



# Public Document Pack

## 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 S Crundell (Town Mayor)  
Councillor S Mortimer (Deputy Town Mayor)  
Councillor P Alford  
Councillor P Aves  
Councillor G Cooke  
Councillor J Crundell  
Councillor G Ellis  
Councillor C Forgacs  
Councillor C Goodhind  
Councillor C Houghton  
Councillor J Hubbard  
Councillor L Lewis  
Councillor J Oatley  
Councillor T Price  
Councillor S Rabey

30 September 2022

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Full Council** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 3rd October 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  
Full Council  
Monday 3 October 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/81152428043?pwd=cWNQeXhtUDZ5aGkzMhXhwOHl2b0U0UT09>

**Meeting ID:** 811 5242 8043

**Passcode:** 292955

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

**AGENDA**

**4. Minutes (Pages 1 - 2)**

To confirm as a correct record the minutes of the Full Town Council meeting held on the 26 September 2022 (to follow).

**9.4 Finance Administration and Performance Committee (Pages 3 - 8)**

To consider the following recommendation from the Finance, Administration and Performance Committee Meeting held on 18 July 2022. (see amended Grant Policy attached).

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

**UNANIMOUSLY RESOLVED** to amend the grant policy as follows:

**Email:** [towncouncil@melksham-tc.gov.uk](mailto:towncouncil@melksham-tc.gov.uk) **Web:** [www.melksham-tc.gov.uk](http://www.melksham-tc.gov.uk)  
**Facebook:** [facebook.com/melksham.town](https://facebook.com/melksham.town)

1. *the maximum amount allocated to a regular grant would be £1,000.*
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 based in Melksham.*
5. *major grant applications would need to be received by 30 September in order to be considered in the Council’s budget for the next financial year.”*

To receive the draft minutes of the Finance and Administration and performance Committee meeting held on 26 September 2022 (to follow).

#### 11.1 **Assembly Hall Working Group** (Pages 9 - 12)

To receive the notes of the Assembly Hall Working Group meeting held on 1 August 2022 and to approve the following recommendation:

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

**UNANIMOUSLY RESOLVED** *to recommend the Terms of Reference with the following amendments, to be forwarded to the Asset Management and Amenities Committee meeting scheduled for 22 August 2022 for approval.*

*Point 1. After the wording will meet on an ‘as required’ add “but at least once every two months” basis and after the wording ‘meeting cannot exceed’ add “2 hours”.*

*Point 2. After the wording ‘properly constituted body’, add “representatives of a maximum of four outside bodies or individuals, can be invited to attend any one Working Group meeting, where relevant.”*

*Point 3.3 after the wording ‘with the Chair’ add “and members”.*

To receive the draft notes of the Assembly Hall Working Group meeting held on 27 September 2022 (to follow).

To appoint a representative to the Assembly Hall Working Group in view of Councillor Houghton’s resignation.

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## Melksham Town Council

### Minutes of the Full Council meeting held on Monday 26th September 2022

#### **PRESENT:**

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

#### **OFFICERS:**

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

**PUBLIC PARTICIPATION:** No members of the public or press were present. One member of the public was present virtually.

#### **361/22 Apologies**

Apologies were received from Councillors Cooke, Houghton, Lewis, Price and Rabey.

#### **362/22 Declarations of Interest**

There were no declarations of interest.

#### **363/22 Minutes**

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

**UNANIMOUSLY RESOLVED** that the minutes of 25 July 2022, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

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

**UNANIMOUSLY RESOLVED** that the minutes of 26 July 2022, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

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

**UNANIMOUSLY RESOLVED** that the minutes of 9 August 2022, having previously been circulated, and were approved as a correct record with the following amendments to Minute No. 360/22 and signed by the Town Mayor, Councillor S Crundell.

1. an additional bullet point be added to Councillor Hubbard's proposal to show "the consultation process should take 6-9 months".
2. amend the friendly amendment proposed by the Town Mayor, Councillor S Crundell, to read "suggested a friendly amendment to the proposal to reduce the consultation to three months"

**364/22 Conclusion of Audit Year ended 31 March 2022**

Councillor Alford queried a figure on page 25, item 9 which showed an incorrect figure the asset value of nearly £6m for March 2021. The Town Clerk confirmed the document would need to be published for members of the public to view by the 30 September 2021 with an explanation of the error in the Auditor's report regarding the asset valuation last year.

Members considered how properties were valued, the re-build costs and insurance valuations. Councillor Alford asked for clarity of asset values to ensure the Council were fully covered for insurance purposes. It was agreed a report would be circulated to councillors showing for each asset the market value, and insurance valuation for re-build. The Deputy Town Clerk confirmed that a comprehensive valuation of assets for insurance purposes had been undertaken in the spring which had considerably increased the insurance premiums.

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

**UNANIMOUSLY RESOLVED** to approve and agree for publication the External Auditors Report and Certificate for 2021/2022.

**365/22 Correspondence on Audit Query**

The response from the Town Clerk regarding the Audit Query was noted.

Meeting Closed at: 7.37 pm

Signed: .....

Dated:

## Melksham Town Council

### Minutes of the Finance, Administration and Performance Committee meeting held on Monday 26th September 2022

**PRESENT:** Councillor S Mortimer (Chair)  
Councillor C Goodhind (Vice-Chair)  
Councillor P Aves  
Councillor J Hubbard

<b>OFFICERS:</b>	Linda Roberts	Town Clerk
	Christine Hunter	Committee Clerk
	Miriam Zaccarelli	Community Development Officer

**PUBLIC PARTICIPATION:** One member of the public and one member of the press were present virtually.

#### **73/22 Apologies**

Apologies were received from Councillor Rabey.

#### **74/22 Declarations of Interest**

Councillor Hubbard declared an interest in relation to minute number 84/22 re grants received by 4Youth from the Council. Councillor Hubbard remained in the meeting and took part in the debate on this item.

#### **75/22 Minutes**

The minutes of 18 July 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Mortimer.

#### **76/22 Finances**

#### **77/22 Petty Cash to 31 July 2022**

The payments made by Petty Cash for Months 3 and 4 - 2022/2023 were noted.

#### **78/22 List of Payments to 31 July 2022**

The list of payments made by Direct Debit, cheque, debit card, and BACS from the Town Council's Unity Trust Bank Account for Months 3 and 4 - 2022/2023 was noted.

The Town Clerk agreed to provide clarification on the following payments:

- repair of Bus Shelter on 11 July 2022 for £4,519.95 – was this a full replacement cost?
- provide a more detailed analysis from the cashbook.

- payment to Kan Connections £2,730 for the replacement PSU at the Cricketer's Café.
  - what was the £1,438.50 payment to Scottish Southern for?
  - West Mercier Energy - £12.00
  - N Power, May 2022 £49.00.
- Can the Splashpad electricity costs be separated so the usage can be easily monitored and identified?

The list of payments made by Direct Debit, cheque, debit card, and BACS from the Town Council's Assembly Hall Lloyds Bank Account for Months 3 and 4 – 2022/2023 was noted.

## **79/22      Monthly Financial Statements to 31 July 2022**

The Monthly Financial Statements for Months 3 and 4 - 2022/2023 was noted.

Councillor Hubbard asked why the CCLA investment fund account showed £116 when he understood that Council had agreed to move additional funding into the investment account. The Town Clerk confirmed that the Deputy Town Clerk was in the process of setting up new higher interest-bearing accounts.

## **80/22      Detailed Income and Expenditure Report to 31 July 2022**

The detailed year-to-date Income and Expenditure report for Month 4 2022/2023 was noted.

Councillor Hubbard raised his concern that there were anomalies on the Income and expenditure report:

- on pages 12 and 13 payments for shows for tickets splits were still being paid when Council agreed over a year ago that ticket split bookings would not be taken. Councillor Hubbard requested a definitive list of any more Assembly Hall shows that had been booked on a ticket split basis to be circulated to all Members.
- there were underspends and zero spends in certain area where payments should have been made at this point during the year.
- The accounts may not be up to date as no expenditure has been shown this year on play equipment, tree planting and the sports roadshow.

Councillor Hubbard stated that the year-to-date expenditure on major grants showed only £1,980 when he would have expected it to be more. The Community Development Officer confirmed that some grant applicants had not returned their evaluation forms for previous grants received. Once these were received the 2022/2023 grants could be allocated. The Community Development Officer agreed to check major grant evaluation forms had been returned and arrange for payment to be made.

The Town Clerk confirmed that the income received of £11,867 was for rebates of overpaid utilities.



The Town Clerk agreed to provide information to members on the following:

- a breakdown of the £1,980 grant expenditure.
- what the £403 expenditure for CCTV was for.

**81/22 Town Council Income Received Report to 31 July 2022**

The Earmarked Reserves report for the year-to date Month 4 – 2022/2023 was noted.

Councillor Mortimer raised her concern that the report did not accurately show income received and requested that a copy of the cash book report be included in future agendas.

**82/22 Earmarked Reserves to 31 July 2022**

The Earmarked Reserves report for the year-to date Month 4 – 2022/2023 was noted.

**83/22 Fully Managed Payroll Provider**

The report of the Deputy Town Clerk regarding the Fully Managed Payroll Provider was received.

Councillor Hubbard suggested that further information was required regarding why the current provider is not satisfactory and officers could contact other Councils to find out how their service provider works. Councillor Hubbard requested details of the specification for payroll provision from the new supplier.

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

**UNANIMOUSLY RESOLVED** to defer the approval of the change in Fully Managed Payroll provider until a full tender specification is provided, with the new provider showing what experience they have had with providing payroll services for Councils. A full tender process would be followed with a view to awarding the contract at the beginning of the new Financial Year (April 2023).

**84/22 Grants 2022/2023**

The Committee agreed that grant applications without evidence of match grant that the Committee would award funding half of the amount requested.

**85/22 Alzheimer's Support**

Application withdrawn.

**86/22 Celebrate Age Wiltshire**

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

**UNANIMOUSLY RESOLVED** to award £1,000.

**87/22 Chippenham & District Talking Newspaper**

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

**UNANIMOUSLY RESOLVED** to award £735.50.

**88/22 Help Counselling**

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

**UNANIMOUSLY RESOLVED** to award £260.

**89/22 Meadowbrook Wiltshire (CIC)**

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

**RESOLVED** to award £500.

**90/22 Melksham & District Historical Association and Melksham Tourist Information Centre**

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

**UNANIMOUSLY RESOLVED** to award £881.50.

**91/22 Melksham/Chippenham/Calne branch of the Wilts & Berks Canal Trust**

It was agreed not to support this grant application.

**92/22 Melksham Free Dining**

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

**UNANIMOUSLY RESOLVED** to award £670 and offer free Assembly Hall hire for Christmas Day 2022.

**93/22 Melksham Gardeners' Society**

It was proposed by Councillor Hubbard seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to award £110.72.

**94/22 Melksham Monster Ball**

Members did not support the application as it did not meet the application criteria. However, it was suggested that the applicant could work with the new Communications and Events Officer to see if the event could come under the banner of the Town Council, on the condition that it does not call on the Community Development Officer's time.

**95/22 Melksham PHAB Club**

Members did not support this grant application.

**96/22 Melksham Sixty Plus Club**

Members did not support this grant application.

**97/22 Melksham W.I. Group**

It was proposed by Councillor Hubbard seconded by Councillor Mortimer and

**UNANIMOUSLY RESOLVED** to award £200.

**98/22 Proud Melksham**

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

**UNANIMOUSLY RESOLVED** to award £750.

**99/22 Wiltshire & Bath Independent Living Centre**

It was proposed by Councillor Hubbard seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to award £250 and recommend additional funding streams be sought.

**100/22 Wiltshire Sight**

It was proposed by Councillor Hubbard seconded by Councillor Mortimer and

**UNANIMOUSLY RESOLVED** to award £500.

Meeting Closed at: 9.24 pm

**Signed:** .....

**Dated:**

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## Melksham Town Council

### Notes of the Assembly Hall Working Group meeting held on Tuesday 27th September 2022

**PRESENT:** Councillor G Ellis (Chair)  
Councillor P Aves  
Councillor C Goodhind

**IN ATTENDANCE:** Councillor S Mortimer

**OFFICERS:** Christine Hunter Committee Clerk  
Linda Roberts Town Clerk

5/22 Apologies

Apologies were received from Councillor Houghton.

6/22 Declaration of Interest

There were no declarations of interest.

7/22 Notes of Previous Meeting

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

**UNANIMOUSLY RESOLVED** that the notes of the previous Assembly Hall Working Group meeting held on 1 August 2022 were agreed as a correct record.

8/22 Objectives

The Working Group discussed the proposed objectives and considered the new hire rates charged to groups providing events for the benefit of the Melksham Community. The Working Group agreed to accept the proposed objectives with an additional objective as follows:

That a proposal is taken to the Full Council to delegate authority to the Town Clerk to use her discretion in hire fees charged for Assembly Hall and Town Hall bookings, when a hire is for the benefit and use of the Melksham town community, even if the booker lives outside Melksham.

It was suggested that a set of guidelines be produced to use when amending the hire rates to ensure uniformity of charges made to hirers.

9/22 Business under the new pricing structure

Kevin Farrow, The Deputy Facilities Manager explained that the update report contained all charges made to the band/hirer and explained the costing documents attached. Councillor Ellis asked for the Kevin to provide a fuller explanation of all costs for events held at the Assembly Hall in future, including bar takings etc. Councillor Ellis confirmed that all costs for staff time attending functions outside the Assembly Hall were costed to the Assembly Hall budget.

#### 10/22 Public consultation

The Town Clerk confirmed progress on the consultation following several meetings with Community First. The questionnaire will be a needs analysis on the Assembly Hall, and will be online and in hard copy. The survey will be produced next week and circulated to Councillors, which will be a premium survey, with Community First's branding and will provide quantitative and qualitative data.

Once agreed, the survey will cover a 4-6 week consultation period which would be monitored for responses and may be adjusted or extended. It is then suggested that a further consultation will be face-to-face using Community First's Community Organisers to drill down into what the Assembly Hall might look like in the future to suit the needs identified.

#### 11/22 Promotion and business development

Kevin explained current advertising via mail shots, in local publications and press and on the website. He reported on time constraints on staff and the effect of the new pricing on hirers. Councillor Goodhind suggested that the effectiveness of advertising could be monitored by using feedback forms. Councillor Goodhind asked for Kevin to remove the three signs on the Assembly Hall door and amalgamate into one sign on how to buy tickets. Councillor Ellis stated the volunteers would soon be hand delivering fliers locally.

#### 12/22 Accounting systems

Councillor Goodhind asked for more in-depth information to be provided by the Finance Officer, to show income and expenditure for specific shows including staff time. This would enable an accurate picture for each show and provide actions to make improvements. The Town Clerk confirmed she would be willing to set up from 1<sup>st</sup> April 2023 a package that apportioned salaries and costings to different areas of the council's services to identify more accurately the full cost of services.

#### 13/22 Friends of Melksham Assembly Hall (FoMAH)

The notes of the FoMAH meeting held on 25 August 2022 were noted. Councillor Ellis suggested for example that if the Assembly Hall were run on a Community Interest basis it could attract funding not available to the Town Council. He confirmed that a leaflet had been produced and would be hand delivered

showing the next three months of shows at the Assembly Hall. Councillor Ellis agreed to notify Councillors about the leaflet drop.

14/22 Options for the Assembly Hall

It was agreed to defer this item to the next meeting.

15/22 Neighbourhood Plan and Town Centre Master Plan

Councillor Ellis explained that the Town Centre Masterplan, part of the Neighbourhood Plan included options and uses for the Assembly Hall.

16/22 Invitees to next meeting

It was agreed to invite Paul Seemayer, Leo Goodhind and Howard Jones to the next Working Group meeting to provide input on lighting, sound and suggest ideas to look at the future of the Assembly Hall.

17/22 Date and time of next meeting

The date and time of the next Assembly Hall Working Group would be Thursday 3 November 2022 at 7.00 pm at Melksham Town Hall.

Meeting Closed at: 9.15 pm

**Signed:** .....

**Dated:**

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