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

30 August 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 5th September 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 5 September 2022
At 7.00 pm at the Town Hall

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.

Virtual Meeting Access:

Please follow the joining instructions below for the virtual Zoom meeting

Join Zoom Meeting
https://us02web.zoom.us/j/85010912398?pwd=eXJvTGhEN3hDblVqYWV3WlQyKzNzdz09

Meeting ID: 850 1091 2398   Passcode: 481963

Participants will be directly let in the meeting by clicking on the above link. There is no waiting room

<div align="center">AGENDA</div>

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 13 June 2022.

4.   Digital Christmas Tree

To receive an update from Paul Weymouth of Light Fantastic on progress with the digital Christmas tree.

5.   Climate Fest 2022 (Pages 5 - 6)

To receive the report of the Community Development Officer regarding Climate Fest 2022 (see attached).

6.   Virtual Hub (Pages 7 - 12)

Members are requested to receive the draft notes of the Virtual Hub Working Group meeting held on 30 June 2022 (see attached), and to consider and approve the revised specification for the Virtual Hub.

7.   Christmas Carols/Fayre/Market (Pages 13 - 14)

To receive the report of the Community Development Officer and consider and approve the recommendations therein (see attached).

8.   Events Working Group (Pages 15 - 18)

To receive the Notes of the Events Working Group meeting held on 28 July 2022 (see attached).

9.   Melksham Maypole (Pages 19 - 22)

At the meeting of the Community Development committee on 13 June 2022, 'It was agreed that Councillor Aves and Mortimer would investigate further which community groups would use the maypole and bring the motion with further information back to the committee for consideration'. (See attached Motion)

To receive an update from Councillors Aves and Mortimer.

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Melksham Town Council

**Minutes of the Community Development Committee meeting held
on Monday 13th June 2022**

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

IN ATTENDANCE: Councillor C Goodhind

OFFICERS: Patsy Clover   Deputy Town Clerk
                        Christine Hunter   Committee Clerk

PUBLIC PARTICIPATION: One member of the press and one member of the public were present. Three members of the public attended virtually.

Adrienne Westbrook explained that concerns were raised in January about future proofing the Food and River Festival. She reported that volunteers worked for thousands of hours on admin time to support the event and that the town council need to help administratively i.e. by keeping passwords to enable the event to continue. She asked for help from the Town Council staff and Amenities team to support the events, which would have financial implications for the town council.

Councillor Aves replied that more volunteers were needed and asked the Melksham Independent News to publicise this.

47/22   Apologies

An apology for absence was received from Councillor Lewis who was substituted by Councillor Rabey.

48/22   Declarations of Interest

There were no declarations of interest.

49/22   Minutes

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

UNANIMOUSLY RESOLVED that the minutes of 7 March 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Aves.

50/22 Presentation from Paul Weymouth of Light Fantastic Event and Entertainment

Paul Weymouth of Lights Fantastic Event and Entertainment explained that the large Christmas Tree purchased by Melksham Town Council is now harder to find with the nearest one being an 8-hour round trip to the nearest tree supplier and cost approximately £3,500. Paul proposed that he produces an in house interactive digital light tree as an alternative. Initial costs would be high but the tree would last considerably longer and was a more eco-friendly option. He explained that the grant funding plus the £1,200 that the Council contributed to last year's Christmas Tree, would cover the cost of the digital tree and the Christmas Lights Event.

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

UNANIMOUSLY RESOLVED that Light Fantastic Event and Entertainment be asked to replace the live Christmas tree with a digital Christmas Tree. The Christmas Lights grant fund would cover the production of a Melksham digital Christmas Tree and the Christmas lights event.

51/22 Supporting Main Community Events in Melksham

The report of the Community Development Officer was received.

Councillors Rabey and Price stated that the Council staff should support such events and suggested that Councillors should get involved on a volunteer basis supporting the staff. The committee suggested that the Amenities team be contacted to ascertain if they could support events with paid overtime and to notify organisers of events of help that could be provided.

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

UNANIMOUSLY RESOLVED to approve in principle the recommendations in the Supporting Main Community Events in Melksham report that the Town Council would provide support at the hours outlined for the Food and River Festival, Party in the Park (Melksham Music Festival), Melksham Carnival and Christmas Lights Fayre.

52/22 Climate Fest 2022

The report of the Community Development Officer was received.

The Deputy Town Clerk explained that two applications have been made for external funding to cover the cost of Climate Fest for a total of £3,500. The initial grant application is at the first stage interview for discussion on 7 July 2022.

Councillor Rabey confirmed that the Council are in contact with local businesses to obtain support for Climate Fest.

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

UNANIMOUSLY RESOLVED to approve the recommendation in the report that the Town Council would work with the volunteers of the Environment and Climate Working Group work to host a Climate Fest event on 17 September 2022.

53/22   Virtual Hub Specification

The specification for a Melksham Virtual Community Hub was received.

Councillor Oatley explained that the specification had come to this Committee and had not been seen by the Virtual Hub Working Group.

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

UNANIMOUSLY RESOLVED to forward the Melksham Virtual Hub specification to the Virtual Hub Working Group to be reviewed and returned to this Committee for approval.

54/22   Motions from Councillors

54/22.1   Global Events Working Group

The Motion from Councillor Price to set up an Events Working Group was received.

Councillor Price suggested that the Events Working Group should manage events within itself rather than coming back to this Committee.

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

UNANIMOUSLY RESOLVED that an Events Global Working Group be formed with membership being Councillors Oatley, Aves, Houghton, Price and Goodhind, working with groups and officers to manage community events being held in Melksham.

54/22.2   Melksham Maypole

The Motion from Councillor Aves for the provision of a Melksham Maypole was received.

Councillor Rabey asked if any research had been carried out into how many groups would use the Maypole.

It was agreed that Councillor Aves and Mortimer would investigate

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further which community groups would use the maypole and bring the motion with further information back to the committee for consideration.

54/22.3   **Christmas Carols Event**

The Motion from Councillor Aves for the introduction of a Melksham Christmas Carols event was received.

Councillor Aves explained that a successful Christmas Carols event was held last year that was linked in with the radio from which a suggestion arose to hold a Carols event.

Councillor Rabey suggested the event start at 6.00 pm – 8.00 pm rather than 5.30 pm, and the carols event could be expanded with food and drink stalls to form another Christmas Fayre/Market event, possibly over a weekend. The committee discussed the Christmas Lights group becoming involved to create a magical event in Melksham Market Place.

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

UNANIMOUSLY RESOLVED that the Global Events Committee be asked to investigate the production of a Carols Concert/Christmas Fayre/Market taking into account officer time required. The recommendations to be brought to the next Community Development Committee meeting scheduled for 5 September 2022.

Meeting Closed at: 8.20 pm

Signed: …………………………………………………………   Dated:

MELKSHAM TOWN COUNCIL

MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE

05/09/22

Climate Fest

Report of the Community Development Officer

1   Purpose of the report

1.1   To receive an update on plans for ClimateFest, taking place in Melksham on Saturday 17 September.

2   Background

2.1   At the meeting of the Community Development Committee of Melksham Town Council on June 13 2022 it was resolved to work with volunteers of the Environment and Climate Working Group to deliver a one day event as part of the Climate Strategy that was approved by the Asset Management and Amenities Committee on 14 February 2022.

3   Current Situation

3.1   The following elements are confirmed for the event

- Stalls of businesses and groups showcasing environmentally friendly products, services and advice
- Speakers on the subjects of Heat Pumps, Recycling, Rewilding, Sea Shepherd and Public Transport.
- Electric vehicles and Motorbike displays and information
- An Electric bus taking people to and from the train station all day
- A screening of the film Legacy
- A fashion show on sustainable clothes
- The presentation of the Melksham in Bloom Awards with the focus on environmentally responsible gardening

4   Financial Implications

4.1   The costs are detailed below

Item	Company	Cost ex vat
First Aid Cover	Prosec	£180.00
Marshals	Prosec	£522.00
Barriers x 12	Boels	£100.00
Music	Antigua Joe	£150.00
Misc		£70.00
Insurance		£500.00
Prizes for treasure hunt		£50.00
Heat Pump Display		£175.00
Litter Picking equipment		£300.00
	TOTAL EXPENDITURE	**£2,097.00**

INCOME

Sponsorship		amount
	Gompels	**£500.00**
	BGL Reiber	**£250.00**
	Blue Leaf Estates	**In kind**
	Option 24/7	**In kind**
	Good Energy	**£500**
Grant		
	Wessex Water Foundation	**£839.00**
MTC Budget		
	Environmental Projects	**£1000.00**
	TOTAL INCOME	**£2,589.00**

5   Risk Assessment, Safeguarding, Crime and disorder implications

5.1   These are 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   That Councillors note the above information and support in promoting the event, as well as including appropriate budget provision in the 2023-2024 budget.

9   CONTACT

Miriam Zaccarelli

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

Notes of the Melksham Virtual Hub Working Group meeting
5.00pm on 30 June 2022
Melksham Town Hall

Present:
Cllr Pat Aves
Cllr Colin Goodhind
Cllr Carl Houghton (via zoom)
Cllr Jack Oatley
Cllr Graham Ellis
Miriam Zaccarelli, Community Development Officer
Apologies: Cllr Jon Hubbard

1. **Specification**
The group were meeting following the resolution at Community Development that the Virtual Hub working group consider the draft specification and bring it back to Community Development for approval.
Recognition was given to Jon who had added his expertise as a web developer to the creation of the specification. Graham suggested adding a use case diagram would be a helpful pictorial representation of the specification.

   Action: Miriam to update specification. Graham to provide a use case diagram

2. **Community Consultation**
The site would need to be available to community groups to trial during the development phase so that feedback from users could be included.

3. **Publicity**
Once a few groups had listings on the site they could be used to show how useful it was and encourage others to sign up.

4. **Costs**
Based on the specification, once approved, developers would be asked to quote for building the site. The additional cost of staff time to maintain the site would also need to be factored in.

5. **Look and Feel**
A further step in the process would be to consider the name of the site, as well as the look and feel of it, which would be considered at a later stage.

6. **Next steps**
Miriam to update the draft specification with all comments and check with the group before bringing back to Community Development for approval.

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REVISED Melksham Virtual Hub Specification - July 2022

Introduction

This specification is created to detail all the requirements of a virtual hub that would provide a central source of community information for Melksham. The hub is intended to be a consolidator of existing information more than a creator of information.

It is designed to accommodate all the needs identified through community discussions and the Virtual Hub working group meetings on 6 April and 30 June 2022.

1. Requirements:

- Mobile Friendly (responsive to desktop, tablet, smartphone, touch screen)
- Intuitive user interface (for both levels of inputting and accessing data)
- No assumptions over user skill level – accessible for non techy people to input and access
- Search Engine Optimisation
- Consistent look and feel across whole site (with an modifiable template)

2. Categorisation:

There will be multiple directories of listings (groups, businesses, services, events, venues) that need to be identified by visually clear categories that show up in searches. Multiple organisations deliver multiple services which fall under multiple categories so there needs to be the following:

- An ability for the user to search by different categories as follows:
    - Club/ company name
    - Type of club (e.g. sports)
    - Type of sports (e.g. football)

- The ability to filter searches by:
    - Age range if relevant (need an option for all)
    - Gender (male, female, non specific) with an option to include 'all'
    - special features (e.g. disabled) etc
    - Type of provider - Commercial/Not for profit/Targeted service for vulnerable people (modify the wording)

- The ability to add additional categories
- Include near-misses in a search
- Avoid google search within the site (due to cost)

3. Listings

To include the following information, (categorised as outlined above):

- **Directory of local organisations (voluntary groups and clubs)**
    - Name

- o Description
- o Contact details
- o Photos
- o Option for video links
- o Option for documents

- **Directory of local businesses (commercial – shops, services, classes, clubs)** [need to be careful that commercial entities don't prey on vulnerable people]
  - o Name
  - o Description
  - o Contact details
  - o Photos
  - o Option for video links
  - o Option for documents

- **Listings of providers of Services/ Advice** (eg – Council, CAB, Food bank etc)
  - o Name
  - o Description
  - o Contact details
  - o Photos
  - o Option for video links
  - o Option for documents

- **Events** (same categories), to include:
  - o Title
  - o Provider
  - o Date
  - o Time
  - o Description
  - o Venue (link to map of venues)
  - o Cost and ticket booking (link to ticketmaster etc)
  - o Calendar
    - ▪ with a choice of viewing options – monthly, by category, personalised.
    - ▪ Ability to hover over an item on the calendar for more info to show
    - ▪ Ability to show what's on today/this week
  - o 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
  - o Public transport links (there is a site that does it for you that we could 'scrape' from)

- **Council Meetings –** details scraped from mod.gov – date, time, zoom link, link to papers

- **Places -** Venues, parks, hall hire, to include:
  - o Landing page for venues who require it
  - o Booking forms or links to online booking
  - o Size of rooms/ facilities/ bar / parking etc
  - o Public transport links (there is a site that does it for you that we could 'scrape' from)

- o Map of venues – with more details and directions available when clicked on

- **Volunteering opportunities** like job listings
  - o Specific roles, categorised and searchable
  - o People can post themselves as a volunteer - only viewable by profiles who have listed volunteer opportunities
  - o It's a moderated thing- users would need to apply to view volunteers

4. Function for inputting
- Ability for groups to login and create/edit their own listings
- As part of the sign up process include an agreement with the following:
  - o Small print stating that anything false will be removed
  - o site ownership, responsibility, data protection, cookies, safeguarding, language, style etc.
  - o If required boxes aren't ticked the form will not submit. (Graham has an example).
  - o Include postcode so it only accepts if local to Melksham (define this parameter)

5. Documents Library
  - o Searchable collection of files
  - o Include templates of constitutions and safeguarding policies etc (see if community first do this)
  - o Signposting with useful links - Funding options, legal advice, Wiltshire Community Foundation, WC etc
  - o

- ~~**Blog** ability for a community blog by categories~~

6. Noticeboard

- The ability for users to list a 'group/event I'd like to see'

To have the following functions:

- Google analytics
- Moderation Levels for different levels of admin

- Personal profiles – so the system knows users' preferences and interests
  - o 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.
  - o 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 (make sure these don't swamp the page and exclude other listings)
- Include a 'contact us' page inviting people to suggest improvements/alterations/ emergency moderating
- Option to easily print results of searches:
  - As a list with date and search title
  - Include a QR code of that page
  - Print in black and white

- Ability for this site to be scraped – to be displayed on a screen in the Market Place for example
- Include a twitter/facebook feed

MELKSHAM TOWN COUNCIL

MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE

09/05/22

Christmas Fayre And Lights Switch On Event 2022

Report of the Community Development Officer

1   Purpose of the report

1.1   To consider the time and costs of running a Christmas Fayre and Lights Switch on Event on December 3rd 2022.

2   Background

2.1   The Christmas Lights Switch On event and Christmas Fayre has been organised for many years by the volunteers of the Christmas Lights Group, headed by Paul Weymouth. In recent years Melksham Town Council has taken on more responsibility for arranging the road closure and security for the event and Sara Land has taken responsibility for organising the Fayre in the Assembly Hall. Last year Melksham Town Council arranged more elements of the event including entertainment, Santa's Grotto and outside stalls.

2.2   In a wash up meeting in January 2022 it was suggested that Melksham Town Council take on full responsibility of the event, with Paul Weymouth and the Christmas Lights volunteers taking full responsibility for the lights only.

3   Current Situation

3.1   The Christmas Event has been discussed as part of the Melksham Events Working Group and plans are already being discussed to arrange road closures, entertainment and stalls for the event.

4   Financial Implications

4.1   Based on last year, the estimated time and costs are detailed below

Item	Expenditure
Closure of Market Place Car Park – barriers etc	£100
Insurance	£500
Signage and admin	£50
Entertainment	£600
First Aid	£430
Security	£1,000
Event insurance	£570
Santa's Grotto	£350
Miscellaneous	£300
TOTAL	£3900

Income	
Santa's Grotto tickets	£350
Indoor Stalls	£400
Outdoor stalls	£300
TOTAL	£1050

1.1   There is no budget allocated for the Christmas Fayre in the 2022-2023 budget.

1.2   The staff time elements are estimated as follows

Tasks	Staff time	Voluntary time
Plans, safety, PR, logistics	120	30
Road Closure admin	20	5
Stall bookings	10	30
On the day event staff (8 x 8)	64	64

2   Risk Assessment, Safeguarding, Crime and disorder implications

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

3   Environmental considerations

3.1   The event will be carried out with environmental responsibility in all processes where possible.

4   Link to Town Council strategic aims and values

4.1   The draft strategic plan includes the following aims which this event would align with:
- Support and Promote Businesses in Melksham
- Support and create more events across Melksham
- Support and empower voluntary groups to enhance Melksham
- Promote Melksham as a great place to stay and visit

5   Recommendations

5.1   To approve the event as outlined above

5.2   To recommend to Full Council that funding be made available from the General Reserve.

6   CONTACT

Miriam Zaccarelli

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

Melksham Town Council

**Notes of the Events Working Group meeting held
on Thursday 28th July 2022**

PRESENT:	Councillor T Price (Chair)	
	Councillor P Aves	
	Councillor C Goodhind	
	Councillor C Houghton	
	Councillor J Oatley	
IN ATTENDANCE:	Councillor S Crundell	
	Beth Dark - Melksham Carnival	
	Becky Lee- Melksham Carnival	
	Sara Land - Christmas Lights Event	
	Greg McKay - Remembrance Sunday	
	Trevor Paterson - Remembrance Sunday	
	Rev Charlie Thomson - Remembrance Sunday	
	Adrienne Westbrook - Party in the Park	
OFFICERS:	Miriam Zaccarelli	Community Development Officer
	Christine Hunter	Committee Clerk

7   Apologies

There were no apologies.

8   Declarations of Interest

There were no declarations of interest.

9   Representatives from Events Groups

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

UNAIMOUSLY RESOLVED to move agenda item 3.2, Remembrance Day, to the start of the agenda.

9.1   Remembrance Day - allocated time slot to 6pm

Greg McKay explained that the Council organise road closures, barrier signage and security, and that as the Parade Commander he is responsible for the parade element. Trevor Paterson organised the composition of the parade by inviting all the relevant parade groups.

1

Revd Charlie Thomson explained that previously some members of the public felt excluded and left the event earlier when it was split into two parts, i.e. the church service followed by the Remembrance service.

Greg confirmed that a mixture of youth groups, serving personnel, veterans and a large number of members of the public attend the event. People left early rather than attend the church service and missed the actual service of Remembrance/
wreath laying etc. which was the most important part of the event.

Councillor Oatley suggested that the Town Councillors join the parade in King Street car park.

Changing the order of the event was discussed to make it more inclusive and it was agreed that:
1. The Town Council would source a small stage, a gazebo and sound system to be used at the war memorial.
2. Greg, Charlie and Trevor would come back to the Events Working Group with a newly proposed schedule of event, to include timings.

9.2   Food and River Festival - allocated time slot to 5.35pm

Adrienne confirmed that the Food and River festival was a weekend event to be held on 3rd and 4th September 2022, used a Melksham Town Council grant and this year deposits had been taken by stall holders. Event tickets were being offered to the Foodbank for two underprivileged families.

Adrienne explained that help required was:

- People to help with the load in and out at the busy times of 6.30 am on Saturday and 4.00 pm on Sunday.
- A filled water bowser with hose pipe to be delivered to site on Friday, to access water from the Café in King George V Park (not drinking water) for stall holders.

For next year
- A formal de-brief meeting after this year's event.
- Possible help needed with the IT, flyers etc.
- An officer or Councillor as a member of the working group which meets on the 2nd Tuesday of the month at 7.00 pm, to feedback from the group to the Council.

9.3   Christmas Lights Switch On - allocated time slot to 6.20pm

It was explained that the Town Council normally organise the road

closures, marshalling, security, first aid with Councillors and staff volunteering throughout the event. It was agreed to have two vendors selling light up products on the condition that they have pedlar's licenses.

Miriam confirmed that there had been an offer to run a Christmas disco on the evening of the Christmas Fayre at the Assembly Halls. Miriam explained that volunteer help to set up and clear the Assembly Hall would enable the staff to have enough resources to manage the long day. Miriam suggested contacting local businesses close to the market place to confirm whether they were willing to provide outside refreshments. Miriam confirmed there would be a future meeting to discuss Christmas lights switch on, road closures, extra food stalls etc.

Sara explained volunteer help would be required for the following:
- Help to unload stallholders vehicles in the morning and clearing up Assembly Hall in the evening which was normally provided by the Air Cadets. Sara asked whether the Scouts, Brownies, schools and Army Cadets be asked to provide volunteer help?
- Whether free parking could be sourced for the stall holders – possibly at Avon Tyres or the Campus.

9.4   Carnival - allocated time slot to 6.35pm

Becky Lee of Melksham Carnival explained that in order to make the event viable more floats and Marshalls would be needed. Currently there were 18 Marshalls and 20-30 were required. The Carnival committee have approached schools, Brownies, Guides etc. but had received no take-up for floats. Walking groups could attend and cars with trailers and a sound system.

Councillor Aves suggested members of the Carnival Committee provide in-person presentations to schools explaining what would be required and costs involved. Miriam suggested additional funding options be investigated to help with float costs and incentivise groups to join the procession.

10   Terms of Reference

The Terms of reference would be forwarded to next meeting of the Community Development Committee scheduled for 5 September 2022 for approval.

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

UNANIMOUSLY RESOLVED to approve the Terms of Reference with the following amendment to Membership - replace "a maximum of four nominated representatives of outside bodies" with "representation from a maximum of four groups".

11   Date and time of next meeting

The next meeting will be held on 1 September 2022 at 5.30 pm.

Meeting Closed at: 6.56 pm

Signed: ……………………………………………………………   Dated:

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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