



2026

## MELKSHAM TOWN COUNCIL



# Full Council Agenda Extraordinary Meeting

Monday 27<sup>th</sup> April 2026



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

01225 704187  
[towncouncil@melksham-tc.gov.uk](mailto:towncouncil@melksham-tc.gov.uk)

[www.melksham-tc.gov.uk](http://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](mailto:towncouncil@melksham-tc.gov.uk)

Tuesday 21 April 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 an extraordinary meeting of the Full Council of Melksham Town Council for the transaction of the business shown on the agenda below.

Monday 27<sup>th</sup> April **2026**, to be held at **18.00** 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/2ye86tyx>. 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](mailto: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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| <b>1. Apologies.</b><br>To receive apologies for absences<br><br>(Local Government Act, 1972 s.85)  | <b>18.00– 18.01</b>  |
| <b>2. Declaration of interests.</b><br>To declare an interest relating to the business of the meeting.<br><br>(Melksham Town Council Code of Conduct)   | <b>18.01 – 18.02</b> |
| <b>3. Minutes</b><br>To approve the minutes of the previous meeting 30 March 2026.<br><br>(Local Government Act 1972, s. 12)  | <b>18.02 – 18.05</b> |
| <b>4. Public participation</b><br>To allow public participation, 3 minutes per person, 20 minutes allocation.<br><br>(Local Government Act 1972, s. 12)   | <b>18.05 – 18.25</b> |
| <b>5. Play Areas</b><br><br>Council to consider community engagement feedback received from residents, assess the level of participation, and address any concerns or suggestions that have arisen.<br><br>Council to make the decision on which four play areas to address in 2026/2027 and agree on the next steps for the project.<br><br>Council to resolve to carry forward remaining 2025/2026 Play Area Budget into 2026/2027. Currently stands at £52271.42 | <b>18.25 – 20.00</b> |
| <b>6. Branding</b><br><br>Council to consider adopting the town council branding to strengthen our community identity.  | <b>20.00 – 21.00</b> |

