

**Melksham Town Council**

**Minutes of the Full Council**

**on Monday 24<sup>th</sup> November 2025**

PRESENT: Councillor S Rabey Town Mayor  
Councillor J Westbrook Deputy Town Mayor  
Councillor P Aves  
Councillor E Calland  
Councillor J Crossley  
Councillor M Drewett  
Councillor G Elson  
Councillor A Griffin  
Councillor C Stokes  
Councillor A Westbrook

IN ATTENDANCE

OFFICERS Hayley Bell CEO  
Andrew Meacham Committee Clerk

PUBLIC One member of the public was present

**158/25 Apologies**

Apologies were received from Councillor Alford and Councillor Price.

**158/25 Declaration of Interest**

There were no declarations of interest.

**159/25 Minutes**

The minutes of 3<sup>rd</sup> November 2025, having been previously circulated, were approved as a correct record and signed by the Chair Councillor Rabey.

**160/25 Public Participation**

Asked on Friday when section 3 of the External Auditors Report and Certificate for 2024/25, page 6 of 6 of the AGAR was going to be published. The CEO replied on Friday that she had requested the documents go live on the website. Tonight I still cannot see section 3 of the External Auditors Report, page 6 of 6 of the AGAR on the website. What is showing under the heading "External Auditors Report" is a letter from PKF dated 16<sup>th</sup> October 2025 but not the final audit and an Interim External Audit Report which is dated 28<sup>th</sup> September, where the auditor states "We do not certify completion because: We have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements."

On 29<sup>th</sup> September 2025, the Town Clerk confirmed that no significant questions had come from the External Auditor or Public Right of Inspection but on 28<sup>th</sup> September the External Auditor stated they weren't able to do their work. The letter of 16<sup>th</sup> October 2025 says they have now completed the audit. There must have been another audit report so where is section 3, page 6 of 6 of the AGAR for the final External Audit?

The CEO confirmed that she had contacted PKF and the documents they had sent had been published. She would contact PKF again and come back to the resident as soon as possible.

#### **161/25          Questions from Councillors**

Councillor A Westbrook asked about her request that Economic Development & Planning Committee consider the decision by Sainsbury's to reduce the time limit in their car park from 3 hours to 2 hours. When the car park was extended there was an agreement between Sainsburys and Melksham Town Council for 3 hours parking.

#### **162/25          Town Mayors Announcements**

This week is UK Parliament Week. The CEO spoke about this and thanked those who were giving their time for the event.

Everyone is busy with Christmas and the Light Switch On is fast approaching.

#### **163/25          Police Report**

Sgt Rutter gave a verbal update and outlined priorities.

She announced that this would be her last report as from now on she would be responsible for Bradford on Avon and Trowbridge. Melksham will be covered by Sgt Chilton.

A question was asked whether the decision to abolish Police and Crime Commissioners was having an effect. Sgt Rutter confirmed there was no noticeable effect as yet.

#### **164/25          Reports from Unitary Councillors.**

The Deputy Mayor Councillor J Westbrook commented that there were big budget decisions to be made by Wiltshire Council. She asked the Town Council to consider a bigger investment in LHFIG budget and to bring forward requests for its use.

#### **165/25          East Melksham Community Centre**

The item was noted.

#### **166/25          Co-Option**

Two candidates were present and spoke. The Chair and Town Mayor Councillor Rabey called for proposers and seconders. There were no proposers for two of the candidates.

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

**UNANIMOUSLY RESOLVED** to co-opt Amy Whitlock to Melksham Town Council.

**167/25          Joint Melksham Neighbourhood Plan**

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

**UNANIMOUSLY RESOLVED** to join the further Joint Melksham Neighbourhood Plan training, approve the Support Framework Proposal and agree to pay 50% of the costs. The CEO to determine the source of funding.

**168/25          Community Toilet Scheme**

Councillor A Westbrook spoke to the item.

It was proposed by Councillor A Westbrook, seconded by the Town Mayor Councillor Rabey and

**UNANIMOUSLY RESOLVED** that Melksham Town Council

- Investigates the feasibility of introducing a Community Toilet Scheme in partnership with local businesses.
- Engages with the Bristol City Council model as a best practice example.
- Invites expressions of interest from Melksham businesses willing to participate.
- Reports back to the Town Council with a draft framework and cost estimate for implementation.

**169/25          Policies**

The Town Mayor Councillor Rabey read out the policies which were, for the avoidance of doubt:-

- Biodiversity Policy
- Code of Conduct
- Communications Policy
- Data Protection Policy
- Data Security Incident Policy
- Document Retention Policy
- Grants Policy
- Health & Safety Policy
- Investment Strategy & Policy
- Procurement Policy
- Reserves Policy
- Scheme of Delegation Policy
- Traveller Policy
- Vexatious Policy

Some questions were asked.

It was proposed by the Town Mayor Councillor Rabey, seconded by Councillor Stokes and **UNANIMOUSLY RESOLVED** to adopt/re-adopt the policies.

**170/25 Economic Development & Planning**

The minutes were received.

**171/25 Finance, Governance & Performance**

The minutes were received.

**172/25 Personnel**

The minutes were received.

**173/25 Confidential Session.**

It was proposed by the Deputy Town Mayor Councillor J Westbrook, seconded by Councillor Elson and

**UNANIMOUSLY RESOLVED** that in view of the sensitive nature of the business to be transacted, the press and public are instructed to withdraw,

**174/25 Staffing Matters**

It was **UNANIMOUSLY RESOLVED** to confirm Hayley Bell in the role of CEO/Town Clerk.

The CEO/Town Clerk gave a verbal update on recruitment and staff numbers.

Meeting closed at:20:02

Signed .....

Dated .....