



Full council

Agenda for 27/07/26 @ 19:00.

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Melksham
TOWN COUNCIL



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TOWN COUNCIL

20 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 27 July 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 27 July 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/3v4hkmew> . 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



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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 15 June 2026 and 22 June 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. WTF 2026

To receive a presentation.

10. Joint Melksham Neighbourhood Plan

Deferred from 22 June 2026

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.

11. East Melksham Community Centre

Deferred from 22 June 2026

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”

12. Operational Flood Working Group

Deferred from 22 June 2026.

To appoint a councillor as rep to the group.



13. Motions from Councillors

For decision on motions(s).

13.1 Centenarian Motion

14. Water Safety Equipment

For decision on recommendations.

15. KGV Licence

For decision on recommendations.

16. Scheme of Delegation

To note and discuss the Wiltshire Council Scheme of Delegation. (Report to follow from Councillor Griffin)

17. Items to Note

17.1 Blue Pool

To note email from Planning

17.2 Councillors Register of Interests

To note email from Monitoring Officer.

17.3 Berryfields Roundabout

To note email exchange

17.4 Crisis and Resilience Fund Update

To note

17.5 Flag Policy

To note a planning application has been submitted in accordance with the resolution of

17.6 Free Parking

To note the potential cost of introducing a Free Parking Scheme across all Car Parks.

17.7 Church Street Toilets

To note officers are arranging site visits exploring options and costs for refurbishment.

17.8 Neighbourhood Plan

To note the Briefing Note.



18. Committee Minutes

Planning

To receive the minutes of the Planning Committee 2 June 2026 and 23 June 2026

[Link to 2 June 2026](#)

[Link to 23 June 2026](#)

People

To receive the minutes of the People Committee 2 March 2026 and 22 June 2026

[Link to 2 March 2026](#)

[Link to 22 June 2026](#)

Working Groups/Task & Finish Groups

To receive the minutes of the Live Streaming Task & Finish Group 12 May 2026 and the Community Allotment Task & Finish Group 26 May 2026.

[Link to Live Streaming](#)

[Link to Community Allotment](#)

19. Confidential Session

Members are requested to make the following resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960.

In view of the sensitive nature of the business to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw.

20. Councillor Leave of Absence

For decision on Leave of Absence for Councillor Cleary.

21. Winter Wonderland

For approval on the release of and wording for a statement.