

Melksham Town Council
Minutes of the Full Council Meeting
on Monday 1st September 2025

PRESENT:

Councillor S Rabey	Town Mayor
Councillor J Westbrook	Deputy Town Mayor
Councillor P Alford	
Councillor P Aves	
Councillor R Cleary	
Councillor J Crossley	
Councillor M Drewett	
Councillor G Elson	
Councillor A Griffin	
Councillor J Oatley	
Councillor C Stokes	
Councillor A Westbrook	

OFFICERS

Hayley Bell	Acting CEO/Town Clerk
Andrew Meacham	Committee Clerk

PUBLIC: 5 members of the public were present virtually and one member of the press was present.

86/25 Apologies

Apologies were received from Councillor Calland.

87/25 Declaration of Interest

There were no declarations of interest.

88/25 Public Participation

There was no public participation

89/25 Minutes

The minutes of 30th June 2025 and 14th July 2025, having been previously circulated, were approved as a correct record and signed by the Chair and Town Mayor Councillor Rabey.

90/25 Questions from Councillors

Councillor Alford asked if, in view of the Melksham News article regarding the decision to stop live streaming on Facebook, the Council would revisit the decision. Members responded with their personal experiences. The Deputy Town Mayor Councillor J Westbrook briefly left the chamber. The acting CEO referred members to Standing Order 8.1 "A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least seven councillors to be given to the Proper Officer in

accordance with standing order 10, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.”

Councillor Griffin spoke to an initiative of the Wilts & Berks Canal Trust to re-instate sections of the canal and asked if the council would be minded to support it. The Acting CEO advised that the appropriate way to proceed was to introduce a motion.

Councillor A Westbrook asked for confirmation that all councillors, whether elected unopposed, elected through a public electoral vote, or co-opted, have equal validity in the eyes of the law, in accordance with the General Power of Competence under the Localism Act 2011. The CEO/Town Clerk confirmed this was the case.

Councillor A Westbrook also asked for confirmation that councillors questions should be put in writing to the CEO/Town Clerk. The CEO/Town Clerk advised she would need to clarify.

Councillor Alford asked for confirmation that Standing Order 26.1.2 had not been broken by the Town Mayor Councillor Rabey and the Deputy Town Mayor Councillor J Westbrook. Both the Town Mayor Councillor Rabey and the Deputy Town Mayor Councillor J Westbrook stated that they absolutely had not done so.

91/25 Town Mayor’s Announcements

The Town Mayor Councillor Rabey had no announcements other than to congratulate all those involved in the Food & River Festival.

92/25 Police Report

Sgt Rutter sent her apologies that something had come up and she was now unable to attend.

93/25 Reports from Unitary Councillors

All Unitary Councillors advised that they had nothing to report that affected Melksham Town.

94/25 East Melksham Community Centre

Councillor Stokes advised that a meeting had been held with Melksham Without Parish Council about the possibility of pooling resources to build one hall. Facebook surveys show 80% of respondents from Melksham East and 93% of respondents from Hunters Wood in favour of pooling resources. Councillor Oatley suggested further non facebook based consultation.

95/25 Outside Bodies

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

UNANIMOUSLY RESOLVED to appoint the Town Mayor Councillor Rabey and Councillor Cleary as Melksham Town Council representatives to Army Cadets, Melksham Detachment.

96/25 Finance, Governance & Performance Committee

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

UNANIMOUSLY RESOLVED to appoint Councillor Aves to the Finance, Governance & Performance Committee.

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

UNANIMOUSLY RESOLVED to appoint Councillor Cleary as Chair of the Finance, Governance & Performance Committee.

97/25 Personnel Committee

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

UNANIMOUSLY RESOLVED to appoint Councillor Oatley to the Personnel Committee.

98/25 CIL Working Group

It was noted that Melksham Town Council had 4 members and Melksham Without Parish Council 3, so a replacement member was not required.

99/25 Cemeteries Task & Finish Group

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

UNANIMOUSLY RESOLVED to appoint Councillor Stokes to the Cemeteries Task & Finish Group.

100/25 Budget Working Group

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

UNANIMOUSLY RESOLVED that the Budget Working Group be open to all councillors.

101/25 CCTV Policy

Members discussed the proposed policy and the use of the CCTV network.

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

UNANIMOUSLY RESOLVED to adopt the CCTV Policy.

102/25 Financial Regulations

A further amendment was requested so that 4.4 clarify that unspent funds would be returned to General Reserves if not placed in an Earmarked Reserve.

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

UNANIMOUSLY RESOLVED to adopt the amended Financial Regulations with the removal of 10 Petty Cash and the amendment to 4.4 above.

103/25 Apologies Procedure

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

UNANIMOUSLY RESOLVED to adopt the procedure.

104/25 Fair Trade

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

UNANIMOUSLY RESOLVED to adopt the recommendation that Melksham Town Council, preferably in partnership with Melksham Without Parish Council, make Melksham a Fair Trade Town.

105/25 Signatories

It was proposed by Councillor Stokes, seconded by Councillor J Westbrook and

UNANIMOUSLY RESOLVED to make Councillor A Westbrook a signatory to the Lloyds Bank account.

106/25 Assembly Hall

There was discussion and some reservations. Safeguards were suggested to mitigate councillors reservations.

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

UNANIMOUSLY RESOLVED to delegate authority to the Facilities Manager, with the agreement of the CEO and the RFO, to approve ticket share agreements and to initiate and manage inhouse events.

107/25 Economic Development & Planning Committee Minutes

The minutes of the meetings held on 10th June 2025, 1st July 2025 and 22nd July 2025 were received.

108/25 Finance, Governance & Performance Committee Minutes

The minutes of the meetings held on 27th May 2025 and 7th July 2025 were received.

109/25 Joint Melksham Neighbourhood Plan Steering Group Minutes

The minutes of the meeting held on 5th June 2025 were received.

110/25 Election South Ward

The timetable was noted.

111/25 Confidential Session

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

UNANIMOUSLY RESOLVED to go into confidential session.

112/25 Staffing

The Acting CEO/Town Clerk gave an update on recruitment priorities.

It was resolved that the Acting CEO/Town Clerk would from now on be the CEO/Town Clerk.

Meeting closed at: 20:45

Signed Dated