Melksham Town Council

Minutes of the Community Development Committee

on *Monday 8th September 2025*

PRESENT:	Councillor J Westbrook	Chair
	Councillor R Cleary	Vice-Chair
	Councillor P Aves	
	Councillor G Elson	
	Councillor M Drewett	
	Councillor S Rabey	
	Councillor A Westbrook	

OFFICERS	Hayley Bell	CEO/Town Clerk
	Ian Cunningham	Community Officer
	Andrew Meacham	Committee Clerk

PUBLIC: Two members of the public were present, and two members of the public were present virtually

24/25 Apologies

Apologies were received from Councillor Calland, who was subbed by Councillor A Westbrook

25/25 Declaration of Interest

There were no declarations of interest.

Councillor Elson did declare an interest in Friends of Gifford Surgery but the Chair advised that as this was under public participation rather than an agenda item the declaration was not required.

26/25 Minutes

The Chair noted that she had abstained from the vote on the Melksham Food & River Festival Core Grant because of her connection.

Subject to this correction, the minutes of 16th June 2025, having been previously circulated, were approved as a correct record and signed by the Chair Councillor A Westbrook.

27/25 Public Participation

Two representatives of Friends of Giffords Surgery spoke about their wish to run a Christmas Day Lunch in the Assembly Hall. The Chair advised that the decision was for operational staff, not for the council and that a member of staff must be available at the event for insurance reasons. The CEO/Town Clerk advised that she was discussing options with members of staff.

It was suggested that Friends of Gifford Surgery submit their booking request and any application for a grant and a final decision would be given as soon as possible and by 30th September 2025 at the latest.

28/25 Community Development Report

The Chair introduced the new Community Officer and he introduced himself.

The report was noted. Suggestions and comments not already showing on the report as follows.

Love Parks Week

- become more involved next year, now that there is the capacity for more forward planning.
- Try to involve community groups.

Attendance and Promotion of Community Events

- more if possible.
- The Resident's Survey was noted.

Mayor Updates

- A place has been secured in the London Marathon to support the Mayors Charity.

Melksham and Devizes Business Network

- The Town Hall has been offered as a venue for events.

Proms in the Park

- Some of the festoon lighting is out. Request fixed before event.
- Confirmed attendees would need to supply own seating. Officers looking at possibility of MTC branded deckchairs in the future.

Remembrance

- Councillors possibly to parade but not to take emphasis away from the veterans.
- Wreaths to be laid from each Town Council Ward.
- Soup and a roll instead of coffee and cake.
- Discuss at December meeting any changes wanted next year.
- Confirmed that a wreath will be provided for "Poppies to Paddington".
- Suggested wreath laying at Avon Memorial on 11th November.

Christmas Lights 2025

- Invitation to submit application to switch on lights.
- Invitation to submit designs for the Mayor's Christmas Card
- Mayor will make decision on the above but there should be different winners.
- Liaise with Melksham News about live broadcast.

K6 Telephone Boxes

- Ideas for use and location were requested, to come to December meeting.

Park Yoga

- Full participation figures will come to December meeting.
- Investigate options for continuing during the winter months.

Melksham Gardening Competition

- Review of geographic eligibility - Melksham and Melksham Without only?
- Melksham Without councillors to be invited to judge and make contribution to costs.
- Review of categories. Best School? Best Residential Street? Tallest sunflower?
- What Three Words added to aid judges.
- Cost scheme to supply school children with sunflower seeds.
- To be considered at December meeting.

It was suggested that the December meeting be split so that grants are considered separately between 6pm and 7pm. This will be referred to full council to approve.

Meeting closed at: 20:01

Signed …….. Dated ……