



2025

MELKSHAM TOWN COUNCIL



Amenities & Facilities Agenda

Monday 15th September 2025 19:00



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

01225 704187
towncouncil@melksham-tc.gov.uk

www.melksham-tc.gov.uk



MELKSHAM TOWN COUNCIL

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

CEO Miss Hayley Bell, Assoc CIPD, CertHE, FSLCC

01225 704187

towncouncil@melksham-tc.gov.uk

6th September 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 Amenities & Facilities Committee of Melksham Town Council for the transaction of the business shown on the agenda below.

Monday 15th September 2025, to be held at 19.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 7ES.

The quorum for Amenities & Facilities is 4.

Public Participation.

Members of the public and the press may attend this meeting in person or join the meeting on teams via the following link <https://tinyurl.com/yskyy9ze> . 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 – CEO

Amenities & Facilities Committee Terms of Reference.

The Amenities & Facilities Committee is responsible for matters relating to all assets owned and/or managed by the Town Council. This includes the town hall, assembly hall and other property owned by the town council, parks and play areas, grounds maintenance, street furniture, public toilets, and all council land/allotments.

1. Membership: Seven elected Members.

- 1.1 Invited officers relevant to the management of assets, who will have no voting rights.
- 1.2 No business may be transacted at a meeting unless at least 50% of the whole number of members of the committee, rounded up, are present.
- 1.3 Substitution of members- substitutes should be nominated by the member of the committee planning to be absent and notified to the Proper Officer in writing by 15.00 on the day of the meeting.

2. Delegated Business: The Committee has the following delegated powers:

- 2.1 To consider and resolve issues relating to the administration and maintenance of the Town Hall, Assembly Hall and all other properties owned by the Town Council, all public owned spaces, play areas, allotments, and the closed churchyard.
- 2.2 To maintain existing bus shelters, street furniture, and CCTV equipment and consider provision of new items where necessary within approved budgets.
- 2.3 To consider the process of redeveloping the Assembly Hall.
- 2.4 To conclude the outstanding works at the King George V Playing Fields and provide updates.
- 2.5 Review all budget lines and monthly accounts for all assets listed, managing relevant budget lines allocated and provide update reports.
- 2.6 To approve expenditure within budget and to refer any requests for expenditure over budget to Full Council.
- 2.7 Have oversight of the asset register and ensure it is regularly updated by the RFO.
- 2.8 Have oversight of the fabric of the buildings and the use of the building and the business case for said use.
- 2.9 To implement any works recommended in the Buildings Condition Surveys Reports.
- 2.10 Setting of fees, terms and conditions of use, and provision of equipment for areas under its control.
- 2.11 Liaison with community organisations which have an interest in recreational facilities in the town.

- 2.12 Vehicles and equipment within the area of its responsibilities and not under the control of any other committee.
- 3. Referred Business: To consider and make recommendations to the Town Council on the following matters:
 - 3.1 Budget estimates, to be prepared no later than October each year and submitted to the RFO.
 - 3.2 Any other matters referred to the Committee by Full Council.
 - 3.3 Any other matters referred to the Committee by Council Working Groups for whom the Committee is the parent Committee.



AGENDA

Amenities & Facilities

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|---|----------------------|
| 1. Apologies. | 19.00 – 19.01 |
| To receive and consider acceptance for apologies and 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 receive the minutes of the previous meeting | |
| (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. Allotment report | 19.25 – 19.30 |
| To note completion of lease | |
| To agree the fees for allotment holders for 2026/2027 | |
| (Small Holdings & Allotments Act, 1908 s 23) | |
| 6. Memorial benches and memorial trees report | 19.30 – 19.40 |
| (Melksham Town Council Policy and Local Government Act 1972) | |
| To consider the adoption of Melksham Town Council's policy. | |
| 7. Splashpad | 19:40 – 19:50 |
| To receive the report on Splashpad | |
| To approve opening times for 2026/27 season | |
| 8. Wiltshire Towns Programme | |
| For decision | |



9. Letters to Heaven

For decision on installation of a Letters to Heaven Post Box

10. Trees in East Melksham

For decision on whether to accept in principle responsibility for the trees once planted.

11. Flower Displays

For decision on awarding contract.

12. Items to note

To note items as per report

13. Confidential Session

Members are requested to make the following resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960. In view of the sensitive nature of the business to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw

14. Assembly Hall

To receive and consider Assembly Hall costs for 2026.