

Melksham Town Council

Minutes of the Full Council meeting held on Monday 17th May 2021

PRESENT: Councillor P Aves (Town Mayor)
Councillor P Alford
Councillor P Aves
Councillor G Cooke
Councillor J Crundell
Councillor S Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor C Goodhind (Newly elected Deputy Town Mayor)
Councillor C Houghton
Councillor J Hubbard (Newly elected Town Mayor)
Councillor L Lewis
Councillor S Mortimer
Councillor J Oatley
Councillor T Price
Councillor S Rabey

IN

ATTENDANCE: Mike Sankey Unitary Councillor

OFFICERS:	Linda Roberts	Town Clerk
	David McKnight	Economic Development Manager
	Patsy Clover	Assistant to the Town Clerk
	Christine Hunter	Committee Clerk
	Tim Cross	Facilities Manager

PUBLIC PARTICIPATION: Two members of the press and three members of the public were present.

114/21 Election of Town Mayor

The Town Mayor, Councillor Aves, asked for nominations for the office of Town Mayor

It was proposed by Councillor Price, seconded by Councillor Rabey and:

UNANIMOUSLY RESOLVED that Councillor Hubbard be elected Town Mayor for the ensuing year.

The newly elected Town Mayor assumed the chair.

115/21 Declaration of Acceptance of Office

The newly elected Town Mayor, Councillor Hubbard, read out and signed the Declaration of Acceptance of Office which was witnessed and signed by the Town Clerk.

116/21 Outgoing Mayor's Address

Councillor Aves congratulated Councillor Hubbard and confirmed this had been a year like no other. Many of the traditional events had not taken place, but she had been proud to be Mayor of Melksham and had taken every opportunity to represent the town.

Councillor Aves also thanked the former Deputy Mayor, Geoff Mitcham, the Councillors, community volunteers and staff for their support and hard work. Thanks were also given to Melksham Community Response volunteers who had provided continued support and help to the people of Melksham throughout the Covid-19 pandemic.

Councillor Aves said with the help and support of volunteers, the Amenities Team, the Town Clerk and the Bloom Team great improvements had been made to the King George V Park, the Shurnhold Fields Country Park and the Spiritualist Garden.

117/21 Newly Elected Mayor's Address

The Town Mayor, Councillor Hubbard, thanked the former Mayor, Councillor Aves, and the former Deputy Mayor, Geoff Mitcham, for their service and hard work over the past year, adding that it had been a challenging one.

Councillor Hubbard stated that 13 of the 15 councillors for Melksham were new councillors and requested that they all introduced themselves. Councillor Sankey, newly elected Wiltshire Councillor for Melksham East, also introduced himself to the Council.

118/21 Apologies

No apologies were received.

119/21 Declarations of Interest

Councillor Ellis declared a non-pecuniary interest in agenda item 26 as he holds a 1.85% share in the Transwilts Company. Councillor Ellis added that it was a Community Interest Company, therefore, he was not in receipt of income from the shares.

120/21 Election of Deputy Mayor

The Town Mayor, Councillor Hubbard, called for nominations for the office of Deputy Town Mayor.

It was proposed by Councillor Mortimer, seconded by Councillor Alford and:

UNANIMOUSLY RESOLVED that Councillor Goodhind be elected as Deputy Town Mayor for the ensuing year.

121/21 Declaration of Acceptance of Office

The newly elected Deputy Town Mayor, Councillor Goodhind, read out and signed the Declaration of Acceptance of Office which was witnessed and signed by the Town Clerk.

122/21 Standing Orders

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Alford and:

UNANIMOUSLY RESOLVED to move Agenda Item 16 Standing Orders as the next item on the agenda.

The Town Mayor, Councillor Hubbard, confirmed that changes would be proposed to two sections of the Standing Orders, going on to say that committee membership should reflect the skills and interests of the members and not be based on political proportionality.

The Town Mayor, Councillor Hubbard, also stated that the Council is regulated by the Local Government Act and the positions of Leader and Deputy Leader are not recognised at this level of local government.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Alford and:

UNANIMOUSLY RESOLVED to suspend Standing Order 5 – ‘Proportionality’ and abolish the posts of Leader and Deputy Leader of the Council. The Standing Orders would be suspended until approved at the next meeting of the Council.

The Town Mayor, Councillor Hubbard, confirmed that there would be changes to the current committee structures and requested that they be voted en-bloc.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Alford and:

UNANIMOUSLY RESOLVED:

- To rename the Asset Management Committee to the Asset Management and Amenities Committee.
- To rename the Finance and Administration Committee to the Finance Administration and Performance Committee
- That a new Staffing Committee is formed which would meet twice a year, ensure that staff appraisals had been carried out and convene on an ad-hoc basis to deal with matters raised by the Town Clerk.

To remove the following Sub Committees:

- The HR Sub-Committee
- The King George V Sub-Committee.
- The Town Hall and Assembly Hall Sub-Committee.

123/21 Signing of Deed and Legal Documents

Councillor Hubbard confirmed that four members of the Council are required to sign legal documents.

It was proposed by Councillor J Crundell, seconded by Councillor Forgacs and:

UNANIMOUSLY RESOLVED that the Town Mayor, Councillor Hubbard, the Deputy Town Mayor, Councillor Goodhind, Councillor Forgacs and Councillor J Crundell would sign legal documents on behalf of the Council.

124/21 Cheque signatories for Town Council bank accounts

The Town Mayor, Councillor Hubbard, called for ten Councillors to act as signatories confirming that five Councillors would be required to audit payments and bank reconciliations each month.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind, and

UNANIMOUSLY RESOLVED that the cheque signatories would be:

Councillor Alford
Councillor Cooke
Councillor S Crundell
Councillor Ellis
The Deputy Town Mayor, Councillor Goodhind
The Town Mayor, Councillor Hubbard
Councillor Lewis
Councillor Mortimer
Councillor Oatley

Councillor Rabey

And that Councillors Aves, J Crundell, Forgacs, Houghton and Price would audit payments and bank reconciliations each month.

125/21 Power of General Competence

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind and

UNANIMOUSLY RESOLVED to note that the Council continues to meet the two required criteria for eligibility, at the time of the meeting, to exercise the Power of General Competence and to adopt and use the General Power of Competence.

126/21 Model Councillor Code of Conduct 2021

The Town Mayor, Councillor Hubbard, confirmed that the revised Code of Conduct incorporated recommendations from the Local Government Association.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED to adopt the revised Code of Conduct 2021.

127/21 Financial Regulations 2021

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Mortimer and

UNANIMOUSLY RESOLVED to approve the revised Financial Regulations.

128/21 Electronic Summons and Agendas

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to approve the receipt of the summons, agendas and minutes by electronic means using the Modern.Gov system.

129/21 Minutes

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED that the minutes of the Extraordinary Council Meeting held on 26 April 2021, having previously been circulated, were approved as a correct record and were signed by the Town Mayor, Councillor Hubbard.

130/21 Committee Minutes

131/21 Economic Development & Planning Committee

It was proposed by Councillor Hubbard, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to receive the minutes of the Economic Development & Planning Committee held on 27 April 2021 , and the draft minutes of the Economic Development & Planning Committee meeting held on 4 May 2021.

132/21 Sub-Committee Minutes

133/21 HR Sub-Committee Minutes

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to receive the minutes of the HR Sub-Committee meeting held on 26 April 2021.

134/21 King George V Sub-Committee Minutes

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to receive the minutes of the King George V Sub-Committee meeting held on 27 April 2021.

135/21 Friends of King George V Playing Field

It was proposed by Councillor Aves and seconded by Councillor Cooke to adopt the King George V Friends Terms of Reference.

One member voted for the proposal and fourteen against, meaning that the proposal failed.

It was proposed by Councillor Alford, seconded by the Deputy Town Mayor, Councillor Goodhind and

RESOLVED that the Terms of Reference for the King George V Friends Group be reviewed by the Asset Management and Amenities Committee before ratification by Full Council after no more than two meetings of the Asset Management and Amenities Committee.

136/21 CIL Funding Projects Joint Working Group

It was proposed by Councillor Hubbard, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to appoint Councillors Ellis, Alford and Rabey as the Town Council's representatives on the CIL Funding Project Joint Working Group with Melksham Without Parish Council. It was further agreed that the Town Mayor, Councillor Hubbard, would act as a substitute when required.

137/21 Committee, Working Groups and Outside Bodies

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Price and

RESOLVED to delegate to the Town Clerk the amendments to the committees' Terms of Reference and to update the calendar of meetings to reflect the Council's wish to meet on Mondays.

138/21 Committees

139/21 Asset Management and Amenities Committee (9 members)

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Oatley and:

UNANIMOUSLY RESOLVED to appoint the following members to the Asset Management and Amenities Committee:

Councillors: Cooke, J Crundell, S Crundell, Forgacs, the Deputy Town Mayor, Councillor Goodhind, Houghton, Lewis, Oatley and Price.

The Town Mayor, Councillor Hubbard, proposed the Deputy Town Mayor, Councillor Goodhind, as Chair, which was seconded by Councillor Mortimer.

Councillor Alford proposed Councillor Forgacs as Vice Chair, which was seconded by Councillor Cooke.

UNANIMOUSLY RESOLVED: To duly elect the Deputy Town Mayor, Councillor Goodhind, as Chair and Councillor Forgacs as Vice Chair of the Asset Management and Amenities Committee.

140/21 Community Development Committee (7 members)

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor J Crundell and:

UNANIMOUSLY RESOLVED to appoint the following members to the Community Development Committee:

Councillors: Aves, S Crundell, Houghton, Lewis, Mortimer, Oatley and Price.

The Town Mayor, Councillor Hubbard, proposed Councillor Oatley, as Chair, which was seconded by Councillor Houghton.

Councillor Alford proposed Councillor S Crundell as Vice Chair, which was seconded by the Town Mayor, Councillor Hubbard.

UNANIMOUSLY RESOLVED: To duly elect Councillor Oatley, as Chair and Councillor S Crundell as Vice Chair of the Community Development Committee.

141/21 Economic Development and Planning Committee (9 members)

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Oatley and:

UNANIMOUSLY RESOLVED to appoint the following members to the Economic Development and Planning Committee:

Councillors: Aves, Cooke, S Crundell, Ellis, the Deputy Town Mayor, Councillor Goodhind, the Town Mayor, Councillor Hubbard, Mortimer, Oatley and Rabey.

Councillor Oatley, proposed the Town Mayor, Councillor Hubbard, as Chair, which was seconded by Councillor Cooke.

Councillor Alford proposed Councillor Cooke as Vice Chair, which was seconded by the Town Mayor, Councillor Hubbard.

UNANIMOUSLY RESOLVED: To duly elect the Town Mayor, Councillor Hubbard, as Chair and Councillor Cooke as Vice Chair of the Economic Development and Planning Committee.

142/21 Finance Administration and Performance Committee (Amend Terms of Reference to have 7 members)

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Oatley and:

UNANIMOUSLY RESOLVED to appoint the following members to the Finance Administration and Performance Committee:

Councillors: J Crundell, Forgacs, the Deputy Town Mayor, Councillor Goodhind, Houghton, the Town Mayor, Councillor Hubbard, Mortimer, Rabey.

The Town Mayor, Councillor Hubbard, proposed Councillor Rabey as Chair, which was seconded by Councillor Price.

Councillor Alford proposed Councillor Forgacs as Vice Chair, which was seconded by the Town Mayor, Councillor Hubbard.

UNANIMOUSLY RESOLVED: To duly elect Councillor Rabey as Chair and Councillor J Crundell as Vice Chair of the Finance Administration and Performance Committee.

143/21 Staffing Committee (5 members)

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Oatley and:

UNANIMOUSLY RESOLVED to appoint the following members to the Staffing Committee:

Councillors: Alford, J Crundell, the Deputy Town Mayor, Councillor Goodhind, Houghton, the Town Mayor, Councillor Hubbard, Price.

Councillor Alford proposed the Town Mayor, Councillor Hubbard, as Chair, which was seconded by Councillor Oatley.

Councillor Alford proposed the Deputy Town Mayor, Councillor Goodhind as Vice Chair, which was seconded by Councillor Oatley.

UNANIMOUSLY RESOLVED: To duly elect the Town Mayor, Councillor Hubbard as Chair and the Deputy Town Mayor, Councillor Goodhind as Vice Chair of the Staffing Committee.

144/21 Working Groups

It was agreed to defer the discussion regarding the membership of the following Working Groups:

Health Working Group

Environment and Climate Working Group

Canal Working Group – The Town Clerk was asked to invite a representative from the Canal Working Group to present an update to a future Council meeting.

Business Review Working Group

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Oatley and:

UNANIMOUSLY RESOLVED to appoint the following members to the Business Review Working Group:

Councillors: Alford, Cooke, Forgacs, the Town Mayor, Councillor Hubbard, Oatley.

CCTV Working Group

The Town Mayor, Councillor Hubbard, suggested that the CCTV Working Group should merge with the Community Safety Working Group and an invitation should be extended to Melksham Without Parish Council to form a joint working group.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor J Crundell and:

UNANIMOUSLY RESOLVED that the CCTV working Group merge with the Community Safety Working Group and to appoint the following members to the CCTV Working Group:

Councillors: Aves, the Deputy Town Mayor, Councillor Goodhind, Lewis, Oatley.

Priority for People Working Group

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Ellis and:

UNANIMOUSLY RESOLVED to appoint the following members to the Priority for People Working Group:

Councillors: Cooke, Ellis, the Town Mayor, Councillor Hubbard, Lewis, Rabey.

Melksham House and Blue Pool Strategy Working Group

It was proposed by Councillor Forgacs, seconded by Councillor Houghton and:

UNANIMOUSLY RESOLVED to appoint the following members to the Melksham House and Blue Pool Strategy Working Group:

Councillors: Cooke, J Crundell, S Crundell, Ellis, Houghton.

145/21 Outside Bodies

Following discussion Council agreed:

- That a request should be made to the Rainbow Day Centre to attend a future council meeting so Council could gain a better understanding about the group and what they would require from a Town Council representative.
- That the Dementia Friendly Group be contacted to ask if they still require a Town Council representative.

Council agreed to vote for membership of outside bodies en bloc. It was proposed by Councillor Hubbard, seconded by Councillor Oatley and:

UNANIMOUSLY RESOLVED that membership of outside bodies would be as follows:

Outside Body	Councillor/s
2385 (Melksham) Air Training Corps	S Crundell, Forgacs
CATG	Goodhind
Melksham Adventure Centre	Mortimer
The Chamber	Hubbard, Rabey
Melksham Charities	Houghton, Rabey
Melksham Council of Community Service	Ellis
Melksham League of Friends	J Crundell
Melksham Trust	Dormant – not currently required
North Operational Flood Working Group	Price
Melksham Oak Governors	Hubbard
Rachel Fowler Centre Management Committee	Lewis
Riverside Club Management Committee	Hubbard
TransWilts/ MRUG	Aves, Price
Area Board – Wiltshire Council	Goodhind
Wiltshire Association of Local Councils	Hubbard
Wiltshire, Swindon and Oxfordshire Canal	Goodhind, Houghton

146/21 Wiltshire Standards Committee - Recruitment of Co-opted Members

Members noted the invitation from Wiltshire Standards Committee for interested members to become a non-voting member of the Standards Committee.

147/21 Bath Road Toilets

The report from the Head of Communications was noted.

It was proposed by Councillor Hubbard, seconded by Councillor Houghton and:

UNANIMOUSLY RESOLVED to approve the progression of the commissioning of the toilets and ask the Head of Communications to:

- Acquire a range of quotes for different bespoke options for recommissioning and/or supplementing the existing Bath Road Toilets.
- Acquire quotes for adapting the KGV Pavilion toilets so they could safely and appropriately be opened to the public – as a second option and to
- Return to Full Council with an outline of the toilet provision options, associated costs, and budgetary considerations for members to review.

148/21 Priority for People - Note from the Town Clerk

The Town Clerk confirmed the previous Council resolution to have a consultation document will be rolled out in liaison with Wiltshire Council. There will be an update by the Economic Development Manager and Gerald Millward-Oliver at the Town Meeting on 24 May 2021.

Meeting Closed at: 9.40 pm

Signed:

Dated: