



2026

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MELKSHAM TOWN COUNCIL



Full Council Agenda

Monday 30th March 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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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

Wednesday 25 March 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 30th March 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/d6733xa8> . 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

- | | |
|---|-----------------------------|
| <p>1. Apologies.
To receive apologies for absences

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

(Melksham Town Council Code of Conduct)</p> | <p>19.01 – 19.02</p> |
| <p>3. Minutes
To approve the minutes of the previous meeting 16 February 2026.

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

(Local Government Act 1972, s. 12)</p> | <p>19.05 – 19.25</p> |
| <p>5. Questions from Councillors
(Melksham Town Council Policy and Local Government Act 1972)</p> | <p>19.25 – 19.30</p> |
| <p>6. Town Mayor’s Announcements</p> | <p>19.30 – 19.35</p> |
| <p>7. Police Report

To receive a verbal report from Sgt Chilton.</p> | <p>19:35 – 19:40</p> |
| <p>8. Reports from Unitary Councillors

Unitary Councillors to report on any matters affecting Melksham which have been discussed at Wiltshire Council meetings.</p> | <p>19.40 - 19.55</p> |

Councillor Alford
Councillor Griffin
Councillor Hubbard
Councillor Stokes
Councillor J Westbrook



9. East Melksham Community Centre**19.55 – 20.00**

To receive any update.

10. Invitation to Enter into a Memoranda of Understanding with Wilts and Berks Canal Trust**20.00 – 20.05**

For decision.

11. Youth Projects**20.05 - 20.10**

To appoint Councillors to take forward Youth Council and other youth related projects.

12. Corporate Plan**20.10 – 20.30**

For decision to adopt the Town Plan for 2026–2029 as our guiding strategic document. This plan will shape our direction over the coming years, underpinning all committee activities and reports.

- To facilitate effective delivery, we will be developing detailed action plans for each service area.
- Review the Town Plan annually as part of our budget process, ensuring we remain flexible and responsive to evolving community needs.
- The plan will be published on our website, and we will keep residents informed through regular updates in the Melksham News and across social media.

13. Proposed Work on Town Hall Heating System.**20.30 – 20.40**

For decision on repairs to Town Hall heating system.

We are currently gathering additional quotes to secure the best value for the Council.

Proposal: To formally acknowledge this situation and approve officers to proceed with essential repairs



14. CCTV**20-40 – 20.45**

To note.

Officers recently met with Smart Integrated Services, and installation work is scheduled to commence on 20th April. Completion is anticipated within three weeks, in line with previous Council resolutions. Additionally, two officers are booked for CCTV training in May, which will enhance our operational capabilities. We are also awaiting electrical test certificates from Kan Connections to confirm that all installations meet our safety standards.

15. Bleed Kits**20.45 - 20.55**

For decision and for information.

Recently purchased Bleed Kits are intended as a supplement to existing Town Hall, Assembly and Amenities vehicle first aid kits.

Proposal: Council consider purchasing additional kits in partnership with Owen World, a Swindon-based charity. These kits will be attached to our existing defibrillators and registered with the Ambulance Service, ensuring round-the-clock accessibility. For your reference, Melksham Town Council currently has 8 defibrillators in place. Funding for this initiative will be provided by sponsorship from Gompels.

16. Community Parking Scheme**20.55 - 21.05**

For decision.

Proposal: Council to consider how many partners we wish to involve in providing the service and how we would prefer to review the evidence of parking usage. The budget for 2026–2027 is £1800.



17. Pension Contributions**21.05 – 21.10**

To Note.

Wiltshire Council's reduction in pension contributions from 19.7% to 17.7% will result in a saving of £14,106 based on our current staff budgets. This will significantly benefit our financial planning.

18. Park Hire Terms**21.10 – 21.20**

For decision on approving amendment to the terms.

19. Motion on Facebook Streaming**21.20 – 21.40**

For decision.

20. Committee Minutes**21.40 – 21.50****20.1 Economic Development and Planning**

To receive the minutes of the Economic Development and Planning Committee meetings held on 3 February 2026 and 24 February 2026

[Link to 3 February 2026](#)

[Link to 24 February 2026](#)

20.2 Finance, Governance and Performance

To receive the minutes of the Finance Administration and Performance Committee meeting held on 26 January 2026

[Link](#)



20.3 Community Development

To receive the minutes of the Community Development Committee meeting held on 8 December 2025

[Link](#)

20.4 Amenities & Facilities

To receive the minutes of the Amenities & Facilities Committee meeting held on 17 November 2025.

[Link](#)

20.5 Personnel

To receive the minutes of the Personnel Committee meeting held on 13th January 2026.

[Link](#)



Melksham Town Council
Minutes of the Full Council
on Monday 16th February 2026

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

IN ATTENDANCE

OFFICERS Hayley Bell CEO
 Andrew Meacham Committee Clerk

PUBLIC One member of the press was present and five members of the public were present virtually

203/25 Apologies

Apologies were received from Councillor Cleary and Councillor Whitlock.

204/25 Declaration of Interest

There were no declarations of interest.

205/25 Minutes

The Deputy Town Mayor Councillor J Westbrook asked for it to be clarified that questions recorded as being directly from the Decartaret family were in fact collated by her from various conversations with the family.

The minutes of Monday 2nd February 2026, having been previously circulated, were approved as a correct record and signed by the Chair and Town Mayor Councillor Rabey.

206/25 Public Participation

PP 1 – Does the Civility and Respect Pledge cover members of the public and press? CEO confirmed it does.

Recently become aware of punchbag in council building with his face on it. Photograph was shown.

Officer apologised for a bad joke. Matter will be investigated.

PP2 – There were two items on the CCTV report for action. One is being actioned. What was happening about the upgrade to the wireless network?

A. Conversations being had with Smart Integrated Services. Council is looking at the overall whole picture of the CCTV to ensure it is right. Currently looking at procurement of cards. Wifi will be looked at next.

207/25 Questions from Councillors

There were no questions.

208/25 Town Mayor's Announcements

Mayor and Councillor Griffin were at the first Meet Your Councillors event at the Assembly Hall on Saturday. Event went well. 7 residents with a variety of Town Council and Wiltshire Council issues which the Mayor, Councillor Griffin and relevant ward councillors will take action on. A very positive event.

It was confirmed by officers that a further event would be arranged.

209/25 Reports from Unitary Councillors

Councillor J Westbrook.

Budget meetings next week. Two days set aside. Quarter 3 deficit of 6.9 million has been closed, with a surplus of around £200k. Significant work done to stabilise finances. Majority of Wiltshire Council budgets are statutory. Need to ensure core responsibility and needs of residents.

Area Board Review. Attended meeting where changes to Area Board discussed. No proposal at this time to change funding, just how it is funded. Review mainly around structure, delivery and potential alternative funding routes not the amount of funding. Consultation shows people like the local element and see it as a valued forum. Meetings too long and formal with limited community participation.

Councillor Stokes

Recent Government announcement on SEND Funding for local authorities. Will fund approximately 90% of SEND budget deficits. Wiltshire Council were looking at £106 million deficit. Wiltshire Council are 20th lowest funded council in the country.

Councillor Griffin.

LHFIG. Union Street consultation on traffic management and parking going out in the next few weeks. Yellow lines and other parking controls going into place on Skylark once the weather improves.

Recycling Centres. Bowerhill Recycling Centre operated by FCC Environment and there are no plans to change the arrangements. Proposal for pre-booking visits to Household Recycling Sites, which be going to consultation. Residents have expressed their concerns. Councillor Griffin does not believe there is a problem with queuing at the Bowerhill site.

Parish Stewards. Proposal to realign the responsibilities of Parish Stewards. Cannot see the benefits.

Councillor Alford.

Parish Steward. Budget proposes removal of £800000 funding. Councillor J Westbrook stated that the method of funding has changed rather than the budget being cut.

Emergency Grant (for things such as gel sacs, salt, emergency flooding signs). Being withdrawn in proposed budget.

Planned withdrawal of community funding for Link will not be going forward.

Transport funding for 16-18 year olds with Education, Health and Care Plans being consulted on with a view to remove. Councillor Stokes commented that this would be on a case by case basis.

Quarter 3 report. Significant overspend in departments that has been covered by taking over £4million out of reserves and using a one off VAT refund. Expected £16 million demand next year unmet in budgets.

210/25 East Melksham Community Centre

The CEO gave a verbal update.

211/25 Volunteering Policy

Concerns were raised about what is and is not covered in the policy

- Scope of policy. For volunteers across all departments? Seasonal volunteers?
- Do we pay expenses or not. Should be stated.
- Volunteer agreement.
- Commitment on time.
- What happens if a volunteer becomes inactive
- Lone working and out-of-hours working
- Protocol for volunteers put in contentious situations
- Conduct on social media and access to social media and web site
- Safeguarding – training, DBS checks, harassment, young volunteers, dignity at work

- Volunteers under 18. Are they allowed? If so, what do we expect re parental consent

212/25 Freedom of Information Policy

Concerns were raised about what was not covered in the Policy

- Charging over 14 hours. Should be over 18 hours.
- No reference to vexatious, repeated and unreasonable requests
- Duty to assist and to clarify requests
- Subject access request – refer to there being a separate policy
- Says how we would like FOI's submitted. Should specifically state that we will **only** accept requests in those ways.
- FOI requests, when do we log them and which committee do they report to.
- Retention Policy – link in the FOI Policy
- Retention Policy fully review the document and retention dates in line with documents being kept.
- Who signs off complex refusals.

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

UNANIMOUSLY RESOLVED to adopt the Volunteering Policy and Freedom of Information Policy as is, with the amended policies to come back to council.

213/25 Financial Regulations

Amendments were suggested

- Best Value – Where to seek a one local Melksham Supplier.
- Make the £4,999 all figures excluding vat
- Major infrastructure to always have three quotes to come back to the full council.
- Contracts and services to be included

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

UNANIMOUSLY RESOLVED to approve the suggested amendment, subject to the points above being incorporated.

214/25 Motion on Melksham Town Council Play Areas.

Councillor Alford spoke to the motion and it was debated.

Councillor Griffin put forward a friendly amendment that the unspent funding from 2025/26 be placed in an earmarked reserve for play areas. Councillor Alford felt unable to accept this

friendly amendment as the earmarked reserve would not be specified as being for the play areas in the motion.

There was discussion on the consultation process.

The motion was put to a vote and was defeated with abstentions.

215/25 Calendar of Meetings 2026/27

Concerns were raised.

- Has there been liaison with Melksham Without Parish Council – CEO advised there had not.
- Grant meetings are not mentioned
- Full Council on 26th October. This is half-term. Several councillors work in schools and need to sync holidays with school holidays
- Community Development 21st December. If there is a grants meeting on the same day, this will be too close to Christmas
- Full Council 27th July which is Summer Holidays, but this could not be avoided

It was proposed by Councillor J Westbrook, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to approve the calendar with the amendments for grants and December meeting.

Councillor Price left the meeting, having apologised to the Chair.

216/25 CIL

The CEO gave a verbal update.

The item was noted.

217/25 CCTV Update

The CEO gave a verbal update.

The item was noted.

218/25 Cemeteries Task & Finish Group

Councillor Alford spoke to the item.

Councillor A Westbrook asked whether information from a visit to Semington Crematorium had been shared? The CEO said she would chase.

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

RESOLVED to write to Wiltshire Council requesting that the decision not to provide a cemetery extension be reversed and that the cemetery remain open to new burials.

219/25 Resolutions

The item was noted. Councillors without access to Sharepoint were asked to speak to officers.

220/25 Sir David Attenborough

The letter was noted.

221/25 Town Hall Maintenance

The item was noted. Councillor Oatley asked if the chamber curtains could be replaced as part of the maintenance programme.

222/25 Area Board Review

The item was noted.

223/25 Melksham Health & Wellbeing Meeting Notes

The item was noted.

Councillors asked if appointing a rep to the group could be added to the list of Outside Bodies for the Annual Meeting.

224/25 Age UK Report

The item was noted.

226/25 Shurnhold Fields

The item was noted.

Councillors asked that signs be put up to indicate progress.

227/25 Economic Development & Planning

The minutes were received.

228/25 Finance, Governance & Performance

The minutes were received.

229/25 Personnel

The minute were received.

230/25 Working Groups and Task & Finish Groups

The minutes were received.

Meeting closed at: 21:05

Signed Dated

DRAFT



To Hayley Bell CEO / Town Clerk Melksham Town Council

For the attention of the Mayor of Melksham Town Council

sent by email: ceo@melksham-tc.gov.uk

24th February 2026

Wilts & Berks Canal Trust

Dauntsey Lock Canal Centre
Chippenham, SN14 4HD

Office: 0845 625 1977

info@wbct.org.uk

www.wbct.org.uk

Dear Cllr Rabey

Melksham Link Project

As you may be aware the Wilts and Berks Canal Trust has a very ambitious programme of restoration work.

The Melksham Link project is one of four flagship restoration programmes along the length of the canal.

The project aims to construct a new canal from Semington on the Kennet and Avon Canal, to a point north of Melksham. From this point it will eventually be extended, on the original line of the canal to Reybridge.

As you will be aware the Planning application for the Melksham Link was submitted to Wiltshire Council in 2012. We plan to resolve any outstanding issues with the Council and the Environment Agency so that the outstanding planning application can be determined as soon as possible. The construction of the Melksham Link will generate significant economic, environmental, heritage and community benefits for local residents and visitors.

The Trust has set out a 5-year business plan and 25-year vision which will set out its primary objectives over the coming years.

In summary the Melksham Link Project objectives are as follows:

A vision, that by 2050

- The proposed works set out in the 2012 Planning application, delivered in 5 x 5-year business cycles, will be completed.
- A 5 Km wide-beam navigable waterway linking the K&A to the town of Melksham will be constructed.
- A new fully accessible 3 Km stretch of towpath linking Melksham to the K&A towpath will be provided.
- There will be £10.1m per annum injected into the local economy per year, with £74m in the next 10 years.
- The project will significantly support the regeneration of the town as proposed in the Neighbourhood Plan.

- Significant biodiversity gain with wetlands, buffer strips and tree planting will be generated.

Priorities for the Next 5 Years

- Finalise and resolve any outstanding issues with the existing planning application.
- Agree a construction commencement date in consultation with Wiltshire Council.
- Agree with Wiltshire Council contributions from s106 and CIL funding.
- Ensure any policy updates in the local Plan reflects the requirement to deliver the project.
- Prepare a concept design for the Hydroelectric scheme.
- Work with land owners and developers to facilitate the construction phase.

The Trust believes that its ambitious programme will only be achieved by working closely with Communities, Councils and Landowners.

The Trust's principle objective is to generate as much community benefit as is possible as it carries out the work of restoration.

We have found that the best way to establish a structured means of communication and dialogue between the Trust and Councils is by the use of a Memoranda of Understanding (MoU).

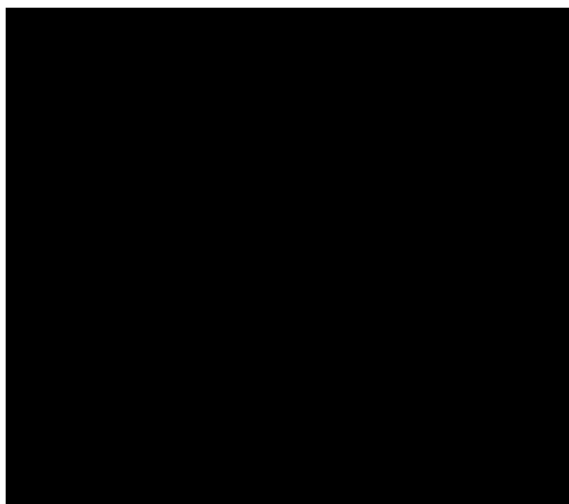
An MoU is non-binding, but allows Councils to ensure that any opportunities to benefit their communities are not overlooked.

The Trust would like to invite Melksham Town Council to enter into an MoU. To that end I have attached a draft for your consideration.

As you will see it provides an opportunity for the Town Council to nominate a member to sit on the WBCT Melksham Link Strategy Steering Group.

In the meantime if you require any further information, please let me know

Yours Sincerely







Memorandum of Understanding between the Wilts & Berks Canal Trust and Melksham Town Council (Draft)

1.0 Purpose of the Memorandum of Understanding:

- For the Council to support the priorities of the Trust as they apply to the restoration of the canal in or adjacent to the area of Melksham Town Council.
- To seek support and assistance from the Council in delivering specific projects related to the restoration of the canal.
- To ensure that the canal restoration project maximises economic, recreational and environmental benefits for the Melksham Town Council area.

2.0 The Wilts & Berks Canal Trust will:

- Provide the Council with a copy of its 2050 vision and 5-year business plan, specifically identifying Trust proposed projects in the Melksham Town Council area.
- Identify projected economic, recreational and environmental benefits arising from canal restoration projects.
- Provide the Council with a list of projects or activities planned each year.
- Maintain the canal, when constructed, in a satisfactory condition.
- Facilitate an annual meeting between the Trust and the Council to discuss and agree any joint priorities and investment plans as they affect the restoration of the canal.
- Invite the Council to nominate a member to sit on the Melksham Link Strategy Steering Group.

3.0 The Council will:

- Take account of the Canal in the development of, and consultation on, any new Neighbourhood Plan.
- In responding to planning consultations received from Wiltshire Council, related to new development located in the vicinity of the Canal, draw attention to the benefits that the restoration of the canal will bring.
- Consider funding specific projects or activities, as they relate to the delivery of the Council's own objectives, through the Council's grant funding process.

4.0 Administration:

- The Chief Executive of the Trust and the Chairman of the Council will set the agenda for any partnership working and where they delegate responsibilities to officers or volunteers within these organisations the Chairman shall be kept informed of progress.

5.0 Status:

This MoU is not intended to be legally binding, and no legal obligations or legal rights or liabilities shall arise between the Parties from this MoU. The Parties enter into this MoU intending to honour their obligations.

Nothing in this MoU is intended to, or shall be deemed to, establish any partnership or joint venture between the Parties, constitute any of the Parties as the agent of the other Parties, nor authorise the Parties to make or enter into any commitments on behalf of the other Parties.

6.0 Termination:

- The Council or the Trust may terminate this Memorandum of Understanding by giving 12 months notice.
- Any projects which will not be completed within a 12-month termination period will be allowed to complete provide that such completion is achieved within the funding provided.

SIGNED for and on behalf of Wilts & Berks Canal Trust

Martin Holliss Chair of the Trustees

Dated:

SIGNED for and on behalf of Meksham Town Council

Dated:



We will...

Our Town Plan
2026 – 2029



MELKSHAM
Town Council

Our Town Plan

2026-2029

This Town Plan sets out the council's priorities for the next three years. It explains our focus, how we deliver for our community, and how we measure our progress.

Our priorities reflect our desire to support a strong community, protect our environment, create opportunities, and ensure the council is well-run, transparent and financially responsible.

In conjunction with this plan, a detailed annual Action Plan will set out the specific projects and activities we will deliver each year. This will be reviewed regularly to ensure progress is monitored, reported, and aligned with our priorities.

We will continue to work with residents, businesses and partners to deliver these commitments and ensure Melksham remains a place people are proud to call home.

A council working for Melksham

As Mayor, I firmly believe that our Town Council's *Town Plan* is one of the most important tools we have for shaping a thriving, forward looking future for our community. It sets out not only our shared ambitions, but also the practical steps we will take to improve the lives of our residents, support local businesses, protect our environment, and strengthen the services people rely on every day.



A strong *Town Plan* gives clarity and stability. It helps ensure that every decision we make – whether about investment, community facilities, public spaces, housing, or local infrastructure – is guided by a clear vision and grounded in the needs and priorities of our town. It provides transparency for residents, accountability for councillors, and a consistent direction for our partners and stakeholders.

Most importantly, the *Town Plan* is built around our community. It reflects the voices, concerns, and

aspirations of the people who live and work here. By setting out our long term goals and committing to measurable outcomes, we can focus our energy on what matters most: creating a more vibrant, inclusive, and sustainable town for current and future generations.

Our residents deserve a council that is proactive, ambitious, and united in purpose. The *Town Plan* is our roadmap for delivering exactly that—and I am proud to support it as we continue working together for the good of our town.

A handwritten signature in black ink, appearing to be 'Saffi Rabey'.

Councillor Saffi Rabey
Melksham Town Mayor

Introducing Melksham Town Council

Melksham Town Council exists to serve the people of our town, delivering effective services, supporting community initiatives, and improving quality of life for everyone who lives, works, or visits here.

The town is at the heart of everything we do. The full council has overarching responsibility for every decision made, though some are devolved to committees or officers.

Committees

Community – supporting community initiatives, events, and engagement with local groups and residents.

Finance – ensuring responsible financial planning, budgeting, and value for money for residents.

Planning – representing the town’s views on planning applications and shaping future development.

People – creating a supportive and professional environment that enables the team to deliver excellent services for the community.

Operations – managing and maintaining council services, venues, and open spaces.

Councillors



Phil Alford
phil.alford@melksham-tc.gov.uk



Pat Aves
pat.aves@melksham-tc.gov.uk



Emma Calland
emma.calland@melksham-tc.gov.uk



Rhys Cleary
rhys.cleary@melksham-tc.gov.uk



Jenny Crossley
jenny.crossley@melksham-tc.gov.uk



Maverick Drew
maverick.drewett@melksham-tc.gov.uk



Gillian Elson
gillian.elson@melksham-tc.gov.uk



Andrew Griffin
andrew.griffin@wiltshire.gov.uk



Jack Oatley
jack.oatley@melksham-tc.gov.uk



Tom Price
tom.price@melksham-tc.gov.uk



Saffi Rabey
saffi.rabey@melksham-tc.gov.uk



Charlie Stokes
charlie.stokes@wiltshire.gov.uk



Adrienne Westbrook
adrienne.westbrook@melksham-tc.gov.uk



Jennie Westbrook
jennie.westbrook@melksham-tc.gov.uk



Amy Whitlock
amy.whitlock@melksham-tc.gov.uk

Our approach for Melksham

Melksham Town Council represents and supports the people of Melksham, enhancing community life, protecting local heritage, and shaping a thriving future. We manage local facilities, organise events, and champion community voices, all with one goal: to make Melksham a place people love to live, work, and visit.

Our priorities



Community

We put our community at the centre of everything we do, supporting residents of all ages to feel engaged, included and able to take part in town life.



Environment

We are protecting and enhancing Melksham's natural environment through high-quality green spaces and sustainable practices that benefit people and wildlife.



Young People

We support young people to be heard, develop skills and thrive in a safe, inclusive and supportive environment.



Residents

We provide open, transparent and approachable services so residents feel informed, supported and able to engage with the council.



Business

We support a strong local economy by working with businesses to create a vibrant, safe and welcoming town.



Venues

We are strengthening the role of our venues as welcoming, well-used spaces that support community life, cultural activity and local economic growth.



Finance

We manage public funds responsibly and transparently, ensuring strong financial stewardship and good governance that serves the best interests of our community.



Our team

We are building a skilled, collaborative and supportive team that is empowered to deliver high-quality services for the community.



Community

The heart of Melksham

We will...



Support the Armed Forces Covenant – recognising the service and sacrifices of personnel, veterans and their families, and ensuring they are treated with fairness and respect in our community.

Celebrate Melksham's heritage – protecting and promoting the town's rich history through events, education and the careful stewardship of historic sites.

Encourage active travel – promoting walking, cycling and safer routes across the town, supported by improved infrastructure and covered cycle storage.



Deliver and support community events – bringing people together through cultural, recreational and celebratory events that strengthen community spirit and attract visitors.



Promote health and wellbeing – supporting initiatives that encourage physical activity, mental health and healthy lifestyles so residents can live well and thrive.



Expand sport and leisure opportunities – working with partners to provide accessible facilities, programmes and activities for all ages and abilities.



Support and empower community groups – building lasting partnerships that encourage collaboration, open dialogue and positive local impact.



Communicate effectively – delivering clear, direct and accessible communication through a consistent visual and written language people recognise and trust.



Support cultural development – encouraging arts, music, theatre, festivals and creative initiatives that bring people together and celebrate local talent.



Enhance the town's appearance – investing in the streetscene, parks and public spaces while encouraging landscaping and development that complements Melksham's character.



Work in partnership with local organisations and businesses – collaborating with key partners to share resources, coordinate efforts and deliver greater impact for residents.



Connect residents and communities – encouraging engagement, communication and local initiatives that bring people together and reduce isolation.



Develop Melksham Market – working with partners to establish and grow town markets that support local businesses and create vibrant community experiences.



Environment

For a greener future

We will...

Publish a master plan for King George V Park –

setting out a long-term vision that balances recreation, biodiversity and community use so the park remains a valued space for future generations.



Protect, enhance and maintain community spaces –

keeping parks and public areas safe, welcoming and accessible for relaxation, play and social connection.



Adopt a seasonal planting scheme –

creating colourful, biodiverse spaces that improve air quality and support pollinators throughout the year.



Adopt a No Mow May policy –

allowing wildflowers to bloom and creating vital habitats for pollinators.



Encourage Cycle to Work schemes –

promoting healthier travel choices that reduce congestion and emissions.



Expand access to water refill stations –

supporting sustainable hydration while reducing single-use plastics.



Achieve Green Flag status –

working towards national recognition for high standards in park management, safety and community engagement.



Drive paperless initiatives –

using digital systems to reduce waste, improve efficiency and lower our environmental impact.



Grow a community orchard –

exploring opportunities for orchards that provide local fruit, encourage community involvement and support wildlife.



Use peat-free compost –

protecting peatland ecosystems and supporting more sustainable planting practices.



Be hedgehog friendly –

creating wildlife corridors and habitats that support the conservation of hedgehogs.



Improve our play parks –

developing safe, inclusive and environmentally sensitive spaces that encourage outdoor activity and connection with nature.



and continue to...

Plant trees – expanding tree and orchard planting (TOPs – tree, orchard, planting schemes) to enhance biodiversity, absorb carbon and improve the townscape.

Work towards carbon neutrality – reducing emissions through energy efficiency, sustainable practices and long-term environmental initiatives.



Transition to electric vehicles – moving council vehicles to electric or low-emission options where practical.



Keep Melksham clean – maintaining effective waste management across council-managed spaces to keep them clean, safe and well cared for.



Work with partners – collaborating with local groups and organisations to deliver wider environmental benefits.



Support allotments – maintaining and improving growing spaces that promote healthy lifestyles and community connections.



Plan for sustainable homes and communities – supporting innovative, energy-efficient developments guided by the Neighbourhood Plan.



Celebrate the natural beauty of the River Avon – creating opportunities for recreation and community activity while enhancing biodiversity.





Left to right: Remembrance Sunday; UK Parliament Week; Melksham Light Switch-On

Young people

Melksham's future



Provide meaningful work experience – helping young people build practical skills, confidence and awareness of professional environments.



Support T-Level placements and internships – enabling young people to gain vocational qualifications and real-world experience to support career readiness.



Explore a BMX track and youth-focused activities – creating opportunities for physical activity, confidence building and positive community engagement.

We will...



Develop a Youth Council – giving young people a voice in local decision-making and the opportunity to shape policies and projects that affect their lives.



Deliver the Mayor's Cadet programme – providing opportunities to develop leadership skills, take part in civic duties and gain insight into community service.

Engage in UK Parliament Week – encouraging understanding of democracy, civic responsibility and local governance.



Maintain accessible open spaces for young people – ensuring safe and welcoming places to socialise, play and take part in recreational activities.



Promote young people's wellbeing – supporting mental and physical health through initiatives that encourage healthy lifestyles and resilience.



Work with schools, colleges and universities – developing partnerships that create educational, social and cultural opportunities for young people.



Residents

At the heart of our service

Connect with the community

– using a range of channels to ensure residents are informed, involved and able to influence local decisions.

Provide a regular community newsletter

– sharing updates, council decisions, news and opportunities in a clear and accessible format.

Maintain strong digital communication channels

– delivering engaging social media and a user-friendly website to keep residents informed and connected.

We will...

Be accountable and approachable

– providing clear, transparent and responsive services that residents can trust and access when needed.

Engage openly with residents

– involving the community in consultations, initiatives and decision-making to encourage participation and shared responsibility.

Build positive relationships

– fostering respectful and constructive connections with residents, community groups and partners.

Undertake community outreach

– meeting residents in local spaces to listen, understand needs and offer support.

Create opportunities to meet councillors

– enabling residents to ask questions, raise concerns and share their views in person.

Establish a Customer Connect Panel

– gathering feedback and involving residents in shaping council services and decisions.

Business

A connected town

We will...



Support business networking – creating opportunities for local businesses to connect, collaborate and share ideas.



Develop the Community Toilet Scheme – working with local businesses to provide accessible facilities for residents and visitors.



Encourage people to shop local – supporting independent retailers and promoting a diverse and vibrant town centre.



Enhance the town centre environment – using hanging baskets and seasonal displays to improve appearance and attract visitors.



Improve town signage – maintaining roundabout and influencing wayfair signage to support navigation and promote local businesses.



Advocate for community parking schemes – balancing accessibility for shoppers with the needs of residents and businesses.



Support local supplier procurement – sourcing goods and services locally where possible to strengthen the town's economy.



Prioritise local suppliers in council venues – using local businesses for events, catering and services to retain investment within the community.



Clockwise from top: Doubles; Hamza Uddin, Bespoke Estate Agent; Shari O'Shaughnessy, The Hiding Place; Matt Perry, Evie's Kitchen; Peaches Raja, Tax Assist





Top: Bob Marley Legend; Middle and bottom left: Melksham Assembly Hall; Bottom right: Town Hall



Venues

Bringing spaces to life

We will...



Maximise use of our venues
– increasing bookings and activity to create vibrant, well-used spaces.

Deliver a diverse events programme – offering cultural, recreational and community events that attract a wide audience.



Maintain welcoming and accessible venues – ensuring spaces are safe, inclusive and provide a high-quality experience.



Improve venue marketing
– strengthening digital and local promotion to increase awareness and attendance.



Support community use
– enabling local groups and organisations' to access and use our spaces.



Enhance facilities and presentation – investing in improvements to keep venues attractive, functional and commercially viable.



Prioritise local suppliers
– boosting the town's economy.



Embed continuous improvement – using feedback to refine services and improve efficiency.



Make use of external areas
– creating opportunities for income through partnerships and commercial use.



Finance

Responsible and prudent management



We will...

Manage finances prudently

– making careful decisions that safeguard resources for current and future generations.

Be transparent in financial matters

– ensuring residents can clearly see how public funds are spent and accounted for.

Deliver value for money

– assessing all spending and investment to maximise benefit for the community.

Provide strong financial stewardship

– ensuring sound management, compliance and long-term sustainability across all council activities.

Allocate community grants effectively

– supporting initiatives that strengthen community life and deliver lasting local benefits.

Improve cost effectiveness

– reviewing spending and processes to deliver efficient, high-quality services.

Develop asset transfer opportunities

– exploring ways to use and transfer assets to maximise community benefit and long-term value.

Generate sustainable income

– identifying opportunities that support services while reducing reliance on precept increases.

Maintain high standards of governance

– following best practice, robust controls and regulatory requirements to ensure accountability.

Maximise estate efficiency

– regularly assessing council properties and assets to reduce costs and make best use of resources.

Protect and enhance council assets

– establishing and maintaining a protective approach for regular maintenance to preserve the assets under our guardianship

Learn from experience

– and commit to continuous improvements by learning from experience and using insights to refine our services. If mistakes happen, we will learn.

Our team

Empowered to deliver

We will...



Work as an integrated team – ensuring councillors and officers collaborate effectively to deliver seamless and professional services.

Develop a strong volunteer network – working with partners and businesses to maintain a safe environment that builds confidence for residents, visitors and traders.

Invest in learning and development – providing learning and development opportunities for continuous professional growth.



Prioritise wellbeing – supporting the physical and mental health of staff, councillors and volunteers to create a balanced and positive workplace.

Build a high-performing team – nurturing a culture of pride, accountability, responsibility and continuous improvement in service delivery.

Encourage collective decision-making – valuing the knowledge and perspectives of our team to achieve the best outcomes.



Empower our people to deliver – enabling officers to take initiative, make informed decisions and drive meaningful outcomes.

Encourage innovation and new ideas – welcoming creative thinking to improve services, processes and community engagement.

Promote an inclusive culture – creating a diverse workplace where everyone feels valued and able to contribute.



Performance measures, services planning and monitoring arrangement

The Town Council will review the actions outlined in this plan at least once a year, ensuring we remain on track and accountable. Progress will be transparently reported in the Council's annual report, giving everyone a clear picture of our achievements and areas for growth.

In addition, we have established a set of key performance indicators (KPIs) specifically designed to offer meaningful insights into the Council's overall performance as we deliver on our commitments.

These KPIs will help us measure our success and identify opportunities for improvement, supporting our goal of continuous development

Contact us

Melksham Town Council is pleased to invite feedback on our corporate plan. We truly value your perspectives and encourage you to share your thoughts regarding the work of the council. Our aim is to be an organisation that listens carefully and serves the community with dedication. Your input will help us shape our direction and ensure we continue to meet the needs of the people we represent. We look forward to hearing your views and working together to build a stronger Melksham.

**Melksham Town Council, Market Place,
Melksham, Wiltshire SN12 7ES**

01225 704 187

towncouncil@melksham-tc.gov.uk

Source: Google Earth (© Google, map data providers)





Melksham Town Council

TERMS AND CONDITIONS OF HIRE FOR PUBLIC SPACES

Date Adopted: 3rd December 2024

Date Due For Review: 3rd December 2027



TERMS AND CONDITIONS OF HIRE FOR PUBLIC SPACES

1 Interpretations

The Council means Melksham Town council and officers authorised by them to perform any particular duty.

The premises means the grounds owned or managed by the Council.

Hirer means the person making an application on behalf of the organisation

Contract of hire or agreement means the formal written particulars of an organisations use of the space and the rules and regulations contained therein, which shall be deemed to include these terms and conditions of hire.

Event means a gathering greater than 50 or more people where infrastructure is brought to the premises or where activities are proposed(licensable or other) which may constitute an event (at the discretion of the council). The term shall also encompass any 'activities' taking place at the main 'event' during the hire period.

Hire agreement or agreement means the agreement between the hirer and the council

Parties means the hirer and the council

1. Applications and Approval

1.1 Complete an application on the appropriate online booking form available from Melksham town council website, paper copies can be provided on request.

1.2 All Hirers are required to complete an event management plan. A template of the Council's EMP can be obtained from Melksham Town Council and must be returned with the application form at time of booking.

1.3 All Hirers are required to hold public liability insurance for their activities in held within the premises with a minimum value of £5 million. At the discretion of the council this amount can be increased depending on the scale and nature of the activities and the event. All vendors, volunteer groups and subcontractors attending hirers events much each hold their own public liability insurance in date for the event and seen by the hirer prior to attendance at the event.

1.4 The completed application together with supporting documentation must be submitted within accordance with the timescales outlined in the table below.

Event	Notice Period
Attendance with 0-499 attendees	2 months prior to the event
Attendance with 500 – 4999 attendees	4-6 months ahead of the event
Events containing funfairs, circus or have attendance exceeding 5000 or above	8 Months' Notice
<u>Events that will enclose, and deny free public access to, more than 50% of the KGV (see 1.8 below)</u>	<u>8 months notice</u>

1.5 In some cases, applications may be accepted with reduced notice, this is accepted at the discretion of the council events team and is unlikely during busy periods.

1.6 Melksham Town Council reserves the right to refuse any bookings or to impose any special conditions or restrictions but subject to right of appeal to the Council.

1.7 The council will give its approval for the event to proceed at the premises by issuing a formal letter to the hirer. The hirer must hold a copy of this letter whilst on site at the premises during the hire period.

1.8 Any request to hire that will enclose, and deny free public access to, more than 50% of the KGV must be approved by Full Council.

2. Hire Fee and Payment

2.1 Hirers will be charged the hire charge in force at the time of the event not at the time of booking.

2.2 Hirers will be charged a day rate for any use of electricity from the supply at the premises, this is in addition to any fees for the hire of the premises.

2.3 Charges for the use of facilities shall be those determined by the Council, as outlined in the scale of charges. The Council reserves the right to alter charges without notice.

3. Hirers Responsibilities

3.1 The Hirer shall not use the premises for any purpose other than that described on the booking form.

3.2 The Hirer does not have the right to assign or sublet any of its rights or liabilities under the contract of hire to any other person or persons

3.3 The Hirer shall keep all pathways, passages, entrances and exits unobstructed at all times

3.4 The hirer will report an incidents, accidents, health and safety issues to the council as soon as reasonably possible and complete accident/incident forms as required.

3.5 The hirer must confirm to the council and supply evidence on request that all vendors, volunteers and subcontractors are properly qualified to carry out the proposed activities in accordance with the event.

3.6 The hirer will utilise the premises in such a way to allow for easy access and evacuation in the event of an emergency.

3.7 The hirer shall not affix or install any equipment or infrastructure unless it has been indicated in the booking form and the hirer has been permitted to do so by the council. Any decorating materials, signage, equipment or infrastructure must be removed at the end of the hire period.

3.8 The hirer shall ensure that its activities, infrastructure or equipment shall not cause damage to the ground building, premises infrastructure including but not limited to fences, street furniture, plants or wildlife onsite. If damage occurs, the hirer will be liable to the council for the full cost of any repairs or reinstatement works. The hirer may not be permitted to hire council owned or managed land again, at the council' sole discretion

3.9 The Council reserves the right to demand a damage deposit, which shall be subject to appropriate deduction in the event of damage being caused to the park, equipment or vegetation.

3.10 The hirer is not permitted to display any signage or advertisements including but not limited to posters, banners or flyers on any part of the premises including and not limited to notice boards, fencing, railings plants and trees without the prior written consent of the council.

3.11 No lighting effects or electrical equipment shall be introduced to the premises without the previous consent of the Town Council. Any electrical installations made by the hirer at the premises must comply with all relevant British standards (to include BS7909 and BS7671) and all applicable laws, including the Electricity at Work Regulations 1989 and Provision and Use of Work Equipment Regulations 1998 (PAT Testing)

3.12 The Hirer shall not bring or permit to be brought on to the premises any explosives, inflammable spirits or fireworks of any kind without permission nor without consent install any portable heaters of any type.

3.13 The Hirer shall not without the prior written agreement of the Council use or permit to be used any naked lights, any inflammable material, decorations or scenery on the premises and shall not allow any act or performance to take place on the premises which might endanger persons on the premises or the premises themselves.

3.14 The hirer shall ensure that suitable visitor and traffic management arrangements are in place to protect members of the public and to minimise the disruption to other premises users, neighbours and local traffic management.

3.15 The hirer is responsible for adequately securing the premises and should not leave the premises unattended during the hire period when any equipment or infrastructure is present on site.

3.16 Where keys have been issued to the hirer to allow access to the premises the hirer must return any keys to the council on completion of the event. It is the responsibility of the hirer to ensure that gates and premises are locked. The hirer shall not indemnify the council against any losses, liabilities or damage resulting from the hirers failure to lock the premises; and against any costs incurred by the council arising out of the hirers failure to return the keys to the council.

3.16 The hirer is not permitted to bring vehicles onto the premises without the prior consent of the council. Nor permit members of the public or any person to park vehicles on the premises without the permission of the council.

3.17 The hirer shall provide (risk assessed) medical provision, including adequate first aid cover given the nature of the event and in line with current guidance and legislation. Where in doubt please consult with the council.

3.18 The hirer must remove any equipment, infrastructure and waste from the premises after the event, leaving the premises at the end of the hire period in the same condition as at the commencement of the hire period. Failure to comply can result in in the hirer being charged for the costs of waste removal and ant reinstatement required,

3.19 No sweep stake, raffle or any other kind of lottery shall be promoted, conducted or held on the premises except such lotteries as are deemed to be lawful by virtue of any enactment relating to Gambling, Betting and Lotteries and for which approval has been given by the Council in writing.

3.20 The hirer shall not make any charge for entry or exit to the premises without the prior written consent of the council.

3.21 Any animals brought on to the site must be accompanied by a qualified animal handler and all animal waste removed. Failure to comply can result in in the hirer being charged for the costs of waste removal and ant reinstatement required,

3.22 The Hirer shall be responsible for maintenance of good order and efficient supervision at the premises.

3.23 The Hirer will at all times adhere to all Byelaws in force in the operational area of the council.

4. Marketing

4.1 The hirer must inform the council of their planned advertising as part of their marketing plan which can be submitted as supplementary information to their booking.

4.2 If consent for the event is granted the hirer may display event advertising for up to 14 days ahead of the event and must remove it no later than 2 days after the end of the hire period. The hirer is responsible for checking that the signage is secured and remains undamaged. The council bears no responsibility for the loss or damage of event advertising.

4.3 The council reserves the right to require the hirer at their own cost to modify content, replace or remove advertising, if the council at its own discretion considers them unsuitable for public display. Failure to comply will result in the council removing them and charging any necessary reinstatement costs to the hirer.

5. Licencing and Environmental Health

5.1 A licence is necessary for some forms of public entertainment. Licensable activity includes but is not limited to:

- selling alcohol
- serving alcohol to members of a private club
- providing entertainment, such as music, dancing or indoor sporting events
- serving hot food or drink between 11pm and 5am

Details of the licensable activities authorised by Wiltshire Council and the times authorised for those activities are available from the Wiltshire Council website.

5.2 The hirer bears the responsibility for applying to the Wiltshire Council licencing team within their required deadlines for events and must seek to obtain all necessary licences for their own event including but not limited to premises licences, temporary event notices, street trading or occasional sales licences.

5.3 Where a licence is granted to the hirer by Wiltshire Council to carry out any activity which requires a licence in relation to the event. The hirer must supply a copy to the council not less than 4 weeks to the hire period commencement date.

5.4 The hirer is not permitted to bring traders or concessionaires to the site unless agreed in writing with the council. The Hirer shall comply with the code of conduct for occasional sales issued by the Council and appended to these conditions (if appropriate).

5.5 It is the responsibility of the hirer to ensure that all PRS returns, programme details and box office information should be forwarded to the Council no later than 7 days after the final performance. See www.prs.co.uk.

5.6 Where the proposed event involves music and amplification or otherwise has the potential to cause a noise disturbance, a noise management plan should be submitted to the council alongside the event management plan. The Control of Noise at Work Regulations 2005 apply to exposure of all employees and contractors to loud noise at events which includes music and sound systems music at events. Detailed guidance on noise in entertainment is available in the HSE publication HSG 260 'Sound advice: Control of noise at work in music and entertainment' and the associated HSE web pages at

www.soundadvice.info. If requested by the council, the hirer must turn down the noise level or switch off and/or take any other noise controlling measures.

5.7 The hirer and its vendors, volunteers and sub-contractors shall comply with all current legislation relevant to the event, including the Food Safety and Hygiene (England) Regulations 2013.

All caterers using council premises must be able to demonstrate, in advance of the hiring period, that they have a documented system of food safety management based on HACCP principles, as required by Regulation (EC) No.852/2004. Caterers unable to meet this stipulation will be refused entry to the premises.

5.8 The council be bear no liability for any illness due to food poisoning from provision made by the hirer as a result of catering arrangements made in connection with their booking.

5.9 The hirer must provide adequate sanitary facilities including temporary toilet facilities at the site in accordance with current guidance based on the number of attendees at their event.

6. Indemnity

6.1 The Hirer shall indemnify the Council in respect of the hirer's legal liability only for all claims, damages to or loss of property belonging to any person and for any personal injury to or the death of any person during the course of or in consequence of the hiring save insofar as the same arises out of any act, omission or negligence on the part of the council.

6.2 The Hirer shall not play or permit to be played, perform or display any work which will infringe any copyright. Guidance on compliance with regulations may be sought from the Council.

6.3 Whenever the function includes the public performance of any copyright work, the Hirer must secure from the appropriate persons or bodies the right to have such works performed or produced and must reimburse the Council all sums of money which the Council may have to pay in respect of such performance or by reason of any infringement of copyright occurring during the hiring.

6.4 The Council accepts no liability for damage to, or loss of, any property or articles or things whatsoever, placed or left at the premises owned or operated by the council or any part thereof, by any organisation, or any member of any organisation or any individual.

7. Terminations and Cancellations

7.1 The council may revoke the hirers permit and terminate the hire agreement with immediate effect where the hirer and or its supplier:

- Is in breach of its obligations under the hire agreement and where the breach is capable of remedy; fails to remedy such a breach in 7 calendar days and/or receipt of written notice to remedy the breach.

- Becomes in the councils judgement incapable for any reason of efficiently performing as a competent and qualified hirer and/or supplier
- Acts in a way that is likely to bring the council into disrepute or damage its reputation or interests.

7.2 Where the council terminates this agreement under clause 7.1 the hirer shall not be entitled to receive any refund of the hire fee. Such cancellation shall not release the Hirer from any of his obligations or affect any right to remedy which the Council may have and the Council shall be entitled to retain for their own use and benefit any moneys paid by way of deposit and to sue for any balance outstanding.

7.3 The council may terminate the hire agreement for convenience giving 7 calendar days written notice

7.4 Where the council has terminated the hire agreement under clause 7.3 All money paid in respect of the booking will be refunded. The Council will not be liable for any other expenditure or loss sustained, directly or indirectly by the Hirer or the organisation arising from the cancellation

7.5 Should the Hirer wish to cancel their booking they must notify the council in writing and will become liable for the appropriate charge as outlined in the accompanying scale of charges.

7.6 Force Majeure – Severe weather and other major incidents of Force Majeure may render it unsafe to operate the event. Extremes in weather and/or wind speeds may exceed the tolerance level of temporary structures, resulting in the cancellation of the event. The council would not be liable for any costs or losses incurred by the hirer, their vendors, volunteers or subcontractors, all fees for hiring the park will remain applicable as outlined in the accompanying scale of charges.

8. Additional and Special Conditions

8.1 The Council reserves the right to impose additional conditions or to vary the conditions on any hiring provided that notice thereof is given to the Hirer in writing not less than 48 hours before the commencement of the function.

9. General Provisions

9.1 The hire agreement contains the entire understanding and agreement between the hirer and the council and supersedes all prior representations, documents, negotiations or understandings. The hirer acknowledges that it has not entered into the agreement in reliance upon any representations by the council or anyone acting on its behalf.

9.2 Pursuant to the Freedom of Information Act 2014 and the Data Protection Act 2018 the council is subject to certain legal obligations in relation to public disclosure of information. The hirer shall cooperate with and assist the council with any requests for disclosure which the council received in relation to the hire agreement.

9.3 Nothing in the agreement shall be taken to confer any benefit on any person who is not party to it and the parties hereby agree that the Contracts (Rights of third parties) Act 1999 does not apply hereto.

9.4 Nothing in this agreement shall fetter the council in the exercise or discharge of its functions, powers and duties as a local authority (including, without limitation, the power to close all or part of any park or open space either on a permanent or temporary basis)

9.5 Nothing in the agreement shall create tenancy in favour of the hirer.

9.6 In the event that any dispute arises between the parties in connection with the agreement, the parties shall in the first instance, use their reasonable endeavours to resolve it amicably between themselves. Disputes remaining unresolved following such endeavours shall, if the parties agree to be referred to non-binding mediation. In the event that the parties do not agree to non-binding mediation or if the dispute remains unresolved, the dispute shall be referred to the exclusive jurisdiction of the Courts of England.

9.7 The agreement shall be governed by and construed in accordance with English Law and the council and the hirer hereby submit to the exclusive jurisdiction of the English Courts.

Hire Charges and Fees

Type of event	Day Charge** Based on 8 hours	Hourly Charge	Deposit
Community / Charity events	£50.00 Registered charities no VAT	£15.00 Registered charities no VAT	50% of hire charge
Commercial Events	£350	£60.00	50% of hire charge
Set Up and Take Down	No charge	No charge	No charge
Advertising/ TV Shoot	£1,000	N/A	£1,000
Fitness / Personal Training Hire	£180.00 + VAT annual license fee	£20.00 + vat	None

MELKSHAM TOWN COUNCIL

Proposed by: **Tom price**

Seconded by: **Phil Alford**

Dated:

Purpose of the motion

To begin live-streaming all public Melksham Town Council meetings to a social media platform in order to improve transparency, accessibility, and public engagement.

Background (Including previous resolution/s made and date/s if applicable)

Melksham Town Council currently streams meetings via Microsoft Teams and later uploads them to YouTube. Wiltshire Council already webcasts its meetings, and local police forces also live-stream to social media, demonstrating the accepted role of live video in public accountability. Previous concerns raised by councillors regarding safeguarding can be mitigated through proper policy and a potential to remove the ability to comment on live videos.

Current Situation

Meetings are publicly accessible, but engagement levels remain low due to limited awareness and unfamiliar platforms. Facebook is widely used by residents and would significantly increase reach. The Council already has a Facebook page and uses it heavily to engage with residents, the technical ability to stream will be easy to restart. It would make sense to use Facebook but we should explore other social media outlets.

What financial implications are there?

None

How does the motion link to Town Council policies and core values?

Enhances transparency, promotes public participation, supports democratic engagement, and aligns Melksham with regional best practice.

What risks are there? (Provide a risk assessment)

Risks include safeguarding concerns, potential misuse of clips, and technical failure. Mitigations include a clear live-streaming policy, safeguarding notices, moderated or disabled comments, and equipment testing prior to meetings.

What crime and disorder implications are there?

Improved accountability may help reduce misinformation, distrust, and antisocial behaviour by increasing understanding of council decision-making.

What environmental and biodiversity considerations are there?

Streaming allows residents to participate without travelling, reducing environmental impact.

What safeguarding concerns are there?

Safeguarding concerns relate to filming members of the public. Mitigation includes signage, chair announcements, not filming minors, and camera positioning that focuses on councillors rather than the public gallery.

. Motion

That Melksham Town Council:

1. Begins live-streaming all public council and committee meetings to the Council's official social media pages as of the next public meeting with a social media post being released within 24 hours of this meeting to inform residents of the change in streaming.
2. Instructs the CEO to draft a Live-Streaming Policy addressing safeguarding, data protection, moderation, and technical operation.
3. Notes that Wiltshire Council and local police already conduct live streaming as a normal part of public communication.
4. Requests that the draft policy be brought to the next full council for approval.
5. Recognises that social media streaming will significantly increase transparency, accessibility, and public trust in council processes.

. Does the motion impact/ support any previous decisions of council?

Supports and strengthens existing commitments to openness and digital engagement.

. Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?

This specific proposal was brought forward several months ago and was agreed to be deferred.

. Please summarise any specific recommendations you have in relation to next steps

Officers should assess equipment needs, test the streaming setup, prepare a draft policy, and launch a pilot phase for social media livestreams before full implementation.

Office Use:

Date of receipt by Proper Officer:

Date of proposed council meeting for motion:

Date/s of relevant resolutions:
(record full resolution/s here)

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

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Reasons for rejection:

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