

## **Melksham Town Council**

### **Minutes of the Full Council meeting held on Monday 3rd October 2022**

#### **PRESENT:**

Councillor S Crundell (Town Mayor)  
Councillor S Mortimer (Deputy Town Mayor)  
Councillor P Aves  
Councillor G Cooke  
Councillor J Crundell  
Councillor G Ellis  
Councillor C Goodhind  
Councillor C Houghton  
Councillor J Hubbard  
Councillor J Oatley  
Councillor S Rabey

#### **OFFICERS:**

Linda Roberts – Town Clerk  
Patsy Clover - Deputy Town Clerk  
Christine Hunter - Committee Clerk

**PUBLIC PARTICIPATION:** Three members of the public were present virtually.

#### **366/22 Apologies**

Apologies were received from Councillors Alford, Forgacs, Lewis and Price.

#### **367/22 Declarations of Interest**

There were no declarations of interest.

#### **368/22 Questions from Councillors**

There were no questions from councillors.

#### **369/22 Minutes**

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

**UNANIMOUSLY RESOLVED** that the minutes of 26 September 2022, having previously been circulated, were amended on Minute Item 364/22 to change the date from 30 September 2021 to 30 September 2022. The minutes were then approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

## **370/22 Town Mayor's Announcements**

The Town Mayor, Councillor S Crundell, thanked all councillors and officers for their hard work at ClimateFest adding that it had been a great success.

## **371/22 Reports from Unitary Councillors**

Councillor Hubbard reported that the Wiltshire Council Cabinet had adopted the policy with regard to delegation of services to towns. Councillor Hubbard explained he did not know why the decision had not been approved by Full Council. He went on to state that the cost of living, inflationary pressures, rising fuel prices and borrowing costs had all impacted the Wiltshire Council capital programme.

## **372/22 Accounts**

### **372/22.1 List of Payments to 31 July 2022**

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

**UNANIMOUSLY RESOLVED** to approve the list of payments to 31 July 2022 from the Town Council's Unity Trust Bank Account.

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

**UNANIMOUSLY RESOLVED** to approve the list of payments to 31 July 2022 from the Town Council's Assembly Hall Lloyds Bank Account.

### **372/22.2 Petty Cash to 31 July 2022**

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

**UNANIMOUSLY RESOLVED** to approve the payments made by Petty Cash to 31 July 2022.

### **372/22.3 Monthly Financial Statement to 31 July 2022**

It was noted that the monthly financial statement for 31 July 2022 incorrectly showed a date of 31 June 2022 on page 21.

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

**UNANIMOUSLY RESOLVED** to approve the monthly financial

statement for Months 3 and 4 – 2022/2023 subject to the amendment of the date of the monthly financial statement for month 4 to 31 July 2022.

**372/22.4 Detailed Income & Expenditure Report as at 31 July 2022**

Councillor Hubbard asked for clarification regarding the payment of £1,980 made on code 4301. The Town Clerk agreed to investigate as this may be a coding error.

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

**UNANIMOUSLY RESOLVED** to approve the Income and Expenditure report as at 31 July 2022.

**372/22.5 Town Council Income Received Report to 31 July 2022.**

The incorrect report was attached to the agenda.

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

**UNANIMOUSLY RESOLVED** to defer approval of the Income Received Report to the next Full Council meeting scheduled for 28 November 2022.

**372/22.6 Earmarked Reserves to 31 July 2022**

Councillor Hubbard requested that a report providing an update on expenditure on Major Projects be circulated to Members.

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

**UNANIMOUSLY RESOLVED** to approve the Earmarked Reserves to 31 July 2022.

**373/22 Committee Minutes**

**373/22.1 Asset Management and Amenities Committee**

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

**UNANIMOUSLY RESOLVED** to receive the minutes of the Asset Management Committee meeting held on 22 August 2022.

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

**UNANIMOUSLY RESOLVED** to approve the alteration to the Allotment Tenancy Agreement to include a clause allowing the donation of surplus produce to a charitable cause or purpose.

Members considered the recommendation from the Asset Management and Amenities Committee meeting held on 22 August 2022 to allocate £80,000 from the Major Projects Reserve for the construction of a Sensory Garden.

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

**UNANIMOUSLY RESOLVED** to defer the approval to use of £80,000 from the Major Projects Reserve until the design and tender documents had been completed for the Sensory Garden.

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

**UNANIMOUSLY RESOLVED** to pay the balance of £5,525 to David Sharp Architects for legal and professional fees for Melksham Community Hall from General Reserves. The £5,525 would be replenished by the S106 and CIL attached to the development.

### **373/22.2      Community Development Committee**

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

**UNANIMOUSLY RESOLVED** to receive the draft minutes of the Community Development Committee meeting held on 5 September 2022 and to approve that up to £10,000 be allocated from the General Reserve to hold a Christmas Fayre and Lights event in 2022, and that the Events Working Group be asked to provide a detailed costed plan of the event to Members as a template for inclusion in future budgets.

### **373/22.3      Economic Development and Planning Committee**

The Town Clerk explained that any amendment to the costs for LHFIG works which exceeded the budget set for LHFIG would have to be approved by Full Council before the works could proceed.

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

**UNANIMOUSLY RESOLVED** to receive the minutes of the Economic Development and Planning Committee meetings held on 8 August, the draft minutes of the meeting held on 30 August 2022, and to confirm to LHFIG that the Councillor who has brought the item to LHFIG or a substitute Councillor who had been fully briefed on the submission from Melksham Town Council would attend the relevant LHFIG meeting to represent the Town Council.

The motion proposed by Councillor Mortimer to lease disabled car parking spaces from Wiltshire Council did not have a seconder.

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

**UNANIMOUSLY RESOLVED** that the Town Council writes to Wiltshire Council to ask that as a matter of urgency that when replacing the car parking machines consideration is given to the location of disabled parking spaces in relation to payment machines and to the accessibility of machines to minimise challenges to disabled and other users.

#### **373/22.4**

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

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

**UNANIMOUSLY RESOLVED** to receive the draft minutes of the Finance, Administration and Performance Committee meeting held on 26 September 2022 and to approve the amendments to the grant policy as below:

1. the maximum amount allocated to a regular grant would be £1,000 (and all grants over £250 have to be match funded)
2. "Red-Circled" grants would be changed to "Major" grants
3. the grant application rounds would remain quarterly, i.e. July, September, November and March annually
4. grants would only be awarded to organisations benefitting Melksham
5. application forms for new major grant would need to be received by 30 September in order to be considered in the Council's budget for the next financial year
6. existing major grant monitoring forms would need to be

received by 30 September in order to be considered in the Council's budget for the next financial year.

### **374/22 Staffing Committee**

Councillor Hubbard reminded Members that WorkNest are employed by the Council to support updates to the Council's policies and Employee Handbook and to ensure that the Council complies with all legal requirements. He felt that WorkNest should be making the Council aware of any amendments required and updating the Council's policies.

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

**UNANIMOUSLY RESOLVED** to receive the minutes of the Staffing Committee held on 28 July 2022 and that officers are requested to carry out a review of Standing Orders, Financial Regulations, Terms of Reference for committees and sub-committees, the Employee Handbook, the Town Council's social media policy and GDPR policy.

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

**UNANIMOUSLY RESOLVED** to approve the implementation of the use of tracked changes on all policy and legal documents.

Members considered proposed changes to staff working hours and opening times for the Town Hall. The Town Clerk confirmed that she would be concerned about one staff member working in the Town Hall on their own.

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

**UNANIMOUSLY RESOLVED** to implement the following changes from 1 November 2022:

- the Town Hall opening hours and the telephone hours would be Monday – Thursday 9.00 – 5.00 pm, closed Fridays, and
- the core working hours for the Town Hall staff would change to Monday to Thursday 9.00 am to 5.00 pm. Staff would work 37 hours per week but could compress their hours Monday to Thursday outside core hours with any balance worked on Friday/Friday off to negate the need for TOIL to be accrued and carried forward. Consideration would be given to opening early evening one day a week.

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

**UNANIMOUSLY RESOLVED** to receive the minutes of the Staffing Committee meeting held on 6 September 2022, the draft minutes of the Staffing Committee meeting held on 12 September 2022, and to approve the amended Staffing Committee Terms of Reference as recommended at the Full Council meeting on 25 July 2022.

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

**UNANIMOUSLY RESOLVED** to approve the change to Standing Order 4.b.6 and reject the other changes recommending that the Staffing Committee return an explanation to Full Council of what they are trying to achieve with the changes.

**375/22      Neighbourhood Plan**

The notes of the Neighbourhood Plan Steering Group meeting held on 29 June 2022, and the update for the Area Board Meeting held on 21 September 2022 were received.

Councillor Ellis reported that the NHP Working Groups had had a hiatus whilst works were ongoing. However, the Groups were working to meet the deadline for NHP#2. He confirmed that there had been some issues with SHELAA sites and that Wiltshire Council were working on the new Local Plan.

**376/22      Town Centre Masterplan - Work of AECOM to include Publicly Owned Assets of Wiltshire Council**

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

**UNANIMOUSLY RESOLVED** to approve that the Town Council work collaboratively with Wiltshire Council for site assessments on their vacant buildings in the town centre as part of the Neighbourhood Plan Work.

**377/22      Working Group Minutes**

**377/22.1      Assembly Hall Working Group**

Members discussed the remit of the Assembly Hall Working Group. The Town Mayor, Councillor S Crundell reminded Members that the temporary Working Group had been formed to look at potential future charges for the Assembly Hall by obtaining comparisons for other local similar sized venues, obtaining historic Assembly Hall hire data, and had been mandated to bring recommendations on pricing to Full Council for revision/approval in the Autumn.

Councillor Hubbard stressed that all discussions about the future of the Assembly Hall would need to be discussed in open forum. The Town Mayor, Councillor S Crundell, suggested that the only Committee to deal with the future of the Assembly Hall should be Full Council.

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

**RESOLVED** that the Terms of Reference for the Assembly Hall Working Group be amended to show the original remit of the Group and to reflect that the group would not be extended past the Autumn

Councillor Ellis asked that the Council delegated authority to the Town Clerk to use her discretion when considering amending hire rates for the Assembly Hall for specific groups who may not be based in Melksham but who provide services and events for the benefit of Melksham residents.

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

**RESOLVED** to delegate authority to the Town Clerk to use her discretion in amending hire rates for the Assembly Hall where the definition of a Melksham Group would be a group who show their event is demonstrably beneficial to the residents of Melksham.

The Town Mayor advised that the meeting would be closed at 10pm to comply with Standing Orders. The remaining business would be brought to a reconvened meeting.

Meeting Closed at: 10.00 pm

**Signed:** .....

**Dated:**