

Melksham Town Council
Minutes of the Community Development Committee
on Monday 16th June 2025

PRESENT: Councillor J Westbrook
Councillor Aves
Councillor Cleary
Councillor Elson
Councillor Rabey

IN ATTENDANCE Councillor Hubbard and Councillor A Westbrook

OFFICERS	Christina Connor	Events & Community Development Officer
	Fran Cunanan	Assistant Events & Community Development Officer

PUBLIC: representatives of grant applicants were present. Two members of the public were present virtually.

1/25 Apologies

There were no apologies

2/25 Declaration of Interest

Councillor J Westbrook declared a non-pecuniary interest in item 8.2.2 as a relation of the organiser and a host.

3/25 Public Participation

A representative of the Melksham Girlguiding chased payment of the grant awarded at the meeting on 10th March 2025. The Community Development & Events Officer advised payment would be made shortly.

A representative of the Riverside Club invited a councillor to be a member of their committee

4/25 Minutes

The minutes of 7th April 2025, having been previously circulated, were approved as a correct record and signed by the Chair Councillor A Westbrook.

5/25 Committee Membership

It was proposed by the Town Mayor Councillor Rabey, seconded by Councillor Elson and

UNANIMOUSLY RESOLVED to appoint Councillor Calland as a member of the Community Development Committee. It was noted that this appointment needed to be confirmed by Full Council.

6/25 Vice Chair

It was proposed by Councillor A Westbrook, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to appoint Councillor Cleary as Vice Chair of the Community Development Committee.

7/25 Budget

Councillor J Westbrook queried the 400% spend on the Joint Melksham Neighbourhood Plan.

Councillor Aves advised that this was due to the additional costs that had not been accounted for in the budget.

Councillor A Westbrook noted a couple of discrepancies.

Councillor Hubbard spoke on CIL

8/25 Grants Policy

The item was noted.

9/25 4 Youth Core Grant

A representative of 4 Youth spoke and there was an a/v presentation.

It was proposed by the Deputy Town Mayor Councillor J Westbrook, seconded by the Town Mayor Councillor Rabey and

UNANIMOUSLY RESOLVED to award a Core Grant of £10000 to 4 Youth, with the proviso that discussions start around a Service Level Agreement, to be in place by end of September 2025.

10/25 Melksham Food & River Festival Core Grant

A representative of Melksham Food & River Festival spoke.

It was proposed by the Town Mayor Councillor Rabey, seconded by Councillor Elson and

RESOLVED to award a Core Grant of £5000 to Melksham Food & River Festival

11/25 Melksham Carnival Core Grant

A representative of Melksham Carnival spoke.

It was proposed by the Deputy Town Mayor Councillor J Westbrook, seconded by Councillor Elson and

UNANIMOUSLY RESOLVED to award a Core Grant of £3000 to Melksham Carnival.

12/25 Melksham Tourist Information Centre Core Grant

Apologies were sent for not being able to attend. The Chair noted that it would be usual for Core Grant applicants to attend but it had been agreed with the Acting CEO/Town Clerk to make a one time exception.

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

UNANIMOUSLY RESOLVED to award a Core Grant of £4000 to Melksham Tourist Information Centre, with the proviso that discussions start around a Service Level Agreement.

13/25 Age UK Wiltshire Community Grant

A representative of Age UK Wiltshire spoke. It was clarified that the grant was intended to mitigate the fact that the Service Level Agreement did not allow for year on year increases.

It was proposed by the Town Mayor Councillor Rabey, seconded by Councillor Elson and

UNANIMOUSLY RESOLVED that payment should not come from the grants budget and the matter be referred to Full Council for decision.

14/25 Alzheimer's Support

A representative of Alzheimer's Support spoke. There were concerns about the amount of reserves held.

Councillor Cleary proposed payment of the sum requested. There was still some concern over the amount of reserves and Councillor Cleary withdrew his proposal.

It was proposed by the Town Mayor Councillor Rabey, seconded by Councillor Elson and

UNANIMOUSLY RESOLVED to award Alzheimer's Support a grant of £500.

15/25 Cacti Society

The Chair noted that the event had already taken place but the delay in considering the application was caused by a council decision to move responsibility for grants.

A representative of the Cacti Society spoke.

It was proposed by the Deputy Town Mayor Councillor J Westbrook, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to award the Cacti Society a grant of £374 for Assembly Hall hire.

16/25 Melksham Food Bank and Lifeline CIO

A representative of Melksham Food Bank and Lifeline CIO spoke.

The Chair wanted discussions on how Melksham Town Council could further support the Food Bank in the future. It was suggested that the committee ask the Acting CEO/Town Clerk to organise a meeting. Councillors were invited to attend a breakfast on Saturday 5th July.

It was proposed by the Town Mayor Councillor Rabey, seconded by Councillor Elson and

UNANIMOUSLY RESOLVED to award Melksham Food Bank and Lifeline CIO a grant of £500.

17/25 Melksham Girlguiding

A representative of Melksham Girlguiding spoke. There was discussion on whether the grant application was valid under policy.

It was proposed by the Deputy Town Mayor Councillor J Westbrook, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED that Melksham Girlguiding should resubmit their application for September grants.

the Deputy Mayor Councillor J Westbrook would work with Melksham Girlguiding as a Wiltshire Councillor to take an application to the Area Board.

18/25 Group Five

A representative of Group Five spoke.

It was proposed by the Deputy Town Mayor Councillor J Westbrook, seconded by Councillor Elson and

UNANIMOUSLY RESOLVED to award Group Five a grant of £750 and to work with Group Five to see how Melksham Town Council can support and fund them going forward.

19/25 Motion on Melksham Carnival

This item was advanced up the agenda.

Councillor A Westbrook spoke on the motion.

Standing Orders were suspended to allow the representatives of Melksham Carnival to speak.

It was proposed by the Town Mayor Councillor Rabey, seconded by the Deputy Town Mayor Councillor J Westbrook and

UNANIMOUSLY RESOLVED to pay Melksham Carnival £2500 from the general events budget as soon as possible.

20/25 Items to Note

The report was noted.

21/25 Great British Spring Clean

It was proposed by the Town Mayor Councillor Rabey, seconded by the Deputy Town Mayor Councillor J Westbrook and

UNANIMOUSLY RESOLVED to fund from the events budget to a maximum of £500.

22/25 Christmas Event

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

RESOLVED to continue to pay for a photobooth for the Christmas Light Switch on but to charge £1 per photo print, ensuring that a card machine is available, and for the money to be donated to the Mayoral charities.

23/25 Civic Awards

It was proposed by the Deputy Town Mayor Councillor J Westbrook, seconded by the Town Mayor Councillor Rabey and

RESOLVED to create a Civic Dinner Panel consisting of the Town Mayor, the Deputy Town Mayor, two members of the Community Development Committee and members , to be discussed by the Town Mayor and Officers, from the Community at large.

Meeting closed at: 21:30

Signed

Dated