



2026

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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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

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| 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 16 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 – 19.30 |
| 6. Town Mayor’s Announcements | 19.30 – 19.35 |
| 7. Police Report

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

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

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](#)

