



2026

MELKSHAM TOWN COUNCIL



Community Development Agenda

Monday 23 March 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 17 March 2026

Dear Councillors J Westbrook, R Cleary, P Aves, E Calland, G Elson, M Drewett and S Rabey

You are summoned in accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) to a meeting of Community Development Committee of Melksham Town Council for the transaction of the business shown on the agenda below.

Monday 23 March **2026**, to be held at 19.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 7ES.

The quorum for Community Development is 4.

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/ynwxeeeky> . 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

Community Development Committee Terms of Reference

The Community Development Committee will be responsible for matters relating to all events staged, managed or involved with in relation to the Town. This will involve the preparation and management of event planning and gaining relevant permissions required.

1. Membership: Seven elected Members.

- 1.1 Invited officers and volunteers to enable events to be run, who have will have no voting rights.
- 1.2 No business may be transacted at a meeting unless at least 50% of the whole number of members of the committee, rounded up, are present.
- 1.3 Substitution of Members - Substitutes should be nominated by the Member of the Committee planning to be absent and notified to the Proper Officer in writing by 3pm on the day of the meeting.

2. Delegated Business: The Committee has been delegated to deal with the following matters on an ongoing basis or to conclusion:

- 2.1 All community events;
- 2.2 Community activities and engagement including the development of a community group network;
- 2.3 Community Hub – virtual or physical;
- 2.4 Public Arts Projects;
- 2.5 South-West in Bloom and Melksham Gardening Competition;
- 2.6 Marketing and Promotion;
- 2.7 Civic Awards;
- 2.8 Review all budget lines and monthly accounts for all events;
- 2.9 To work with and support existing and new community groups, clubs, and centres.
- 2.10 Allocation of grants within the agreed criteria and budget of the Town Council

3. Referred Business: To consider and make recommendations to the Town Council on the following matters:

- 3.1 Budget estimates, to be prepared no later than September each year and submitted to the RFO;
- 3.2 To approve expenditure within budget and to refer any requests for expenditure over budget to Full Council;
- 3.3 To approve expenditure for projects allocated within Ear Marked Reserves.



AGENDA

Community Development

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|--|----------------------|
| 1. Apologies. | 19.00 – 19.01 |
| To receive and consider acceptance for apologies and 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 8 th December 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. Melksham Friday Evening Marketplace Community Entertainment Initiative | |
| For decision on trial of a community Friday evening entertainment event – with an initial plan to be weekly during the summer but with continuous review.

Report and appendix 1 | |
| 6. Meet Melksham | |
| For decision on holding a Meet Melksham event.

Report and appendix 2 | |
| 7. Melksham Community Support | |
| To note the report | |
| 8. Portable Sound System | |
| For decision on purchase of a PA system for future events | |



9. Christmas Light Switch-On 2025

To note the report

10. Grants

To note the report on December 2025 grants and changes to the application process

11. Carols by the Tree

To note the report

12. ATB Skate Event

To note the report

13. Makers Market January 2026

To note the report

14. Pancake Race 2026

To note the report

15. Flag/Bunting Workshops

To note the report

16. Half-Term Film Screening

To note the report

17. Letters to Heaven

To note the report

18. Banner Making Workshop

To note the report

19. Free the Night

To note the report

20. Great British Spring Clean

To note the report



21. Melksham Vegan Market

To note the report

22. Holiday Activities

22.1 Free Films

To note the report

22.2 Melksham Mascot Competition

For decision on a a short, low-cost Melksham Mascot Design Competition for the Easter Holidays

22.3 Park Yoga

For decision on supporting Park Yoga Event for 2026

22.4 World Friendship Day

To note the report

23. Park Play

To note the report

24. Bands by the Bridge

To note the report

25. Adventure Centre Safety Event

To note the report

26. Armed forces Day Picnic

To note the report

27. Melksham Festival/Melksham Fringe Festival

To note the report

28. Remembrance Parade 2026

To note the report



29. Christmas Light Switch-On 2026

For decision on road closure and event start time and

To note the report

30. Carols Round the Tree

To note the report

31. Bra Bank

To note the report

32. Candle Collection

To note the report

33. Wiltshire Digital Drive

To note the report

34. Lighting up the Town Hall

To note the report

35. Mayoral Updates

To note the report

36. Armed Forces Covenant

For decision on adopting the Covenant

Report and Appendix 4

37. Partnership Officer Report

To note the report

