



2025

## MELKSHAM TOWN COUNCIL



# Full Council Agenda

Monday 12<sup>th</sup> January 2026



Town Hall,  
Market Place,  
Melksham,  
Wiltshire  
SN12 6ES

01225 704187  
[towncouncil@melksham-tc.gov.uk](mailto:towncouncil@melksham-tc.gov.uk)

[www.melksham-tc.gov.uk](http://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](mailto:towncouncil@melksham-tc.gov.uk)

6<sup>th</sup> January 20262025

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 12<sup>th</sup> January **2026**, to be held at 19.00 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/67zjw8ht> 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](mailto: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

<b>1. Apologies.</b>	<b>19.00–19.01</b>
To receive apologies for absences	
(Local Government Act, 1972 s.85)	
<b>2. Declaration of Interests.</b>	<b>19.01–19.02</b>
To declare an interest relating to the business of the meeting.	
(Melksham Town Council Code of Conduct)	
<b>3. Minutes</b>	<b>19.02–19.05</b>
To approve the minutes of the previous meeting, Monday 24 <sup>th</sup> November 2025.	
(Local Government Act 1972, s. 12)	
<b>4. Public participation</b>	<b>19.05–19.25</b>
To allow public participation, 3 minutes per person, 20 minutes allocation.	
(Local Government Act 1972, s. 12)	
<b>5. Questions from Councillors</b>	<b>19.25–19.30</b>
(Melksham Town Council Policy and Local Government Act 1972)	
<b>6. Town Mayor's Announcements</b>	<b>19.30–19.35</b>
<b>7. Reports from Unitary Councillors</b>	<b>19.45–19.55</b>
Unitary Councillors to report on any matters affecting Melksham which have been discussed at Wiltshire Council meetings.	
Councillor Alford	
Councillor Griffin	
Councillor Hubbard	
Councillor Stokes	
Councillor J Westbrook	

## **8. East Melksham Community Centre**

To note the resolutions of Melksham Without Parish Council and for a decision on next steps.

## **9. Town Centre Parking Scheme**

For decision on extending and expanding the Parking Redemption Scheme.

## **10. Budget 2026/27**

### **10.1 Tax Base Number**

To note confirmed tax base number for 2026/27.

Number – 5987.05

### **10.2 Budget Approval**

To approve the draft budget for 2026/27

### **10.3 Precept**

To set the precept for 2026/27

## **11. Motion of Council J Westbrook – Welcome to Forest Sign**

For decision.

## **12. CCTV Memory Cards**

For decision on purchase and installation of memory cards in CCTV cameras.

### **13. Committee Membership**

To appoint Councillor Whitlock to the Amenities & Facilities Committee.  
To consider any other committee appointments that are required.

### **14. Bra Banks.**

To approve the use of Bra Banks by Melksham Town Council.

### **15. Human Resources and Health & Safety Services**

For decision on moving to a new provider

### **16. External Auditors Final Letter**

To note and accept the External Auditors letter

### **17. Motion of Councillor T Price – Facebook Live**

For decision

### **18. Christmas Light Switch-On**

Recommendation to move the Christmas Light Switch-on to the last Saturday of November.

For decision.

### **19. Committee Minutes**

**21.10 – 21.15**

#### **19.1 Economic Development and Planning**

To receive the minutes of the Economic Development and Planning Committee meetings held on 4<sup>th</sup> November 2025 and 25<sup>th</sup> November 2025

[Link to 4th November 2025](#)

[Link to 25th November 2025](#)

### **19.2 Community Development**

To receive the minutes of the Community Development Committee meeting held on 8<sup>th</sup> September 2025

[Link](#)

### **19.3 Amenities & Facilities**

To receive the minutes of the Amenities & Facilities Committee meeting held on 15<sup>th</sup> September 2025

[Link](#)



2025

## MELKSHAM TOWN COUNCIL



# Full Council Report

*Monday 12<sup>th</sup> January 2026*



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## **Item 8 - East of Melksham Community Centre**

Melksham Without Parish Council discussed the town council's request to write to East of Melksham residents about the plans for East of Melksham community centre(s) when they met on Monday 8<sup>th</sup> December 2025.

Please see extract of the draft Minutes of the meeting, which covers the parish council response and reasons.

### **Min 362/25 Partnership Working**

#### **a) East of Melksham Community Centre**

The Clerk explained that the Melksham Town Council (MTC) are interested in collaborating with Melksham Without to send letters to residents in the east of Melksham with the aim of understanding their preferences and needs; which the parish council assume is with regards to the options for East of Melksham Community Centre provision:

- One large community centre on the Blackmore Farm Development
- or two smaller community centres – one on the Blackmore Farm Development and one on Angelica Avenue.

Melksham Town Council had asked if Melksham Without would be supportive of a joint letter and distribution effort.

Members discussed the subject extensively raising a numbers of points:

- Frustration that Melksham Town Council have been unable to make a decision on providing 1 large community centre or 2 smaller community centres since they were first asked in early 2024. The parish council have raised this a number of times, and have been advised that it will be on Town Council meeting agendas. Members of the parish council were asked to attend the town council meeting in March 2025 for this decision, when this item was deferred and advised that it would be on the first meeting of the new council after the elections. It has since been discussed in September and October meetings.
- Concern that further consultation will delay Melksham Town Council making a decision. The town council have recently undertaken a survey of residents to inform their future planning, and included topics on parks, play areas, the Blue Pool site, but did not take the opportunity to ask about the East of Melksham community centre then.

- The cost of writing a letter to East Melksham ward residents (2,390 residents) would cost £4,063 for 1<sup>st</sup> class stamps, £2,079 for 2<sup>nd</sup> class stamps which the parish council think could be better spent on other Community Centre project elements. Members discussed if the Melksham News could be used to ask for responses, but there is a concern that residents will have “survey fatigue” and nothing new will be learnt
- Concern that a pre-application meeting is being held on 10<sup>th</sup> December to discuss Reserved Matters for Blackmore Farm but the scope and scale of the East of Melksham community centre project is not defined.
- Concerns that funding plans cannot be defined to inform the Budget/Precept decisions for 2026/27 i.e. will Melksham Town Council be contributing Community Infrastructure Levy (CIL) and s106 funding from Hunters Wood/The Acorns to a large community centre at Blackmore Farm or be using the money to build a community centre on Angelica Avenue. Initial work on this project for the Blackmore Farm site will be in 2026/27.
- Some members expressed support for the efforts being made by Melksham Town Council and their desire to work collaboratively

**Resolved 1:** Members do not support MTC proposal to send a letter to the residents in the East of Melksham as they believe that a consultation has already been completed, do not believe that further consultation will provide additional/different information, and therefore believe that the cost is unnecessary.

**Resolved 2:** Members welcome representatives from MTC to attend the next parish council meeting (Mon 26<sup>th</sup> Jan) and explain their views and the town council's current position on one or two community centres.

**Resolved 3:** Members reiterated their continued support for one large community centre on the Blackmore Farm development, as per Wiltshire Council's local plan site allocation which is a current live planning application and would like to move forward with a joint statement in the Melksham News that the town and parish council are working collaboratively on a large, single community centre on the Blackmore Farm site.

## **Item 9 - Town Council Parking Scheme**

Currently only Gompels are involved in the redemption scheme. A desire has been expressed by councillors to continue and expand the scheme. £1000 was allocated in 2025/26 budget, most of which was used. If the council resolves to expand the scheme, a



decision will need to be made on how much funding to allocate and where this funding is to come from.

## **Item 10 - Budget 2026/27**

See below.

## **Item 11 - Motion from Councillor J Westbrook – Welcome to Forest Sign**

See below

## **Item 12 – CCTV Memory Cards**

Due to ongoing inconsistencies in the wireless network across the town centre CCTV system, there is a risk of lost footage during periods of network outage. To mitigate this risk, it is recommended that local memory cards are installed in each wireless-connected camera to provide edge recording, ensuring continuous recording when connectivity is interrupted. Recorded footage can then be downloaded or accessed locally if required.

While a 256GB card provides approximately 1.5 days of recording, it is recommended that 512GB high-speed memory cards are installed to maximise recording capacity and system resilience. The cost of each 512GB memory card is £99.00 plus VAT. Based on 73 cameras, the total cost is £7,227.00 plus VAT. This cost excludes any service or maintenance charges, as installation will be undertaken during the first scheduled service visit to each camera.

### **Recommendation:**

Councillors are asked to consider and approve the installation of 512GB memory cards in 73 wireless-connected CCTV cameras at a total cost of £7,227.00 plus VAT, excluding service costs, to improve the reliability and resilience of the town centre CCTV system.

## **Item 14 - Bra Banks**

### **How it works:**

We provide **bra banks** – sturdy, durable cardboard collection boxes – which are designed for **indoor use**. These can be placed in a wide range of locations such as **gyms**,



**hairdressers, beauty salons, shops, or any other indoor venue** happy to support your fundraising efforts.

There is **no limit** to how many bra banks you can request – the more you distribute, the more you can potentially raise!

**It's an easy and meaningful initiative that:**

- Promotes textile recycling** and helps reduce landfill waste
- Supports women in need** by giving quality bras a second life
- Raises valuable funds** for your organisation

**Collection and payment:**

Once a location has filled approximately **Three- five bin bags of bras**, either you or the host venue can contact us. We will then arrange for a **courier to collect the bras** and deliver them to our processing unit.

We will pay **50p per kilogram** for the bras collected. Payments are made **once a month**, and you will receive **one consolidated payment** covering all the bra banks associated with your organisation for that period.



**JOIN US IN OUR MISSION TO  
FUNDRAISE & RECYCLE!**



DO YOU KNOW ABOUT OUR  
PLANT A TREE SCHEME?

## **Item 15 – Human Resources and Health & Safety Services**

Melksham Town Council is currently in contract with WorkNest to provide people support services, with the contract due for renewal in June 2026. In preparation for this, the People and Culture Officer has undertaken a review of alternative providers offering human resources and employment law support, indemnity insurance, including health and safety, learning and development, staff wellbeing, and employee benefits. Discussions were held with a range of companies to ensure value for money in accordance with the Council's Financial Regulations, while also securing a high-quality service.

Recommendation that the Council appoint Peninsula on a four-year contract commencing June 2026. As part of the agreement, Peninsula will provide a free pre-onboarding period from February to the end of May 2026. The annual cost of the service will be £8,691.36 plus VAT

## **Item 16 - External Auditors Final Letter**

See below

## **Item 17 - Motion of Councillor T Price**

See below

**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**

<b>OFFICERS</b>	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 .....

Melksham Town Council Budget 2026 - 2027		Budget	Half Year	Draft Budget
5.50% Inflation		2025 - 2026	2025 - 2026	
	Corporate Services	Budget Approved 2025 - 2026	6 months 2025 - 2026	Draft Budget 2026 - 2027
	INCOME			
	Interest	(25,000)	(19,192)	(52,000)
	<b>Sub Total Income</b>	<b>(25,000)</b>	<b>(19,192)</b>	<b>(52,000)</b>
	EXPENDITURE			
	Salaries	384,500	115,472	299,289
	Employer National Insurance	inc. above	inc. above	39,641
	Pension	inc. above	inc. above	58,960
	Temporary	3,000	77,381	2,000
	Accountancy and Audit	4,000	1,297	2,000
	Bank charges	2,500	457	800
	Card Charges	0	151	200
	Disclosure and Barring Service	0	0	250
	Health and Safety	15,000	3,935	9,082
	Information Technology	5,000	2,626	12,000
	People Support Services			9,349
	Insurance	39,000	38,928	41,069
	Learning and Development	3,000	3,592	5,000
	Legal and Professional Fees	10,000	2,799	6,050
	Licences	24,000	7,330	19,500
	Office Expenses	1,700	565	1,128
	Payroll Services	0	1,509	4,000
	Photocopier	1,100	327	500
	Postage	600	0	50
	Recruitment	0	3,000	2,000
	Stationery	1,000	108	500
	Subscriptions and Memberships	3,200	2,304	3,376
	Telephones	3,600	2,177	5,000
	Travel and Accommodation	3,000	0	1,000
	Volunteers	0	0	1,000
	<b>Sub Total Expenditure</b>	<b>504,200</b>	<b>263,958</b>	<b>523,744</b>

<b>Net (income over expenditure)</b>	479,200	244,766	471,744
for totals	-479,200	-244,766	-471,744

	Town Hall	Budget	Half Year	Draft Budget
		2025 - 2026	2025 - 2026	2026 - 2027
	INCOME			
	Bookings	(2,000)	(2,327)	(4,000)
	<b>Sub Total Income</b>	(2,000)	(2,327)	(4,000)
	EXPENDITURE			
	Electricity	6,500	2,134	5,500
	Gas	7,500	480	5,000
	Health and Safety		3,700	8,500
	Non Domestic Rates	11,000	6,364	13,428
	Maintenance	12,000	1,265	12,000
	Sinking Fund			2,000
	Service Contracts	8,500	4,220	9,000
	Town Hall Clock			200
	Water Rates	2,000	874	2,000
	Window Cleaning	1,500	849	844
	<b>Sub Total Expenditure</b>	49,000	19,886	58,472
	<b>Less: Transfer from EMR</b>			
	<b>Net (income over expenditure)</b>	47,000	17,559	54,472

for totals + EMR

-47,000 -17,559 -54,472

	Assembly Hall	Budget	Half Year	Draft Budget
		2025 - 2026	2025 - 2026	2026 - 2027
	INCOME			
	Bar	(43,500)	(17,984)	(85,000)
	Events			(2,000)
	Films	(300)	(49)	(300)
	Lettings	(30,000)	(27,824)	(63,000)
	<b>Sub Total Income</b>	(73,800)	(45,857)	(150,300)
	EXPENDITURE			
	Salaries	100,000	63,236	85,953
	Employer National Insurance	inc. above	inc. above	10,641
	Pension	inc. above	inc. above	16,932
	Venues Assistants	inc. above	inc. above	18,900

	Employer National Insurance	inc. above	inc. above	1,300
	Pension	inc. above	inc. above	1,000
	Bar Stock	22,000	10,205	51,000
	Card charges	0	1,300	3,000
	Cleaning Materials	2,500	877	2,638
	Electricity	17,000	6,880	16,000
	Films	0	2	100
	Gas	100	77	106
	Health and Safety	0	34	500
	Learning and Development	600	280	2,000
	Licences	5,500	4,556	6,136
	Maintenance	7,500	100	8,000
	Equipment	5,000	1,702	5,275
	Non Domestic Rates	9,500	5,164	11,000
	Office Expenses	150	0	150
	Publicity	6,000	1,452	3,000
	Service Contracts	8,400	3,569	8,862
	Stocktaking	600	130	600
	Water	3,000	3,967	4,000
	Workwear	500	0	2,200
	<b>Sub Total Expenditure</b>	188,350	103,531	259,293
	<b>Net (income over expenditure)</b>	114,550	57,674	108,993

for totals

-114,550

-57,674

-108,993

	<b>Solar Farm Projects</b>	<b>Budget 2025 - 2026</b>	<b>Half Year 2025 - 2026</b>	<b>Draft Budget 2026 - 2027</b>
	INCOME			
	Solar money received	(50,000)	0	(40,000)
	<b>Sub Total Income</b>	(50,000)	0	(40,000)
	EXPENDITURE			
	Solar Money Projects	50,000	10,000	40,000
	<b>Sub Total Expenditure</b>	50,000	10,000	40,000
	<b>Less: Transfer from EMR</b>			
	<b>Net (income over expenditure)</b>	0	10,000	0

for totals + EMR 0 -10,000 0

	<b>Ear Marked Reserves</b>	<b>Budget 2025 - 2026</b>	<b>Half Year 2025 - 2026</b>	<b>Draft Budget 2026 - 2027</b>
	General Reserve			50,000
	<b>Sub Total Expenditure</b>	0	0	50,000

	Grants	Budget	Half Year	Draft Budget
		2025 - 2026	2025 - 2026	2026 - 2027
	4 Youth	10,000	10,000	10,000
	Carnival	2,500	2,500	2,500
	Community Grants	10,000	1,891	10,000
	Food and River Festival	5,000	5,000	5,000
	Tourist Information Centre	4,000	4,000	4,000
	<b>Sub Total Expenditure</b>	31,500	23,391	31,500

	Open Spaces	Budget	Half Year	Draft Budget
		2025 - 2026	2025 - 2026	2026 - 2027
	INCOME			
	Income	(6,000)	(1,484)	(1,500)
	Memorial Benches and Trees			0
	<b>Sub Total Income</b>	(6,000)	(1,484)	(1,500)
	EXPENDITURE			
	Salaries	232,000	109,495	216,981
	Employer National Insurance			25,792
	Pension			42,744
	Bus Shelter Repairs			2,000
	Bus Shelters Cleaning	1,500	478	300
	Churchyard maintenance	1,000	270	1,000
	Defibrillators	4,000	1,398	4,000
	Tools & Equipment	2,000	2,059	26,500
	Learning and Development	3,000	500	3,000
	Maintenance - Play Areas	74,000	436	100,000
	Alternative Sport Area			50,000
	Memorial Benches and Trees			0
	Maintenance Equipment	2,000	2,980	2,000
	Royal Society Prevention Accidents	1,600	1,120	1,176
	Sensory Garden	11,000	5,230	11,605
	Street Furniture	6,000	970	10,000

Town Floral Displays	6,500	4,957	4,478
Tree Maintenance	2,000	848	5,500
Vehicle Insurance		1,992	2,102
Vehicle Contract Hire	6,000	2,720	17,908
Vehicle Running Costs	6,000	1,662	2,000
Workwear	1,000	338	1,500
<b>Sub Total Expenditure</b>	<b>359,600</b>	<b>137,453</b>	<b>530,586</b>
<b>Less: Transfer from EMR</b>			<b>(132,811)</b>
<b>Net (income over expenditure)</b>	<b>353,600</b>	<b>135,969</b>	<b>396,275</b>

for totals + EMR

-353,600

-135,969

-529,086

	King George V Park	Budget	Half Year	Draft Budget
		2025 - 2026	2025 - 2026	2026 - 2027
	Chemicals	2,000	1,227	2,110
	Electricity	5,000	683	1,700
	Grasscutting		6,500	14,000
	Green Flag Preparation			3,500
	Insurance		1,448	1,528
	Maintenance	2,000	13,711	2,110
	Service Contracts	12,000	14,016	11,500
	Sinking Fund			5,000
	Training			2,500
	Water	6,000	3,264	4,500
	<b>Sub Total Expenditure</b>	<b>27,000</b>	<b>40,849</b>	<b>48,448</b>
	<b>Less: Transfer from EMR</b>			
	<b>Total Expenditure</b>	<b>27,000</b>	<b>40,849</b>	<b>48,448</b>

for totals + EMR

-27,000

-40,849

-48,448

	Allotments	Budget	Half Year	Draft Budget
		2025 - 2026	2025 - 2026	2026 - 2027
	INCOME			
	Income	(6,000)	(485)	(6,000)
	<b>Sub Total Income</b>	<b>(6,000)</b>	<b>(485)</b>	<b>(6,000)</b>
	EXPENDITURE			
	Community Allotments	500	0	528
	Maintenance	500	963	2,000
	Subscriptions			80
	Water	1,800	1,316	1,800
	<b>Sub Total Expenditure</b>	<b>2,800</b>	<b>2,279</b>	<b>4,408</b>
	<b>Net expenditure over income</b>	<b>(3,200)</b>	<b>1,794</b>	<b>(1,592)</b>

for totals

3,200

-1,794

1,592

	Community	Budget 2025 - 2026	Half Year 2025 - 2026	Draft Budget 2026 - 2027
	INCOME			
	Christmas Market Stalls	(2,500)	(1,142)	(2,638)
	Grants			0
	Hire of King Georges Park			(2,200)
	Makers Market			(1,350)
	Sponsorship	(5,000)	0	(5,275)
	<b>Sub Total Income</b>	<b>(7,500)</b>	<b>(1,142)</b>	<b>(11,463)</b>
	EXPENDITURE			
	Salaries			93,600
	Employer National Insurance			11,788
	Pension			18,439
	Age UK Project Worker	11,500	6,610	12,730
	Marketing			12,000
	Christmas Lights	19,000	1,207	10,000
	Christmas			11,000
	Community Events			5,000
	Events Equipment			4,000
	Holiday Activities	5,000	2,027	5,000
	Learning and Development			1,000
	Fringe Festival			10,000
	Makers Market			1,350
	Newsletter			8,480
	Park Yoga			1,500
	Photography			1,300
	Subscriptions			1,000
	Website			1,500
	Youth Council	1,500	0	1,500
	<b>Sub Total Expenditure</b>	<b>37,000</b>	<b>9,844</b>	<b>211,187</b>
	<b>Less: Transfer from EMR</b>			<b>(10,000)</b>
	<b>Net (income over expenditure)</b>	<b>29,500</b>	<b>8,702</b>	<b>189,724</b>

for totals + EMR

-29,500

-8,702

-199,724

	Civic and Democratic	Budget	Half Year	Draft Budget
		2025 - 2026	2025 - 2026	2026 - 2027
	INCOME			
	Mayors Reception Receipts	0	(606)	(3,225)
	Mayors Reception Sponsorship			(2,850)
	<b>Sub Total Income</b>	0	(606)	(6,075)
	EXPENDITURE			
	Annual Meeting			300
	Ceremonial	6,500	1,000	1,500
	Councillors Training	1,500	44	1,000
	Election Expenses	20,000	3,783	8,000
	Flags			1,000
	Mayor's Allowance	2,000	0	1,500
	Mayors Charity			2,850
	Mayors Reception			5,000
	Remembrance Day	1,500	0	2,000
	Town Crier's expenses	300	30	300
	<b>Sub Total Expenditure</b>	31,800	4,857	23,450
	<b>Less: Transfer from EMR</b>			
	<b>Net (income over expenditure)</b>	31,800	4,251	17,375

for totals + EMR -31,800 -4,251 -17,375

NEW [207]	Public Toilets - King George V Park	Budget 2025 - 2026	Half Year 2025 - 2026	Draft Budget 2026 - 2027
	INCOME			
	<b>Sub Total Income</b>	0	0	0
	EXPENDITURE			
	Cleaning			5,201
	Insurance			1,000
	Maintenance			2,000
	<b>Sub Total Expenditure</b>	0	0	8,201
	<b>Net expenditure over income (I over E)</b>	0	0	8,201

for totals 0 0 -8,201

	Pavilion	Budget 2025 - 2026	Half Year 2025 - 2026	Draft Budget 2026 - 2027
	INCOME			
	Income	(3,000)	(2,800)	(4,600)
	Utilities Recharged	(12,000)	(7,450)	(15,000)
	<b>Sub Total Income</b>	<b>(15,000)</b>	<b>(10,250)</b>	<b>(19,600)</b>
	EXPENDITURE			
	Electricity	12,000	8,688	15,000
	Fire Safety Checks	1,000	305	170
	Maintenance	0	465	1,000
	Service Contracts	0	317	1,000
	Water	2,500	1,094	2,638
	WiFi - Pavilion	1,300	267	1,372
	<b>Sub Total Expenditure</b>	<b>16,800</b>	<b>11,136</b>	<b>21,180</b>
	<b>Net expenditure over income (I over E)</b>	<b>1,800</b>	<b>886</b>	<b>1,580</b>

for totals

-1,800 -886 -1,580

	Market Place Toilets	Budget 2025 - 2026	Half Year 2025 - 2026	Draft Budget 2026 - 2027
	INCOME			
1060	Contribution - MWPC	(5,000)	(5,000)	(5,000)
	<b>Sub Total Income</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>(5,000)</b>
	EXPENDITURE			
	Cleaning + Consumables	7,500	3,685	12,402
	Electricity	1,500	433	1,500
	Maintenance	1,500		1,200
	Water	2,000	798	2,000
	<b>Sub Total Expenditure</b>	<b>12,500</b>	<b>4,916</b>	<b>17,102</b>
	<b>Net expenditure over income (I over E)</b>	<b>7,500</b>	<b>(84)</b>	<b>12,102</b>

for totals

-7,500 84 -12,102

	<b>Bath Road Toilets</b>	<b>Budget 2025 - 2026</b>	<b>Half Year 2025 - 2026</b>	<b>Draft Budget 2026 - 2027</b>
	Cleaning + Consumables	8,000	2,804	12,403
	Electricity	1,200	627	1,266
	Insurance		571	602
	Maintenance	500	70	1,000
	Water	2,000	(1,105)	2,110
	<b>Sub Total Expenditure</b>	<b>11,700</b>	<b>2,967</b>	<b>17,381</b>

	<b>31 A Market Place</b> (Art House)	<b>Budget</b>	<b>Half Year</b>	<b>Draft Budget</b>
		<b>2025 - 2026</b>	<b>2025 - 2026</b>	<b>2026 - 2027</b>
	INCOME			
	Income	(6,000)	(3,000)	(6,000)
	<b>Sub Total Income</b>	<b>(6,000)</b>	<b>(3,000)</b>	<b>(6,000)</b>
	Service Contracts	600	0	633
	WiFi	225	98	200
	<b>Sub Total Expenditure</b>	<b>825</b>	<b>98</b>	<b>833</b>
	<b>Net expenditure over income (I over E)</b>	<b>(5,175)</b>	<b>(2,902)</b>	<b>(5,167)</b>
for totals		5,175	2,902	5,167

	<b>31 Market Place</b>	<b>Budget 2025 - 2026</b>	<b>Half Year 2025 - 2026</b>	<b>Draft Budget 2026 - 2027</b>
	INCOME			
	Income	(6,000)	(3,500)	(7,000)
	<b>Sub Total Income</b>	<b>(6,000)</b>	<b>(3,500)</b>	<b>(7,000)</b>
	Maintenance	30,000	7,963	31,650
	<b>Sub Total Expenditure</b>	<b>30,000</b>	<b>7,963</b>	<b>31,650</b>
	<b>Net expenditure over income (I over E)</b>	<b>24,000</b>	<b>4,463</b>	<b>24,650</b>
for totals		-24,000	-4,463	-24,650

	25 Church Street Round House	Budget 2025 - 2026	Half Year 2025 - 2026	Draft Budget 2026 - 2027
	Electricity	400	197	422
	Health & Safety	0	184	500
	Repairs and Maintenance	250	79	264
	Water Rates	200	108	211
	<b>Sub Total Expenditure</b>	<b>850</b>	<b>568</b>	<b>1,397</b>

215	Depot	Budget	Half Year	Draft Budget
		2025 - 2026	2025 - 2026	2026 - 2027
	Electricity	1,800	411	1,899
	Fire security: Unit	300	456	317
	Health & Safety	300	0	317
	Insurance	500	0	400
	Leasing	15,600	7,000	14,774
	Maintenance	1,000	370	1,055
	Non Domestic Rates	5,000	3,220	6,500
	Water Rates	300	173	317
	<b>Sub Total Expenditure</b>	<b>24,800</b>	<b>11,630</b>	<b>25,579</b>

222	Capital Investment	Budget 2025 - 2026	Half Year 2025 - 2026	Draft Budget 2026 - 2027
	CCTV	0	4,138	1,000
	Electricity	0	1,076	5,000
	Feasability Studies			20,000
	Insurance		8,494	8,961
	Non Domestic Rates	0	12,197	55,881
	<b>Sub Total Expenditure</b>	<b>0</b>	<b>25,905</b>	<b>90,842</b>

310	East Melksham Community Hall	Budget 2025 - 2026	Half Year 2025 - 2026	Draft Budget 2026 - 2027
	Legal and Professional Fees	50,000	0	0
	<b>Sub Total Expenditure</b>	50,000	0	0

403	Economic Development and Planning	Budget 2025 - 2026	Half Year 2025 - 2026	Draft Budget 2026 - 2027
	INCOME			
	Grants	0	(32,525)	0
	Hanging Baskets	(150)	(1,354)	(2,279)
	Roundabout Sponsorship			(10,000)
	<b>Sub Total Income</b>	(150)	(33,879)	(12,279)
	EXPENDITURE			
	Business Network			500
	CCTV	8,000	0	8,440
	Community Toilets			500
	Hanging Baskets			1,330
	Local Highway and Footway Improvement	5,000	0	5,275
	Neighbourhood Plan	2,825	12,877	2,980
	Parking Scheme	1,000	427	0
	Roundabout Sponsorship			4,800
	<b>Sub Total Expenditure</b>	16,825	13,304	23,825
	Net (income over expenditure)	16,675	(20,575)	11,546
	for totals	-16,675	20,575	-11,546

			Precept 25/26	Budget 26/27
	<b>Tax base</b>		5963.43	5987.05
	<b>Precept Total</b>		1,192,200	1,555,051
	<b>Annual Household Cost</b>		£199.92	£259.74
	<b>Weekly Household Cost</b>		£3.84	£5.00

## MELKSHAM TOWN COUNCIL

Proposed by: **Jennie Westbrook**

Seconded by:

Dated: **30/11/25**

### Purpose of the motion

To seek Council approval in principle for the installation of a “**Welcome to Forest**” sign at an appropriate gateway point into the Forest community area, subject to land ownership confirmation, maintenance arrangements, and partnership working with Rivermead School.

### Background (Including previous resolution/s made and date/s if applicable)

The Community Conversations panel has been exploring options to create **community-led welcome signage** across Melksham localities. One such proposal is a “Welcome to Forest” sign, echoing similar designs being used in other Community Conversation areas. This initiative aligns with the ongoing town-wide work to strengthen neighbourhood identity, foster civic pride, and increase visibility of community engagement projects.

No previous Council resolutions specifically relate to the Forest welcome sign.

### Current Situation

- A draft sign design has been produced as an example based on existing Community Conversation signage used elsewhere.
- A potential location has been identified on the land off the roundabout outside **Rivermead School**.
- An initial search suggests **Wiltshire Council** owns part of this land; further confirmation from the Estates Team is required.
- **Funding** for the creation and installation of the sign is available through **Transformation Reserves**.
- **Rivermead School** is enthusiastic about contributing to the **design element** of the project.
- A **third-party organisation** is required to take responsibility for:
  - Ongoing maintenance of the sign
  - Public liability insurance

### What financial implications are there?

- Capital costs of producing and installing the sign will be covered by **Community Conversations**, meaning no direct budget impact for Melksham Town Council at this stage.

- If the Council agrees to host or oversee maintenance, future revenue implications may arise (cleaning, repair, replacement). But, Grant may be able to be applied for through Community Conversations

#### **How does the motion link to Town Council policies and core values?**

- Supports community empowerment by enabling local involvement in place-making.
- Enhances neighbourhood identity and aligns with Town Council aims on community cohesion.
- Reflects the Council's commitment to partnership working with schools and community groups.
- Contributes to the Council's wider placemaking and transformation objectives.

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#### **What risks are there? (Provide a risk assessment)**

- **Land ownership uncertainty** — installation cannot proceed until confirmed.
- **Maintenance responsibility** — lack of a responsible hosting organisation may delay or prevent implementation.
- **Vandalism or weather damage** — mitigated through durable design and maintenance planning.
- **Reputational risk** if installation proceeds without clear agreements on liability.

#### **What crime and disorder implications are there?**

None identified. Community signage may provide a positive sense of place, potentially helping reduce minor antisocial behaviour through increased community ownership of public spaces.

#### **What environmental and biodiversity considerations are there?**

- Installation should avoid disturbance to nearby green spaces, planting, or wildlife habitats.
- Materials chosen should be durable, sustainable where possible, and low-impact in their production and upkeep.
- The siting near a roundabout should consider visibility and avoid obstructing any existing biodiversity corridors.

#### **What safeguarding concerns are there?**

No safeguarding risks have been identified. Engagement with Rivermead School will follow standard safeguarding protocols, ensuring appropriate supervision and involvement.

#### **Motion**

##### **That Melksham Town Council:**

1. **Supports in principle** the installation of a "Welcome to Forest" sign at the proposed location near Rivermead School, subject to land ownership confirmation.
2. **Approves continued partnership work** with the Community Conversations team and Rivermead School on the design.

- 3. **Explores options for a third-party organisation** to host maintenance responsibilities and hold public liability insurance.
- 4. **Receives a further report** once land ownership, design, and hosting arrangements are confirmed, prior to final approval for installation.

**. Does the motion impact/ support any previous decisions of council?**

No direct previous decisions are affected. The motion supports the Council's existing commitment to community engagement and placemaking.

**. Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?**

This item has **not** been discussed by Council in the last six months.

**. Please summarise any specific recommendations you have in relation to next steps**

To discuss with Community Conversations the next steps

**Office Use:**

Date of receipt by Proper Officer:


Date of proposed council meeting for motion:


Date/s of relevant resolutions:  
(record full resolution/s here)


Motion accepted by Proper Officer:


Motion rejected by Proper Officer:


Reasons for rejection:


**Final External Auditor Report and Certificate 2024/25 in respect of  
Melksham Town Council – WI0161****Respective responsibilities of the auditor and the authority**

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

**External auditor's limited assurance opinion 2024/25**

On 28 September 2025, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2025. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the completion of the Annual Internal Audit Report and their detailed report, the internal auditor has drawn attention to weaknesses in relation to internal control objectives D, H and I. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

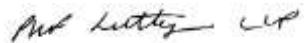
The smaller authority has not provided :

- an adequate explanation for the variance between the prior and current year values in Box 4 of Section 2
- evidence that it has considered the independence of the internal auditor during the year under review.
- evidence that it has considered and agreed the internal audit programme of work, having regard to the authority's identified risks, during the year under review.
- evidence that on appointment of the internal auditor, it satisfied itself with regard to the competence of the internal auditor and that there is evidence of the approval of appointment in place.

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2025/26 for the exercise of public rights, since period for the exercise of public rights did not include the first 10 working days of July due to issues with the transfer of information from the old website to a new website. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2025/26 and ensure that it makes proper provision for the exercise of public rights during 2026/27

### **External auditor certificate 2024/25**

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.



**PKF Littlejohn LLP**

**14/10/2025**

# MELKSHAM TOWN COUNCIL

Proposed by:

Seconded by:

Dated:

## **Purpose of the motion**

To begin live-streaming all public Melksham Town Council meetings to Facebook in order to improve transparency, accessibility, and public engagement.

## **Background (Including previous resolution/s made and date/s if applicable)**

Melksham Town Council currently streams meetings via Microsoft Teams and later uploads them to YouTube. Wiltshire Council already webcasts its meetings, and local police forces also live-stream to social media, demonstrating the accepted role of live video in public accountability. Previous concerns raised by councillors regarding safeguarding can be mitigated through proper policy and a potential to remove the ability to comment on live videos.

## **Current Situation**

Meetings are publicly accessible, but engagement levels remain low due to limited awareness and unfamiliar platforms. Facebook is widely used by residents and would significantly increase reach. The Council already has a Facebook page and uses it heavily to engage with residents, the technical ability to stream will be easy to restart.

## **What financial implications are there?**

None

## **How does the motion link to Town Council policies and core values?**

Enhances transparency, promotes public participation, supports democratic engagement, and aligns Melksham with regional best practice.

## **What risks are there? (Provide a risk assessment)**

Risks include safeguarding concerns, potential misuse of clips, and technical failure. Mitigations include a clear live-streaming policy, safeguarding notices, moderated or disabled comments, and equipment testing prior to meetings.

## **What crime and disorder implications are there?**

Improved accountability may help reduce misinformation, distrust, and antisocial behaviour by increasing understanding of council decision-making.

## **What environmental and biodiversity considerations are there?**

Streaming allows residents to participate without travelling, reducing environmental impact.

#### **What safeguarding concerns are there?**

Safeguarding concerns relate to filming members of the public. Mitigation includes signage, chair announcements, not filming minors, and camera positioning that focuses on councillors rather than the public gallery.

#### **Motion**

That Melksham Town Council:

1. Begins live-streaming all public council and committee meetings to the Council's official Facebook page as of the next public meeting with a social media post being released within 24 hours of this meeting to inform residents of the change in streaming.
2. Instructs the CEO to draft a Live-Streaming Policy addressing safeguarding, data protection, moderation, and technical operation.
3. Notes that Wiltshire Council and local police already conduct live streaming as a normal part of public communication.
4. Requests that the draft policy be brought to the next full council for approval.
5. Recognises that Facebook streaming will significantly increase transparency, accessibility, and public trust in council processes.

#### **Does the motion impact/ support any previous decisions of council?**

Supports and strengthens existing commitments to openness and digital engagement.

#### **Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?**

This specific proposal has not been discussed within the last six months. While streaming exists via other platforms, Facebook represents a materially different and more accessible approach.

#### **Please summarise any specific recommendations you have in relation to next steps**

Officers should assess equipment needs, test the streaming setup, prepare a draft policy, and launch a pilot phase for Facebook livestreams before full implementation.

E-mail from Wiltshire Police:-

Following on from our conversation just now, I have liaised with the Hub Supt and also our Op Bridger/Ford elected Officials Officer regarding the live streaming.

This is something that Chippenham Town Council currently do and so I would recommend speaking with them regarding any issues that they may have experienced and how they operate the live streaming platform.

On receiving advice from the Op Bridger/Ford Officer, they have advised that they don't necessarily feel it would increase any risk to the participants, but a recommendation

would be to turn off any comment ability as this would limit any potential avenues for negative interactions from the public.

As with anything, it can always be reviewed following introduction and an initial period if it is found to not achieve the goal you had envisaged.

The Hub Supt, Mr Brain has advised that he doesn't see any significant issues with live streaming.