



Full council

Agenda for 22/06/26 @ 19:00, or on the rising of the People Meeting whichever is later.

melksham-tc.gov.uk/meetings



Melksham
TOWN COUNCIL



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Tuesday 16 June 2026

Dear Councillors S Rabey (Town Mayor), G Elson (Deputy Town Mayor), P Alford, P Aves, E Calland, R Cleary, J Crossley, M Drewett, A Griffin, J Oatley, T Price, C Stokes, A Westbrook, J Westbrook, A Whitlock.

Ref: Full Council Meeting, Monday 22 June 2026

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 22 June 2026, to be held at 19.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 6ES.

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/mpa4z26m> . 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 questions 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
- 1.20 Sub-Committees for the ensuing year



Melksham
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- 1.21 To receive petitions and deputations from members of the public or any organisations
- 1.22 Any other matters not delegated to a Committee or Sub-Committee or referred to the Council by Committees or Sub-Committees

Full Council

1. Apologies

To receive apologies for absence.

(Local Government Act, 1972 s.85)

2. 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.

(Melksham Town Council Code of Conduct)

3. Minutes

To approve the Minutes of the Full Council meeting held on 11 May 2026.

(Local Government Act 1972, s. 12)

4. 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 ceo@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.

(Local Government Act 1972, s. 12)

5. Questions from Councillors

Melksham Town Council Policy and Local Government Act 1972)

6. Town Mayor's Announcements

7. Police Report

To receive a report from Sgt Chilton



8. Reports from Unitary Councillors

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

Councillor Alford

Councillor Griffin

Councillor Hubbard

Councillor Stokes

Councillor J Westbrook

9. AGE UK Wiltshire

A chance to meet Sarah Thompson, the Melksham Community Support Officer jointly funded by Melksham Town Council and Melksham Without Parish Council

10. WFT Festival

To receive a presentation on the WFT Festival.

11. Joint Melksham Neighbourhood Plan

For decision on whether members wish to appoint Councillor David Pafford, the Chair of the former JMNP Steering Group as joint spokesperson, or to appoint a separate spokesperson for Melksham Town Council only.

Email from Councillor David Pafford, MWPC Vice Chair and Chair of the Former Joint Melksham Neighbourhood Plan Steering Group.

12. East Melksham Community Centre

To receive updates.

For decision on whether to retain this as a standing agenda item, in view of the re the resolution of 12 January 2026 to “hand funds for Melksham East Community Centre to Melksham Without Parish Council to build one larger Community Centre on the Blackmore Farm site”

13. Operational Flood Working Group

To appoint a councillor as rep to the Group

14. Year End Financials

To approve the end of year financials for 2025/26, including the trial balance, balance sheet, explanation of variances, asset register, reserves reconciliation, and income & expenditure.



15. 2025/2026 AGAR

15.1 Accounting Statements 2025/2026

To consider, agree and sign the Annual Governance Statement (AGAR Part 1) for the financial year 2025/2026

15.2 Accounting Statements 2025/2026

To consider, agree and sign the Accounting Statements 2023-2024

15.3 Dates for Public Inspection of Accounts

To consider and agree the dates for the public inspection of accounts being 24 June 2024 to 2 August 2024.

16. Final Internal Audit Report

To note the report of the Internal Auditor

17. Motions from Councillors

17.1 Motion on Flag Flying

For decision on motion to add flags to the Melksham Town Council Flag Flying Policy.

17.2 Motion on Grass Cutting Intervention

For decision on motion for one-off grass cutting.

This item was before Community Committee on Monday 8 June, who made the following resolution:-

“to refer this motion to Full Council, with an understanding of financial implications either for Melksham Town Council to bear the cost, if reasonable, or refer to Wiltshire Council Community Payback Scheme.”

18. Speedwell Park Play Area Fencing

For decision on allocating funds to replace fencing.

This item was considered by the Asset & Facilities Committee on Monday 1 June 2026 when members resolved to *“request the CEO to obtain further quotes and bring the matter back to the next full council meeting, with a recommendation from the committee for a wooden fence in keeping with the aesthetic.”*

Quotes are attached in the agenda pack

19. Play Park Refurbishments

To note the remaining available funds



20. Blue Pool

To note the updated quote for demolition and report from insurers.

For decision. Council to consider the insurance options.

21. KGV Playing Fields – Summer Booking Request

For decision.

22. Committee Minutes

Assets & Facilities

To receive the minutes of the meetings held on 9 February 2026 and 20 April 2026

[Link to 9 February 2026](#)

[Link to 20 April 2026](#)

Community

To receive the minutes of the meeting held on 23 March 2026

[Link to 23 March 2026](#)

Finance

To receive the minutes of the Finance Committee 9 March 2026

[Link to 9 March 2026](#)

Planning

To receive the minutes of the Planning Committee 17 March 2026, 7 April 2026, 28 April 2026 and 19 May 2026

[Link to 17 March 2026](#)

[Link to 7 April 2026](#)

[Link to 28 April 2026](#)

[Link to 19 May 2026](#)

Working Groups/Task & Finish Groups

To receive the minutes of the Community Allotment Task & Finish Group 28 April 2026

[Link to 28 April 2026](#)