

**Melksham Town Council**

**Minutes of the Full Council meeting held  
on Monday 25th October 2021**

**PRESENT:** Councillor J Hubbard (Town Mayor)  
Councillor C Goodhind (Deputy Town Mayor)  
Councillor P Alford  
Councillor P Aves  
Councillor G Cooke  
Councillor G Ellis  
Councillor C Forgacs  
Councillor C Houghton  
Councillor S Mortimer  
Councillor J Oatley  
Councillor S Rabey

**IN ATTENDANCE:** One member of the press was in attendance.

<b>OFFICERS:</b>	Linda Roberts	Town Clerk
	Hugh Davies	Amenities Manager
	Patsy Clover	Acting Deputy Town Clerk

**199/21 Apologies**

Apologies for absence were received from Councillors J Crundell, Lewis and Price.

**200/21 Declarations of Interest**

There were no declarations of interest.

**201/21 Minutes**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind, and

**UNANIMOUSLY RESOLVED** that the minutes of the Full Council meeting held on 27 September 2021, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor Hubbard.

**202/21 Town Mayor's Announcements**

The Acting Deputy Town Clerk was congratulated by the Town Mayor, Councillor Hubbard, on passing her CiLCA qualification.

A welcome was extended to the new Business Admin. Apprentice.

The Town Mayor, Councillor Hubbard, advised that he had written to Dr Abby Burgess, at Giffords Surgery, in response to her letter regarding the closure of the vaccination hub at Spencer Sports and Social Club to enquire whether there were any local venues for the booster vaccination programme. Any response received will be circulated.

The Town Mayor, Councillor Hubbard, had written to the Chief Executive of Lloyds Bank regarding the implications of the proposed closure of Lloyds Bank in Melksham.

The Town Mayor, Councillor Hubbard, advised members that Melksham Town Council's apprenticeship scheme had been highlighted at the recent SLCC conference.

## **203/21 Reports from Unitary Councillors**

Members received an update from the Town Mayor, Councillor Hubbard, and Councillor Alford on the following matters affecting Melksham which had been discussed at Wiltshire Council meetings:

- Bus Back Better – it is a legal requirement for children up to the age of 18 to be in full-time education. However, free public transport ends at 16. Proposed solutions have been discussed.
- The Town Mayor, Councillor Hubbard advised members that the EV charging point in King Street car park is to be replaced. More EV charging points will be installed in other car parks in Melksham and also at Melksham House.

## **204/21 Accounts**

### **204/21. Payments**

**1**

The Amenities Manager explained to Councillor Mortimer that one of the electricity bills which had been paid related to a metering service for a substation in King George V Park which is in the process of being de-energised. The other bill is the normal electricity bill.

The Acting Deputy Town Clerk confirmed that the defibrillator had to be paid for in advance. She was asked to obtain an update regarding an anticipated delivery date.

It was noted that the income from the Sandridge Solar Farm should be received in November but that the amount received will probably be less than budgeted.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Mortimer and

**UNANIMOUSLY RESOLVED** to approve the list of payments made by Direct Debit, debit card, cheque, and BACS for the Town Council Bank Account for the period from 01/08/2021 to 30/09/2021 and to approve the list of payments for the Assembly Hall Bank Account for the period from 01/08/2021 to 30/09/2021.

The closure of the Assembly Hall Bar Bank Account on 27/08/2021 was noted.

**204/21. Petty Cash**

**2**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Alford and

**UNANIMOUSLY RESOLVED** to approve the payments made by petty cash for the period from 01/08/2021 to 30/09/2021.

**204/21. Monthly Financial Statement to 30 September 2021 (Month 6)**

**3**

The monthly financial statement was noted.

**204/21. Detailed Income & Expenditure Report as at 30 September 2021 (Month 6)**

**4**

The income and expenditure report was noted.

**205/21 Earmarked Reserves Year to date to 30 September 2021 (Month 6)**

Clarification was sought by Councillor Mortimer regarding the balance of the budget for the King George V Park Masterplan. Councillor Mortimer will email the Town Clerk with her query. The Town Clerk's response will be shared with members.

**206/21 Committee Minutes**

**206/21. Asset Management and Amenities Committee**

**1**

After some debate regarding the precise location and extent of the proposed fenced area for the Party in the Park event in 2022, and the desire to keep facilities open, it was proposed by the Town Mayor,

Councillor Hubbard, seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to receive the draft minutes of the Asset Management and Amenities Committee meeting held on 11 October 2021 . The recommendation 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 was noted, with authority delegated to the Town Clerk to liaise with the organisers of the event over the maintenance of a pathway across the Park during the event and siting of additional fencing between the Splash Pad and the play area to leave both locations accessible. The matter must be referred back to Full Council if the pathway cannot be kept open.

**206/21. Economic Development and Planning Committee**  
**2**

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 were received.

**207/21 Neighbourhood Plan Steering Group**

The draft notes of the Neighbourhood Plan Steering Group meeting held on 29 September 2021 were received. It was noted that Place Studios - Chartered Town Planners - had been appointed to act for Neighbourhood Plan #2.

**208/21 Council Tax Setting by Wiltshire Council for 2022/2023**

Members received the Council Tax Fact Sheet and noted Wiltshire Council's Council Tax Setting Timetable.

**209/21 Conclusion of Audit Year Ended 31 March 2021**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Councillor Oatley and

**UNANIMOUSLY RESOLVED** to accept the final External Auditor Report and Certificate for the 2020/2021 financial year.

**210/21 Approval of Internal Auditor 2022/2023**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Mortimer and

**UNANIMOUSLY RESOLVED** to appoint the business which had supplied ‘quote three’ as Melksham Town Council’s internal auditor for 2022/2023 and the following two financial years.

**211/21 Procurement Policy**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Oatley and

**UNANIMOUSLY RESOLVED** to amend the sections in the draft policy regarding preferred suppliers and remove the sections relating to procurement for amounts in excess of £10,000, which are a duplication of Financial Regulations.

The revised draft policy should be referred to the Finance, Administration and Performance committee for recommendation to Full Council.

**212/21 Melksham Town Council Refreshed Branding**

The briefing of the Head of Communications was received.

It was proposed by Councillor Alford , seconded by Councillor Aves and

**RESOLVED** to approve the use of the new logo as determined by the Town Clerk, ensuring that its use doesn’t result in any increased costs to the Council, over and above costs which would normally have been incurred.

**213/21 Written Motions from Councillors**

**213/21. Keeping Small Dog Park in King George V Playing Fields**

**1**

Councillor Mortimer asked members to reconsider the decision made by the previous Council to close the small dog park.

The Town Mayor, Councillor Hubbard, advised members that the master plan for the Park envisaged that the area would be used as a new games facility for older children. If the decision was reversed, that facility would be withdrawn.

It was proposed by Councillor Mortimer , seconded by Councillor Aves and

**RESOLVED** to keep the small dog run in King George V Park until there was a viable funded alternative use for the plot of land and, at that stage, to consider the option of re-siting the small dog run.

**213/21. Installation of a Free Air Pump**

**2**

It was proposed by the Councillor Houghton , seconded by Councillor

Oatley and

**UNANIMOUSLY RESOLVED** to approve the motion to install a free air pump in the Market Place, with a second free air pump and five bike racks in King George V Park at a point near the Pavilion to be decided. It is estimated that the total project will cost circa £5,000 and will be funded from the major projects reserve and a councillor-sponsored area board application for 50% of the costs.

**214/21 Items for Information**

**214/21. Wiltshire Swindon and Oxfordshire Canal Partnership Meeting 1**

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

**215/21 Confidential Session**

Councillor Ellis wished to speak against excluding the press and public. He believed in open democracy and felt that the item to be discussed was in the public interest.

The Town Clerk advised members that commercially sensitive information would be discussed.

It was proposed by the Town Mayor, Councillor Hubbard, that, in view of the sensitive nature of the business to be transacted, the public and press be instructed to withdraw from the meeting.

Councillor Ellis requested a recorded vote which was as follows:

<b>Councillor</b>	<b>Absent</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
Alford		X		
Aves			X	
Cooke		X		
Crundell J	X			
Crundell S	X			
Ellis			X	
Forgacs		X		
Goodhind		X		
Houghton		X		

Hubbard		X		
Lewis	X			
Mortimer		X		
Oatley		X		
Price	X			
Rabey		X		
<b>Totals</b>	<b>4</b>	<b>9</b>	<b>2</b>	<b>0</b>

The Town Clerk confirmed that the vote was carried.

**216/21 Hybrid Council Session**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Rabey and

**RESOLVED** to instruct the Town Clerk to obtain legal advice from the Town Council’s solicitors and to arrange a panel to interview two of the companies before making a recommendation to a future meeting of Full Council for a decision.

Meeting Closed at: 10.04 pm

**Signed:** .....

**Dated:**