



2025

MELKSHAM TOWN COUNCIL



Full Council Agenda

Monday 12th January 2026



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

01225 704187
towncouncil@melksham-tc.gov.uk

www.melksham-tc.gov.uk



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

CEO Miss Hayley Bell, Assoc CIPD, CertHE, FSLCC

01225 704187

towncouncil@melksham-tc.gov.uk

6th 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 12th 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 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

1. Apologies. **19.00– 19.01**

To receive apologies for 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 approve the minutes of the previous meeting, Monday 24th November 2025.

(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. Questions from Councillors **19.25 – 19.30**

(Melksham Town Council Policy and Local Government Act 1972)

6. Town Mayor's Announcements **19.30 – 19.35**

7. Reports from Unitary Councillors **19.45 - 19.55**

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 4th November 2025 and 25th 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 8th September 2025

[Link](#)

19.3 Amenities & Facilities

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

[Link](#)

