



2025

MELKSHAM TOWN COUNCIL



Full Council

Monday 1st September 2025



Town Hall,
Market Place,
Melksham,
Wiltshire
SN12 6ES

01225 704187
towncouncil@melksham-tc.gov.uk

www.melksham-tc.gov.uk



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Town Hall,
Market Place,
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Wiltshire
SN12 6ES

CEO Miss Hayley Bell, Assoc CIPD, CertHE, FSLCC

01225 704187

towncouncil@melksham-tc.gov.uk

22nd August 2025

Dear Councillors,

You are summoned in accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) to a meeting of the Full Council of Melksham Town Council for the transaction of the business shown on the agenda below.

Monday, **1st September 2025**, to be held at 19.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 7ES.

The quorum for Full Council is 8.

Public Participation.

Members of the public and the press may attend this meeting in person or join the meeting on teams

<https://tinyurl.com/y327aku5> Public participation will take place near the start of the meeting.

Each speaker is limited to three minutes, with a total public session of 20 minutes. Members of the public are requested to send their question to CEO@melksham-tc.gov.uk by noon on the working day before the meeting. You should still attend the meeting, in person or online, to ask your question.

No decisions will be made on matters not already on the agenda. The Council may ask the public and press to leave if confidential matters need to be discussed.

The Seven Principles of Public Life.

All members are reminded of their duty under the code of conduct to uphold the Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Yours sincerely,

Miss Hayley Bell – Acting CEO

Full Council Terms of References

1. Membership: All 15 elected members of the Town Council.

The following matters shall be reserved for decision by Full Council, but the appropriate Committee(s) may make recommendation for the Council's consideration:

- 1.1 The Precept demand
- 1.2 Borrowing money
- 1.3 Making, amending or revoking Standing Orders, Financial Regulations, Duties and Powers of Proper Officer provisions
- 1.4 Making, amending or revoking by-laws
- 1.5 Making of Orders under Statutory Powers
- 1.6 Matters of principle or policy
- 1.7 Addressing recommendations in any report from the Internal and External Auditors
- 1.8 Nomination of members of all proper and sub committees
- 1.9 New powers or duties
- 1.10 Prosecution or defence in a Court of Law
- 1.11 Nomination or appointment of representatives of the Council to any enquiry on matters affecting the town
- 1.12 To receive and adopt the Annual Accounts
- 1.13 To receive and sign off the Annual Internal & External Audit and Return
- 1.14 To receive reports referred to the Town Council from the various Committees/Sub-Committees
- 1.15 To set up Working Groups as necessary
- 1.16 To receive reports and consider recommendations from Working Groups set up by Full Council
- 1.17 To appoint representatives on outside bodies or joint bodies
- 1.18 To confirm the appointment of the Town Mayor/Deputy Mayor
- 1.19 To confirm the schedule of meetings of the Town Council/Committees and Sub-Committees for the ensuing year
- 1.20 To receive petitions and deputations from members of the public or any organisations
- 1.21 Any other matters not delegated to a Committee or Sub-Committee or referred to the Council by Committees or Sub-Committees



AGENDA

Full Council

- | | |
|--|----------------------|
| 1. Apologies. | 19.00– 19.01 |
| To receive apologies for absences | |
| (Local Government Act, 1972 s.85) | |
| 2. Declaration of interests. | 19.01 – 19.02 |
| To declare an interest relating to the business of the meeting. | |
| (Melksham Town Council Code of Conduct) | |
| 3. Minutes | 19.02 – 19.05 |
| To approve the minutes of the previous meetings on 30 th June 2025 and 14 th July 2025 | |
| (Local Government Act 1972, s. 12) | |
| 4. Public participation | 19.05 – 19.25 |
| To allow public participation, 3 minutes per person, 20 minutes allocation. | |
| (Local Government Act 1972, s. 12) | |
| 5. Questions from Councillors | 19.25 – 19.30 |
| (Melksham Town Council Policy and Local Government Act 1972) | |
| 6. Town Mayor's Announcements | 19.30 – 19.35 |
| 7. Police Report | 19.35 – 19.45 |
| To note the Melksham Neighbourhood Team Report | |
| 8. Reports from Unitary Councillors | 19.45 - 19.55 |
| Unitary Councillors to report on any matters affecting Melksham which have been discussed at Wiltshire Council meetings. | |



Councillor Alford
Councillor Griffin
Councillor Hubbard
Councillor Stokes
Councillor J Westbrook

- 9. East Melksham Community Centre** **19.55 – 20.00**
- 10. Outside Bodies** **20.00 – 20.05**
- To appoint a representative to Army Cadets, Melksham Detachment.
- 11. Appointments** **20.05 – 20.15**
- 11.1 Finance, Governance & Performance Committee**
- To appoint a member to the Finance, Governance & Performance Committee
- To appoint a Chair of Finance, Governance & Performance Committee
- 11.2 Personnel Committee**
- To appoint a member to the Personnel Committee
- 11.3 CIL Working Group**
- To appoint a member to the CIL Working Group.
- 11.4 Cemeteries Task & Finish Group**
- To appoint a member of the Cemeteries Task & Finish Group
- 12. Policies and Regulations** **20.15 – 20.30**
- 12.1** To consider for adoption CCTV Policy
- 12.2** To consider for adoption amended Financial Regulations
- 13. Apologies Procedure** **20.30 – 20.45**
- To discuss possible changes to the way apologies are accepted. Recommendation to approve the following process.
- Legal Framework Local Government Act 1972 section 85 (1) states that if a councillor fails to
- To attend any meeting for six consecutive months, they automatically cease to
- Be a member of the council unless the reason for absence is approved by
- The council before the end of that period.



Section 85 (3) allows councils to approve reasons for absences in advance, which can prevent disqualification.

Apologies should be sent to the proper officer (CEO) in writing, providing a reason, duration of absence via email, letter or text

before 16.00pm

Apologies must not be passed via another councillor.

The council must then resolve to accept the absence and this must be minuted.

Best Practise.

Do not disclose the reasons for absence publicly to respect privacy and comply with GDPR.

14. Fair Trade – recommendation from Economic Development & Planning 20.45 – 20.50

On 22nd July 2025 Economic Development & Planning received a presentation from Wiltshire Fair Trade and resolved to recommend to Full Council that Melksham Town Council, preferably in partnership with Melksham Without Parish Council, become a Fairtrade Town.

[Link to recording of presentation \(starts at 1:05:48\)](#)

For decision.

15. Signatories. 20.50 – 20.51

To make Councillor A Westbrook a signatory to Lloyds Bank account.

16. Assembly Hall Ticket Split. 20:51 – 21.10

Melksham Assembly Hall currently operates solely as a hireable venue. While this model provides a consistent income stream, it limits the potential for proactive income generation and community engagement.

There is growing interest from external promoters to work with the Assembly Hall on a ticket share basis, rather than traditional venue hire. Comparable venues widely use this model and allows for:

Shared risk and reward between the venue and promoter.

Greater control over programming, enabling the venue to respond to community interests and trends

Melksham Town Council currently promotes events and sells tickets, incurring all ticketing platform fees.

Promoters increasingly request ticket share arrangements, which cannot be accommodated under the current model.

Recommendation: To provide delegated authority to the CEO and Facilities Manager to determine which events can be ticket share or internally run events.

Delegated authority

The Facilities Manager, with the sign off per event from the CEO, will be granted to;

Approve ticket share agreements

Initiate and manage in-house events.

17. Committee Minutes

21.10 – 21.15

17.1 Economic Development and Planning

To receive the minutes of the Economic Development and Planning Committee meetings held on 10th June 2025, 1st July 2025 and 22nd July 2025

[Link to minutes 10th June 2025](#)

[Link to minutes 1st July 2025](#)

[Link to minutes 22nd July 2025](#)

17.2 Finance, Administration and Performance

To receive the minutes of the Finance Administration and Performance Committee meeting held on 27th May 2025 and 7th July 2025

[Link to minutes 27th May 2025](#)

[Link to minutes 7th July 2025](#)

17.3 Joint Melksham Neighbourhood Plan

To receive the notes of the Steering Group meeting held on insert 5th June 2025. Please note that there has been no vote of the Steering Group on these minutes

[Link to minutes 5th June 2025.](#)

18. Election South Ward After Resignation of Councillor Hubbard

21.15 – 21.16

Confirm that the date of the election, if contested, will be **9 October 2025**.

As such, the Notice of Election will be published on **4 September 2025**.

You will be required to display this notice within the parish area from this date.



Nomination Papers:

The venue for delivery of Nomination Papers will be **County Hall, Trowbridge** and appointments for delivery and informal checks can be booked using the online booking system

<https://ilforms.wiltshire.gov.uk/BookingsElectionCandidateSlot/Index>

Candidates can submit Nomination Papers between the hours of 10am and 4pm (Monday to Friday) from **Friday 5 September 25** until the statutory deadline for receipt at 4pm on **Friday 12 September 25**.

Nomination papers to stand in a parish election can be downloaded from the [Electoral Commission website.](#)

19. Exclusion of The Public and Press –

21.16 – 21.17

For resolution.

“That, in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item(s) of business, due to the confidential nature of the business to be transacted.

20. Staffing Matters

21.17-21.30

To receive an update from the Acting CEO/Town Clerk