

## **Melksham Town Council**

### **Minutes of the Full Council meeting held on Monday 27th September 2021**

#### **PRESENT:**

Councillor J Hubbard (Town Mayor)  
Councillor C Goodhind (Deputy Town Mayor)  
Councillor P Alford  
Councillor P Aves  
Councillor S Crundell  
Councillor G Ellis  
Councillor C Forgacs  
Councillor L Lewis  
Councillor S Mortimer  
Councillor J Oatley  
Councillor S Rabey

#### **OFFICERS:**

Linda Roberts	Town Clerk
Patsy Clover	Acting Deputy Town Clerk
Jeff Mills	Communications Officer
Miriam Zaccarelli	Community Development Officer
Christine Hunter	Committee Clerk

**PUBLIC PARTICIPATION:** One member of the press was present.

#### **183/21 Apologies**

Apologies were received from Councillors Cooke, J. Crundell, Houghton and Price.

#### **184/21 Declarations of Interest**

Councillor Oatley declared a disclosable pecuniary interest in relation to agenda item no. 11.3 in respect of the Red Circled Grant application from Young Melksham (4Youth). Councillor Oatley remained in the meeting and did not take part in the debate on this item.

The Town Mayor, Councillor Hubbard, declared an interest in relation to agenda item no. 11.3 in respect of the Red Circled Grant application from Young Melksham (4Youth). Councillor Hubbard remained in the meeting and did not take part in the debate on this item.

#### **185/21 Police - Youth Offending Team Presentation and Police Area Board report August 2021**

A presentation was given by Sgt James Twyford of Wiltshire Police regarding the Youth Offending Team. He explained that the Youth Offending Team were a

multi-agency team who use a holistic approach, working collaboratively with young offenders, to provide interventions bespoke to the young person's needs. The team tackled the three main areas of Youth Offending:

- Prevention
- Offenders and
- Victims of crime.

Sgt Twyford reported that in 2019/2020 after intervention by the Youth Offending Team 77% of young people did not reoffend.

The Police Area Board report for August 2021 was noted.

#### **186/21 Minutes**

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

**UNANIMOUSLY RESOLVED** that the minutes of the Extra-Ordinary Full Council meeting held on 9 August 2021, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor Hubbard.

#### **187/21 Reports from Unitary Councillors**

Members received an update from Councillor Alford regarding the recent publication of Wiltshire Council's Business Plan which is a high level Strategic Plan. The main priorities will be climate change, the environment, biodiversity and more sustainable transport.

#### **188/21 Accounts**

##### **188/21.1 List of Payments**

The Town Clerk stated that she would investigate and respond to Councillors regarding queries raised.

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

**UNANIMOUSLY RESOLVED** to approve the list of payments made by Direct Debit, debit card, cheque, and BACS for the period from 01/07/2021 to 31/07/2021.

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

**UNANIMOUSLY RESOLVED** to approve the list of payments for the Assembly Hall Bank Account for the period from 01/07/2021 to 31/07/2021.

**188/21.2    Petty Cash**

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

**UNANIMOUSLY RESOLVED** to approve the payments made by petty cash for the period from 01/07/2021 to 31/07/2021.

**188/21.3    Monthly Financial Statements Year to Date to 31 August 2021 (Month 5)**

The monthly financial statement was noted.

**188/21.4    Detailed Income & Expenditure Report Year to Date to 31 August 2021 (Month 5)**

The Income and Expenditure report was noted.

**188/21.5    Earmarked Reserves Year to Date to 31 August 2021 (Month 5)**

The Earmarked Reserves were noted.

**189/21    Standing Orders**

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

**UNANIMOUSLY RESOLVED** to adopt the revised Standing Orders.

**190/21    Committee Minutes**

**190/21.1    Asset Management and Amenities Committee**

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

**UNANIMOUSLY RESOLVED** to receive the draft minutes of the Asset Management and Amenities Committee meeting held on 2 August 2021.

**190/21.1.1    Asset Management and Amenities Committee Recommendations**

The Asset Management and Amenities Committee requested that members review and approve the Terms of Reference for the Parks Working Group.

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

**UNANIMOUSLY RESOLVED** to approve the Terms of Reference for the Parks Working Group.

## **190/21.2 Community Development Committee**

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

**UNANIMOUSLY RESOLVED** to receive the draft minutes of the Community Development Committee meeting held on 13 September 2021.

### **190/21.2.1 Community Development Committee Recommendations**

The Community Development Committee requested that members review and approve the amended Terms of Reference for the Community Development Committee and appoint Councillors as members of the Environment and Climate Working Group and the Arts Project Working Group.

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

**UNANIMOUSLY RESOLVED** to approve

- the amended Terms of Reference for the Community Development Committee.
- to appoint Councillors Aves, Lewis, Mortimer, Rabey, Ellis and S Crundell onto the Environment and Climate Working Group.
- to appoint Councillors Aves, Hubbard, Lewis and Forgacs onto the Arts Project Working Group.

## **190/21.3 Finance Administration and Performance Committee**

The draft minutes of the Finance, Administration and Performance

Committee meeting held on 20 September 2021 were received.

### **The Finance, Administration and Performance Committee Recommendations**

- 190/21.3.1** The Finance, Administration and Performance Committee requested that in order to provide funding for the Red Circled Grants, members decide whether to:
- approve the completion of one application form from each applicant covering the current financial year and the three following financial years (2022-2023, 2023-2024, and 2024-2025) and
  - approve the payment of Red Circled Grants budgeted in the current financial year and for the financial years 2022-2023, 2023-2024, and 2024-2025 for the following:
    - Melksham Carnival (£3,000)
    - Christmas Lights (10,000)
    - Citizens Advice Bureau (£6,000)
    - Food and River Festival (£3,000)
    - Party in the Park (£3,000)
    - Tourist Information Centre (£5,000)
    - Young Melksham (4Youth) (£10,000)

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

#### **RESOLVED to:**

- ask each of the applicants at the start of the financial year whether their event has taken place
- ask the grant recipients to give a presentation to Full Council or the Annual Town meeting regarding how their grant had been spent and how each project had progressed.
- approve one application form for Red Circled Grant Funding from each applicant to cover the current financial year and the three following financial years (2022-2023, 2023-2024, and 2024-2025).
- approve the payment of Red Circled Grants budgeted in the current financial year and for the financial years 2022-2023, 2023-2024, and 2024-2025 for the following:
  - Melksham Carnival (£3,000)
  - Christmas Lights (10,000)
  - Citizens Advice Bureau (£6,000)
  - Food and River Festival (£3,000)
  - Party in the Park (£3,000)

- Tourist Information Centre (£5,000)
- Young Melksham (4Youth) (£10,000)

**190/21.3.2** The Finance, Administration and Performance Committee requested that members decide whether to fund the payment of two additional large grant applications from TransWilts and Relate Wiltshire for the financial years 2021/2022.

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

**RESOLVED** that the TransWilts application would not be supported, but to offer some support on a further application, suggesting they re-apply including a detailed breakdown of costs and evidence showing the benefits for Melksham Residents.

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

**RESOLVED** that the Relate Wiltshire application would not be supported but for constructive feedback to be provided to the group asking them to re-apply including a detailed breakdown of costs and evidence showing the benefits for Melksham residents.

#### **190/21.4 Staffing Committee**

The draft minutes of the Staffing Committee meeting held on 20 September 2021 were received.

### **191/21 Working Group Notes**

#### **191/21.1 Parks Working Group**

The notes of the Parks Working Group meeting held on 20 July 2021 were received.

##### **191/21.1.1 The Parks Group Recommendations**

The Parks Working Group requested members to approve the Parks Working Group Terms and Conditions.

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

**UNANIMOUSLY RESOLVED** to approve the Terms and Conditions of the Parks Working Group.

**191/21.2 Shurnhold Fields Working Group**

The draft notes of the Shurnhold Fields Working Group meeting held on 8 September 2021 were received.

**191/21.3.1 The Shurnhold Fields Working Group Recommendations**

The Shurnhold Fields Working Group requested members to approve the recommendation under item number 7d) where it was:

**“RESOLVED:** To recommend to Melksham Without Parish Council and Melksham Town Council to approve the tender from I&B Ayliffe Ltd for works to the Shurnhold Fields car park and improved highway entrance project”

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

**UNANIMOUSLY RESOLVED** to approve the works to the Shurnhold Fields car park and improved highway entrance project.

**192/21 Neighbourhood Plan**

Members noted the next meeting of the Neighbourhood Plan steering group would be held on 29 September 2021.

The Town Clerk confirmed she had submitted an expression of interest for the design code pilot scheme.

**193/21 Broadband provision at the Pavilion**

It was noted that the Area Board had approved funding of £998.00 + VAT for a CCTV camera to be located near the Skatepark with a broadband link to the pavilion.

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

**UNANIMOUSLY RESOLVED** to approve the installation of broadband at the Pavilion to enable remote monitoring of CCTV footage at a cost of £19.95 per month (excl. VAT) for a three year term plus a one off charge for the router.

**194/21 Melksham Town Council Refreshed Branding**

The briefing of the Head of Communications was received.

Councillors discussed the proposed ideas for a Melksham Town Council brand.

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

**UNANIMOUSLY RESOLVED** to defer consideration of the branding until the Full Council meeting to be held on 25 October 2021.

**195/21 Speed Indicator Devices (SIDS)**

The report of the Head of Communications was noted.

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

**UNANIMOUSLY RESOLVED** to delegate authority to the Town Clerk to purchase seven replacement SIDS, of an appropriate design and power function, at a cost of no more than £15, 000 to be deployed across Melksham.

**196/21 Melksham Christmas Lights Switch-on Event**

Members received the notes of the Christmas Lights meeting held on 19 July 2021 and note of actions following that meeting.

The Town Clerk reported that other local town councils are holding their Christmas Lights switch on events. The Town Council will follow Covid-19 guidance in place at the time of the switch-on.

**197/21 Procurement Policy**

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

**UNANIMOUSLY RESOLVED** to defer the adoption of the Procurement Policy until the Full Council meeting to be held on 25 October 2021.

**198/21 Confidential Session**

In view of the confidential nature of the information to be discussed, the press and public were instructed to withdraw.



**198/21.1 Insurance Claim**

The Town Clerk confirmed that the Town Council's insurers were dealing with the issue and that the Council would act on their advice.

Meeting Closed at: 10.02 pm

**Signed:** .....

**Dated:**