or audio/visual recording will be used for and/or where the information is to be published.
- 5.3. Any equipment required for recording purposes should be set up before the meeting starts to avoid disturbance. Any wires or trailing leads are to be protected by cable covers supplied by the applicant to eliminate any trip hazards or dangers.
- 5.4. Connection to mains electricity cannot be guaranteed, but in any event the equipment is to be in good, proper and safe working order and not prove a hazard or danger to the user or others.

6. Social Media

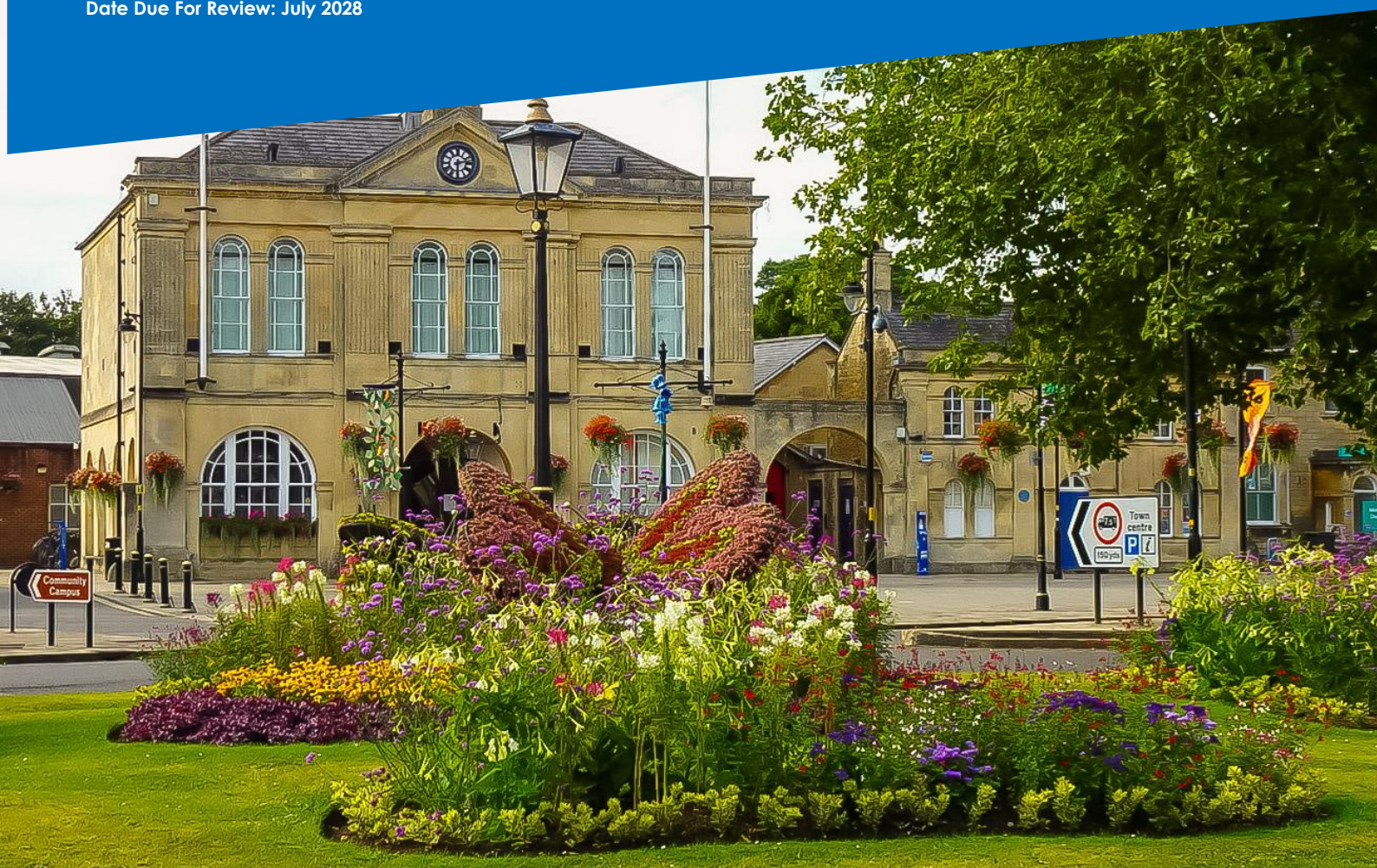
- 6.1. There are no restrictions placed on anyone at the meeting using Twitter, blogs, Facebook or similar 'social media' provided that the Chair does not consider their actions are disrupting the proceedings of the meeting.
- 6.2. If the Chair feels that the use of social media is disrupting the proceedings the person doing so may be required to stop. If use continues, the Chair may ask the person to leave the meeting and if the person refuses to leave then the meeting may be adjourned to make appropriate arrangements for the meeting to continue without disruption.



Melksham Town Council Complaints Policy

Date Adopted: 07/07/2025

Date Due For Review: July 2028



COMPLAINTS POLICY

Melksham Town Council aims to provide good quality services. This procedure deals with complaints to the Town Council about its actions, processes and administration.

1. If a complaint about procedures or administration is notified orally to a Councillor or Member of staff and it is not possible to satisfy the complainant fully forthwith, the complainant shall be asked to put their complaint in writing to the Chief Executive Officer. The complainant shall be assured that the complaint will be dealt with promptly after receipt.
2. If the complainant would prefer not to put the complaint to the Chief Executive Officer, they shall be advised to put it to the Chairman.
3. Upon receipt of a written complaint, the Chief Executive Officer or Chairman, as appropriate shall try to settle the complaint directly with the complainant (except where the complaint is about his/her own actions).
4. Where the Chief Executive Officer receives a complaint about his/her own actions it shall be referred to the Chairman.

Where the Chairman receives a complaint about his/her own actions it shall be referred to the Council after first notifying the complainant of the manner in which it is intended to attempt to settle the complaint.
5. In any case, where a written complaint is about Conduct of a Councillor, the complainant shall be given contact details of The Monitoring Officer, Wiltshire Council.
6. Where, in the opinion of the Chief Executive Officer, a complaint cannot be resolved satisfactorily, it shall be referred to the next appropriate Council or Committee meeting. The complainant shall be notified of the date on which the complaint would be considered.
7. The Council or Committee shall determine whether the matter be discussed with the Exclusion of Press and Public and this decision shall be announced at the meeting in public.
8. As soon as practicable after the decision regarding the complaint has been made and the nature of any action to be taken, the complainant shall be informed in writing.

PARISH COUNCIL CO-OPTION POLICY

INTRODUCTION

This policy outlines the procedure to ensure compliance with [Local Government Act 1972, s89](#) and continuity of procedures in the co-option of members of the Council. The co-option process is managed entirely by the Council, and this policy ensures a fair and equitable approach is maintained.

Once a Councillor vacancy has arisen the notice must be displayed as soon as practicable, but in consultation with [Wiltshire Council, Elections Team](#) to check the dates. However, if the vacancy has arisen due to a death, it is courteous that the notice is not displayed until after the funeral has taken place.

A copy of the vacancy notice must be sent to the [Returning Officer](#), Wiltshire Unitary Council, address, so that the progress can be monitored.

The vacancy notice must be displayed on the Council Website and noticeboards for 14 working days (not counting Saturdays, Sundays, Christmas Eve, Christmas Day, Good Friday, bank holidays or national days of mourning). During this time 10 electors may request an election by writing to the Returning Officer.

After the 14 days, the Returning Officer will notify the [Clerk](#) in writing of the outcome. An election will only take place if 10 electors have requested it in writing.

If no election has been requested, then the Council must co-opt to fill the vacancy – unless it is within 6 months of the forthcoming Council ordinary elections. The next ordinary elections will be in May 2029.

If a vacancy occurs within 6 months of the Council's forthcoming ordinary elections, then the election will not be held, however, the vacancy may be filled by co-option if wished, but the Council is not obliged to.

1. CO-OPTION

The co-option of a councillor may occur in two situations:

- When an **ordinary vacancy** arises following the four-yearly local elections due to insufficient candidates standing for election.
- When a **casual vacancy** arises and no by-election is called.

A. Ordinary Vacancy

An ordinary vacancy occurs when there are fewer valid nominations than seats available during the regular four-year election cycle. Any validly nominated candidates are elected unopposed, and the remaining vacancies (provided the Council is quorate) can be filled by co-option. If necessary, **Wiltshire Council** may step in to appoint or call an election.

B. Casual Vacancy

A casual vacancy arises if:

- A councillor fails to sign their Declaration of Acceptance of Office.
- A councillor resigns.
- A councillor dies.
- A councillor becomes disqualified.
- A councillor fails to attend any Parish Council or committee meetings, or other council-related meetings, for six consecutive months.

The Council must notify **Wiltshire Council**, advertise the vacancy, and allow electors **14 working days** to request an election (excluding weekends and bank holidays). If ten or more electors from the relevant ward (or the parish, if not warded) request an election, Wiltshire Council will arrange a poll, with the Parish Council bearing the cost.

If no election is requested, the Parish Council is permitted to fill the vacancy by co-option. [Local Government Act 1972, s89.](#)

2. CONFIRMATION OF CO-OPTION

Once the Electoral Services Office at Wiltshire Council confirms that no election has been requested, the vacancy may be filled by co-option.

Electoral Services
Wiltshire Council
County Hall
Bythesea Road
Trowbridge
BA14 8JN

elections@wiltshire.gov.uk

0300 456 0112

The Clerk will:

- Advertise the vacancy (on the Council website and noticeboards) for a period determined by the Parish Council (usually four weeks);
- Notify Wiltshire Council that the co-option process is underway.

This also applies to ordinary vacancies where insufficient nominations were received, but the Council remains quorate.

3. ELIGIBILITY OF CANDIDATES

To be eligible for co-option, a candidate must:

- Be at least 18 years old.
- Be a British citizen, a qualifying Commonwealth citizen, or a citizen of a member state of the EU.
- Meet at least one of the following criteria:
 - Be an elector of the parish.
 - Have lived in the parish or within three miles of it for the past 12 months.
 - Have worked in the parish during the past 12 months.
 - Have rented or owned land/property in the parish for the past 12 months.

Disqualifications include (but are not limited to):

- Holding a paid position under the Council.
- Being declared bankrupt.
- A criminal conviction resulting in a prison sentence of three months or more (whether suspended or not) within the past five years.
- Disqualification due to corrupt or illegal electoral practices.

[The Local Government \(Disqualification\) Act 2022](#)

4. APPLICATIONS

Applicants must:

- Attend at least one full Council meeting as an observer.
- Submit a short covering letter.
- Confirm eligibility by completing the statutory eligibility.

Once applications are received:

- The next appropriate Full Council meeting will include an agenda item to consider the applications and proceed with co-option.
- Copies of eligible applications will be distributed to councillors at least three clear days prior to the meeting.
- All applications will be treated confidentially by the Clerk and councillors.

5. AT THE CO-OPTION MEETING

- Each candidate will be invited to speak for up to five minutes to introduce themselves and explain their interest in joining the Council.
- This will occur in the public session unless personal discussions require exclusion of the public and press in accordance with relevant legislation.
- The Chair should place the names of those properly nominated into alphabetical order and take a vote. Councillors only have one vote each.

- Voting will take place immediately after the candidate presentations. Each candidate must be proposed and seconded before voting.
- Voting is conducted by show of hands unless a recorded vote is requested in line with [Standing Orders](#).
- An absolute majority (more than 50% of votes) is required. If no candidate receives a majority in the first round, the candidate with the fewest votes will be eliminated and further rounds will follow until one candidate secures a majority.
- No abstentions are permitted; all councillors present must vote. The Chair may use a casting vote if a deadlock remains after two rounds.

If co-opted, a successful candidate will:

- Sign a [Declaration of Acceptance of Office](#) at the meeting or before the next meeting.
- Complete and return a [Register of Disclosable Pecuniary and Other Interests](#) form to the Monitoring Officer at Wiltshire Council within 28 days.

If not enough candidates come forward to fill vacancies, the co-option process will continue with re-advertisement.

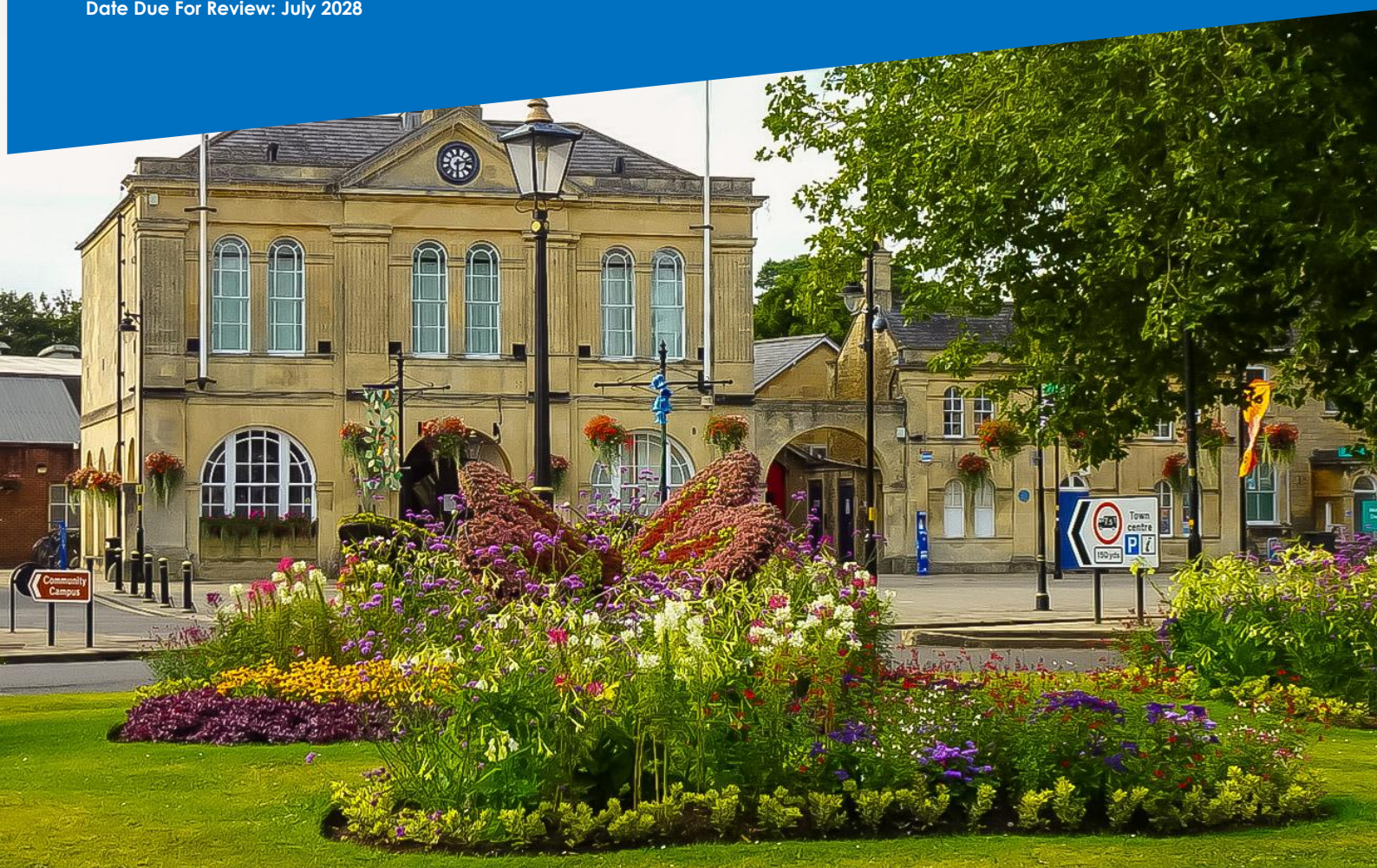
Adopted at a meeting on ??/??/???? (Minute reference ???/??) to be reviewed in two years or sooner should circumstance or legislation dictate.



Melksham Town Council Publication Scheme Policy

Date Adopted: 07/07/2025

Date Due For Review: July 2028



MELKSHAM TOWN COUNCIL

PUBLICATION SCHEME POLICY

1. Introduction

- 1.1. This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.
- 1.2. The scheme commits a council:
 - 1.2.1. To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the council and falls within the classifications below.
 - 1.2.2. To specify the information which is held by the council and falls within the classifications below.
 - 1.2.3. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
 - 1.2.4. To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
 - 1.2.5. To review and update on a regular basis the information the council makes available under this scheme.
 - 1.2.6. To produce a schedule of any fees charged for access to information which is made proactively available.
 - 1.2.7. To make this publication scheme available to the public.
 - 1.2.8. To publish any dataset held by the council that has been requested, and any updated versions it holds, unless the council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the council is the only owner, to make the information available for re-use under the terms of the **Re-use of Public Sector Information Regulations 2015**, if they apply, and otherwise under the terms of the **Freedom of Information Act** section 19. The term 'dataset' is defined in section 11(5) of the **Freedom of Information Act**. The term 'relevant copyright work' is defined in section 19(8) of that Act.

2. Classes of Information

- 2.1. **Who we are and what we do:** Organisational information, locations and contacts, constitutional and legal governance.
- 2.2. **What we spend and how we spend it:** Financial information relating to projected and actual income and expenditure, tendering, procurement, and contracts.

- 2.3. **What our priorities are and how we are doing:** Strategy and performance information, plans, assessments, inspections, and reviews.
- 2.4. **How we make decisions:** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- 2.5. **Our policies and procedures:** Current written protocols for delivering our functions and responsibilities.
- 2.6. **Lists and registers:** Information held in registers required by law and other lists and registers relating to the functions of the council.
- 2.7. **The services we offer:** Advice and guidance, booklets and leaflets, transactions, and media releases. A description of the services offered.
- 2.7.1. The classes of information will not generally include:
- 2.7.1.1. Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
 - 2.7.1.2. Information in draft form.
 - 2.7.1.3. Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.
- 2.8. **The method by which information published under this scheme will be made available:** The council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- 2.8.1. Where it is within the capability of the council, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the council will indicate how information can be obtained by other means and provide it by those means.
 - 2.8.2. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
 - 2.8.3. Information will be provided in the language in which it is held or in such other language that is legally required. Where a council is legally required to translate any information, it will do so.
 - 2.8.4. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

3. Charges which may be made for information published under this scheme

- 3.1. The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the

council for routinely published material will be justified and transparent and kept to a minimum.

- 3.2. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.
- 3.3. Charges may be made for actual disbursements incurred such as:
 - 3.3.1. photocopying;
 - 3.3.2. postage and packaging;
 - 3.3.3. the costs directly incurred because of viewing information.
- 3.4. Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.
- 3.5. Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the **Re-use of Public Sector Information Regulations 2015**, where they apply, or with regulations made under section 11B of the **Freedom of Information Act**, or with other statutory powers of the public authority.
- 3.6. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

4. Written requests

- 4.1. Information held by the council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the **Freedom of Information Act**.

5. Appendices

- 5.1. Appendix 1 – Information available and methods of publication.
- 5.2. Appendix 2 – Schedule of charges

Appendix 1

Information available under the model publication scheme

Information to be Published	How the Information can be Obtained
WHO WE ARE AND WHAT WE DO <i>(current information only)</i> Organisational information, structures, locations and contacts.	
Who's who on the Council and its Committees	Website/ Hard copy
Contact details for Chief Executive Officer and Council members	Website/ Hard copy
Location of main Council office and accessibility details:	Website
Staffing structure	Website/ Hard copy
WHAT WE SPEND AND HOW WE SPEND IT <i>(current and previous financial year as a minimum)</i> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audits.	
Annual Return and report by auditor	Available for viewing at Council Office Website/Copies available on request
Finalised budget	Available for viewing at Council Office Website/Copies available on request
Precept	Available for viewing at Council Office Website/Copies available on request
Financial Standing Orders and Regulations	See "Our Policies and Procedures" section below
List of current contracts awarded and value of contract	Details available on request
Members' allowances and expenses	No ordinary members allowance is paid; the Mayor receives an annual allowance. Details available on request. Expenses can be paid in certain circumstances.
WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING Strategies and plans, performance indicators, audits, inspections and reviews.	
Annual Report (current and previous year as a minimum)	Available for viewing at Council Office Website/Hard Copy
5 Year Strategic Plan	Available for viewing at Council Office Website/Hard Copy
HOW WE MAKE DECISIONS <i>(current and previous council year as a minimum)</i> Decision making processes and records of decisions.	
Timetable of meetings (Council, any committee/sub-	Available for viewing at Council Office Website/Hard Copy

committee meetings, and parish meetings)	
Agendas of meetings (as above)	Available for viewing at Council Office Website/Hard Copy
Minutes of meetings (as above) NB this will exclude information that is properly regarded as private to the meeting.	Available for viewing at Council Office Website/Hard Copy
Reports presented to council meetings NB this will exclude information that is properly regarded as private to the meeting.	Available for viewing at Council Office Website/Hard Copy
Responses to consultation papers	Included in minutes (see above)
Responses to planning applications	Included in minutes (see above)
Byelaws	The Council has not enacted any byelaws
<p align="center">OUR POLICIES AND PROCEDURES <i>(current information only)</i> Written protocols, policies, and procedures for delivering our services and responsibilities.</p>	
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Financial Regulations • Committee and sub-committee terms of reference • Code of Conduct • Policy statements 	Available for viewing at Council Office Website/Hard Copy
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Employee Handbook • Health and Safety policy • Recruitment policies (including current vacancies) • Policies and procedures for handling requests for information • Complaints' procedures (including those covering requests for information) 	Available for viewing at Council Office on request Website/Hard Copy

and operating the publication scheme)	
Document management policy (records retention, destruction, and archive)	Available for viewing at Council Office Website/Hard Copy
Schedule of charges (for the publication of information)	See Appendix 2
LISTS AND REGISTERS <i>(currently maintained lists and registers only)</i>	
Assets register	Available for viewing at Council Office Website/Hard Copy
Register of members' interests	Available via our website or from the Wiltshire Council website: http://services.wiltshire.gov.uk/TownAndParish/ROI
THE SERVICES WE OFFER <i>(current information only)</i> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	
Information available on request.	

Enquiries or requests for information detailed above should be made to:

Chief Executive Officer
Melksham Town Council
Town Hall, Market Place
Melksham, Wiltshire
SN12 6ES

Telephone: 01225 704187
Email: towncouncil@melksham-tc.gov.uk

Appendix 2

Schedule of Charges

Charges correct at July 2025.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per sheet of A4 single sided and 20p per sheet double sided (black & white) 25p per sheet of A3 single sided (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class stamp

** The actual cost incurred by Melksham Town Council.*



Melksham Town Council

Social Media Policy

Date Adopted: 07/07/2025

Date Due For Review: July 2028



Social Media Policy

1. Introduction

Melksham Town Council recognises the importance of social media as a tool for communication, engagement, and transparency with the local community. This policy sets out guidelines for the responsible use of social media by councillors, employees, and the public when engaging with the council's online presence.

2. Purpose

The purpose of this policy is to:

- Ensure the effective and appropriate use of social media by the council.
- Promote respectful and constructive online interactions.
- Protect the council's reputation and prevent misuse of its online platforms.

3. Scope

This policy applies to all social media accounts operated by the council and to individual councillors and employees when posting in an official capacity. It also applies to interactions by members of the public on council-run social media platforms.

4. Official Council Accounts

- 4.1. The council will maintain official social media accounts to provide updates, share information, and engage with the community.
- 4.2. Only authorised persons may post on behalf of the council.
- 4.3. Official posts must be factual, non-political, and aligned with council decisions and policies.
- 4.4. The Chief Executive Officer or designated administrator will oversee content and ensure compliance with this policy.

5. Councillors' and Employees' Use of Social Media

- 5.1. Councillors and employees must clearly distinguish between personal opinions and official council positions.
- 5.2. When commenting on council matters in a personal capacity, individuals should make it clear they are speaking on their own behalf, not the council's.
- 5.3. Confidential or sensitive council information must never be shared on social media.
- 5.4. Councillors and employees should uphold professionalism, avoiding offensive, defamatory, or discriminatory remarks.

6. What is Social Media?

6.1 Social media refers to online platforms that allow users to create, share, and engage with content, as well as communicate with others in real time. These platforms include but are not limited to:

- Facebook – A social networking site for sharing updates, images, and engaging with community groups.

- Twitter (X) – A microblogging platform for sharing short messages and news updates.
- Instagram – A photo and video-sharing platform used for visual storytelling.
- Threads – A text-based social media app linked to Instagram, allowing for discussions and engagement.
- LinkedIn – A professional networking platform for business and council-related discussions.
- Next-door – A neighbourhood-based platform for local community engagement.
- YouTube – A video-sharing platform used for informational and promotional content.

The council may use any of these or future emerging platforms to communicate with the public and share important updates. Users engaging on these platforms should follow the guidelines set out in this policy.

7. Public Interaction and Moderation

- 7.1. The council encourages constructive engagement and respectful discussions on its social media pages.
- 7.2. Comments containing offensive, abusive, defamatory, or misleading content may be removed, and repeat offenders may be blocked.
- 7.3. The council will not engage in political debate or respond to personal grievances via social media.

8. Compliance and Enforcement

- 8.1. Breaches of this policy by councillors may be considered a violation of the Councillors' Code of Conduct.
- 8.2. Employees violating this policy may face disciplinary action.
- 8.3. Any legal breaches, including defamatory statements or misuse of council resources, may be referred to the appropriate authorities.

9. Review of Policy

- 9.1. This policy will be reviewed regularly to ensure it remains up to date with best practices and legislative changes.