



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES
Tel: (01225) 704187

Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,
FLSCC

To: Councillor J Hubbard (Town Mayor)
Councillor C Goodhind (Deputy Town Mayor)
Councillor P Alford
Councillor P Aves
Councillor G Cooke
Councillor J Crundell
Councillor S Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor C Houghton
Councillor L Lewis
Councillor S Mortimer
Councillor J Oatley
Councillor T Price
Councillor S Rabey

19 October 2021

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Full Council** meeting of Melksham Town Council. The meeting will be held at Town Hall on **Monday 25th October 2021** commencing at **7.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC
Town Clerk and RFO

**Melksham Town Council
Full Council**

Monday 25 October 2021

In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.

Public Participation – To receive questions from members of the public.

AGENDA

1. Apologies

To receive apologies for absence

2. Declarations 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.

3. Questions from Councillors

To receive questions from Councillors in accordance with Standing Order 3(o). Questions are to be submitted to the Town Clerk in advance of the meeting.

4. Minutes (Pages 1 - 10)

To confirm as a correct record the minutes of the Full Town Council meeting held on 27 September 2021.

5. Town Mayor's Announcements

6. Reports from Unitary Councillors

Unitary Councillors to report on any matters affecting Melksham which have been

discussed at Wiltshire Council Meetings.

7. Accounts

7.1 Payments (Pages 11 - 22)

To approve the list of payments made by Direct Debit, debit card, cheque, and BACS for the Town Council Bank Account per the attached for the period from 01/08/2021 to 30/09/2021.

To approve the list of payments for the Assembly Hall Bank Account per the attached for the period from 01/08/2021 to 30/09/2021.

To note that the Assembly Hall Bar Bank Account was closed on 27/08/2021.

7.2 Petty Cash (Pages 23 - 26)

To approve the payments made by Petty Cash per the attached for the period from 01/08/2021 to 30/09/2021.

7.3 Monthly Financial Statement to 30 September 2021 (Month 6) (Pages 27 - 28)

To note the monthly Financial statement.

7.4 Detailed Income & Expenditure Report as at 30 September 2021 (Month 6) (Pages 29 - 36)

To note the Income and Expenditure report.

7.5 Earmarked Reserves Year to date to 30 September 2021 (Month 6) (Pages 37 - 38)

To note the Earmarked Reserves.

8. Committee Minutes

8.1 Asset Management and Amenities Committee (Pages 39 - 44)

To receive the draft minutes of the Asset Management and Amenities Committee meeting held on 11 October 2021 and note the recommendation where "it was agreed to support the request to hold the Party in the Park event in King George V Park in 2022, with power and water being provided by the Town Council". (See attached map).

8.2 Economic Development and Planning Committee (Pages 45 - 86)

To receive the minutes of the Economic Development and Planning Committee meetings held on:

5 July 2021, 26 July 2021, 16 August 2021, 6 September 2021, 27 September 2021 and the draft minutes of the Economic Development and Planning Committee meeting held on 4 October 2021.

9. Working Groups

9.1 Neighbourhood Plan Steering Group (Pages 87 - 92)

To receive the draft notes of the Neighbourhood Plan Steering Group meeting held on 29 September 2021, and to note that Place Studios have been appointed Chartered Town Planners for the Neighbourhood Plan #2.

10. Council Tax Setting by Wiltshire Council for 2022/2023 (Pages 93 - 96)

Members to receive the Council Tax Fact Sheet and to note Wiltshire Council's Council Tax Setting Timetable below.

2022/2023 Wiltshire Council - Council Tax Setting Timetable

		Last Year
04-Oct-21	Date CTB1 return to Central Government is required to be based on	04-Oct-20
15-Oct-21	CTB1 return deadline for submission to Central Government	14-Oct-20
22-Oct-21	Deadline for New Build information to be provided to Accountancy	21-Oct-20
05-Nov-21	Wiltshire Council to issue draft 2022/2023 Council Tax Base figures to Parish/Town Councils	04-Nov-20
03-Dec-21	Formal Decision to approve 2022/2023 Council Tax Base	02-Dec-20
18-Jan-22	Deadline for Parish/Town Councils to return approved 2022/2023 precept requests to Wiltshire Council	18-Jan-21
01-Feb-22	Cabinet meeting to recommend 2022/2023 Wiltshire Council - Council Tax Demand	02-Feb-21
15-Feb-22	Full Council meeting to approve 2022/2023 Council Tax	23-Feb-21

11. Conclusion of Audit Year Ended 31 March 2021 (Pages 97 - 100)

Members are requested to resolve to accept the final External Auditor Report and Certificate for the 2020/2021 financial year.

12. Approval of Internal Auditor 2022/2023 (Pages 101 - 110)

To appoint an Internal Auditor for 2022/2023 (see three quotations attached).

13. Procurement Policy (Pages 111 - 118)

Members are requested to approve the adoption of the Procurement Policy (see attached).

14. Melksham Town Council Refreshed Branding (Pages 119 - 128)

Members to receive the briefing of the Head of Communications and to note the proposed ideas for a Melksham Town Council brand, deferred from the Full Council meeting held on 27 September 2021.

15. Written Motions from Councillors

15.1 Keeping Small Dog Park in King George V Playing Fields (Pages 129 - 132)

To receive and consider a motion from Councillor Mortimer to keep the small dog run in King George V Park.

15.2 Installation of a Free Air Pump (Pages 133 - 136)

To receive and consider the motion from Councillor Houghton to install a free air pump in the Market Place.

16. Items for Information

To receive items of information from representatives on outside bodies.

16.1 Wiltshire Swindon and Oxfordshire Canal Partnership Meeting (Pages 137 - 140)

To receive the notes of the Wiltshire Swindon and Oxfordshire Canal Partnership meeting held on 11 March 2021.

17. 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.

17.1 Hybrid Council Session

To agree next steps and actions.