



2026

MELKSHAM TOWN COUNCIL



Council Annual Meeting Agenda

Monday 11 May 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 5 May 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 the Annual Meeting of Melksham Town Council for the transaction of the business shown on the agenda below. Monday 11 May **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/e65scuuu>. 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 - Annual Meeting

1. Election of Town Mayor

The Town Mayor will ask for nominations for the Office of Town Mayor for 2026/2027

The Town Mayor will put the nominations to the meeting. Members will vote and the Town Mayor will declare the result.

2. Declaration of Acceptance of Office

To receive the Declaration of Acceptance of Office by the newly elected Town Mayor, to be witnessed and signed by the Town Clerk.

3. Outgoing Mayor's Address

To receive the outgoing Town Mayor's address.

4. Newly Elected Mayor's Address

To receive the newly elected Town Mayor's address.

5. Election of Deputy Mayor

The newly elected Town Mayor will ask for nominations for the Office of Deputy Town Mayor for 2026/2027.

The Town Mayor will put the nominations to the meeting. Members will vote and the Town Mayor will declare the result.

6. Declaration of Acceptance of Office

To receive the Deputy Town Mayor's Declaration of Acceptance of Office, to be witnessed and signed by the Town Clerk.

7. Apologies

To receive apologies for absence

8. Declaration of Interest

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Council.



Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared on the Register, as well as any other registrable or other interests.

9. Public Participation

Members of the public are invited to attend the meeting and address the council.

Members of the public are requested to send their question to locum@melkshamtc.gov.uk by noon on the working day before the meeting. This will make it more likely that we will be able to answer your question on the night. You should still attend the meeting, in person or online, to ask your question.

10. Minutes

To approve the Minutes of the Full Council meeting held on 27 April 2026.

11. Civility & Respect Pledge

Members to reaffirm their commitment and to sign the Councillor's Statement of Assurance.

12. Signing of Deeds and Legal Documents

To appoint four members, including the Town Mayor and Deputy Town Mayor, for signing of legal documents and deeds.

13. Signatories

To appoint a pool of 10 signatories to act on behalf of the Council for Unity Bank, Cambridge Building Society and CCLA.

14. Standing Orders

Members are requested to approve the Standing Orders 2026.



15. Financial Regulations

Members are requested to approve the Financial Regulations 2026.

16. Investment Report

To receive the Town Council's Investment Report for the year ending 31st March 2026.

17. Terms of Reference

To approve Terms of Reference 2026.

18. Committees

To appoint members, chairs and vice chairs to committees.

18.1 Operations Committee

7 members. 2025/2026 membership

Councillor A Westbrook (Chair)
Councillor Oatley (Vice Chair)
Councillor Aves
Councillor Crossley
Councillor Griffin
Councillor J Westbrook
Councillor Whitlock

18.2 Community Committee

7 members. 2025/2026 membership

Councillor J Westbrook (Chair)
Councillor Cleary (Vice Chair)
Councillor Aves
Councillor Calland
Councillor Elson
Councillor Drewett
Councillor Rabey



18.3 Planning Committee

7 members. 2025/2026 membership

Councillor Rabey (Chair)
Councillor Cleary (Vice Chair)
Councillor Alford
Councillor Aves
Councillor Elson
Councillor Griffin
Councillor Stokes

18.4 Finance Committee

7 members. 2025/2026 membership

Councillor Cleary (Chair)
Councillor Aves
Councillor Calland
Councillor Crossley
Councillor Drewett
Councillor Griffin
Councillor A Westbrook

18.5 People Committee

5 members, to include Town Mayor and Deputy Town Mayor, and 2 reserves.
2025/2026 membership

Councillor Rabey (Town Mayor and Chair)
Councillor J Westbrook (Deputy Town Mayor and Vice Chair)
Councillor Elson
Councillor Oatley
Councillor Stokes

Reserves – Councillor Alford and Councillor Aves



19. Working Groups

To review Working Groups to ensure relevance and appoint membership.

Budget Working Group

No appointments. Budget meetings were open to all councillors.

Cemeteries Task & Finish Group (joint with Melksham Without)

2025/2026 membership

Councillor Alford
Councillor Griffin
Councillor Stoke

CCTV and Community Safety Working Group

2025/2026 membership

Councillor Aves
Councillor Cleary
Councillor Stokes

Community Allotment Task & Finish Group

Created by resolution of Amenities & Facilities 20 April 2026. Membership

Councillor Aves
Councillor A Westbrook
Councillor J Westbrook
Councillor A Whitlock

CIL Funding Projects Working Group (Joint with Melksham Without)

Melksham Without Parish Council have resolved to no longer hold a joint Cil fund.

2025/2026 membership

Councillor Alford
Councillor Crossley
Councillor A Westbrook



Streaming Task and Finish Group

Created by resolution 30 March 2026. Membership

Councillor Price
Councillor Rabey
Councillor Westbrook.

Shurnhold Fields Working Group (Joint with Melksham Without)

2025/2026 membership

Councillor Alford
Councillor Aves
Councillor Rabey

20. Outside Bodies

To confirm/appoint representatives on outside bodies. Current representatives are listed below.

N.B If a councillor has a conflict of interest between their opinion and Melksham Town Council policy, they should inform the Town Clerk and find a replacement to represent Melksham Town Council on the outside body. Alternatively, they should represent Melksham Town Council's views, adding their own view as a personal view or minority report.

Outside Body	Previous Representative	Required
2385 (Melksham) Air Training Corps	No representative*	Two
Area Board	Councillor J Westbrook	One
Friends of Melksham Hospital	No representative **	
LHFIG	Councillor Aves	One
Melksham Adventure Centre	No representative*	One
Melksham Alms Houses Charities	Councillor Rabey and Councillor A Westbrook	Two***



**MELKSHAM TOWN
COUNCIL**

Melksham Carnival	Councillor Elson and Councillor J Westbrook	One (but two appointed 2025/2026)
Melksham Community Transport	No representative*	One
Melksham Health & Wellbeing Group	No representative****	One
Melksham Transport Users Group	Councillor Calland and Councillor Rabey	Two
Rachel Fowler Centre Management Committee	No representative*	One
Riverside Club Management Committee	Councillor J Westbrook	One
Shurnhold Fields (Friends of)	No representative*	One
Wiltshire Association of Local Councils	Councillor Rabey	One
Wilts & Berks Canal Trust	Councillor Griffin	One
West Wiltshire – Elblag – Twinning Association	Councillor Aves	One

*At the Annual Meeting on 12th May 2025 appointments were made to Area Board and LHFIG. It was agreed that all other groups would be asked to provide details of what was expected and how often meetings took place. These organisations did not reply so no appointment was made.

** Friends of Melksham Hospital felt that a formal representative was not required. Councillor Elson was appointed as an informal first point of contact

***Constitution states that Melksham Town Council reps are nominated as Trustees for a 4-year period.

**** Added to list by request of Full Council meeting 16/2/26

