MELKSHAM TOWN COUNCIL

Full Council Extraordinary Meeting

Monday 2nd February 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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Market Place,
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CEO Miss Hayley Bell, Assoc CIPD, CertHE, FSLCC

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MELKSHAM TOWN COUNCIL

Monday 26th January 2026

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, A Whitlock.

You are summoned in accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) to an extraordinary meeting of the Full Council of Melksham Town Council for the transaction of the business shown on the agenda below.
Monday 2nd February **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/zp2krd9w . 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 12th January 2026.

(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. 31 Market Place Roof   **19.25 – 19.40**

Verbal update on the current situation.

For decision as required.

6. CCTV   **19.40 – 20.40**

For discussion of the independent report.

For decision on next steps.

Melksham Town Council

Minutes of the Full Council Meeting

on Monday 12ᵗʰ January 2026

PRESENT: Councillor S Rabey   Town Mayor
              Councillor J Westbrook   Deputy Town Mayor
              Councillor P Alford
              Councillor P Aves
              Councillor R Cleary
              Councillor J Crossley
              Councillor M Drewett
              Councillor G Elson
              Councillor A Griffin
              Councillor J Oatley
              Councillor T Price
              Councillor C Stokes
              Councillor A Westbrook
              Councillor A Whitlock

IN ATTENDANCE

OFFICERS   Hayley Bell   CEO
              David Skinner   RFO
              Dave Elms   Amenities Manager
              Ian Cunningham   Community Officer
              Dominic Rutterford   Communications and Marketing Officer
              Oliver Dingley   Duty Manager
              Nicki Hudson   People & Culture (present virtually)
              Jasmine Green   Partnership Officer (present virtually)
              Amelie Huxtable   Placement Student (present virtually)

PUBLIC One member of the public and one member of the press were present and six members of the public were present virtually

175/25   Apologies

Apologies were received from Councillor Calland.

176/25   Declaration of Interest

There were no declarations of interest.

177/25   Minutes

Councillor A Westbrook asked about the resolution on Community Toilets. The CEO confirmed a report would come to Amenities & Facilities.

The minutes of 24ᵗʰ November 2025, having been previously circulated, were approved as a correct record and signed by the Chair and town Mayor Councillor Rabey.

178/25   Public Participation

Resident - I have looked at the MTC Budget for 2026/27 in the Agenda pack and note there appears to be no Grand Total of Income and no Grand Total of Expenditure. Neither is there a report on General Reserves or a report on Earmark Reserves. All these reports are usually considered crucial parts of planning/budgeting. I feel these are needed for transparency and accountability. Do you agree?

I have received a reply from RFO saying he will update spreadsheets for subtotals and make EMR figures available. As yet I have not received these.

Accounting figures on spreadsheets are more prone to errors than software accounting packages. To highlight this point I list a couple of such errors present in the Alternative Budget proposals :-

(i) Page 10 Bottom right. Transposition error £31,605 should be £31,650. Net Expenditure over Income should be £24,650 not £24,605. Toal for end columns should be £24,650 not £422 as shown.

(ii) Page 13 final page Weekly household cost

   1st Budget 26/27 weekly cost is shown as £59.82 whereas I make it £4.99.

   2nd Budget 26/27 weekly cost is shown as £5.42 whereas I make it £3.95.

I feel these accountancy errors would not have occurred if the software accounting package had been used instead of a spreadsheet and I ask if we can revert back to using the software package in future to avoid such errors.

It was noted that the alternative budget was put forward by Councillor Alford, who would not be using the accounting software packages.

Press

Q - Is there a figure for what is in reserves?

A - RFO confirmed not in the document but stated it was £721000 at the end of November.

Q - Park maintenance budget figure for 2025/26 was £70000, with a spend of around £300-£400. Proposed budget is £100000. Is the Council looking to spend £170000 in the next year? If so, how has that been costed?

A – The aim is to refurbish four of the play areas in the next financial year.

Q – If this budget is approved it would be possibly the highest budget ever set in Melksham. Has the Council done any Impact Reporting on what it would mean to the local economy and residents?

A – No. Councillors with experience in the field were working on some communications of where people can find help.

179/25   Questions from Councillors

Deputy Town Mayor Councillor J Westbrook – The disposal of the Dog Agility Equipment was not put to Council. Where alternative options looked at? What valuation was put on the equipment? Why were councillors not given the opportunity to discuss the matter? Can we ensure that going forward the disposal or otherwise of the remaining equipment is discussed by Council?

CEO – The meeting of 12th August 2024 was informed that items were not fit for sale. Equipment did not contain a great deal of metal by weight and the valuation was obtained from a local scrap yard. Matter did not come back to council as Financial Regulations 16.5 states "*No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council … except where the estimated value of any one item does not exceed £500"*.

It also states that a written case will come back to Council and this was planned for the next Finance, Governance & Performance meeting. Officers felt they were able to make a decision operationally. Financial Regulations will need to be changed if Councillors wish to make a decision on all disposals.

Councillor Cleary – Surely would need to use purchase price rather than scrap price.

CEO – Not under the Financial Regulations.

Councillor Alford – How often does this happen?

CEO – This is the only incidence since she has been with the Council.

Councillor Alford – When old tech is replaced is it stored or disposed of by contractor?

CEO – Further discussion is needed to update Asset Register etc. Confirmed that there has been a general clear out of items that were of no value but were taking up storage space.

180/25   Town Mayor's Announcements

The Town Mayor Councillor Rabey praised the fantastic efforts of all involved in the Christmas Light Switch On and other recent events. She also thanked the Melksham Independent News for its coverage of the event.

The Town Mayor read out a statement regarding comments made at the meeting of the Amenities & Facilities Committee meeting on Monday 17th November 2025. The Chair of that committee, Councillor A Westbrook, expressed her disappointment that she had not had prior notice of the statement.

181/25   Reports from Unitary Councillors

Councillor Alford – Recent Full Council meeting discussed proposed transfer of Castle Place car park ownership and a council tax premium for 2nd home ownership. Both of these were defeated.

Councillor Griffin – The proposed Aldi development had been called in.

Councillor Stoke – Congratulations to Melksham House who have received a 5 star rating for food and hygiene. Snarlton Farm planning decision appeal will be held next week. Councillor Stokes and Councillor Holder will be supporting the original decision.

182/25   CCTV Memory Card

This item was advanced up the agenda as a representative of the company who had prepared the outside report was present.

Councillor Stokes advised members of the discussions of the CCTV Working Group and the recommendation that no decision be taken on installing SD Cards pending a further meeting to consider the report and actions to be taken.

Standing Orders were suspended.

Councillors asked questions.

There was discussion of due process, accountability, the installation of the system and technical details of the system and SD cards. Councillor A Westbrook left the chamber during discussion of the contractor.

Standing Orders were re-instated.

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

RESOLVED to delay a decision on SD cards pending discussion of the report.

183/25   East Melksham Community Centre

Councillor Stokes spoke. Result of her Melksham East survey – 100 responses, 88 in favour of one larger Community Centre. Result of wider survey conducted this week. 82 responses, 66 in favour of one larger Community Centre.

It was proposed by Councillor Stokes, seconded by Councillor A Westbrook and

UNANIMOUSLY RESOLVED to hand funds for Melksham East Community Centre to Melksham Without Parish Council to build one larger Community Centre on the Blackmore Farm site.

184/25   Town Centre Parking Scheme

The predominant view was that if people are using the scheme, it clearly matters.

It was proposed by Councillor Alford, seconded by Councillor Aves and

RESOLVED to retain the scheme.

185/25   Budget 2026/27

The budget was proposed by Councillor Cleary and seconded by Councillor Griffin.

Councillor Alford and Councillor Price spoke to the proposal alternative budget.

It was proposed by Councillor Alford and seconded by Councillor Price to pass the alternative budget. The proposal was defeated.

It was proposed by Councillor A Westbrook, seconded by Councillor Alford and

RESOLVED for the Parking Redemption Scheme be reinstated into the budget at a figure of £1800.

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

RESOLVED to increase the LHFIG budget to £6500.

It was proposed by Councillor Alford and seconded by Councillor Oatley to remove the pump track from the budget. The proposal was defeated.

A recorded vote was held on approval of the budget.

Councillor Alford – against
Councillor Aves – for
Councillor Cleary – for
Councillor Crossley – for
Councillor Drewett – against
Councillors Elson – for
Councillor Griffin – for
Councillor Oatley -against
Councillor Price – against
Councillors Rabey – for
Councillor Stokes – for
Councillor A Westbrook – for
Councillor J Westbrook – for
Councillor Whitlock – for

The budget, as amended by resolutions on Parking Redemption Scheme and LHFIG, was approved.

186/25   Precept

RFO confirmed the precept as £1552883, annual cost of £259.37, weekly £4.99, 29.74% increase

It was proposed by Councillor Cleary, seconded by Councillor Griffin and

RESOLVED to accept and set the precept.

Councillor Drewett was absent from the chamber during the vote.

187/25   Welcome to Forest Sign

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

UNANIMOUSLY RESOLVED

- To support in principle the installation of a "Welcome to Forest" sign at the proposed location near Rivermead School, subject to land ownership confirmation.
- Approve continued partnership work with the Community Conversations team and Rivermead School on the design.
- Explore options for a third-party organisation to host maintenance responsibilities and hold public liability insurance.
- Receive a further report once land ownership, design, and hosting arrangements are confirmed, prior to final approval for installation.

188/25   Committee Membership

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

UNANIMOUSLY RESOLVED to appoint Councillor Whitlock to the Amenities & Facilities Committee.

189/25   Bra Banks

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

RESOLVED to approve the use of Bra Banks by Melksham Town Council.

Councillor Oatley was absent from the chamber during the vote.

190/25   Human Resources and Health & Safety Services

It was noted that the People and Culture Officer was open to discussion on working hours but was currently heavily involved in contracts and a new staff handbook.

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.

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

RESOLVED to move Human Resources and Health & Safety Services to Peninsula on a four-year contract.

191/25   External Auditors Final Letter

The letter was noted.

192/25   Facebook Live

This item was deferred to allow Councillor Price to look at financial implications and resubmit an amended motion.

193/25   Christmas Light Switch-On

This item was withdrawn before discussion.

194/25   Economic Development & Planning

The minutes of 4th November 2025 and 25th November 2025 were received.

195/25   Community Development

The minutes of 8th September 2025 were received.

196/25 Amenities & Facilities

The minutes of 15th September 2025 were received.

Meeting closed at: 21:55

Signed .... Dated ....

Melksham Town Council Budget 2026 - 2027	Budget	Half Year	Draft Budget
2.50% Inflation	**2025 - 2026**	**2025 - 2026**	**2026 - 2027**
Corporate Services	**Budget Approved 2025 - 2026**	**6 months 2025 - 2026**	**Draft Budget 2026 - 2027**
INCOME			
Interest	(25,000)	(19,192)	(52,000)
Sub Total Income	**(25,000)**	**(19,192)**	**(52,000)**
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
Discosure 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	39,901
Learning and Development	3,000	3,592	5,000
Legal and Professional Fees	10,000	2,799	5,750
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	3,280
Telephones	3,600	2,177	5,000
Travel and Accommodation	3,000	0	1,000
Volunteers	0	0	1,000
Sub Total Expenditure	**504,200**	**263,958**	**522,180**

Net (income over expenditure)	479,200	244,766	470,180
for totals	(479,200)	(244,766)	(470,180)

	Town Hall	Budget	Half Year	Draft Budget
		2025 - 2026	2025 - 2026	2026 - 2027
	INCOME			
	Bookings	(2,000)	(2,327)	(4,000)
	Sub Total Income	(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	13,046
	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
	Sub Total Expenditure	49,000	19,886	58,090
	Less: Transfer from EMR			
	Net (income over expenditure)	47,000	17,559	54,090
	for totals + EMR	(47,000)	(17,559)	(54,090)

		Budget	Half Year	Draft Budget
	Assembly Hall	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)
	Sub Total Income	(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	2,563
	Electricity	17,000	6,880	16,000
	Films	0	2	100
	Gas	100	77	103
	Health and Safety	0	34	500
	Learning and Development	600	280	2,000
	Licences	5,500	4,556	6,136
	Maintenance	7,500	100	7,775
	Equipment	5,000	1,702	5,125
	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	8,610
	Stocktaking	600	130	600
	Water	3,000	3,967	4,000
	Workwear	500	0	2,200
	Sub Total Expenditure	188,350	103,531	258,588
	Net (income over expenditure)	114,550	57,674	108,288
	for totals	(114,550)	(57,674)	(108,288)

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

	Ear Marked Reserves	Budget 2025 - 2026	Half Year 2025 - 2026	Draft Budget 2026 - 2027
	General Reserve			50,000
	Sub Total Expenditure	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
Sub Total Expenditure	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
Sub Total Income	(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	11,275
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	2,042
	Vehicle Contract Hire	6,000	2,720	17,908
	Vehicle Running Costs	6,000	1,662	2,000
	Workwear	1,000	338	1,500
	Sub Total Expenditure	359,600	137,453	530,196
	Less: Transfer from EMR			(132,811)
	Net (income over expenditure)	353,600	135,969	395,885

King George V Park	Budget	Half Year	Draft Budget
	2025 - 2026	2025 - 2026	2026 - 2027
Chemicals	2,000	1,227	2,050
Electricity	5,000	683	1,700
Grasscutting		6,500	14,000
Green Flag Preparation			3,500
Insurance		1,448	1,484
Maintenance	2,000	13,711	2,050
Service Contracts	12,000	14,016	11,500
Sinking Fund			5,000
Training			2,500
Water	6,000	3,264	4,500
Sub Total Expenditure	27,000	40,849	48,284
Less: Transfer from EMR			
Total Expenditure	27,000	40,849	48,284
for totals + EMR	(27,000)	(40,849)	(48,284)

Allotments	Budget 2025 - 2026	Half Year 2025 - 2026	Draft Budget 2026 - 2027
INCOME			
Income	(6,000)	(485)	(6,000)
Sub Total Income	(6,000)	(485)	(6,000)
EXPENDITURE			
Community Allotments	500	0	513
Maintenance	500	963	2,000
Subscriptions			80
Water	1,800	1,316	1,800
Sub Total Expenditure	2,800	2,279	4,393
Net expenditure over income	(3,200)	1,794	(1,607)
for totals	3,200	(1,794)	1,607

Community	Budget 2025 - 2026	Half Year 2025 - 2026	Draft Budget 2026 - 2027
INCOME			
Christmas Market Stalls	(2,500)	(1,142)	(2,563)
Grants			0
Hire of King Georges Park			(2,200)
Makers Market			(1,350)
Sponsorship	(5,000)	0	(5,125)
Sub Total Income	(7,500)	(1,142)	(11,238)
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 Group	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
Sub Total Expenditure	37,000	9,844	211,187
Less: Transfer from EMR			(10,000)
Net (income over expenditure)	29,500	8,702	189,949
for totals + EMR	(29,500)	(8,702)	(199,949)

	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)
	Sub Total Income	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
	Sub Total Expenditure	31,800	4,857	23,450
	Less: Transfer from EMR			
	Net (income over expenditure)	31,800	4,251	17,375
	for totals + EMR	(31,800)	(4,251)	(17,375)

	Public Toilets - King George V Park	Budget	Half Year	Draft Budget
NEW [207]		2025 - 2026	2025 - 2026	2026 - 2027
	INCOME			
	Sub Total Income	0	0	0
	EXPENDITURE			
	Cleaning			5,201
	Insurance			1,000
	Maintenance			2,000
	Sub Total Expenditure	0	0	8,201
	Net expenditure over income (I over E)	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)
	Sub Total Income	(15,000)	(10,250)	(19,600)
	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	2,563
	WiFi - Pavilion	1,300	267	1,333
	Sub Total Expenditure	16,800	11,136	21,066
	Net expenditure over income (I over E)	1,800	886	1,466
	for totals	(1,800)	(886)	(1,466)

	Market Place Toilets	Budget 2025 - 2026	Half Year 2025 - 2026	Draft Budget 2026 - 2027
	INCOME			
1060	Contribution - MWPC	(5,000)	(5,000)	(5,000)
	Sub Total Income	(5,000)	(5,000)	(5,000)
	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
	Sub Total Expenditure	12,500	4,916	17,102
	Net expenditure over income (I over E)	7,500	(84)	12,102
	for totals	(7,500)	84	(12,102)

Bath Road Toilets	Budget 2025 - 2026	Half Year 2025 - 2026	Draft Budget 2026 - 2027
Cleaning + Consumables	8,000	2,804	12,403
Electricity	1,200	627	1,230
Insurance		571	585
Maintenance	500	70	1,000
Water	2,000	(1,105)	2,050
Sub Total Expenditure	11,700	2,967	17,268

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

31 Market Place	Budget 2025 - 2026	Half Year 2025 - 2026	Draft Budget 2026 - 2027
INCOME			
Income	(6,000)	(3,500)	(7,000)
Sub Total Income	(6,000)	(3,500)	(7,000)
Maintenance	30,000	7,963	30,750
Sub Total Expenditure	30,000	7,963	30,750
Net expenditure over income (I over E)	24,000	4,463	23,750
for totals	(24,000)	(4,463)	(23,750)

	25 Church Street	Budget	Half Year	Draft Budget
	Round House	2025 - 2026	2025 - 2026	2026 - 2027
	Electricity	400	197	410
	Health & Safety	0	184	500
	Repairs and Maintenance	250	79	256
	Water Rates	200	108	205
	Sub Total Expenditure	850	568	1,371

		Budget	Half Year	Draft Budget
215	**Depot**	2025 - 2026	2025 - 2026	2026 - 2027
	Electricity	1,800	411	1,845
	Fire security: Unit	300	456	308
	Health & Safety	300	0	308
	Insurance	500	0	400
	Leasing	15,600	7,000	14,354
	Maintenance	1,000	370	1,025
	Non Domestic Rates	5,000	3,220	6,500
	Water Rates	300	173	308
	Sub Total Expenditure	24,800	11,630	25,048

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	8,706
	Non Domestic Rates	0	12,197	55,881
	Sub Total Expenditure	0	25,905	90,587

310	East Melksham Community Hall	Budget 2025 - 2026	Half Year 2025 - 2026	Draft Budget 2026 - 2027
	Legal and Professional Fees	50,000	0	0
	Sub Total Expenditure	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)	(2,214)
	Roundabout Sponsorship			(10,000)
	Sub Total Income	(150)	(33,879)	(12,214)
	EXPENDITURE			
	Business Network			500
	CCTV	8,000	0	8,200
	Community Toilets			500
	Hanging Baskets			1,330
	Local Highway and Footway Improvement	5,000	0	6,500
	Neighbourhood Plan	2,825	12,877	2,896
	Parking Scheme	1,000	427	1,800
	Roundabout Sponsorship			4,800
	Sub Total Expenditure	16,825	13,304	26,526
	Net (income over expenditure)	16,675	(20,575)	14,312
	for totals	(16,675)	20,575	(14,312)

			Precept 25/26	Budget 26/27
	Tax base		5963.43	5987.05
	Precept Total		1,192,200	1,552,883
	Annual HouseholdCost		£199.92	£259.37
	Weekly Household Cost		£3.84	£4.99

SECURITY SYSTEMS CCTV FIRE ALARMS SMART BUILDING TECHNOLOGY

Melksham Town Council

CCTV System Review

Richard Waller   6th January 2026   Review Document

Contents

Introduction

This report is the result of an independent technical review of the video surveillance system owned and operated by Melksham Town Council (hereafter referred to as MTC).

The review has been actioned due to concerns over the systems general operation and a recent event whereby footage pertaining to a critical incident was not recoverable due to system failure.

The official Operation Manual and Specification document issued by the system installer states the system purpose as:

The Primary Purpose:
- To assist in the prevention and detection of crime
- To assist in the promotion of community safety and to reduce anti-social behaviour.

The Secondary Purpose:
- To assist in the management of the main park (KGV Playing Field) including safety.
- To assist in the protection of community assets.

Report by:

Richard Waller

Technical Director

Smart Integrated Solutions Limited

Review conducted:

22nd December and 24th December.

System Installed by:

Kan Connections

Installed date:

October 2024

Notes:

The installer is an SSAIB member.

The reviewer is an NSI member.

Initial Meeting

On arrival, I was introduced to David Elms, CCTV Officer for MTC. David is an SIA licenced operative with a valid Public Space Surveillance licence issued by ███████ ███████████████████████████.

David gave a detailed explanation of exactly what was wrong with the system from an Operator perspective and was able to provide logs that he had collated to help identify reoccurring issues, faults and misconfigured elements, that need to be addressed. This information helped to form the foundation of the review and steer the direction of the investigation. **See Annex A for logs.**

A brief analysis of the system identified it was slow to respond, with cameras dropping connection completely or not responding in a timely manner, creating glitchy, blurred, pixelated images. It was confirmed that this has been normal since the installation commenced and was completed in October 2024.

The system is not actively monitored with system operation being limited to a reactive response, rather than actively monitoring public safety and providing real-time support to the authorities.

The Control Room

The control room is small and tight on space, with filing cabinets located close to the seating position limiting the workable space. If it has not yet been conducted, I would recommend the system operator(s) conduct a DSE Assessment to ensure the workspace and the layout is safe and compliant for the individuals use.

The equipment rack has been installed tidily and attention to detail has been observed in the labelling and supporting documentation.

There are multiple Network Video Recorders (hereafter referred to as NVR or NVRs) installed, each being controlled independently at device level via separate human interface devices. This method of operation is disjointed and is not ergonomic for the user to control. It is advisable to install a PC driven video management software solution as a dedicated review terminal for live viewing and playback of video.

The PC in the rack used as a maintenance PC and for deployable camera access, is running Windows 11 Pro version 24H2, this should be updated to the latest release 25H2.

All firmware should be checked and updated where available.

There was no internet access at the time of the assessment.

Cameras

Overview

The system comprises of 77 cameras. 65 cameras by model are documented in the in the manual. We have been able to identify:

- 68 Standard static/turret cameras
- 3 PTZ cameras
- 1 ANPR camera

At the time of the review we found:

70 cameras are manufactured by Hikvision

2 cameras are manufactured by Dallmeier

Models

Hikvision

2x DS-2CD2345FWD-I

> *End of Life product recommended replacement DS-2CD2346G2-I*
>
> Built-in microSD/SDHC/SDXC slot, up to 128 GB

3x DS-2CD2386G2-IU (C)

> *In production*
>
> Built-in micro SD/SDHC/SDXC slot, up to 256 GB

30x DS-2CD2387G2-LU (C)

> *In production*
>
> Built-in microSD/SDHC/SDXC slot, up to 256 GB

13x DS-2CD2387G2H-LISU/SL

> *In production*
>
> Built-in microSD/SDHC/SDXC slot, up to 512 GB

6x DS-2CD2185G0-IMS

> *End of Life product*
>
> Built-in microSD/SDHC/SDXC slot, up to 128 GB

6x DS-2CD2347G2H-LI(U)

> *In production*

> Built-in microSD/SDHC/SDXC slot, up to 512 GB

1x DS-2CD2T66G2-2I

> In Production

> Built-in microSD/SDHC/SDXC slot, up to 512 GB

2x DS-2DE4425IW-DE(T5)

> *End of Life / Possibly updated model*

> Built-in microSD/SDHC/SDXC slot, up to 256 GB

1x iDS-2CD7A26G0/P-IZHS(Y)

> *In production*

> Built-in microSD/SDHC/SDXC slot, up to 1 TB

Dallmeier

2x DDZ4020HD

> *End of Life – Recommend replacement with Hikvision up-to-date equivalent*

> Domera PTZ Dome Camera

Positioning

Camera coverage across the town is deemed adequate for the Council's current requirements. Resolving connectivity issues will provide a better understanding of the visuals and help identify any weakness in areas of interest.

Audio

The audio feature is available on several models and is currently active on many of them. There is no requirement for audio monitoring and recording. There is no public notification that audio is being monitored or recorded. This feature must be disabled as soon as possible.

Wireless Infrastructure

Following the initial meeting with David and having quickly assessed the online status of the cameras, we conducted a visual inspection of the wireless network installation to identify the routes taken to relay the signal back to the Town Hall from the various node points. It quickly became apparent that the Wireless Infrastructure and its configuration is the main cause of the connection and image issues.

Having obtained the credentials for the wireless infrastructure, we were able to connect to Wi-Fi devices, enabling us to identify the configuration and bandwidth availability. There are a couple of devices which do not recognise the issued credentials, obtaining any other known credentials would be beneficial for further investigation and configuration, but are not essential for the purpose of this report.

Product Selection

Design layout and product selection has been considered, with the implementation of known brands and the deployment of specific models to achieve point-to-point and point-to-multi-point connectivity. Ubiquiti and Ligowave 5Ghz products are clearly visible on lighting columns* and buildings**

*Has MTC or the installer sought permission from Atkins for the deployment of cameras and associated Wi-Fi hardware on lighting columns along the public highway?

** There is mention in Operation Manual and Specification document of informal arrangements with St Michael's Church, No16 High Street, No30 & No32 Church Walk, for the installation of Wi-Fi and camera hardware. Has MTC, as documented, setup the necessary direct debits?

Product Alignment and Positioning

Records indicate that there are a total of 21 wireless pairs (42 devices) operating across Melksham for the purpose of video Surveillance.

Positioning of Wi-Fi antennas in the most part is good and in-keeping with expectations, with a couple of notable exceptions where antennas are back-to-back without sufficient separation. Ideally, in locations where multiple 5Ghz antennas are in proximity to one another, there should be at least 500mm between the units, with 1 metre being the preferred. If minimum distances are not possible, isolation shields should be installed on the impacted antennas and, there should be careful consideration and configuration of frequency selection to avoid overlapping.

The 5Ghz Frequency Range

Manged by OFCOM, the 5Ghz frequency range is available to all for use with certain stipulations imposed. Heavily adopted in home and business Wi-Fi, its primary purpose in the UK is weather radar which has priority over the entire spectrum. When a weather

radar pulse is detected by a 5Ghz device operating in the DFS (Dynamic Frequency Selection) frequency range, it must shut down for 30 minutes or move to another frequency. The issue comes in congested areas with multiple overlaying 5Ghz devices all trying to move frequency and having to wait for the scan to complete (typically 15 minutes), during which time there is no transmission. If after the checking period, the frequency is still in use, the scan starts again, further delaying reestablishing a connection.

The 5Ghz frequency range is split into Bands:

Band	Low	High	Indoor/Outdoor	Max Power Level	Licence Requirements
A	5150MHz	5350MHz	Indoor	200mW	Licence Free
B	5470MHz	5725MHz	Indoor/Outdoor	1000mW (1W)	Licence Free
C	5725MHz	5850MHz	Outdoor (FWA)	4000mW (4W)	Licensed

For an external Video Surveillance System, the permittable range is **Band B 5470Mhz – 5725Mhz and Band C 5725Mhz-5850Mhz with a license**.

Many of the antenna pairs checked during the review were found to be configured to operate within **Band A** and **Band C**. Full confirmation is required from MTC, but it is believed at this stage, MTC has not obtained the necessary licence to operate in the **Band C** frequency range and has not notified OFCOM of the locations where the antennas are installed. This is a legal requirement.

More information can be found on this subject at:

https://licensing.ofcom.org.uk/binaries/spectrum/low-short-devices/apply-for-a-licence/5.8_app_form.pdf

Adjusting Frequencies

During the review, we attempted to move some of the mismanaged frequencies from **Band A** into **Band B.** Doing so, brought camera 48,55,56,57,59 & 60, which had been offline for some time, back online. However, it did not improve the performance of devices further down the line where interference and alignment are negatively impacting on performance.

The 60Ghz Frequency Range

Many installations are now moving away from 5Ghz infrastructure and opting for 60Ghz, as this provides up to a Gigabit bandwidth connection with minimal interference, allowing for smooth uninterrupted transmission, with (depending on model) a 5Ghz fall-back, if needed.

Upgrading to 60Ghz

Given the number of 5Ghz nodes running back-to-back and, the available frequency range, it is our recommendation, that the 5Ghz antennas acting as the "Spine" from the Town Hall up to Sainsbury's Roundabout are replaced with 60Ghz links. This would require a more detailed assessment of the current physical setup at each location.

Licensing 60Ghz

The licensing for 60Ghz Wi-Fi devices in the UK involves the Spectrum Access: EHF licence, which is required for outdoor point-to-point solutions that use this frequency. The licence fee is £75, renewable every five years, and it covers unlimited installations within the selected frequency range. Devices with an output power (EIRP) between 40dBm and 55dBm, or with antennas with a 27dBm maximum transmit output, must have this licence to operate. Typically, the antennas Smart Integrated Solutions specify fall below the licensing requirement, but we maintain records and have a license should there be any feedback from OFCOM.

Edge Recording & Automatic Network Replenishment

When deploying cameras across a wireless infrastructure, it is recommended to install and activate *edge recording* in the head of cameras to ensure camera recording continues if primary transmission to the NVR fails. This ensures, for the period permitted on the installed media, the camera will continue to record (providing there is not a power issue at the camera location). If the offline period does not exceed the capacity of the installed media and start to overwrite data (First in First Out), upon reestablishing connection, the data missing from the NVR is uploaded from the affected camera(s) using a process called Automatic Network Replenishment (hereafter referred to as ANR) allowing a continuous timeline to be reviewed, where necessary. It is worth noting, the

ANR transfer process relies on the presence of a steady connection with sufficient bandwidth available to allow transmission of live video whilst uploading the data to the NVR in the background.

The cameras connected to this system do not have edge recording enabled, and the NVR is not configured for ANR. It is strongly advised that this be remedied immediately. It would be advisable to conduct this work as part of the physical camera service Smart Integrated Solutions Limited are due to undertake.

Automatic Network Replenishment
The bandwidth will vary, depending on IP camera, NVR and network's performance. The maximum bandwidth is 10 Mb/s for each channel. Single NVR allows up to 2 channels in replenishment process simultaneously.

Next Steps

It is advised that MTC request quotes:

1. for SD cards to fitted to cameras and action this ASAP.
2. for upgrading the 60Ghz antennas from the Town Hall to Sainsbury Roundabout and action this ASAP.

Smart Integrated Solutions to continue with proposed service to review the physical installation of antennas and identify the exact requirements for upgrading the Wi-Fi to resolve connection issues.

Annex A
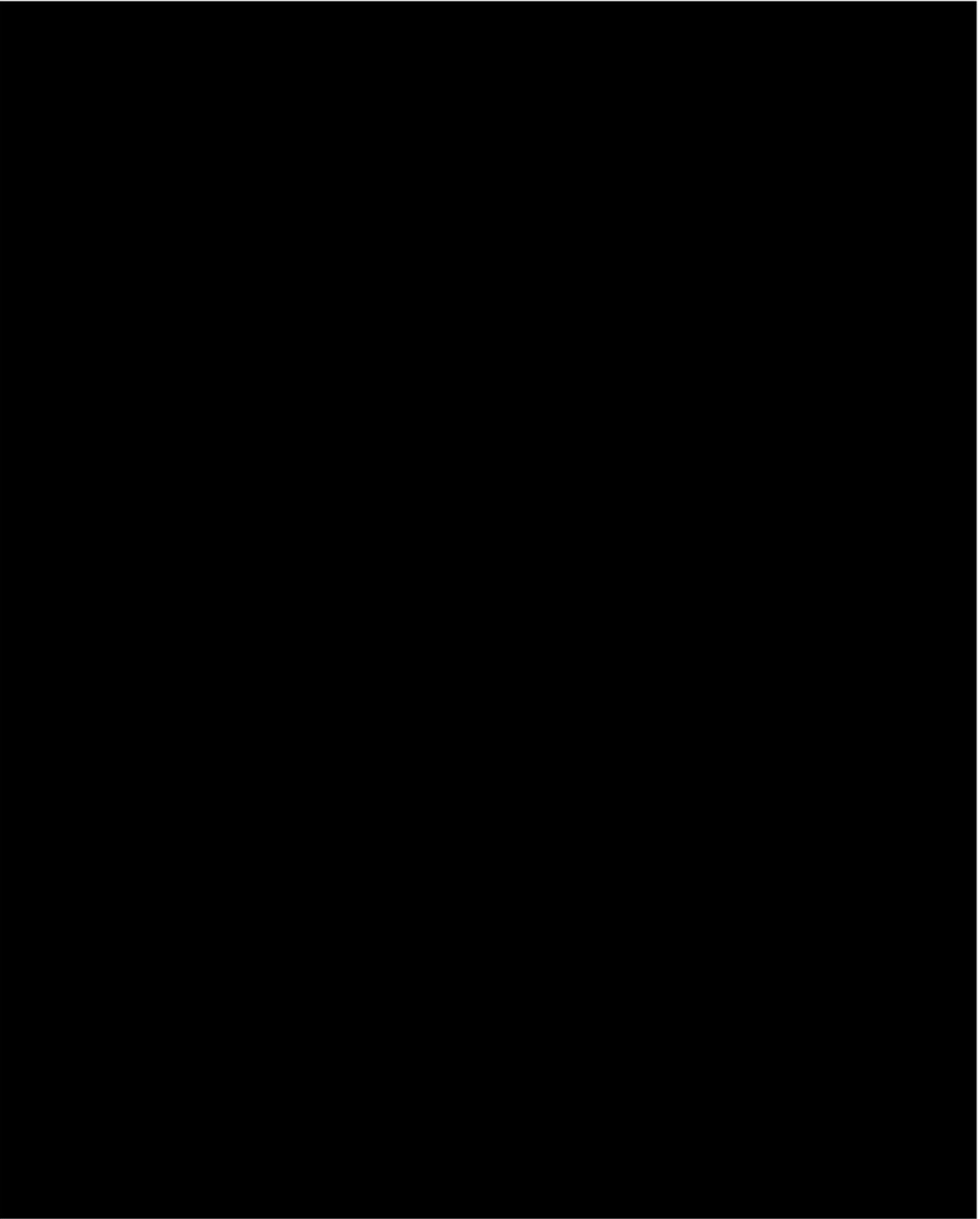
Melksham Town Council
CCTV Room Daily Camera Check Sheet

Date: 22.12.25

Time: 08:47

Operator Name: Dave

Camera Status Overview - Please "X" the appropriate box for each camera.

Camera ID/Location	OK	DOWN	ISSUE	Notes
Camera 1	X			
Camera 2	X			
Camera 3	X			
Camera 4	X			
Camera 5	X			
Camera 6	X			
Camera 7	X			
Camera 8	X			
Camera 9	X			
Camera 10	X			
Camera 11	X			
Camera 12	X			
Camera 13	X			
Camera 14	X			
Camera 15	X			
Camera 16		X		NETWORK UNREACHABLE
Camera 17		X		NETWORK UNREACHABLE

Camera 18		X		NETWORK UNREACHABLE
Camera 19	X			
Camera 20	X			
Camera 21	X			
Camera 22	X			
Camera 23	X			
Camera 24	X			
Camera 25	X			
Camera 26	X			
Camera 27	X			
Camera 28	X			
Camera 29	X			
Camera 30	X			
Camera 32	X			
Camera 33	X			
Camera 34	X			
Camera 35	X			
Camera 36	X			
Camera 37	X			
Camera 38	X			
Camera 39	X			
Camera 41	X			
Camera 42	X			
Camera 43	X			
Camera 44	X			
Camera 45	X			

Camera 46	X			
Camera 47	X			
Camera 48	X			
Camera 49	X			
Camera 50	X			
Camera 51	X			
Camera 52	X			
Camera 53	X			
Camera 54		X		NETWORK UNREACHABLE
Camera 55		X		NETWORK UNREACHABLE
Camera 56		X		NETWORK UNREACHABLE
Camera 57		X		NETWORK UNREACHABLE
Camera 58		X		NETWORK UNREACHABLE
Camera 59		X		NETWORK UNREACHABLE
Camera 60		X		NETWORK UNREACHABLE
Camera 61	X			
Camera 62	X			
Camera 63	X			
Camera 64	X			
Camera 66	X			
Camera 67	X			
Camera 68	X			
Camera 69	X			

Camera 70	X			
Camera 71		X		NETWORK UNREACHABLE
Camera 72		X		NETWORK UNREACHABLE
Camera 73	X			
Camera 74	X			
Camera 75		X		BLACK SCREEN
Camera 76		X		BLACK SCREEN
Camera 78	X			
Camera 79	X			
Camera 80	X			
Camera 81	X			
Camera 82	X			
Camera 83	X			
Camera 84	X			
Camera 85	X			
Camera 86	X			
Camera 87	X			
Camera 88	X			

System Health Checks

- Recording System Functioning: Yes

- Storage Space Normal: Yes

- Motion Detection Enabled (if applicable): Yes

- Monitors Functioning: Yes

- Any Alerts or Errors Displayed: Yes

Notes:

Operator Signature: D.ELMS