



2025

MELKSHAM TOWN COUNCIL



Full Council Agenda

Extraordinary Meeting

Monday 3rd November 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

28th 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 3rd November 2025, to be held at **18:30** 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/56mpyfhb>. **On this one occasion we request that public participation be limited to items on this agenda.** Other issues may be dealt with at the Finance, Governance & Performance meeting immediately following this meeting. 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 on 20th October 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.

On this one occasion we request that any public participation be limited to items on this agenda. Other issues may be dealt with at the Finance, Governance & Performance meeting immediately following this meeting

(Local Government Act 1972, s. 12)

5. Shurnhold Fields

19.25 – 19.30

To note the Shurnhold Fields Car Park Project and the minutes of the Shurnhold Fields Working Group meeting of Wednesday 2nd July 2025.

For decision on funding if required. Melksham Town Council and Melksham Without Parish Council have each earmarked £12500 for the project and a further £5000 has been obtained by a grant. The Clerk to Melksham Without Parish Council is currently obtaining information on the final costings



6. Confidential Session

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.

7. Staffing Matters

19.30 -19.40

For decision

8. Town Council Vehicles

10.40 – 19.50

For decision.

Melksham Town Council CEO/Town Clerk is collating information. This item will need to be adjourned to a later meeting if the information is not available in sufficient time for councillors to make a decision.

