



2025

MELKSHAM TOWN COUNCIL



Community Development

Agenda

Monday 8th December 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

Tuesday 2nd December 2025

Dear Councillors J Westbrook, R Cleary, P Aves, E Calland, G Elson, M Drewett and S Rabey

You are summoned in accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) to a meeting of Community Development Committee of Melksham Town Council for the transaction of the business shown on the agenda below.

Monday 8th December **2025**, to be held at 19.00 or on the rising of the grants meeting, whichever is the later in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 7ES.

The quorum for Community Development 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/5n88bhpp>. 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

Community Development Committee Terms of Reference

The Community Development Committee will be responsible for matters relating to all events staged, managed or involved with in relation to the Town. This will involve the preparation and management of event planning and gaining relevant permissions required.

1. Membership: Seven elected Members.

- 1.1 Invited officers and volunteers to enable events to be run, who have 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 3pm on the day of the meeting.

2. Delegated Business: The Committee has been delegated to deal with the following matters on an ongoing basis or to conclusion:

- 2.1 All community events;
- 2.2 Community activities and engagement including the development of a community group network;
- 2.3 Community Hub – virtual or physical;
- 2.4 Public Arts Projects;
- 2.5 South-West in Bloom and Melksham Gardening Competition;
- 2.6 Marketing and Promotion;
- 2.7 Civic Awards;
- 2.8 Review all budget lines and monthly accounts for all events;
- 2.9 To work with and support existing and new community groups, clubs, and centres.
- 2.10 Allocation of grants within the agreed criteria and budget of the Town Council

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 September each year and submitted to the RFO;
- 3.2 To approve expenditure within budget and to refer any requests for expenditure over budget to Full Council;
- 3.3 To approve expenditure for projects allocated within Ear Marked Reserves.



AGENDA

Community Development

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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. Wiltshire Digital Drive | 19.25 -19.35 |
| For decision on the Town Hall becoming a donation station. | |
| 6. Melksham Community Support | 19.35 – 19.50 |
| For decision on extending the service | |
| 7. Remembrance Sunday | 19.50 -20.10 |
| To suggest and discuss possible changes to Remembrance Sunday 2026

For decision on making changes | |
| 8. K6 Telephone Boxes | 20.10 – 20.30 |
| To suggest and discuss uses and locations for the boxes.

For decision on uses and locations. | |
| 9 Items to Note | 20.30 -21.00 |
| 9.1 Community Engagement and Events Summary | |



- 9.2 UK Parliament Week**
- 9.3 Letters to Heaven**
- 9.4 Mayoral Updates**
- 9.5 Proms in the Park**
- 9.6 Business Partnership**
- 9.7 Communications**
- 9.8 Christmas**
- 9.9 Community Vision Survey**
- 9.10 Park Yoga**
- 9.11 Us Girls Summer 2025**

