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## Agenda and minutes

### Full Council Monday 26th June 2023 7.00 pm ([mgCommitteeDetails.aspx?ID=136&\\$LO\\$=1](#))

- Attendance details ([mgMeetingAttendance.aspx?ID=804&\\$LO\\$=1](#))
- Agenda frontsheet PDF 478 KB ([documents/g804/Agenda frontsheet 26th-Jun-2023 19.00 Full Council.pdf?T=0&\\$LO\\$=1](#))
- Agenda reports pack PDF 6 MB ([documents/g804/Public reports pack 26th-Jun-2023 19.00 Full Council.pdf?T=10&\\$LO\\$=1](#))
- Printed minutes PDF 469 KB ([documents/g804/Printed minutes 26th-Jun-2023 19.00 Full Council.pdf?T=1&\\$LO\\$=1](#))

**Venue:** Town Hall

**Contact:** Linda Roberts - Town Clerk

#### Items

##### 528/23 Apologies

To receive apologies for absence.

##### Minutes:

Apologies were received from Councillor Cooke, Councillor J Crundell, Councillor Forgacs, Councillor Houghton, Councillor Price and Councillor Rabey.

##### 529/23 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.*

##### Minutes:

There were no declarations of interest.

##### 530/23 Questions from Councillors

To receive questions from Councillors.

##### Minutes:

Councillor Hubbard referred to a matter he had previously raised about written submissions to the meeting. The Town Clerk will provide a written reply by the end of next week (7<sup>th</sup> July).

Councillor Hubbard referred to a matter where he had previously written to the Town Mayor, Councillor S Crundell about an action which needed to be addressed, to which he had received no formal reply. The Town Mayor, Councillor S Crundell advised that an update would be provided and policy would be updated.

##### 531/23 Minutes PDF 316 KB ([documents/s10346/Minutes 15052023 Full Council.pdf?\\$LO\\$=1](#))

To confirm as a correct record the minutes of the Annual Meeting meeting held on Monday 15 May 2023. Members to note that the minutes of the Annual Meeting on 15<sup>th</sup> May 2023 have been unpublished for the following reasons:

- To allow the numbering of items to be changed from /22 to /23.
- To amend the record of Outside Bodies membership as follows:
  - o Neighbourhood Plan sub-group

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§ Design Guides Forgacs, S Crundell rather than Forgacs  
§ Housing Aves, Mortimer rather than Aves, S Crundell

To confirm as a correct record the minutes of the Full Town Council meeting held on Monday 22 May 2023.

**Additional documents:**

- Minutes of Previous Meeting  PDF 274 KB (documents/s10387/Minutes of Previous Meeting.pdf?\$LO\$=1)

**Minutes:**

The minutes of 15 May 2023 having previously been circulated, were amended by hand by the Town Mayor, Councillor Crundell, approved as a correct record and signed by The Town Mayor, Councillor S Crundell.

The minutes of 22 May 2023 having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

**532/23 Town Mayor's Announcements**

**Minutes:**

The Town Mayor, Councillor S Crundell, thanked Richard and Miriam for their work on the Market Place roundabout display. He went on to thank Richard, Terri, Councillor Mortimer and all the volunteers planting the flowers throughout the marketplace and noted that next year was an anniversary year for Melksham in Bloom.

Melksham Pride took place on Saturday last and was bigger and better than last year.

**533/23 Reports from Unitary Councillors**

Unitary Councillors to report on any matters affecting Melksham which have been discussed at Wiltshire Council Meetings.

**Minutes:**

Members received updates as follows.

Councillor Alford. Meeting of the Area Board. Jonathan Seed is new Chair, and areas of responsibility are, Councillor Alford Economy & Deprivation, Councillor Hubbard Children & Young People, Councillor Oatley Health & Wellbeing, Mike Sankey, Chair of Local Highways, Footways Improvement Group (LHFIG) Local Plan Review going to Cabinet early July. Tennis Court Management working with leisure team so announcement expected soon.

Councillor Oatley. There is a petition for a 20 mph speed limit outside Melksham Oak Community School. Details and QR code on Councillor Nick Holder's facebook page.

Councillor Hubbard. The company supplying holiday activities has gone bust but majority of placements will continue. Local Government Association (LGA) Working Group were looking at placements for young people coming into care. He will be attending LGA Conference and invited members to email him with any areas of interest.


**534/23 Cheque Signatories and Payment Authorisation**

To appoint members, in addition to those appointed at the meeting on 15<sup>th</sup> May 2023, for the signing of cheques and payment authorisation.

**Minutes:**

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

**UNANIMOUSLY RESOLVED** to appoint Councillor Alford and Councillor Aves to sign cheques and make payment authorisation.

**535/23 Detailed Income & Expenditure Report - Year End 31.3.2023  PDF 257 KB (documents/s10434/Detailed Income Expenditure by Budget Heading 31\_03\_2023.pdf?\$LO\$=1)**


To note the Income and Expenditure report.

**Minutes:**

Councillor Hubbard raised increases in insurance, HR Consultancy, Legal Fees and Civic & Ceremonial. It was noted that Council had approved overspend

There was discussion on General Balance, reserves, the use, naming and allocation of surplus.

The report was noted. The Town Clerk to circulate papers, give a different name to the reserve and refer to Finance, Administration and Performance Committee.

**536/23 Internal Auditor's Report 2022 - 2023  PDF 422 KB (documents/s10377/Internal Audit Report 2022-2023 Final.pdf?\$LO\$=1)**

To receive and adopt the Internal Auditor's Report 2022-2023 and note that the recommendations therein have been acted upon (see attached).

**Minutes:**

The question of Assembly Room Ticketing and VAT was discussed.

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

**RESOLVED** to adopt the Internal Auditor's Report and note that the recommendations therein have been acted upon.

**537/23**

**538/23 Annual Governance and Accountability Return 2022-2023**

Members requested to approve the accounting statements as outlined in Section 1 of the Annual Return. The Annual Return must be signed by the Town Mayor, Councillor S Crundell, or in his absence, by the appointed Chair of the meeting. The document must also be signed by the Town Clerk/RFO. Full statement attached.

**Minutes:**

It was proposed by The Town Mayor, Councillor S Crundell, seconded by Councillor Oatley, and

**RESOLVED** to approve the Governance Statement.

There was a recorded vote on this item as follows.

Councillor Alford – For  
Councillor Aves – For  
Councillor Cooke – Absent  
Councillor J Crundell – Absent  
The Town Mayor, Councillor S Crundell – For  
Councillor Ellis – For  
Councillor Forgacs – Absent  
Councillor Goodhind – Abstain  
Councillor Houghton – Absent  
Councillor Hubbard – For  
Councillor Mortimer – Against  
Councillor Oatley – For  
Councillor Price – Absent  
Councillor Rabey – Absent

Totals. For 6, against 1, abstain 1.

**539/23 Accounting Statements 2022-2023**

Members requested to approve, by formal resolution, the accounting statements as outlined in Section 2 of the Annual Return. The Annual Return must be signed by the Town Mayor, Councillor S Crundell, or in his absence, by the appointed Chair of the meeting. The document must also be signed by the Town Clerk/RFO. Full statement attached.

**Minutes:**

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

**RESOLVED** to approve the accounting statement.

There was a recorded vote on this item as follows.

Councillor Alford – For  
Councillor Aves – For  
Councillor Cooke – Absent  
Councillor J Crundell – Absent  
The Town Mayor, Councillor S Crundell – For  
Councillor Ellis – For  
Councillor Forgacs – Absent  
Councillor Goodhind – Abstain  
Councillor Houghton – Absent  
Councillor Hubbard – Against  
Councillor Mortimer – Against  
Councillor Oatley – For  
Councillor Price – Absent  
Councillor Rabey – Absent

Totals. For 5, against 2, abstain 1.

**540/23 The Clerk is setting the commencement date for the exercise of public rights as Wednesday 28 June 2023 and ending on Tuesday 8 August 2023.**

**Minutes:**

Noted.

**541/23 Asset Register 2023**  PDF 10 KB (documents/s10451/Asset Register 2023.pdf?\$LO\$=1)

Toi receive and note the Asset Register for 2023-2023.

**Minutes:**

The Asset Register and how the figures were calculated was discussed.

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

**RESOLVED** to note the Asset Register, refer to Finance, Administration and Performance for clarification and return to Full Council.

**542/23 Insurance Policy Renewal**  PDF 506 KB (documents/s10296/Insurance Renewal.pdf?\$LO\$=1)

Policy renewed on 1<sup>st</sup> June 2023 after review as the 2<sup>nd</sup> year of a 3 year policy.

**Minutes:**

Noted.

**543/23 Proposed lighting for Bowmans Court to Forest Community Centre Access Road**  PDF 650 KB  
(documents/s10452/Lighting - Road from Bowmans Court to the FCC.pdf?&LO\$=1)

- View the background to item 543/23 (mgIssueHistoryHome.aspx?IId=10541&&LO\$=1)
- View the decision for item 543/23 (ieDecisionDetails.aspx?AllId=10130&&LO\$=1)

To consider a proposal from Councillor Oatley to install lights in Bowmans Court to Forest Community Centre Access Road.

**Minutes:**


Councillor Oatley outlined his proposal, advising that this walkway is much used and some residents had asked for lighting.

There was a wide ranging discussion

- privacy of neighbouring gardens
- the question of vandalism of the low level lights
- seeking permission from Wiltshire Council, owners of the track
- funding and possible alternative sources of funding
- whether the solar panels would receive enough daylight
- that it was intended the lights would be intermittent rather than constantly on
- whether the matter should come back to council for decision or to note only
- the effect on wildlife

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

**RESOLVED** to delegate the Town Clerk authority to purchase low level solar lighting up to the value of £8000 to be taken from the solar farm funding. Subject to Councillor Oatley talking to resident's in Bowman's Court, obtaining permission from Wiltshire Council, ensuring resident's privacy is not invaded, and bringing the matter back to council to note what is being installed.

**544/23 Remit of Melksham Assembly Hall Working Group**  PDF 75 KB (documents/s10424/buildingsaround 05062023 Asset Management and Amenities Committee.pdf?&LO\$=1)

On 5 June 2023 the Asset Management and Amenities Committee discussed a proposal from Councillor Ellis (see attached) and resolved as follows.

**Minute 163/23.**

**That the town council register its interest in the Blue Pool site with Wiltshire Council, establish a timeline and find out whether any potential procurement would be pre or post demolition, enquire about access to the site from the Campus end of the site.**

**That the Assembly Hall Working Group Terms of reference are amended at the next Full Council meeting which will enable input from volunteers in the community on potential proposals for the site which will include the Town Hall, 31 Market Place and the Art House Cafe.**

**That the Friends of Melksham Assembly Hall are asked to come up with proposals.**

**That the matter be referred to Full Council to decide on the remit of the working group.**

Current terms of reference are attached.

A further proposal has now been received from Councillor Ellis as follows:

Request to Full Council to reconfigure the Assembly Hall Working Group, with members of the Friends of Melksham Assembly Hall, into a working group of the full council to investigate and progress the future of the Assembly Hall, the linked building currently the Blue Pool and the immediate surrounds bordering the Campus.

Next steps:



1. Authorise the Assembly Hall Working Group, to comprise current members and representatives of the Friends of Melksham Assembly Hall and museum and hub interests, to investigate the possible further with a structural survey leading to an outline business case and costing. We would request a budget of around £5000 for this initial professional work. The group will also be informed by the needs assessment, Cluster 1 research by the neighbourhood plan team, and further user and community interaction.
2. To gain access for members of FoMAH and AHWG already involved to the Blue Pool to help the team evaluate the possible and to get a measure of the building and opportunities so that we can fill in the details
3. To progress liaison with Wiltshire Council concerning the transfer of the Blue Pool to the ownership of the Town Council should an agreement be reached between the parties and that to be fitting with the strategic plans of the Town Council.
4. To allow these groups concerned to meet within the Assembly Hall or other available Town council rooms to progress their work, with internal accounting to cover the costs thereof as with other working groups.

The outcomes from the above will be a feasibility report to full council. Should the group consider option(s) practical and recommendable, it will include a road map to decide and progress the project looking at the ultimate use / needs for Melksham and how we would get there and provide an affordable and sustainable set of facilities into the future, looking

ahead at the next 15 years.

A meeting of AHWG/FoMAH is proposed for the evening of Tuesday 4th July (or 5th if better) with ... view the full agenda text for item 544/23 (mgAi.aspx?ID=10106&LO\$=1)

**Additional documents:**

- BluePoolAssemblyHall, 05/06/2023 Asset Management and Amenities Committee  PDF 307 KB  
(documents/s10425/BluePoolAssemblyHall 05062023 Asset Management and Amenities Committee.pdf?LO\$=1)
- Assembly Hall WG Amended Terms of Reference with Track Changes following FC 03.10.2022  PDF 147 KB  
(documents/s10426/Assembly Hall WG Amended Terms of Reference with Track Changes following FC 03.10.2022.pdf?LO\$=1)

**Minutes:**

Councillor Ellis set out the details of his proposal. There was general support for the proposal but some concern over the make-up and voting rights of the working group. It was suggested that the Working Group be open to all councillors and that members of the public be invited to give input. There was discussion of the scope of the project, Wiltshire Council's position on the Blue Pool and the remit of the Working Group, with some feeling the options outlined were too narrow. Some amendments were suggested and accepted by Councillor Ellis as friendly amendments

*The 10pm cut off was reached during the discussions. It was proposed by the Town Mayor, Councillor S Crundell, seconded by Councillor Oatley, and*

**UNANIMOUSLY RESOLVED** to suspend Standing Orders and extend the meeting by a further 15 minutes.

It was proposed by Councillor Ellis, seconded by Councillor Goodhind, and

**UNANIMOUSLY RESOLVED**

- that the Assembly Hall Working Group (AHWG) Terms of Reference be amended so the group sits under the Full Council and not Asset and Amenities Committee.
- That the AHWG would be open to all council members, with a quorum of 5 elected members.
- That, within a time limit of three months, the AHWG will consider at least 3 options including but not limited to Repurpose, Redevelop and Do Not Take Project On.
- That the AHWG will explore and provide "Ball Park Figures".
- That a budget of £10000 be allocated from The Major Projects Earmarked Reserves for professional fees.

**545/23 Christmas Light and Fair Event**

To consider and approve the resolution of the Community Development Committee on Monday 12th June 2023 , namely

"It was proposed by Councillor Oatley seconded by Councillor Rabey and  
**RESOLVED** to recommend to Full Council an increase in the Christmas Event budget of no more than £5000 to be met from the General Reserve."

**Minutes:**

There was discussion on whether the agreed increase had been £4000 or £5000.

*The previous extension having expired, it was proposed by the Town Mayor, Councillor S Crundell, seconded by Councillor Mortimer, and*

**RESOLVED** to suspend Standing Orders and extend the meeting by a further 10 minutes or to the conclusion of this item if earlier.

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

**UNANIMOUSLY RESOLVED** to increase the Christmas Event budget by £5000, to be met from the general reserve.