



Community

Agenda for 14/09/26 @ 19:00

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Melksham
TOWN COUNCIL



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Tuesday 8 September 2026

Dear Councillors J Westbrook, G Elson, P Aves, E Calland, J Crossley, T Price and A Whitlock

Ref: Community Committee Meeting, Monday 14 September 2026

You are summoned in accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) to a meeting of the Community Committee of Melksham Town Council for the transaction of the business shown on the agenda below.

Monday 14 September 2026, to be held at 19.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 6ES.

The quorum for the Community Committee is 4.

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/yck59kvh> . 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



Community Development Committee Terms of Reference

The Community Development Committee will be responsible for matters relating to all events staged, managed or involved with in relation to the Town. This will involve the preparation and management of event planning and gaining relevant permissions required.

1. **Membership** – seven elected Members.
 - 1.1 Invited officers and volunteers to enable events to be run, who have will have no voting rights.
 - 1.2 No business may be transacted at a meeting unless at least 50% of the whole number of members of the committee, rounded up, are present.
 - 1.3 Substitution of Members - Substitutes should be nominated by the Member of the Committee planning to be absent and notified to the Proper Officer in writing by 3pm on the day of the meeting.
2. **Delegated Business** – The Committee has been delegated to deal with the following matters on an ongoing basis or to conclusion:
 - 2.1 All community events;
 - 2.2 Community activities and engagement including the development of a community group network;
 - 2.3 Community Hub – virtual or physical;
 - 2.4 Public Arts Projects;
 - 2.5 South-West in Bloom and Melksham Gardening Competition;
 - 2.6 Marketing and Promotion;
 - 2.7 Civic Awards;
 - 2.8 Review all budget lines and monthly accounts for all events;
 - 2.9 To work with and support existing and new community groups, clubs, and centres.
 - 2.10 Allocation of grants within the agreed criteria and budget of the Town Council
3. **Referred Business** – To consider and make recommendations to the Town Council on the following matters:
 - 3.1 Budget estimates, to be prepared no later than September each year and submitted to the RFO;



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- 3.2 To approve expenditure within budget and to refer any requests for expenditure over budget to Full Council;
- 3.3 To approve expenditure for projects allocated within Earmarked Reserves.



Agenda

Community Development

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| 1. Apologies | 19.00 – 19.01 |
| To receive and consider acceptance for apologies and absences
(Local Government Act, 1972 s.85) | |
| 2. Declaration of interests | 19.01 – 19.02 |
| To declare an interest relating to the business of the meeting.
(Melksham Town Council Code of Conduct) | |
| 3. Minutes | 19.02 – 19.05 |
| To approve the minutes of the previous meeting 8 June 2026.
(Local Government Act 1972, s. 12) | |
| 4. Public Participation | 19.05 – 19.25 |
| To allow public participation, 3 minutes per person; 20-minute allocation.
(Local Government Act 1972, s. 12) | |
| 5. KGV Income Summary | |
| To note | |
| 6. Move Melksham | |
| For decision on supporting the concept. | |
| 7. Holiday Activities 2026 | |
| For decision on SEND film screenings,
To note the report. | |
| 8. Park Yoga | |
| To note the report. | |
| 9. Friday Light Live | |
| For decision on continuing the event in 2027.
To note. | |



10. Remembrance 2026

For decision on shortening the road closure.

To note the report.

11. Sham Jam Festival

To note.

12. Melksham at Christmas 2026

To note.

13. Age UK Wiltshire

To note.

Also to note the report from Melksham Community Support (between Community Report and Partnership Report)

14. Bra Bank

To note.

15. Wiltshire Digital Drive

To note.

16. Shipping Container

To note.

17. Updates from Previous Meeting

To note.

18. Partnership Officer Report

To note the report

18.1 Partnerships Letter

18.2 LinkedIn

18.3 The Sham Jam Festival – Sponsorship & Venue Partners

18.4 The Sham Jam Festival – Creative Conversations

18.5 Roundabout Sponsorship

18.6 Melksham ay Christmas Sponsorship

18.7 Updates