

Melksham Town Council

Minutes of the Full Council meeting held on Monday 24th January 2022

PRESENT:

Councillor C Goodhind (Deputy 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 Houghton
Councillor L Lewis
Councillor S Mortimer
Councillor J Oatley
Councillor S Rabey

OFFICERS:

Linda Roberts	Town Clerk
Patsy Clover	Acting Deputy Town Clerk
Hugh Davies	Amenities Manager
Jeff Mills	Communications Officer
Christine Hunter	Committee Clerk

PUBLIC PARTICIPATION: One member of the public and two members of the press were present. Two members of the public were present virtually.

233/21 Apologies

Apologies for absence were received from the Town Mayor, Councillor Hubbard, and Councillor Price.

234/21 Declarations of Interest

There were no declarations of interest.

235/21 Questions from Councillors

There were no questions from Councillors.

236/21 Minutes

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

UNANIMOUSLY RESOLVED that the minutes of 13 December 2021 having previously been circulated, were approved as a correct record and signed by the Deputy Town Mayor, Councillor Goodhind.

237/21 Town Mayor's Announcements

The Deputy Town Mayor, Councillor Goodhind, reported that:

- a new CCTV camera has been erected that will monitor the Skate Park with remote access available.
- the CCTV control room at the Town Hall will be upgraded and volunteers recruited to monitor the cameras proactively.
- a defibrillator had been installed at the Pavilion.

The provision of checks for CCTV volunteers was discussed.

238/21 Reports from Unitary Councillors

Councillor Alford provided the following updates:

- Wiltshire Council's budget will be set on 1 February 2022.
- Wiltshire Council have agreed to increase the budget for Melksham House to £4m.
- A Place Board had been created by Wiltshire Council. As part of Councillor Alford's motion, Melksham Town Council would be invited to be part of this, alongside external consultants and local stakeholders to review all publicly owned assets in Melksham as part of a wider masterplan to enhance and regenerate the town.

239/21 Accounts

239/21.1 List of Payments

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

UNANIMOUSLY RESOLVED to approve the list of payments.

239/21.2 Petty Cash

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

UNANIMOUSLY RESOLVED to approve the Petty Cash payments.

239/21.3 Monthly Financial Statement to 30 November 2021 (Month 8)

It was proposed by the Deputy Town Mayor, Councillor Goodhind,

seconded by Councillor Oatley, and

UNANIMOUSLY RESOLVED to approve the Monthly Financial Statement.

239/21.4 Detailed Income & Expenditure Report as at 30 November 2021 (Month 8)

Councillor Mortimer asked why the solar farm monies were not included in the Earmarked Reserves. The Town Clerk explained that the finance reports followed practices relating to local government accounts for transparency and that the income for the current financial year from the Solar Farm should show in the finance reports in the year in which it is received. Explaining that at the end of the financial year end the income would be transferred to the Solar Farm Ear Marked Reserve. The Town Clerk added that she would check with the accountant to see if it could be added before the year end.

Councillor S Crundell asked why the Town Development Budget was 30% overspent? The Town Clerk explained that this was due to miscoding for the water fountain and prizes for the in-bloom competition, which had been identified and amended and would be reflected in the next budget reports.

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

UNANIMOUSLY RESOLVED to approve the Income and Expenditure Report.

239/21.5 Earmarked Reserves to 30 November 2021 (Month 8)

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

UNANIMOUSLY RESOLVED to approve the Earmarked Reserves.

240/21 Interim Internal Audit Report 2021/2022

The Internal Auditors interim Report and actions taken as a result of the recommendations therein were noted.

Councillor S Crundell thanked and congratulated officers stating that the report reflected favourably on their work.

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

UNANIMOUSLY RESOLVED to approve the interim Internal Audit Report for 2021/2022.

241/21 Committee Minutes

241/21.1 Community Development Committee

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

UNANIMOUSLY RESOLVED to receive the draft minutes of the Community Development Committee meeting held on 10 January 2022

It was proposed by Councillor Oatley, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED to allocate £4,000 from the Greenspace Earmarked Reserves to support funding applications for the Jubilee Trees project.

Councillors discussed in depth the request to support four quarterly Artbeats festivals at a cost of up to £10,000 per annum, to be met from this year's General Reserves.

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

UNANIMOUSLY RESOLVED to delegate the preparation of a detailed action plan to the Community Development Officer and the Town Clerk for review at the next Community Development Committee meeting scheduled for 7 March 2022.

241/21.2 Economic Development and Planning Committee

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

UNANIMOUSLY RESOLVED to receive the draft minutes of the Economic Development and Planning Committee meeting held on 10 January 2022.

241/21.3 Finance Administration and Performance Committee

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

UNANIMOUSLY RESOLVED to receive the draft minutes of the Finance, Administration and Performance Committee meeting held on 17 January 2022.

241/21.4 Chairs of Committees Meeting

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

UNANIMOUSLY RESOLVED to receive the draft notes of the Chairs of Committees meetings held on 29 November 2021 and 17 January 2022.

242/21 Written motions from councillors

242/21.1 Motion regarding Deployable CCTV Cameras

The motion from the Deputy Town Mayor, Councillor Goodhind, to purchase rapidly deployable CCTV cameras and associated items was received.

Consideration was given to where the cameras would be deployed, the number required, the procedure for deployment, costs and managing the CCTV system. The Town Clerk reported that she would be the data controller and is currently working on CCTV protocols.

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

RESOLVED to purchase two deployable CCTV cameras with batteries plus one spare battery at not more than 55% of the quote from IC2 Distribution.

242/21.2 Motion regarding engagement with Wiltshire Council in the masterplanning of Melksham

Having spoken to this motion, it was proposed by Councillor Alford seconded by Councillor Cooke and

UNANIMOUSLY RESOLVED to support engagement by Melksham Town Council with Wiltshire Council through a task group which will explore options for publicly owned assets in Melksham through the creation of a masterplan.

243/21 Publicly owned assets in Melksham

It was proposed by Councillor J Crundell seconded by Councillor Mortimer and

UNANIMOUSLY RESOLVED to appoint Councillors Aves, Ellis and Councillor S Crundell as Melksham Town Council representatives on the Wiltshire Council task group.

244/21 Calendar of Meetings 2022/2023

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

UNANIMOUSLY RESOLVED to adopt the Calendar of Meetings for 2022/2023 subject to the following amendments:

- cancel the Economic Development and Planning Committee meeting scheduled for 16th January 2023.
- Reschedule the 1 October 2022 the Budget Meeting to 10 October 2022.

245/21 Investment Strategy Policy

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

UNANIMOUSLY RESOLVED to approve and adopt the Investment Strategy policy.

246/21 Provision of a Computer for use by Members of the Public

The Town Clerk explained that there would be costs involved in purchasing the equipment, and that members of the public may require help to use the MyWilts app.

It was suggested that members of the public should be directed to other sources, i.e. the Library, for access to computer facilities.

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

UNANIMOUSLY RESOLVED to not to provide a computer for use by members of the public.

247/21 West Wiltshire-Elblag Twinning Association

It was proposed by Councillor J Crundell, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to appoint Councillor Aves as the Melksham Town Council representative to the West Wiltshire-Elblag Twinning Association.

248/21 Emergency Plan

It was proposed by Councillor Aves Seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to approve the Melksham & Melksham Without Community Emergency Plan subject to the completion of the sections marked in yellow and green on the draft plan.

249/21 Items for Information

The Wiltshire & Berks Canal Trust Officer's report for November 2021 and draft notes of the Wiltshire, Swindon and Oxfordshire Canal partnership meeting held on 2nd December 2021 were received.

Meeting Closed at: 9.50 pm

Signed:

Dated: