



Public Document Pack

Melksham Town Council

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

Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,
FLSCC

To: Councillor P Alford
Councillor P Aves
Councillor G Cooke
Councillor J Crundell
Councillor S Crundell
Councillor G Ellis
Councillor L Lewis
Councillor C Forgacs
Councillor C Goodhind
Councillor C Houghton
Councillor J Hubbard
Councillor S Mortimer
Councillor J Oatley
Councillor T Price
Councillor S Rabey

Date 20 May 2021

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Annual Town Meeting** meeting of the Melksham Town Council. The meeting will be held at the Assembly Hall, Market Place Melksham on **Monday 24th May 2021** commencing at **7.00 pm**. A period of public participation will take place in accordance with Standing Order 3(F) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC
Town Clerk and RFO



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Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,
FLSCC

Annual Town Meeting

Monday 24 May 2021

At 7.00 pm at the Assembly Hall, Market Place Melksham

Public Participation – To receive questions from members of the public.

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

5. Reports from Groups who received grants during the year (Pages 1 - 10)

Additional Reports from those Groups who received grants during the Year:

British Cactus & Succulent Society
Melksham Carnival
2020 Melksham Food & River Festival
Melksham Gardeners' Society
4 Youth (South West) – formerly Young Melksham

6. Presentations from Community Groups (Pages 11 - 16)

To receive additional presentations/updates from the following Community Groups:

4 Youth (South West) – formerly Young Melksham

Town Hall, Melksham, Wiltshire, SN12 6ES (01225) 704187 miriamzaccarelli@melksham-tc.gov.uk

YOUR CONTACT DETAILS	
ORGANISATION: British Cactus & Succulent Society(Wiltshire Branch)	
NAME: Derek May	
EMAIL:	
1. Please give details below of the items or activities funded by this grant	
ITEM/ACTIVITY	TOTAL COST
British Cactus & Succulent Society(Wiltshire Branch) Annual Show	£360
The grant awarded will go towards the cost of the hall hire	
TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL GRANT	£360
2. The benefits of your grant	
Please give details below of the ways in which the award has been of benefit to the work of your group and how this benefits people of Melksham as stated on your original application	
<p>Receiving this award will be beneficial to the dedicated members of the club, who are mostly retired and find this hobby provides them with a vital opportunity to meet monthly and share their passion for horticulture. The club and the organising and hosting of this event provides all our members with an opportunity to make new friends and share their skills and ideas, all of which has a positive impact on both their emotional and social well being. The club provides members with a relaxed and friendly environment where they can develop long-term friendships and share life experiences. The show provides the members with a focus for their society and gives them an opportunity to share their skills and knowledge with the local community. This sharing of the hobby with the community is very important, as it is a key method for showcasing both the hobby and the club, and helps to encourage new members. The last show in 2019 brought in 94 visitors, this is very encouraging as attendance has increased every year. Although most did not necessarily translate into membership we did get lots of interest which could turn into membership later on. It does highlight how the local community took the opportunity to attend the show and learn a little about cacti and succulents and was reported by the local news: This year's event probably will not go ahead because of government restrictions at the event date. The importance of the show to the local community, as we had several senior citizens join us for a cup of tea and a conversation providing them with much needed social interaction.</p>	

3. How many people in Melksham have benefited from the grant?

94

4. Has last year's grant been spent in accordance with its purpose as requested last year? (please circle)

No

5. Is there anything else that you would like to say regarding your grant?

Although the show did not go ahead in 2020 and will sadly not go ahead in 2021 we very much hope that 2022 will be possible and therefore the grant will be used for that.

Please return this form by email to miriamzaccarelli@melksham-tc.gov.uk, or to Melksham Town Hall by **28 April 2021**. If you have any questions or require any help please do not hesitate to contact Miriam Zaccarelli.

**GRANT MONITORING FORM 2020/2021**Page 3

3. How many people in Melksham have benefited from the grant?

None – postponed. Usually around 7,000

4. Has last year's grant been spent in accordance with its purpose as requested last year? (please circle)

Yes

No

Partially

5. Is there anything else that you would like to say regarding your grant?

The grant is still safely in the bank account awaiting next years carnival.

We also lost all of our other funding last year so would still like to apply this year please.

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GRANT MONITORING FORM 2020/2021

YOUR CONTACT DETAILS	
ORGANISATION:	2020 Melksham Food and River Festival
NAME:	Nick Westbrook
EMAIL	
1. Please give details below of the items or activities funded by this grant	
ITEM/ACTIVITY	TOTAL COST
<p>The grant was requested to enable the 2020 Melksham Food and River Festival to take place in the King George V Park and on the River over the weekend of Friday 4th September and Sunday 6th September 2020. It was at an advanced stage of planning by the end of July 2020, when changes to the government's COVID-19 regulations effectively rendered the project unviable – and it was consequently cancelled.</p> <p>As only limited expense had been incurred at the time of this cancellation, the MFRF Committee requested – and obtained – permission from the Town Council to carry the grant forward to support development of the 2021.</p> <p>The grant, together with the additional £1,000 contributed by the Town Council, will be used to contribute towards the planning and additional costs of the professional services (first aid, insurance, security, sound and electrics, waste disposal and mobile toilets) for the forthcoming Festival – see below</p>	
Hire of the Festival Marquee, kitchen and platform (provided by Leekes sponsorship)	1,200.00
Insurance Premium	800.00
Security	1,610.00
Medical and First Aid	1,200.00
Electrical Power / PA services and hire of large TV screens	3,000.00
Waste, toilets and site cleaning	1,660.00
Potential cost of third party contractor services for 2020 / 2021	9,470.00
LESS Recovered when Festival cancelled	- 9040.00
TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL GRANT	NIL

2. The benefits of your grant

Please give details below of the ways in which the award has been of benefit to the work of your group and how this benefits people of Melksham as stated on your original application

The Festival offers a programme of food demonstrations, river-based activities, a fun-fair and other activities for children, and musical entertainment from local groups and choirs. A wide range of stalls promotes local food and drink providers plus artisan, crafts and related products; also local communities and charities providing facilities and services to Melksham and other residents.

The aim of Festival is to highlight the benefits of the King George V Park and River Avon in Melksham; and to celebrate local food and drink producers and suppliers from Melksham and its hinterland.

The objectives of the Festival remain largely the same as in previous years, namely:

- To raise the profile of Melksham, its surrounding villages and rural hinterland.
- To show that the River Avon is an important leisure and wildlife resource.
- To give people a safe, fun weekend on and by the river that is suitable for everyone.
- To promote local food and drink businesses, and community, craft and voluntary groups.
- To offer opportunities for local individuals and businesses to provide activities and attractions.
- To encourage tourists and day visitors to the Melksham area.
- To publicise the Wilts & Berks Canal Trust and promote membership.
- To promote and gain public support for the Melksham Canal Link project.
- To promote the facilities available in the King George V Park.
- To provide a platform for local organisations to publicise their activities and membership.
- To generate sufficient income to cover Festival costs and expand the annual event.

The Festival is organised largely by volunteers, with support from several other local organisations

3. How many people in Melksham have benefited from the grant?

As the Festival is free to attend, it has not been possible to take detailed information about origination of attendees.

The Festival has very popular over the past few years very popular over the past few years It is estimated that attendance at any one time over the two days of the 2019 Festival was 1,200 – 2,000, building to an estimated total over the two days of the Festival of between 10,000 – 12,000.

We are confident that It attracts very significant numbers of stall participants and residents from the entire Melksham Town and Parish areas, plus increasingly attracting attendance from a wider catchment area within Wiltshire and beyond.

4. Has last year's grant been spent in accordance with its purpose as requested last year? (please circle)

Yes

No

Partially

5. Is there anything else that you would like to say regarding your grant?

We are very grateful that the Council has allowed the 2020 grant to be carried forward

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3. How many people in Melksham have benefited from the grant?

Normally 200 plus (this is society members, local people and visitors), we are unable to quantify anything for 2021 due to current restrictions and uncertainty with public gatherings.

4. Has last year's grant been spent in accordance with its purpose as requested last year? (please circle)

Yes

No

X

Partially

5. Is there anything else that you would like to say regarding your grant?

Unfortunately due to Covid-19 the Hall has been closed and the Show was cancelled. 2021 is still in abeyance as we cannot organise our show until the Hall is open and we allowed to go ahead.

The grant is still very much an appreciated thing to receive as it does enable the Society to continue with shows in normal circumstances. However, we will have to wait to see if we are able to implement it this year.

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GRANT MONITORING FORM 2020/21

YOUR CONTACT DETAILS	
ORGANISATION: 4Youth (South West) - formally Young Melksham	
NAME: Bev Martin	
EMAIL:	
1. Please give details below of the items or activities funded by this grant	
ITEM/ACTIVITY	TOTAL COST
TeenTalk Counselling	£ 4,140
Gas/Electric	£ 4,198
Repairs/Renewals to The Canberra Centre (excluding new toilets)	£ 3,641
Other premises expenses	£ 6,021
Insurance	£ 1,776
Staff Salaries	£ 45,357
Youth Work Activities	£ 6,320
Specialist cleaning/hygiene	£ 4,995
TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL GRANT	£10,000
2. The benefits of your grant	
Please see the detailed report provided to the council on 22 nd February 2021	
3. How many people in Melksham have benefited from the grant?	
Please see the detailed report provided to the council on 22 nd February 2021	
4. Has last year's grant been spent in accordance with its purpose as requested last year? (please circle)	
Yes	

5. Is there anything else that you would like to say regarding your grant so that the Town Council can consider any changes in your needs in light of this unusual year?

Please see the detailed report provided to the council on 22nd February 2021

Please return this form by email to miriamzaccarelli@melksham-tc.gov.uk. or to Melksham Town Hall by **28 April 2021**. If you have any questions or require any help please do not hesitate to contact Miriam Zaccarelli.



The Canberra Centre
56a Spa Road
Melksham
SN12 7NY

01225 667327
hello@4youth.org.uk
www.4youth.org.uk

Report to Melksham Town Council on work undertaken and planned in Melksham

Report Author: Jon Hubbard
Dated: 21 February 2021

1. This report outlines the work undertaken by 4Youth (South West) in 2020 and the planned work for 2021 and vision for 2022 onwards.
2. Like most organisations our work was significantly impacted by the Coronavirus pandemic and we were forced to refocus our efforts and find new innovative ways of providing our services for young people in the Melksham community.

2020 – A year of disruption and innovation

3. At the start of 2020 we were running 4 youths clubs regularly every week. These were well attended and provided positive activities for young people from Year 5 (ages 9/10) to Year 13 (ages 17/18). Additionally, we ran a SEND youth club for young people aged 13 to 25 and our popular TeenTalk Counselling service for young people aged 10 to 25.

Youth Work

4. Prior to us suspending our youth clubs on 19th March 2020 we had worked with 418 young people
 - No Limit SEND Club (Mondays) - We had run 10 sessions with 22 young people attending a total of 128 times between them.
 - Our Tuesday Club for Years 5 and 6 – We had run 10 sessions with 261 young people attending a total of 1032 times between them.
 - Our Wednesday Club for Years 7 and 8 – We had run 9 sessions with 90 young people attending a total of 387 times between them.
 - Our Thursday Club for Years 9 upwards – We had run 10 sessions with 49 young people attending a total of 189 times between them.
5. Once the clubs had been suspended we had to totally cease our face-to-face work with young people until new ways of working could be

4Youth (South West) is a company limited by guarantee.

Registered in England no. 7871666

Registered with the Charities Commission no. 1147394

TeenTalk and Young Melksham are working names of 4Youth (South West).



implement. By the end of April 2020 we had secured agreement with Wiltshire Police to introduce some specialist detached youth work where we attempted to work with any young people that we did find out and about in the evenings to educate and inform them on the dangers of them breaching the lockdown rules.

6. In total in April, May and June we delivered a total of 88 hours across 30 sessions of detached youth work under lockdown conditions where we concentrated on educate and inform. In this time we worked with 50 young people and had 128 contacts.
7. During the summer holidays we ran 22 mobile youth club sessions. The majority of these were in King George V Playing Fields. We had 87 young people attend these sessions where a number of outdoor, socially distanced activities took place with a total number of 140 attendances.
8. During the summer holidays we also ran a limited number of Covid-Safe Holiday Club sessions at The Canberra Centre for limited bubbles of young people. These totalled 20 sessions but we saw low take up of the service with 28 young people attending a total of 101 times across the sessions.
9. In September we moved back to more traditional detached youth work running an increased number of sessions through to the end of the year. In total between September and the new year we ran 92 detached youth work sessions delivering 276 hours of detached youth work to a total of 223 different young people. The team totalled 776 contacts during these sessions.
10. During the year we also ran a number of Online Youth Club sessions but did not find a significant take up of this service. In total we ran 20 online youth club sessions with 53 different young people taking part in the sessions for a total of 127 attendances.

Early Help and Counselling

11. Our Early Help and Counselling team continued to work throughout the year, moving over to telephone based counselling during the lockdown period. Following the return to face-to-face working in the summer we relocated the work from the more confined dedicated counselling room to the café area in The Canberra Centre where there is more space available to allow for social distancing.
12. In total in 2020 we provided TeenTalk Counselling to 32 young people who attended a total of 174 therapy sessions at the Canberra Centre in Melksham.
13. As a result of the lockdown and the identified need for additional welfare support for young people we introduced a dedicated phone line where young people could call in on Tuesday and Friday afternoons and speak with a counsellor or leave a message at other times and get

return call. The service received plaudits from various organisations for providing responsive support at a time of need, including the Police and Crime Commissioner asking for a set of the service postcards to be printed with his logo on for Police Officers and PCSO's to be able to pass on to young people.



It's ok to not be ok!
We are not in normal times

*Depressed • Lonely
Afraid • Angry • Not Coping*

*Free and confidential
support for young people
aged 11-25*

talk@youngmelksham.org.uk
01225 667328

Supported by
Wiltshire and Swindon
pcc

Young Melksham
Supporting young people in the Melksham community

14. In total out team worked with 44 young people during the year with welfare calls with a total of 148 calls made.

Finances in 2020

15. Our accounts for 2020 have not yet been completed but management reports show a total expenditure in 2020 of £60,747. Of this we estimate £55,000 to have been spent directly on either The Canberra Centre or the delivery of services to young people in the Melksham community.
16. Whilst this figure is lower than the anticipated spend, due to the suspension of our youth clubs for the majority of the year, we also saw a significant drop in income due to the reduction in subs and tuck shop sales.

		2019	2020	difference
Membership Subs	£	10,750	£ 3,566	-67%
Tuck Shop Income	£	11,412	£ 2,843	-75%
Hall Hire	£	3,245	£ 4,600	42%
	£	25,407	£ 11,009	-57%

17. Whilst we were able to take advantage of the Government's furlough scheme which helped to minimise the impact of the ongoing staff costs for the year the role of our other funding partners played an essential part in helping us continue to operate throughout the pandemic. We received fantastic support from the Wiltshire Community Foundation during the year who gave us a number of grants to support our Covid specific work.

2021 – Looking forward to “Normal”

18. As we move into the new year we are still in lockdown and running a combination of Detached Youth Work and Online Youth Clubs and activities for our young people. Currently we have detached youth work taking place in Melksham five evenings a week and an online youth club on Monday evenings for our No Limits SEND group and Thursday evenings for those in Year 7 and above.
19. Once restrictions have been eased and we are permitted to reopen youth clubs we have a phased reintroduction of services planned in accordance with the guidelines set out by the National Youth Agency (NYA).
20. This will mean opening our Monday, Wednesday and Thursday clubs with maximum group sizes of 15. We are hoping that we will reopen these club nights by the end of March.
21. Unfortunately, it will not be possible to reopen our Tuesday Club for Years 5 and 6 until the social distancing guidelines are fully relaxed due to the capacity of The Canberra Centre and the numbers of young people who attend that club.
22. We have recently appointed a new full time youth worker position to co-ordinate the youth work we deliver in the Melksham community. They should be in post by the end of March.

Planned Services from April 2021 (lockdown rules permitting)

23. Subject to the anticipated easing of lockdown rules we are hoping that the following services will be running from The Canberra Centre from early April

- **Mondays**
 - No Limits SEND Youth Club for ages 13 to 25 (max attendance 15 in line with NYA Amber Guidance)
- **Tuesdays**
 - Detached Youth Work in KGV and other locations identified by stakeholders
 - Drop-in pastoral support sessions for young people at The Canberra Centre
- **Wednesdays**
 - Youth Club for Year Groups 7,8 & 9 (max attendance 15 in line with NYA Amber Guidance)
- **Thursdays**
 - Youth Club for Year Groups 9 and up (max attendance 15 in line with NYA Amber Guidance)

- TeenTalk Counselling Sessions
- Detached Youth Work in KGV and other locations identified by stakeholders
- **Fridays**
 - Detached Youth Work in KGV and other locations identified by stakeholders
- **Saturdays**
 - Detached Youth Work in KGV and other locations identified by stakeholders

24. We should also be starting to implement our new mentoring service for young people in April with the appointment of our new Mentoring Lead and the recruitment of volunteer mentors. We hope to have the scheme fully up and running by the end of the summer term.
25. As further easing of lockdown rules take place, we will further increase the capacity of our youth clubs, at all times following the NYA Guidance. Once rules permit, we will reopen our Tuesday night club to Years 5 and 6.

Finance

26. This year we will continue to see considerable pressure on our finances due to the significant anticipated shortfall in membership subs and tuck shop income. We will continue to rely heavily on the support of our funding partners to allow us to develop and grow our services to continue to meet the needs of young people in our community.
27. It is difficult to be precise about the expenditure on youth services in the Melksham community for 2021 as they are dependent on what changes are made to the lockdown restrictions and when.
28. For clarity, in a full year the dedicated spend on staffing for the direct delivery of youth work in the Melksham Community is £46,870 plus on-costs. The budget allocated for youth work in Melksham for a full year is shown below. Please note that this does not include any contribution towards the corporate management costs for the charity.

Staff Salaries	£	46,870
On-Costs	£	5,624
The Canberra Centre	£	18,000
Activities	£	5,200
	£	<u>75,694</u>

29. To be clear, funding that is given to 4Youth for Melksham is spent exclusively on delivery in Melksham, not for corporate management costs or to subsidise services in other areas.

Things have changed a bit for Young Melksham

30. During 2019 it was becoming increasingly clear that some of the services being delivered by Young Melksham were being enjoyed by not only residents from the town but also those from surrounding communities. This was particularly true of our TeenTalk Counselling service which was seeing young people from as far north as Malmesbury and as far south as Warminster using the service. The increasing use of the counselling service put in under considerable pressure and was leading to unacceptable waiting times to see a counsellor.
31. We there made the (pre-covid) decision to increase our counselling capacity by doubling our capacity by appointing a second part-time therapist. They had been due to work from our base at The Canberra Centre, but the lockdown commenced on the week they were due to start. They therefore provided telephone/video-based counselling for the duration.
32. The Board took the strategic decision that as many of these young people came from the north of the county, we looked to locate the service in Chippenham. It was also hoped we would be able to source dedicated funding to support the Chippenham offer. In the event, the opening of the second location helped us successfully gain £9,800 funding from the National Lottery for the TeenTalk service.
33. The charity also was approached by the Trustees of the Atworth Youth Centre about Young Melksham taking over the delivery of services in the village and by a community group in Westbury about potentially delivering services in the town.
34. Following research and due diligence the board made the decision that there were several communities where services such as the ones delivered by Young Melksham would be welcomed. However, a barrier to working in the wider community was that the charity had a very locality specific name. The decision was therefore taken to change the name of the charity from Young Melksham to 4Youth (South West). None of the services delivered in Melksham have been changed or impacted by this change and we continue to ring-fence any funding received for the delivery of services in a locality to that locality.
35. As part of the reorganisation of the charity it was decided to appoint to some new roles to help us to deliver the best level of services possible and continue to grow and develop the charity. Therefore, the following new posts have been created and we hope to have completed the recruitment process by end of Q2 2021:
 - Youth Work Development Manager (0.5 position)
 - Early Help and Counselling Manager (0.5 position)
 - Youth Centre Co-ordinator – Melksham (full time)