

## **Melksham Town Council**

### **Minutes of the Full Council meeting held on Monday 16th May 2022**

#### **PRESENT:**

Councillor J Hubbard (Town Mayor)  
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 T Price  
Councillor S Rabey

#### **OFFICERS:**

Linda Roberts	Town Clerk
Christine Hunter	Committee Clerk

**PUBLIC PARTICIPATION:** One member of the press was present and Four members of the public were present virtually.

#### **277/22 Election of Town Mayor**

**PUBLIC PARTICIPATION:** One member of the press was present and Four members of the public were present virtually.

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

Councillor Houghton nominated Councillor Oatley, seconded by Councillor Price, and Councillor Mortimer nominated Councillor S Crundell, seconded by Councillor Forgacs.

A vote was taken which resulted in 9 votes for Councillor S Crundell, and 6 votes for Councillor Oatley.

It was **RESOLVED** that Councillor S Crundell be elected as Town Mayor for the ensuing year.

The newly elected Town Mayor assumed the chair.

**278/22 Declaration of Acceptance of Office**

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

**279/22 Outgoing Mayor's Address**

Councillor Hubbard congratulated Councillor S Crundell on his appointment and wished him luck for the forthcoming year, stating it was an exciting for Melksham to have a younger Mayor. Councillor Hubbard thanked members for the honour of being Melksham Town Mayor for the second time.

Councillor Hubbard thanked the former Deputy Town Mayor, Councillor Goodhind on behalf of himself and the Council, explaining he had been incredibly supportive in a challenging and difficult year, going above and beyond on many occasions. Councillor Hubbard also thanked the staff and recognised that they were working extremely hard to deliver to their community. Councillor Hubbard recognised at times councillors have differences of opinion, but asked for these conversations to be held behind closed doors.

**280/22 Newly Elected Mayor's Address**

The Town Mayor, Councillor S Crundell stated that when the Council were elected 13 out of 15 councillors were new and were fortunate to have two experienced councillors. He was grateful for their generosity of time and spirit to act in the best interest of people in the town. He hoped in the coming year to continue in that spirit and, with the co-operation of councillors who felt comfortable voicing their opinions, to work for the benefit of Melksham residents.

The Town Mayor, Councillor S Crundell, thanked members for placing confidence in him being the Town Mayor and stated that he looked forward to working with councillors and the officer team. The Town Mayor, Councillor S Crundell, thanked the former Town Mayor Councillor Hubbard, and the former Deputy Mayor, Councillor Goodhind for their service and hard work over the past year.

**281/22 Election of Deputy Mayor**

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

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

**RESOLVED** that Councillor Mortimer be elected as Deputy Town Mayor for the ensuing year.

**282/22 Declaration of Acceptance of Office**

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

**283/22 Apologies**

No apologies were received.

**284/22 Declarations of Interest**

There were no declarations of interest.

**285/22 Signing of Deeds and Legal Documents**

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

**UNANIMOUSLY RESOLVED** that the Town Mayor, Councillor S Crundell, the Deputy Town Mayor, Councillor Mortimer, Councillor Forgacs and Councillor Aves would sign legal documents on behalf of the Council.

**286/22 Authorities for Town Council bank accounts**

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

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

**UNANIMOUSLY RESOLVED** that Councillors Ellis, Cooke, S Crundell, Lewis, and Mortimer, would authorise payments from the Town Council's Unity bank accounts, and

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

**UNANIMOUSLY RESOLVED** that Councillors Aves, Cooke, S. Crundell, Ellis, Forgacs, and Mortimer would authorise payments from the Town Council's Lloyds bank accounts, and

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

**UNANIMOUSLY RESOLVED** that Councillors Alford and Price were approved to carry out bank reconciliations for the Town Council's Unity Trust and Lloyds bank accounts, and

It was proposed by the Councillor Hubbard seconded by the Councillor Forgacs, and

**UNANIMOUSLY RESOLVED** to grant approval for the Town Council to meet scheduled payments by Direct Debit.

## **287/22 Financial Regulations 2022**

The Town Clerk explained that the amendment to the Financial Regulations 2022 was to remove the EU Legislation relating to tender requirements of the Council.

Councillor Mortimer asked for clarity on Financial Regulations Item 5.2 The Town Clerk confirmed that item 5.2 had not been changed since adoption by Council.

Councillor Hubbard requested that future amended documents are forwarded with track changes to enable members to understand the changes made.

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

**UNANIMOUSLY RESOLVED** to approve the revised Financial Regulations 2022 with item 5.2 being earmarked for further review by Council.

## **288/22 Standing Orders**

Councillors discussed Standing Order Items 1C and 10. The Town Mayor, Councillor S Crundell, suggested that Councillors send questions to the Town Clerk to receive her advice and bring back to Full Council to debate changes to Standing Orders.

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

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

## **289/22 Committees**

Councillors reviewed the committee membership and approved the Chair and Deputy Chair for each committee as follows:

### **Asset Management and Amenities Committee**

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

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

Councillors: Cooke, Elis, Forgacs, Goodhind, Houghton, Hubbard, Oatley, and Price with the proviso that there is a vacancy for a late entry.

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

**UNANIMOUSLY RESOLVED** to elect Councillor Cooke as Chair of the Asset Management and Amenities Committee for the forthcoming year.

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

**UNANIMOUSLY RESOLVED** to elect Councillor Forgacs as Vice Chair of the Asset Management and Amenities Committee for the forthcoming year.

#### **Community Development Committee**

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

**UNANIMOUSLY RESOLVED** to elect the following members to the Community Development Committee:

Councillors: Aves, Ellis, Houghton, Lewis, Mortimer, Oatley and Price.

Councillor Cooke proposed Councillor Aves, as Chair, which was seconded by Councillor Lewis.

**UNANIMOUSLY RESOLVED** to elect Councillor Aves as Chair of the Community Development Committee for the forthcoming year.

Councillor Aves proposed Councillor Ellis as Vice Chair, which was seconded by Councillor Hubbard.

**UNANIMOUSLY RESOLVED** to elect Councillor Ellis as Vice Chair of the Community Development Committee for the forthcoming year.

#### **Economic Development & Planning Committee**

Councillor Alford offered to be called upon should a substitute be required. The Clerk would be notified of the substitution by 12 noon latest on the day of the meeting.

It was proposed by Councillor the Town Mayor, Councillor S Crundell, 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, Goodhind, Oatley, and Rabey.

Councillor Alford nominated Councillor Ellis for Chair seconded by Councillor Aves.

**UNANIMOUSLY RESOLVED:** To duly elect Councillor Ellis, as Chair of the Economic Development and Planning Committee.

Councillor Ellis proposed Councillor Cooke as Vice Chair, seconded Councillor Lewis.

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

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

It was proposed by Councillor S Crundell, seconded by Councillor Cooke and:

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

Councillors: Aves, J Crundell, Forgacs, Goodhind, Hubbard, Mortimer, and Rabey.

Councillor Aves proposed Councillor Mortimer, as Chair, which was seconded by Councillor Alford.

**RESOLVED:** To duly elect Councillor Mortimer, as Chair of the Finance Administration and Performance Committee

Councillor J Crundell proposed Councillor Goodhind as Vice Chair, which was seconded by Councillor Rabey.

**UNANIMOUSLY RESOLVED** To duly elect Councillor Goodhind, as Vice-Chair of the Finance Administration and Performance Committee

#### **Staffing Committee (to include the Mayor and Deputy Mayor)**

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

**RESOLVED** to appoint members to the Staffing Committee and that the membership would remain in place to the end of this administration in accordance with the Terms of Reference. The Mayor and Deputy Mayor changing annually.

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

**UNANIMOUSLY RESOLVED** to appoint the following members to the Staffing Committee for the duration of the current Council term with the Mayor and Deputy Mayor changing annually:

The Town Mayor, Councillor S Crundell (Chair), the Deputy Town Mayor, Councillor Mortimer (Vice-Chair), Councillors Aves, J Crundell, and Houghton.

Council agreed to vote for membership of Working Groups en bloc. It was proposed by the Town Mayor, Councillor S Crundell, seconded by Councillor Price and

**UNANIMOUSLY RESOLVED** to appoint members to the following Working Groups.

**Assembly Hall Working Group:**

Councillors Aves, Ellis, Houghton, Hubbard and Oatley.

**Budget Working Group:**

Councillors Cooke, J Crundell, S Crundell, Forgacs, and Mortimer.

**Business Review Working Group:**

Councillors Alford, Cooke, Forgacs, and Oatley.

**Canal Working Group:**

Councillors Alford, Ellis, and Goodhind.

**CCTV and Community Safety Working Group:**

Councillors Aves, Goodhind, Lewis, Mortimer and Oatley.

**CIL Funding Projects Working Group:**

Councillors Alford, Ellis and Rabey.

**Community Arts Working Group:**

Councillors Aves, Forgacs, Hubbard and Price.

**Environment and Climate Working Group:**

Councillors Aves, S Crundell, Ellis, Oatley, Mortimer and Rabey.

**Publicly Owned Assets in Melksham Working Group:**

Councillor Alford explained that he represented Wiltshire Council as a member of the Working Group which was a small group. Councillors expressed an interest in becoming members of the Working Group and Councillor Alford agreed to find out the maximum number of Melksham Town Councillors permitted.

It was proposed by Councillor Price, seconded by Councillor Ellis and

**UNANIMOUSLY RESOLVED** that the three current Working Group members (Councillors Aves, Ellis and S. Crundell) would remain until the next Full Council meeting scheduled for 6 June 2022, following clarification of the maximum number of Town Councillors permitted on the Working Group, with new members being elected at that meeting.

**Parks Working Group:**

Councillors Goodhind, Houghton, Hubbard, Mortimer and Rabey.

**Priority for People Working Group:**

Councillors Cooke, Ellis and Forgacs.

**Virtual Hub Working Group:**

Councillors Aves, Goodhind, Houghton and Oatley.

**291/22 Outside Bodies**

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

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

<b>Outside Body</b>	<b>Membership</b>
2385 (Melksham) Air Training Corps	S Crundell, Forgacs
Area Board	Goodhind
LHFIG	Goodhind
Carnival Committee	Mortimer
Melksham Adventure Centre	Mortimer
Melksham Almshouses Charities	J Crundell, Rabey
Melksham Community Transport	Ellis
Melksham League of Friends	J Crundell
Neighbourhood Plan	Aves, Hubbard
Neighbourhood Plan sub-group: <ul style="list-style-type: none"> <li>• Canal Link</li> <li>• Climate Issues</li> <li>• Design Guides</li> <li>• Housing</li> <li>• Heritage</li> <li>• Local Green Space</li> <li>• Proposed A350 Bypass</li> <li>• Town Centre</li> </ul>	Goodhind Ellis, Price Forgacs Aves Ellis S Crundell, Price Ellis, Hubbard Aves, Goodhind, Oatley and Rabey
North Operational Flood Working Group	Vacancy



Rachel Fowler Centre Management Committee	Lewis
Riverside Club Management Committee	Hubbard
Shurnhold Fields Working Group	Alford, Aves and Houghton
Shurnhold Fields (Friends of)	Alford
Melksham Transport User Group	Aves, Mortimer
Wiltshire Association of Local Councils	Hubbard
Wiltshire, Swindon and Oxfordshire Canal Partnership	Goodhind, Ellis
The Chamber	Hubbard, Rabey
West Wiltshire – Elblag – Twinning Association	Aves

Meeting Closed at: 9.47 pm

**Signed:** .....

**Dated:**