

Melksham Town Council
Minutes of the Full Council Extraordinary Meeting
on Monday 2nd February 2026

PRESENT: Councillor S Rabey Town Mayor
 Councillor P Alford
 Councillor P Aves
 Councillor E Calland
 Councillor R Cleary
 Councillor G Elson
 Councillor A Griffin
 Councillor J Oatley
 Councillor C Stokes

IN ATTENDANCE

OFFICERS Hayley Bell CEO/Town Clerk
 Dave Elms Amenities Manager
 Andrew Meacham Committee Clerk

PUBLIC three members of the public and one member of the press were present and three members of the public were present virtually.

A representative of Smart Integrated Solutions was present

197/25 Apologies

Apologies were received from the Deputy Town Mayor Councillor J Westbrook, Councillor Crossley, Councillor Drewett, Councillor Price and Councillor Whitlock.

The Deputy Town Mayor Councillor J Westbrook joined the meeting via Teams as an observer only.

198/25 Declaration of Interest

There were no declarations of interest.

Although not a pecuniary interest, Councillor A Westbrook wanted it made clear that she has a business relationship with a contractor who may be mentioned during discussions and she would leave the room if this was the case.

199/25 Minutes

The minutes of 12th January 2026, having been previously circulated, were approved as a correct record and signed by the Town Mayor and Chair Councillor Rabey.

200/25 Public Participation

2026/27 budget includes an amount for Capital Investment of £90842. Presume this is ongoing cost of taking on the Blue Pool from Wiltshire Council. This works out at around £15 on annual council tax bill. Are residents going to have to pay this amount every year until the Blue Pool project is started? When is the project likely to start?

The CEO advised that there are currently no long-term plans for the site. In the short-term We are looking at moving the Amenities Team from Bowerhill into the Blue Pool, thus saving the costs of the Bowerhill depot. A plan is being finalised and it is hoped to be in place by the end of March. The CEO would check with the RFO on the finances and come back to the resident.

The Chair asked if there was any other public participation, noting an interest from a resident watching via Teams. There was no further public participation.

201/25 31 Market Place Roof

The CEO gave a verbal update.

202/25 CCTV

Councillor A Westbrook asked the following:-

With reference to the Full Council meeting held on Monday 18th March 2024. (Minute 732/23) it is evident that the resolution did not comply with financial regulations.

How can financial regulations be strengthened to ensure that major infrastructure projects cannot proceed without formal sign-off from the Clerk/CEO or the Responsible Financial Officer (RFO)? At the time this project was proposed and seconded, neither of these posts was filled, and no financial advice or guidance could be sought by either the proposer or the seconder.

In light of this, how will the CEO ensure that any future projects which alter or impact the town's infrastructure cannot go ahead without appropriate financial oversight and approval from either the CEO or the RFO

Councillor Alford echoed and supported Councillor Westbrook's concerns.

The CEO advised that the new RFO going on Procurement and Tender training course. Financial Regulations were under review and the CEO would come back to councillors.

The CEO read out questions from Councillor J Westbrook:-

Q. Have we received written authorisation for cameras placed on lighting columns, churches and private buildings properly?

A. Trying to figure out what has happened. Email sent to Atkins but no reply as yet. Telephone chase up but relevant officer was not in office. Will call again tomorrow.

Q. Are all informal agreements (as referenced in the review) documented, signed and stored in council records?

A. This is under review. Will bring back Council when known.

Q. Has a full Data Protection Impact Assessment (DPIA) been completed for the CCTV system?

A. Again, trying to clarify. If not completed, will be done.

Q. Have any data breaches occurred due to missing footage, audio recording without notice or unlicensed frequency use, been formally reported and resolved?

A. Reported ourselves to OFCOM.

Q. Who will be accountable for ensuring future CCTV/security projects are compliant, technically sound and independently verified before approval?

A. This is ultimately a decision for Council. Do we work with a third party to support a designated MTC officer.

Q. How will the Council ensure that all major infrastructure projects – regardless of cost – receive rigorous oversight, professional scrutiny and a proper sign-off process before implementation?

A. Links into Councillor A Westbrook's comments on procurement. Need to listen to and take the advise of external experts.

The CEO read out questions from the family of Cheryl Decarteret:-

Q. Will the Council guarantee that details of all remedial work, once a company is appointed, will be made public?

A. Absolutely. Action will be reported back to the correct council meeting.

How will the Council ensure residents can verify that every recommendation in the report has been completed?

A. Updates will be reported to council meetings.

Q. Will there be a public progress update or audit trail residents can track?

A. Information that is public will be published.

Q. How will the Council ensure tendered contracts are fully checked, line by line, so we know exactly what we're paying for?

A. Through Tenders and Procurement rules and through Council meetings (unless delegated to Clerk).

Q. What safeguards will be put in place to prevent the Council from again purchasing a system that does not match what was specified?

A. Using expert advice and on-going review.

Q. Will independent technical verification be required both before and after installation?

A. Following procurement rules will ensure information publicly available. Any work will be signed off and made public.

Councillor Stokes spoke to the report and the discussions of the CCTV Working Group.

Councillor Cleary spoke to the report and re-iterated that the system delivered was as specified. Design and equipment used was appropriate at the time of installation.

Standing Orders were suspended to allow the representative of Smart Integrated Services to speak and to allow questions from the press.

It was confirmed that steps were taken immediately on discovery that there was audio recording and it had been turned off.

Councillors asked questions and there was discussion on next steps, maintenance of the system, training and points raised in the report.

It was confirmed that, to the best of officer's knowledge, remote access had now been disabled. It was noted that, going forward, some remote access would probably be required for maintenance.

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

UNANIMOUSLY RESOLVED to approve the recommendations of the CCTV Working Group and the report of Smart Integrated Solutions.

Meeting closed at: 19:50

Signed Dated