

## **Melksham Town Council**

### **Minutes of the Full Council meeting held on Monday 10th October 2022**

#### **PRESENT:**

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

#### **OFFICERS:**

Linda Roberts	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.

This meeting was reconvened to continue the remaining business on the agenda for 3rd October 2022 Council meeting which was not transacted at the meeting as it was closed at 10pm; in accordance with standing orders.

#### **378/22 Apologies**

Apologies were received from Councillors Cook, J Crundell, Forgacs and Lewis.

#### **379/22 Declarations of Interest**

There were no declarations of interest.

#### **380/22 Neighbourhood Plan Terms of Reference**

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

**UNANIMOUSLY RESOLVED** to approve the amendment to the Neighbourhood Plan Terms of Reference Point 7.4 for officers to formulate the wording to state that Council members on the Steering Group can be dual hatted as Wiltshire Councillors and town and parish Councillors, but only have one vote. Members of the Steering Group could not however be members of more than one community group.

#### **381/22 Working Group Minutes**

**381/22.1      Assembly Hall Working Group**

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

**UNANIMOUSLY RESOLVED** to postpone the appointment of a representative to replace Councillor Houghton on the Assembly Hall Working Group until the amended Terms of Reference were received by Full Council.

**381/22.2      Events Working Group**

The notes of the Events Working Group meeting held on 4 July 2022, 28 July 2022 and the draft notes of the Events Working Group meeting held on 1 September 2022 were received.

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

**UNANIMOUSLY RESOLVED** to approve the following amendment to membership in the Events Working Group Terms of Reference, replacing the wording “a maximum of four nominated representatives of outside bodies” with the wording “representation from a maximum of four groups”.

**381/22.3      Parks Working Group**

The draft notes of the Parks Working Group meeting held on 1 August 2022 were received.

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

**UNANIMOUSLY RESOLVED** to elect Councillor Oatley as a representative of the Parks Working Group to replace Councillor Houghton.

**382/22      Authorities for new Town Council Savings Accounts**

It was proposed by Councillor Hubbard seconded by Councillor Oatley and

**UNANIMOUSLY RESOLVED** to appoint the current bank signatories with the addition of Councillors Price and Rabey as signatories for the new savings accounts to be opened by the Town Council.

### **383/22     Assembly Hall Consultation Update**

The Town Clerk confirmed that:

- several meetings with Community First had been held and that she had recently received the initial form for the Assembly Hall consultation which she would circulate to all councillors for comments.
- Community First were recommending a six-week consultation, with a review at the end of the third week to check responses received, at that point a decision would be made whether it might be necessary to extend the consultation period.

### **384/22     Royal Society of Chartered Surveyors (RICS) Valuation of all Council Owned Buildings**

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

**UNANIMOUSLY RESOLVED** to approve that a Royal Society of Chartered Surveyors (RICS) valuation to be carried out on all Town Council owned buildings, at a cost not exceeding £5,000.00 to be met from the General Reserve.

### **385/22     Civility and Respect Pledge**

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

**UNANIMOUSLY RESOLVED** to approve that the Town Council sign the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and One Voice Wales (OVW), Civility and Respect Pledge, and to ask the Staffing Committee, in conjunction with officers, to produce an Action Plan highlighting areas for improvement. The Action Plan would be forwarded to Full Council for consideration to identify how these improvements would be achieved.

### **386/22     Community Infrastructure Levy (CIL) Funding**

The Town Mayor, Councillor S Crundell asked members to provide proposals to the Town Clerk for ideas on how to work together with Melksham Without Parish Council to use CIL funding to provide benefits for residents.

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

**UNANIMOUSLY RESOLVED** to contact Melksham Without Parish Council to confirm that the Town Council supports the use of CIL funding to install real-time information in bus shelters throughout the town and parish.

### **387/22     Opt-Out Communication**

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

**UNANIMOUSLY RESOLVED** to retrospectively approve the Town Clerk's recommendation to remain within the SAAA central external auditor appointment arrangements.

**388/22    Open Letter from the Ukrainians of Wiltshire**

Councillor Ellis confirmed that he had been unable to find out who the group were who had requested the open meeting. Councillor Hubbard suggested contacting the Wiltshire Councillor officer managing the Ukrainian refugee project before agreeing to an open meeting.

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

**UNANIMOUSLY RESOLVED** to ask if Wiltshire Council could respond to the points made in the letter to enable the Town Council to reply to the Ukrainians of Wiltshire group.

**389/22    Policy on the Use of Mobile Phones and other Devices in Council Meetings**

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

**UNANIMOUSLY RESOLVED** to adopt the policy on the use of mobile phones and devices in Council meetings.

**390/22    Items for Information - Wilts & Berks Canal Trust**

The Minutes of the Annual General Meeting held on Tuesday 2 July 2019, the Officers' Annual Report and Accounts for the years ending 31 March 2020, 31 March 2021, and 31 March 2022 and On the Button for July and August 2022 were noted.

Meeting Closed at: 9.30 pm

**Signed:** .....

**Dated:**