

Melksham Town Council
Minutes of the Amenities & Facilities Committee
On Monday 17th November 2025

PRESENT:	Councillor A Westbrook	Chair
	Councillor J Oatley	Vice-Chair
	Councillor P Aves	
	Councillor J Crossley	
	Councillor A Griffin	
	Councillor J Westbrook	
IN ATTENDANCE	Councillor S Rabey	
	Councillor M Drewett	
OFFICERS	Hayley Bell	CEO/Town Clerk
	Dave Elms	Amenities Manager
	Andrew Meacham	Committee Clerk

PUBLIC 1 member of the public was present, 1 member of the public and 1 member of the press were present virtually

28/25 Apologies

There were no apologies.

29/25 Declaration of Interest

There were no declarations of interest.

30/25 Minutes

The minutes of 15th September 2025, having been previously circulated, were approved as a correct record and signed by the Chair Councillor A Westbrook.

31/25 Public Participation

Public Participation 1.

Note from draft minutes of meeting Monday 15th September 2025 that the approved cost of a memorial bench is £631.77 plus VAT. Why is VAT being charged to the donor? The donor is not purchasing the bench and no sale has been made by the Town Council. The cost of the bench to the Council is a net amount, as they would reclaim the VAT. The bench remains the asset of the Town Council, for which they are responsible. Donations are outside the scope of VAT so why is it being added to the cost of the bench? In the original policy the cost was £1000, so not querying the cost but pointing out the error of charging VAT.

The CEO said that she would take advise from the RFO and would respond by email.

The chair thanked the member of the public for bringing the matter to the Council's attention.

Public Participation 2.

Q. Will any decision on council vehicles go to full council for ratification or is tonight the final decision?

A. The Chair confirmed that there were discussions at the last full council meeting but council did not want to make the final decision in confidential session. That meeting delegated full authority to make a decision to the Amenities and Facilities Committee.

Q. Have councillors had more information on the different options and ranges of vehicles available? There is no range of options in the agenda pack.

A. The chair confirmed there was a full and robust discussion at the full council meeting. Discussions were held in camera as there was information that was not public but could not be redacted.

Q. To be clear, in closed session the council were given a range of different options and types of vehicle and fuel to look at and they decided that electric was what they wanted to go with and now have one electric option?

A. The Chair asked Councillor Rabey to answer. The question of vehicles has been under discussion for quite some time and there has been a lot of work done analysing what would work best for the Amenities Team. The decision to look at electric vehicles has been taken because of cost saving and commitments made by Melksham Town Council to a Green Policy. Running anything with an internal combustion engine is not nearly as efficient or compatible with Melksham Town Council's Green Policy. This was all explained in confidential session to all councillors who were present.

The chair referred people to the minutes of the Amenities & Facilities Committee (then known as Asset Management & Amenities of August 2024)

32/25 Water Fountain

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

UNANIMOUSLY RESOLVED to accept the £6,000 grant and approve the implementation of the refill water fountain project at King George V Park, with the understanding that the Town Council will cover future maintenance and water costs

33/25 KGV Masterplan

Members discussed the proposal at length.

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

UNANIMOUSLY RESOLVED to instruct NVB architects to evaluate where we are and prepare the next phase of development at a cost of £3500, to be funded from the Play Area Reserve.

34/25 KGV Tree

Members were concerned that the issue was not picked up in the annual survey. The Amenities Manager confirmed that the criteria for the survey can be revised next time and fresh quotes obtained. On that basis, the report was noted and accepted.

35/25 Splash Pad

The Amenities Manager spoke to the item. Discussions had been held with a view to reducing the number of closures. Recommended to move from dosing with Calcium Hydrochloride to Sodium Hydrochloride, install a more efficient filter and re-write the Safety Operating Procedure which was considered by an industry expert to be over cautious.

Splash have assured that other sites with Gommy Flooring have had no further issues with lifting tiles. They have suggested they inspect and fully repair any issues at recommissioning, at no cost to Melksham Town Council. The Chair advised that she had, several times during the conversation, asked for confirmation that there would be no cost to Melksham Town Council.

Questions were asked and the report was noted.

A soft opening before opening to the public was suggested.

36/25 Town Hall Clock

Councillor Oatley was not in the room for this item.

It was confirmed that this would be funded from the Wiltshire Town Program Grant.

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

RESOLVED to approve installation of lighting to illuminate the Melksham Town Hall clock.

37/25 Bus Shelters

The CEO spoke to the item. Councillor Oatley returned to the room. Current contract provides for cleaning of glass. Bringing inhouse will allow cleaning of the full shelter. It was suggested that the bus companies could be asked for a contribution.

It was proposed by Councillor Oatley, seconded by Councillor J Westbrook and
UNANIMOUSLY RESOLVED to bring bus shelter cleaning in house.

38/25 Grass Cutting

The CEO and Amenities Manager both spoke to the item. Questions were asked about maintenance and lifespan.

It was proposed by Councillor Griffin, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to

- Approve in principle the proposal to purchase a roadworthy mower for use from April 2026.
- Note that detailed costings and budget implications will be presented as part of the 2025/26 budget-setting process

39/25 Van Crime

The report was noted.

40/25 Vehicle Leasing

The Amenities Manager, CEO and Councillor Rabey spoke to the item.

It was agreed that electric was the appropriate option and it aligned with the Council's position on sustainability.

Councillor Drewett expressed an interest in buying the old vehicles.

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

UNANIMOUSLY RESOLVED that Councillor Drewett has permission to make an offer to purchase the old vehicles.

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

UNANIMOUSLY RESOLVED to approve the contract hire of two of the MAXUS T90 ELECTRIC 130kW Elite Double Cab Pickup 88.5kWh with added tow bars at £536.17 each per month and the EP AMP XL Electric Utility Vehicle at £420.00 per month.

41/25 Items to Note

The CEO and Amenities Manager spoke to these items and answered questions from members.

The CEO encouraged residents to report graffiti to police.

The Chair pointed out, for the benefit of residents, that projects under the Wiltshire Town Program had been discussed by council and funding was provided by Wiltshire Council.

The report was noted.

Meeting closed at: 20.40

Signed Dated

DRAFT