

Parks Working Group

Agenda for 16/11/26 @ 14:00

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Melksham
TOWN COUNCIL

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Monday 9 November 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: Parks Working Group , Monday 16 November 2026

You are invited to a meeting of the Parks Working Group of Melksham Town Council for the transaction of the business shown on the agenda below.

Monday 16 November 2026, to be held at 14.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 6ES.

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/yk8xfbbp .

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

Melksham
TOWN COUNCIL

Working Group/Task & Finish Group General Terms of Reference

1. Membership
    1.1 The chairman of any Committee setting up a Working Group/Task & Finish Group shall be a member of the Group. Any other members can be appointed and so can non-elected members of the public or any other representative from a properly constituted body.
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2. Delegated Business: The Group has delegated authority to discuss and debate items as specified by the parent committee in a brief which should be minuted:
    2.1 No Group shall have powers to make decisions on policy or budget commitment;
    2.2 Recommendations shall be put before the relevant parent committee for ratification;
    2.3 Agendas shall be put together by officers in conjunction with the Chairman.
    2.4 Meetings will not necessarily be open to the public, but all minutes will be available once adopted by the parent committee.
    2.5 Minutes will be made available to all members and the general public on request. They will be prepared by officers unless other arrangements have been made.
    2.6 The general Terms of Reference can be expanded for any group if required to enable the completion of a project. Any additional Terms of Reference will be adopted by the parent committee.

Melksham
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Agenda

Parks Working Group

1. **Membership**

   To consider and appoint membership and Chair of the Working Group.

2. **Terms of Reference**

   To consider aims of the Working Group and Terms of Reference particular to the Working Group

3. **The Way Forward**

   Open the meeting to ideas and suggestions and discussion.

4. **Next Steps**

   To consider actions to be taken.