



Public Document Pack

Melksham Town Council

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

To: Councillor P Aves (Chair)
Councillor G Ellis (Vice-Chair)
Councillor C Houghton
Councillor L Lewis
Councillor S Mortimer
Councillor J Oatley
Councillor T Price

6 June 2022

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Community Development Committee** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 13th June 2022** commencing at **7.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all Town Council meetings are recorded and broadcast live. The right to do so was established under the Openness of Local Government Bodies Regulations.

Yours sincerely

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

**Melksham Town Council
Community Development Committee**

Monday 13 June 2022

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

Virtual Meeting Access

Please follow the joining instructions below for the virtual Zoom meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/83111633962?pwd=dm9hYjNtZE5rZU0zTUVRSlZUZWt6QT09>

Meeting ID: 831 1163 3962

Passcode: 281627

1. Apologies

2. Declarations of Interest

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Council.

Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared on the Register, as well as any other registrable or other interests.

3. Minutes (Pages 1 - 4)

To approve the Minutes of the Community Development Committee meeting held on 7 March 2022.

4. Presentation from Paul Weymouth of Light Fantastic Event and Entertainment

To receive a presentation from Paul Weymouth of Light Fantastic Event and Entertainment regarding his plans for an alternative Melksham Market Place Christmas Tree in 2022.

5. Supporting Main Community Events in Melksham (Pages 5 - 8)

To receive the report of the Community Development Officer.

Members to decide whether to approve the requests received for Town Council support for the Food and River Festival, Party in the Park (Melksham Music Festival), Melksham Carnival and Christmas Lights Fayre (see attached).

6. Climate Fest 2022 (Pages 9 - 10)

To consider the report of the Community Development Officer outlining the time, resources and financial implications required to run Climate Fest on 17 September 2022 (see attached).

7. Virtual Hub Specification (Pages 11 - 12)

Members are requested to consider and approve the specification for a Melksham Virtual Hub.

8. Motions from Councillors

8.1 Global Events Working Group (Pages 13 - 16)

To receive and consider the Motion from Councillor Price to set up a Global Events Working Group to support the Community Development Officer (see attached).

8.2 Melksham Maypole (Pages 17 - 20)

To receive and consider the Motion from Councillor Aves for the provision of a Melksham Maypole.

8.3 Christmas Carols Event (Pages 21 - 24)

To receive and consider the Motion from Councillor Aves for the introduction of a Melksham Christmas Carols event.

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Melksham Town Council

Minutes of the Community Development Committee meeting held on Monday 7th March 2022

PRESENT:

Councillor S Crundell (Vice-Chair)
Councillor P Aves
Councillor C Houghton
Councillor L Lewis
Councillor S Mortimer
Councillor T Price

IN ATTENDANCE: Councillor G Ellis (via Zoom)

OFFICERS:

Linda Roberts	Town Clerk
Miriam Zaccarelli	Community Development Officer
Christine Hunter	Committee Clerk

In the absence of the Chair, the Vice Chair, Councillor S Crundell chaired the meeting.

PUBLIC PARTICIPATION: One member of the public was present. One member of the press, Councillor Ellis and one member of the public were present virtually.

Paul Carter suggested that the Melksham Remembrance Historical Group and Melksham & District Historical Society would provide a portable photographic exhibition as a record of Royal visits to Melksham for the Queen's Platinum Jubilee Celebrations. They would also like to receive photos of Melksham residents who have met the Queen, the Royal family, or attended a Royal Garden Party.

8/22 Apologies

Apologies were received from Councillor Oatley.

9/22 Declarations of Interest

There were no declarations of interest.

10/22 Minutes

The minutes of 10 January 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor S Crundell.

11/22 Supporting Community Events in Melksham

The report of the Community Development Officer was noted.

Councillor S Crundell explained that community events held in Melksham would benefit from having a dedicated council officer who would target support when required. Councillor S Crundell confirmed that the council were carrying out a review to identify future staffing requirements. Councillor Mortimer asked about joining the Carnival Committee. The Town Clerk said that if a representative was required it could go to Full Council for approval.

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

UNANIMOUSLY RESOLVED to ask the Town Clerk to investigate the financial costs and officer time implications in providing support for community events and bring back findings for consideration at the Community Development Committee meeting scheduled for 13 June 2022.

12/22 Jubilee Trees

The report of the Community Development Officer was noted.

Councillor S Crundell explained that £15,000 had been allocated in the 2022/2023 budget and could be used for Jubilee tree planting.

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

UNANIMOUSLY RESOLVED that officers are asked to purchase a suitable native species tree at a cost of £150 and the larger plaque at a cost of £129 to be planted on 11 March 2022, inviting councillors and the press to a dedication ceremony.

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

UNANIMOUSLY RESOLVED that officers are requested to organise a residents' tree planting scheme.

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

UNANIMOUSLY RESOLVED that officers are requested to organise the planting of the Woodland Trust whips along the outside the dog run fence in the King George V Park.

13/22 Queen's Jubilee Celebration

The report of the Community Development Officer was noted and members considered the Queen's Jubilee celebration proposals. Councillor S Crundell suggested that the cost and officer time should be taken into consideration and that the allocated grant funding not used for Party in the Park could be used to fund the Queen's Platinum Jubilee celebrations.

It was proposed by Councillor Mortimer, seconded Councillor Aves and

UNANIMOUSLY RESOLVED to suspend Standing Orders to allow Mr Carter to present his ideas.

Mr Carter suggested that the Town Hall would be a good focal point to use for the mobile photo exhibition which could also be set up in village halls.

Standing Orders were re-instated.

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

UNANIMOUSLY RESOLVED to recommend to Full Council meeting on 21 March 2022 that the 2020/2021 and 2021/2022 budget for Party in the Park totalling £6,000 be vired to fund the Queen's Platinum Jubilee celebration events.

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

UNANIMOUSLY RESOLVED that subject to Full Council approving the budget, to delegate authority to officers to organise the following:

- purchase enough red, white and blue bunting for the town centre.
- ask Paul Carter to organise a mobile Royal Photo exhibition.
- a Melksham shop bingo and shop window competition.
- purchase enough Jubilee plaques for the Market Place at £5 per plaque
- ask the Christmas Lights Group to provide a lighting display in the sky from the Town Hall roof in the form of a beacon.
- close the High Street from the Market Place to Lowbourn to facilitate a Market Place party which will require first aid and security provision.
- an afternoon tea and cake in the Assembly Hall with screening of jubilee celebrations on Saturday 4 June 2022.
- an afternoon picnic with entertainment in King George V Park on Sunday 5 June 2022.
- a 70s/80s Soul and Disco night on Thursday 2 June 2022, and a Silent Disco on Saturday 4th June 2022 in the Assembly Hall

9.10pm Councillor Price left the meeting.

14/22 National Big Spring Clean

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

UNANIMOUSLY RESOLVED that the Town Council would work with the Melksham Bloomers to support the national Big Spring Clean event in association with Keep Britain Tidy between 25 March and 10 April 2022.

Meeting Closed at: 9.20 pm

Signed:

Dated:



MELKSHAM TOWN COUNCIL

MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE

13/06/22

Supporting Community Events in Melksham

Report of the Community Development Officer

1 Purpose of the report

- 1.1 To consider Melksham Town Council's (MTC) support for the major community events in Melksham.

2 Background

- 2.1 At the meeting of the Community Development Committee on 7 March 2022 it was resolved to investigate the financial costs and officer time implications in providing support for community events in Melksham.

3 Current Situation

- 3.1 There are four major community events in Melksham – Carnival, Melksham Music Festival (Party in the Park), Food and River Festival and Christmas Lights Switch On. These events have historically been run by volunteers, with significant grants from Melksham Town Council, but very little staff support. The Christmas Lights Switch on event has changed in management so that it is now organised and managed by Melksham Town Council staff, while the volunteers continue to provide the lights.
- 3.2 The event organisers for the main events face similar challenges and by looking at the needs of each organisation a coordinated system of support can be considered, to complement the existing grant funding.
- 3.3 Specific requests for support have been made by the four main groups:

CARNIVAL – Saturday 25 June 2022

The requests for support for Carnival are as follows:

- A 'Green Room' facility in the Town Hall so that Carnival Royalty can have a base throughout the day, for changing, rest and preparation.
- Support with publicity
- Support with recruiting helpers
- Possibly insurance if it would be more efficient to have a combined events insurance between the major events.

FOOD AND RIVER FESTIVAL – Weekend of 3 - 4 September 2022

The requests for support for the Melksham Food and River Festival are as follows:

- That MTC staff be aware of the plans and details so that in future if the festival committee are unable to manage then it can be taken over by Melksham Town Council
- Provide event staff over the weekend to assist in running the festival as it is a very long and exhausting event for the committee who have been working on it already for months
- Possibly help with facilitating combined insurance.

MELKSHAM MUSIC FESTIVAL

Party in the Park will not go ahead this year, but a series of small music events has been suggested by Tom Sangster of Melksham Music Festival. A detailed proposal for this is attached at Appendix A, which outlines a request for collaboration as follows:

- To form a small joint MTC / MMF committee with the main purpose of dealing with administration and formulating plans, programmes, budgets, and general finance matters.
- Securing venues and additional help to sponsor, promote and run events
- To obtain help with marketing, someone with marketing expertise/experience on a voluntary basis if possible
- To explore funding sources
- To establish how both MTC and MMF can work together and identify roles and responsibilities of each.

MELKSHAM CHRISTMAS LIGHTS FAYRE – Saturday 3 December 2022

MTC has worked together with Melksham Christmas Lights to put on the event in past years. In 2021, while the volunteers provided the lights, MTC took on the management of the event, with support from the Christmas Lights Volunteers. For the Council to run the event again in 2022 the commitment is as follows:

- Monthly planning committee meetings from July
- Road closure application and consultation
- Manage all stalls, catering, entertainment, fireworks, Santa's grotto, business involvement
- Event Management Plan and risk assessments
- All publicity and communication
- Set up and run the event

4 Financial Implications

4.1 The support for each event is outlined below, with estimates of staff time

Event	Hours of staff time required				Expenses		Annual Grant
	Planning	Publicity	On the day support	TOTAL HOURS			
Carnival		Social media and website sharing: 5	Green Room support: 2	7			£2500
Food and River Festival	Understanding the plans in case of need to take over: 5		Four casual staff for	45			£3000

			10 hours each: 40				
Melksham Music Festival	Collaborate on plans throughout – estimated 15 hours per month for 6 months: 90	Support with all marketing: 25	For 6 events, 4 hours each: 24	139			£3000
Melksham Christmas Lights Fayre	Manage the entire event with support from Christmas lights volunteers: 130	All marketing: 15	Nine staff members all day: 90	235	Security Barriers etc Entertainment First Aid Insurance Misc TOTAL	£1,000 £200 £700 £500 £600 £500 £3500	£10000

5 Risk Assessment, Safeguarding, Crime and disorder implications and Environmental considerations

5.1 These would be covered by each groups' event management plans and risk assessments.

6 Link to Town Council strategic aims and values

6.1 The draft strategic plan includes the aims to 'Support and empower voluntary groups to enhance the community' and 'promote Melksham as a great place to stay and visit.'

7 Recommendations

7.1 To consider providing support as outlined above.

8 CONTACT

Miriam Zaccarelli

Community Development Officer, miriamzaccarelli@melksham-tc.gov.uk, 01225 704 187

APPENDIX 1 – Proposal from Tom Sangster regarding Collaboration on Music Events

A PROPOSAL TO RUN MUSIC AND ASSOCIATED EVENTS TO BENEFIT THE COMMUNITY

(A Potential Melksham Town Council (MTC) and Melksham Music Festival (MMF) Collaboration)

Introduction. Recently Cllr Jon Hubbard expressed an interest in running music events in the town including at the Assembly Hall. These would give opportunities to local people (performance artists) to participate at small events in performance or at learning sessions such as music workshops. One of the aims of Melksham Music Festival (MMF) is to afford opportunities to local artists by sourcing venues so that they may display their talents and give them confidence to perform in public.

MMF Background. MMF was formed in 2012 as a voluntary, non-profit company, limited by guarantee with liability of £10 for each director. No wages are paid to anyone, nor are dividends or shares paid. Directors currently are Tom Sangster, Mark Stansby and Bruce Burry. Any surpluses are retained for future use by MMF.

MMF Previous Events. Besides running established annual events, Party in the Park, and Monster Ball, MMF also organised smaller type events in 2012 and 2013 with a moderate amount of success. Concerts included choral, rock/pop, and folk music. Venues included the Rachel Fowler Centre, local pubs, and Lowden Garden Centre. These concerts included a few paid professional artists but mainly included local performers and children from local schools who formed the choral concert. It must be stressed that events of this type are unlikely to be big money earners but can break even with main costs covered. What they do though is fulfil the aim of affording opportunities to local people with talent giving them space to perform in public.

The problem for MMF was finding people to help organise and assist with the running of the events and time to do this. The small committee took on too much, trying to organise these events concurrent with organising Parties in the Park in both years. This is a problem that would need to be addressed should more smaller events be planned for the future. Another problem was a financial one. Each event was virtually self-supporting, a sort of 'run on a shoestring' approach. Funds held by MMF were dedicated to reserves for the annual Parties in the Park. Each small event was dependent on ticket sales to cover any required outgoings. Voluntary assistance with ticket selling, door duties etc was essential, without which events of this type couldn't be run.

Main Thrust of Proposal.

1. To form a collaborative project whereby Melksham Town Council (MTC) and Melksham Music Festival (MMF) work together with the common aim of assisting local people with an interest in performing arts in music genres, being given opportunities to perform in public mainly at events promoted jointly by MTC and MMF, or by MTC and MMF independently.
2. Broken down and briefly summarised, the proposal would include the following:
 - A. To form a small joint MTC / MMF committee with the main purpose of dealing with administration and formulating plans, programmes, budgets, and general finance matters.
 - B. Securing venues and additional help to sponsor, promote and run events.
 - C. To obtain help with marketing, someone with marketing expertise/experience on a voluntary basis if possible.
 - D. To explore funding sources.
 - E. To establish how both MTC and MMF can work together and identify roles and responsibilities of each.

Finance. This is a new project so there is no financial history. As mentioned earlier, MMF ran small events in the years 2012 and 2013 based on ticket sales covering any agreed expenditure, so no detailed budgets or costings are available. Please note that Party in the Park finances are dealt with separately by MMF without any connection to small events.

Future Small Events and Potential Venues. Potential venues: local clubs and pubs; local cafes with space; Assembly Hall; Rachel Fowler Centre; Lowden Garden Centre; Church room space; Outdoor spaces. Events/genres: Pop/rock, Folk, Acoustic sessions, Open Mic, Blues, Choral, Recitals, Busking, possibly small musical theatre productions. Music workshops. None of these can be achieved overnight. It will take time to set up events, contacts, promoters, etc. Hopefully one or two events can take later in 2022 and then into 2023. This will depend, however, on how things progress with this proposal.



MELKSHAM TOWN COUNCIL

MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE

13/06/22

Climate Fest

Report of the Community Development Officer

1 Purpose of the report

- 1.1 To consider running an event in Melksham to raise awareness of the Climate Emergency and encourage environmental responsibility in Melksham.

2 Background

- 2.1 The Environment and Climate Working Group (ECWG) of Melksham Town Council have developed a Climate Strategy that was approved by the Asset Management and Amenities Committee on 14 February 2022. Included in it is an action to host a Climate Action Day in Melksham.
- 2.2 A working group of the ECWG have met to discuss plans for 'Climate Fest' on September 17th, 2022, which could take place in the Assembly Hall, Town Hall, and Market Place, with a possible expansion into the campus grounds if possible.

3 Current Situation

- 3.1 Initial discussions for the festival include the possibility of the following:
 - Stalls of businesses and groups showcasing environmentally friendly products, services, and advice
 - Speakers on topics of environmental responsibility
 - Examples of wildflowers and sustainable planting
 - The presentation of the Melksham in Bloom Awards with the focus on environmentally responsible gardening
 - Schools presenting/performing on environmental issues
 - Electric vehicle displays and information
 - Electric bus
 - A 27-foot cube made of scaffolding to be constructed on the Market Place Roundabout in the lead up to the event to represent a tonne of carbon and raise awareness of each individual's carbon footprint. It would be an open cube so not causing an obstruction.

4 Financial Implications

4.1 The estimated time and costs are detailed below

	HOURS	EXPENSES
Planning and preparation (supported by volunteers)	60	
Publicity and marketing	20	£500
Closure of Market Place Car Park – barriers etc	20	£200
Road closure marshals		£556
First Aid – one first aider/two with ambulance		£144/£564
Insurance		£500
Signage and admin		£60
Scaffold Cube		£0
S169 licence for scaffold cube		£85
Stage structure design		£350
Miscellaneous	10	£300
TOTAL	110	£2695/£3115

5 Risk Assessment, Safeguarding, Crime, and disorder implications

5.1 These would be covered by the event management plan and risk assessments.

6 Environmental considerations

6.1 The entire event will be carried out with environmental responsibility in all processes.

7 Link to Town Council strategic aims and values

7.1 The draft strategic plan includes the following aims which this event would align with:

- Consider the climate and environmental responsibility in everything the Council does
- Remain environmentally responsible for wildlife and biodiversity
- Lead the way in recycling and composting
- Support electric infrastructure
- Reduce carbon emissions
- Support renewable energy sources

8 Recommendations

8.1 To work with the volunteers of the Environment and Climate Working Group to host Melksham Climate Fest on 17 September 2022.

9 CONTACT

Miriam Zaccarelli

Community Development Officer, miriamzaccarelli@melksham-tc.gov.uk, 01225 704 187

Melksham Virtual Hub Specification - April 2022

This specification is designed to accommodate all the needs identified through community discussions and the working group, following the Virtual Hub working group meeting on 6 April 2022.

Requirements:

- Mobile Friendly (Desktop, tablet, smartphone, touch screen)
- Intuitive user interface
- No assumptions over user skill level

Categorisation:

All listings (groups, businesses, services, events, venues) need to be identified by visually clear categories such as:

- Type of provider - Commercial/Not for profit/Targeted service for vulnerable people (modify the wording)
- Type of user - Age range
- Multiple organisations deliver multiple services which fall under multiple categories so there needs to be an ability for the user to search by club name, type of club (e.g. sports), type of sports (e.g. football), age range, special features (e.g. disabled) etc
- The ability to add additional categories

To include the following information:

- **Directory of local organisations (voluntary)**
- **Directory of local businesses (commercial)** [need to be careful that commercial entities don't prey on vulnerable people]
- **Listings of providers of Services/ Advice**
- **Events** (same categories), to include:
 - Time
 - Venue (link to map of venues)
 - Cost and ticket booking (link to ticketmaster etc)
 - Calendar with a choice of viewing options – monthly, by category, personalised
 - Big events like the MFRF could list a few events within the main event and tailor it for older people and babies, health, culture etc
 - Public transport links (there is a site that does it for you that we could link to)
- **Places** - Venues, parks, hall hire, to include:
 - Landing page for venues who require it
 - Booking forms or links to online booking
 - Public transport links (there is a site that does it for you that we could link to)
 - Map of venues

- **Volunteering opportunities** like job listings
 - People can post themselves as a volunteer - only viewable by profiles who have listed volunteer opportunities
 - It's a moderated thing- users would need to apply to view volunteers
- **Documents Library:**
 - Include templates of constitutions and safeguarding policies etc ([see what community first do this](#))
- **Blog-** ability for a community blog by categories
- **Noticeboard (?)** - The ability for users to list a 'group/event I'd like to see'
- **Funding options** - sign postings page to grants with links to directories

To have the following functions:

- Moderation Levels for different levels of admin
- Limitations to access data ([do groups need to have safeguarding /PLI to be listed?](#))
- Personal profiles – so the system knows users' preferences and interests
 - One Login can have multiple profiles – so someone who works with elderly people can have various profiles for people he helps – e.g. Russel can have one for Rosie and one for Mary, so he can help them find the activities they are interested in.
 - Customised proactive email listing what's on for each user ([maybe include all assembly hall events - let council decide](#))
- 'Matchmaking' facility between users and groups
 - if a user lists their interest in a group, the group receives an email to alert the club someone is interested
 - When the user expresses interest, it can include personal details or not (tick boxes including 'share contact details')
 - An email will go to the club to say someone is interested and they can then respond
- Option for Commercialisation - premium page listing for groups/businesses/venues who pay a fee

MELKSHAM TOWN COUNCIL
MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE
13 JUNE 2022

Creation of a Global Events Working Group

Proposed by: Councillor Tom price
Seconded by: Councillor Sue Mortimer
Dated: 25/5/22

1. Purpose of the motion

To replace individual events' working groups and create a Melksham events' working group to work alongside the community development officer to help plan and support council and community driven events in our town

2. Background (Including previous resolution/s made and date/s if

We currently create working groups for individual events which can be counterproductive and only looks at the support needed to fulfil the council's events. Having an events' working group will give more time to deliver better events and give community run events a chance to get support and be more involved.

3. Current Situation

We currently create individual working groups for individual events which limits the scope of how many events we can do and gives no way for community led events to be part of the conversation. Having one working group which specializes in events instead of several seems more productive and will save officer time

4. What financial implications are there?

None

5. How does the motion link to Town Council policies and core values?

Efficient: We offer value for money in our services and facilities. We are organized, resourceful and collaborate for efficiency
Teamwork: We welcome the variety of skills, experience and opinions of staff and councillors to achieve best results

6. What risks are there? (Provide a risk assessment)

None

7. What crime and disorder implications are there?

None

8. What environmental and biodiversity considerations are there?

None

9. What safeguarding

None

10. Does the motion impact/ support any previous decisions of council?

To deliver certain events (Christmas lights) and to support community driven events (food festival)

11. Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?

None

12. Please summarise any specific recommendations you have in relation to next steps

To create an events working group consisting of councillors and community events organisers.

Office Use:

Date of receipt by Proper Officer: 01/06/2022

Date of proposed council meeting for motion: 13/06/2022

Date/s of relevant resolutions: N/A

(record full resolution/s here)

Motion accepted by Proper Officer: 01/06/2022

Motion rejected by Proper Officer: N/A

Reasons for rejection: N/A

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MELKSHAM TOWN COUNCIL
MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE
13 June 2022

Purchase of a Maypole

Proposed by: Councillor Aves

Seconded by: Councillor Mortimer

Dated: 31/05/2022

1. Purpose of the motion

To purchase a Maypole

2. Background (Including previous resolution/s made and date/s if applicable)

For use by many different groups – I envisage groups of children and adults - including those in wheelchairs, using a maypole in displays, competitions, fundraising, or simply for fun, in any suitable location e.g Market Place, KGV Park, playgrounds. Once a traditional annual event in many communities, a maypole now finds a renewed place in our lives as a source of easy exercise. During the traditional period, the month of May, it could be sited near the Splashpad for casual use by members of the public, where it would be securely under almost constant daily supervision by both parents and on-duty Amenities Staff (who would be on site to arrange secure overnight storage).

3. Current Situation

The Town Council doesn't have a Maypole, or access to one.

4. What financial implications are there?

Cost of Maypole 3.6m high with a base of 95cms square, which comes apart and can have two layers of people using it at one time, comes complete with 24 ribbon braids, costs £419.99 plus Vat is £503.99. Set of 24 replacement braids is approx. £125. As it is fully portable (in a car) the cost could be recouped by being be hired out for events to groups for parties or to schools etc.

5. How does the motion link to Town Council policies and core values?

As part of Leisure and Recreation, it would support and create local events, help maintain the heritage of the town, and develop and support arts and culture. With regard to People and Community, a maypole would help ensure events are of an inclusive and accessible nature which would promote Melksham and provide teamwork. It could be used to assist staff and Councillor teambuilding, and act as a stress reliever.

6. What risks are there? (Provide a risk assessment)

Not suitable for use by unsupervised children under 3 yrs of age (possible strangulation). When using a maypole, children should always be supervised.

7. What crime and disorder implications are there?

A maypole can be easily dismantled and stored securely overnight. There are no specific implications regarding crime and disorder when in use.

8. What environmental and biodiversity considerations are there?

There is no waste - It is made in the UK with environmentally recyclable materials, and does not emit fumes or cause pollution. It is a fully justifiable piece of community equipment.

9. What safeguarding concerns are there?

A maypole should be used by children only under supervision. Vulnerable adults might need some assistance during use.

10. Motion

To request that staff arrange the purchase of a maypole for use in a variety of public use settings.

11. Does the motion impact/ support any previous decisions of council?

It supports those connected to Community Inclusion, as outlined in Section 5.

12. Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?

This item has not been discussed within the last 6 months at Melksham Town Council.

13. Please summarise any specific recommendations you have in relation to next steps

That the Maypole be purchased in this year's Community Development budget at the current price (which in the current financial conditions is sure to be increased by next year) in order that it's acquisition can be advertised in the newsletter/MIN/other social media. Town Council and local groups can then plan to include it's use in their plans for next summer.

Office Use:

Date of receipt by Proper Officer: 31 May 2022

Date of proposed council meeting for motion: 13 June 2022

Date/s of relevant resolutions:

(record full resolution/s here)

Motion accepted by Proper Officer: 31 May 2022

Motion rejected by Proper Officer:

Reasons for rejection:

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MELKSHAM TOWN COUNCIL
MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE

13 June 2022

Carols Motion

Proposed by: Councillor Pat Aves, Chair of Community Development

Seconded by: Councillor Colin Goodhind

Dated: 31 May 2022

1. Purpose of the motion

To organise a Carols Concert outside the Town Hall in the open air on the Market Place on Friday 16th December 2022 (and on suitable dates annually thereafter) from 530-7pm.

2. Background (Including previous resolution/s made and date/s if applicable)

Opportunity to make use of the Market Place, for a free public event of a traditional nature. The idea came about as the result of a private event held outside the home of Cllr Sue Mortimer the previous year, promoted by a radio station. As it is the last day of the Autumn Term, it is hoped that the event will attract parents and children.

3. Current Situation

Although many of the churches will have Carol and nativity Events, there isn't a similar outdoor event held in the town.

4. What financial implications are there?

Minimal.

Cost of printed carols, paper and staff time.

Advertisement and publicity – MIN, quarterly newsletter, social media.

Use of sound equipment for accompanying music and microphone.

Pergolas may be needed for sheltering from rain if the weather is inclement, which can be put up and dismantled by volunteers. Staff only needed to lock up in nearby storage (being December and near Christmas, there may be an event on at the Assembly Hall and Amenities Staff available to assist with this).

5. How does the motion link to Town Council policies and core values?

Social Inclusivity, Arts, music, traditions and cultural event. Use of Market Place as a public meeting place.
Opportunities for local businesses (other than pubs and hotels) to remain open for late trade or to supply hot refreshment such as soup at the event.
Opportunity for fund raising (to be assessed at a later date).

6. What risks are there? (Provide a risk assessment)

A fully qualified First Aider might be required to be present, and use of Town Hall foyer should it be needed (possible cases of hypothermia).

7. What crime and disorder implications are there?

None anticipated. There will be no alcohol provided or on sale.
Possibility of complaints from nearby residents re noise and/or disturbance, but they will be notified in advance of the event taking place.
Possibility of crowding ...

8. What environmental and biodiversity considerations are there?

Littering (if food outlets are present – to be investigated)

9. What safeguarding concerns are there?

No immediate concerns as children will most likely to be accompanied by their parent(s) and vulnerable adults by their carers, as the event will be taking place outside and after dark.
There are toilets nearby which will be open for the duration.

10. Motion

To investigate, organise and advertise a Carols Concert outside the Town Hall on Friday 16th December, 530-7pm to which all residents will be invited free of charge by Melksham Town Council.

11. Does the motion impact/ support any previous decisions of council?

By encouraging public events in the Market Square.
Inclusivity of all residents of all religious convictions, who will be invited to add their own seasonal musical contributions, should they so wish.
Tackling isolation, create, develop and support events, environmentally neutral, promotes Melksham.

12. Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?

It has not been discussed at Melksham Town council in the last six months.

13. Please summarise any specific recommendations you have in relation to next steps

To investigate the financial cost and viability of holding this event and assess support staff time required.

To note event date in diary.

Office Use:

Date of receipt by Proper Officer: 31 May 2022

Date of proposed council meeting for motion: 13 June 2022

Date/s of relevant resolutions:

(record full resolution/s here)

Motion accepted by Proper Officer: Yes

Motion rejected by Proper Officer:

Reasons for rejection:

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