



2025

MELKSHAM TOWN COUNCIL



Full Council Agenda

Monday 20th October 2025



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

Monday 13th October 2025

Dear Councillors S Rabey (Town Mayor), J Westbrook (Deputy Town Mayor), P Alford, P Aves, E Calland, R Cleary, J Crossley, M Drewett, G Elson, A Griffin, J Oatley, T Price, C Stokes, A Westbrook

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 20th October 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 via the following link <https://tinyurl.com/bdffn53h>. 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

Full Council Terms of Reference

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

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 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. 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. Melksham Adventure Centre Association

19:55 - 20.00

A request has been received for Melksham Town Council to appoint a representative to Melksham Adventure Centre.

For decision.

10. Melksham Bloomers

20:00 – 20.05

To acknowledge and recognise the work of Melksham Bloomers towards the award of Gold at the Britain in Bloom (South West) Awards

11. East Melksham Community Centre

20.05 – 20.15

Background

The development of a community centre East of Melksham remains a priority for both the Town and Parish Councils, with significant funding already identified.

Funding Overview

- Community Infrastructure Levy (CIL):
 - o £315,000 £315,029.04 from the Acorns/Hunters Wood development , currently held under a legal agreement for transfer from the Parish to the Town Council.
 - o Over £100,000 £135,990.84 calculated by MWPC in CIL received by the Town Council from the Acorns/Hunters Wood development. TBC
 - o £637,457.04 s106 funds received by the Town Council for the Community Centre from the Acorns/Hunters Wood development

The legal agreement for the £315k includes for accrued interest too, that is also detailed in the side agreement between Melksham Town Council and Wiltshire Council.

Current Status

The decision was deferred from the 31st March 2025 Full Council meeting due to the outgoing administration. No formal resolution has been made since, the matter being raised in early February 2025.

Recommendation

That Melksham Town Council affirms its commitment to delivering a community centre East of Melksham in partnership with the Parish Council and agrees to pool the available funds S106, CIL from the East of Melksham development, and CIL from Acorns/Hunters Wood into a joint project fund on the land secured on the Blackmore Farm development PL/2025/11188 in January 2025 and not on the land adjacent to Spa Surgery/Angelica Avenue

12. Community Development Committee

20.15 – 20.15

The committee considered a suggestion that December Grants be considered in a stand alone meeting from 6pm to 7pm before the Community Development Meeting at 7pm.

For approval.

13. Football Provision and Asset Transfer Opportunity - Champion Drive 20.15-20.25

Background

A meeting was recently held between representatives of Wiltshire Council (including the CEO and relevant officers), Wiltshire FA, Street Scene, and Melksham Town Council to explore the potential asset transfer of a site to Melksham Town Council. This discussion was prompted by interest from Future of Football, who are seeking additional land to establish junior satellite facilities.

The Wiltshire Playing Pitch Strategy highlights a clear shortfall in football provision within Melksham, particularly for youth and grassroots development. The proposed site offers a strategic opportunity to address this gap and enhance community sports infrastructure.

Opportunity

Should Melksham Town Council consider including the site within its existing park leases, it would open the door to:

- Funding discussions with Wiltshire FA for pitch improvements
- Facility grants to upgrade or develop changing rooms and support amenities



- Collaborative planning with Future of Football to meet local demand

Recommendation

That Melksham Town Council:

1. Continues discussions with Wiltshire Council, Future of Football, and Wiltshire FA to explore the feasibility of the asset transfer. Full Council receives a formal report outlining the above for consideration at a future Full Council meeting.

14. Three-Year Partnership with Age UK (Starting April 2026)

20.25-20.35

Background

Age UK delivers essential services to older residents in Melksham, including wellbeing activities, social support, and outreach. A multi-year commitment will provide stability for service delivery and allow Age UK to plan effectively for future needs.

For Melksham Community Support (MCS), this would equate to an initial annual payment of £12,730 plus £% year 2 and 3.

Recommendation

Melksham Town Council confirms renewing a three-year partnership with Age UK, beginning April 2026, to support ongoing community services, with a provisional annual inflationary uplift of **3%**.

15. Commitment to Becoming a Living Wage Employer

Purpose

To outline the benefits and implications of Melksham Town Council committing to become a Living Wage Employer and seeking formal accreditation through the Living Wage Foundation.

Background

The Real Living Wage is independently calculated by the Living Wage Foundation and reflects the actual cost of living in the UK. As of October 2025, the rate is:

- **£12.60/hour** across the UK

This is distinct from the statutory National Living Wage, which is currently £12.21/hour for workers aged 21 and over. The Real Living Wage is voluntary but widely recognised as a benchmark for fair pay.

Current Position

Melksham Town Council pays above the statutory minimum for most roles. However, it is not currently accredited as a Living Wage Employer. Accreditation would publicly affirm the Council's commitment to fair pay and responsible employment practices.

Transitioning to the Real Living Wage would ensure these staff members receive a fairer rate aligned with the cost of living, reinforcing the Council's commitment to ethical employment.

Recommendation to Council

That Melksham Town Council commits to becoming a Living Wage Employer from April 2026, ensuring all directly employed and regular contracted staff are paid at least the Real Living Wage, and seeks formal accreditation through the Living Wage Foundation with the appropriate annual fee.

16. Renewal and Expansion of Section 96 Licence for Roundabouts 20.35- -20.45

Background

Melksham Town Council currently holds a Section 96 Licence under the Highways Act 1980, which permits Parish, Town, and District Councils to plant and maintain highway verges, including roundabouts. These licence have now expired, and a renewal is required to continue maintenance and enhancement activities.

The Council has successfully maintained several roundabouts under this agreement, contributing to improved visual appeal and civic pride. In addition, the licence supports the Council's ability to manage grass cutting, planting, and roundabout advertising in line with agreed standards.

Proposal

To renew the existing Section 96 Licence with Wiltshire Council and include the new number of roundabouts covered under the agreement. This expansion will allow the Council to:

- Take on additional maintenance responsibilities internally
- Enhance the appearance of key gateway locations
- Promote roundabout sponsorship and advertising through a structured process

Recommendation

That Melksham Town Council:

- Renews its Section 96 Licence with Wiltshire Council for the planting and maintenance of highway verges and roundabouts.
- Commits to internal delivery of grass cutting and maintenance services
- Continues to develop and implement a formal process for roundabout advertising in line with the licence terms

This renewal and expansion will strengthen the Council's role in managing public spaces and generating modest revenue through sponsorship, while maintaining high standards of presentation across the town.

17. Motions from Councillors

20.45 – 21.05

17.1 Allotments

For decision.

17.2 White Ribbon

For decision

18. Policies

21.05 – 21.45

18.1 Acceptable Use of Email and Internet Policy

For adoption



18.2 Awarding the Freedom of the Town Policy

For adoption

18.3 Community Engagement Policy

For adoption

18.4 Co-Opting Policy

Full Council on 14th July 2025 considered the draft Co-Option Policy and made the following comments

- Introduction – paragraph 3 amend to read “A copy of the vacancy notice must be sent to the Returning Officer at Wiltshire Council so that the progress can be monitored.”
- Clause 4 – Remove the requirement to attend at least one full Council meeting as an observer as this requirement will considerably slow down the process.
- Clause 5 - says what happens if not enough candidates come forward to fill vacancies but does not say what happens if the Town Council vote doesn't fill all vacancies.
- Clause 5 - concerns that not allowing abstentions is not lawful.
- Change Parish Council to Town Council
- Put policy in same format as all other policies.

It was resolved that councillors would review the policy and email any comments or suggestions to the committee clerk. No further comments have been received. The comments made at the meeting have been incorporated as tracked changes.

Recommendation. Melksham Town Council formally approves its Co-option Policy and proceed to promote and implement the co-option process at the December Full Council meeting

18.5 Flag Flying Policy

For adoption

18.6 Pre-Application for major Developments Policy

For adoption

18.7 Publication Scheme Policy

This was before Council on 14th July 2025 when the following amendments were requested.

- Council obliged to have a register of items that have been requested under the Freedom of Information Act. This should be referenced here or as another sub paragraph
- No reference to GDPR

The Town Mayor and Chair Councillor Rabey requested that councillors email their comments to the committee clerk. No further comments or suggested amendments have been received.

For decision on adoption of the policy.

18.8 Lone Working Policy

To note that a Lone Working Policy exists

18.9 Fly Posting Policy

To note that this policy is not put forward for re-adoption as responsibility and powers to fine sit with Wiltshire Council

19. Committee Minutes

21.45 – 21.45



**MELKSHAM TOWN
COUNCIL**

19.1 Economic Development and Planning

To receive the minutes of the Economic Development and Planning Committee meetings held on 12th August 2025 and 2nd September 2025.

[Link to 12th August 2025](#)

[Link to 2nd September 2025](#)

19.2 Finance, Administration and Performance

To receive the minutes of the Finance Administration and Performance Committee meeting held on 28th July 2025

[Link](#)

19.3 Community Development

To receive the minutes of the Community Development Committee meeting held on 16th June 2025

[Link](#)

19.4 Amenities & Facilities

To receive the minutes of the Amenities & Facilities Committee meeting held on 9th June 2025

[Link](#)

20. Items to Note

21.45 – 21.46

20.1 Age UK Wiltshire



To note, and to congratulate Age UK Wiltshire on winning the Community Foundation Joint Project Award.

20.2 Fair Trade

To note the response of Melksham Without Parish Council to an invitation to join Melksham Town Council in this project.

“Whilst the parish council think the Fairtrade principle is sound and support it in principle, at present they do not want to commit their staff or councillors to a Fair Trade steering group and additional work.

“With regards to promoting to shops and cafes in the parish, there is a limited amount, and many are national brands such as Greggs, Starbucks, Tesco etc that are going to have standard corporate approaches to this sort of thing. The community run café in Whitley is very committed to providing local produce, and one of their founding principles, so unlikely to look to provide Fairtrade products over local products.

“The parish council are happy to find out more about what being a fair trade town actually means from other towns/parish councils, and review again as the project progresses; but not for them at present.”

20.3 Wiltshire Council Corporate Plan

To note that Wiltshire Plan 2025 - 2035: A Community Centred Approach was issued on 9th October 2025.

21. Confidential Session

21.46 – 21.46

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.

22. Blue Pool and Assembly Hall

21.46 – 22.00

For discussion of presentation from Architects

23. Public Toilets

To receive a report from the CEO and for decision if appropriate

