



2026

MELKSHAM TOWN COUNCIL



Full Council Agenda

Monday 16th February 2026



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

01225 704187
towncouncil@melksham-tc.gov.uk

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

Tuesday 10th February 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 a meeting of the Full Council of Melksham Town Council for the transaction of the business shown on the agenda below.

Monday 16th 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/48nkf2w6> . 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.
To receive apologies for absences

(Local Government Act, 1972 s.85) | 19.00– 19.01 |
| 2. Declaration of Interests.
To declare an interest relating to the business of the meeting.

(Melksham Town Council Code of Conduct) | 19.01 – 19.02 |
| 3. Minutes
To approve the minutes of the previous meeting, Monday 2 nd February 2026

(Local Government Act 1972, s. 12) | 19.02 – 19.05 |
| 4. Public participation
To allow public participation, 3 minutes per person, 20 minutes allocation.

(Local Government Act 1972, s. 12) | 19.05 – 19.25 |
| 5. Questions from Councillors
(Melksham Town Council Policy and Local Government Act 1972) | 19.25 – 19.35 |
| 6. Town Mayor’s Announcements | 19.35 – 19.45 |
| 7. Reports from Unitary Councillors

Unitary Councillors to report on any matters affecting Melksham which have been discussed at Wiltshire Council meetings. | 19.45 – 20.05 |

Councillor Alford
Councillor Griffin
Councillor Hubbard
Councillor Stokes
Councillor J Westbrook



8. East Melksham Community Centre **20.05 – 20.10**

9. Policies **20.10 – 20.25**

9.1 Volunteering Policy

For approval

9.2 Freedom of Information Policy

For approval

9.3 Financial Regulations

For decision.

Recommendation. That section **5.9** of the procurement guidance be amended to remove the requirement that “*where the value is between £100 and £4,999, officers shall try to obtain three estimates.*”

The revised threshold should state that the requirement to obtain **three estimates applies only to purchases of £5,000 and above.**

Rationale

- The current £100–£4,999 range is disproportionately low for requiring three estimates and creates unnecessary administrative burden.
- Raising the threshold to **£5,000** aligns the process with typical local-government procurement practice and allows officers to act more efficiently for low-value purchases.
- The change maintains appropriate financial control while improving operational flexibility.

10. Motions from Councillors **20.25 – 20.40**

10.1 Motion on Melksham Town Council Play Areas

For decision



11. Calendar of meetings 2026-27

20.40 – 21.00

Council is asked to confirm that, in accordance with the Local Government Act 1972, Full Council has the authority to determine and amend its committee structure, including changing committee names. Approval is therefore sought for the proposed updates to committee titles, with any agreed changes taking effect from the new calendar of meetings and being reflected in the council's governance documents and standing orders.

Council is also asked to approved the proposed calendar for 2026/27.

12. CIL

21.00 – 21.10

The CEO and the Finance Manager met with Denise Evans, Section 106 and CIL Officer at Wiltshire Council, to discuss matters relating to Melksham Town Council's funding. Work on this is now progressing jointly, and the Finance Manager will also be meeting with the Clerk of Melksham Without Parish Council as part of the ongoing coordination.

13. CCTV Update

21.10 – 21.20

The CEO has spoken with Wiltshire Council's design engineer, Paul Metcalf, regarding the proposed CCTV location. Paul has confirmed that he holds all necessary details for the assessment and will ensure that the Town Council receives a full copy of the information as part of the permissions process.

14. Cemeteries Tasks and Finish Group

21.20 – 21.30

Melksham Without Parish Council agreed its position at the meeting on 8 December, and this forms the basis of the update to councillors.

Melksham Without resolved to write to Wiltshire Council requesting that it reverses its decision not to provide a cemetery extension. Councillors agreed that Wiltshire Council should meet its responsibility to ensure sufficient burial capacity and deliver an extension that provides at least three years of additional space.



The parish council also agreed that, if Wiltshire Council does not reinstate and deliver the extension, it would support using the joint Community Infrastructure Levy (CIL) fund held between Melksham Without Parish Council and Melksham Town Council—to fund an extension to the existing cemetery.

For decision. Melksham Town Council to consider whether to take a parallel step by writing to Wiltshire Council to request that the decision is reversed and that the cemetery remains open to new burials.

15. Items to Note

21.30 – 21.45

15.1 Resolutions

All council resolutions are now stored on SharePoint, providing a more streamlined and up-to-date way for councillors to view progress and access information as it develops. Links to the relevant folders will be circulated to all councillors. If you need any support accessing the system, please speak to an officer who will be happy to assist.

15.2 Sir David Attenborough

To note.

Melksham Town Council, in partnership with Melksham in Bloom, was delighted to extend an invitation to Sir David Attenborough to visit the town in celebration of his 100th birthday. This invitation was in recognition of the special tributes within the town, including the planting of flowers, dedication of windows, and other acts of commemoration honoring his lifetime of contribution to environmental awareness. The Council is pleased to note receipt of a gracious response from Sir David, acknowledging the invitation.



15.3 Town Hall Maintenance

Melksham Town Hall has not undergone significant maintenance for some time, and certain areas are in a poor state of repair. Additionally, the heating system is not currently functioning adequately. To address these issues, a two-week maintenance programme is scheduled to commence 2nd March 2026. The works are budgeted within the Council's planned expenditure and will ensure the building can be fully hired out following completion. During this period, Melksham Town Council will continue to deliver its core services as normal, with operations temporarily relocated to the Assembly Hall. Council meetings will continue in the Council Chamber, with access via the rear entrance of the Town Hall. This programme will address the urgent repairs, improve facilities, and enable wider community use of the building.

15.4 Area Board Review

See Agenda Pack

15.5 Melksham Health & Wellbeing Meeting Notes

See Agenda Pack

15.6 Age UK Report

See Agenda Pack

15.7 Shurnhold Fields

See agendas Pack

16. Committee Minutes

21.45 – 21.50

16.1 Economic Development and Planning

To receive the minutes of the Economic Development and Planning Committee meetings held on 16th December 2025 and 13th January 2026

[Link to 16th December 2025](#)

[Link to 13th January 2026](#)



16.2 Finance, Governance and Performance

To receive the minutes of the Finance Administration and Performance Committee meeting held on 3rd November 2025

[Link](#)

16.3 Personnel

To receive the minutes of the Personnel Committee meetings held on 6th October 2025, 24th November 2025 and 1st December 2025

[Link to 6th October 2025](#)

[Link to 24th November 2025](#)

[Link to 1st December 2025](#)

16.4 Working Groups and Task & Finish Groups

To receive the minutes of the CCTV & Community Safety Working Group meetings held on 12th January 2026.

[Link](#)

To receive the minutes of Cemeteries Task & Finish Group meeting held on 23rd September 2025.

[Link](#)

