



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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Tuesday 16 May 2023

Dear Members

You are summoned to attend the **Annual Council Meeting** of Melksham Without Parish Council which will be held on **Monday 22 May at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09>

Or go to www.zoom.us or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985**
Passcode: 070920. Instructions on how to access Zoom are on the parish council website www.melkshamwithout.co.uk. If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

Yours sincerely

A handwritten signature in black ink that reads "Strange".

Teresa Strange, Clerk

YOU CAN ACCESS THE AGENDA PACK HERE



AGENDA

1. **Welcome, Announcements & Housekeeping**
2. **Appointment of Chair**
3. **To receive the Chair's Declaration of Acceptance of Office**
4. **Appointment of Vice Chair**
5. **To receive Apologies and approval of reasons given**
6. **To consider holding items in Committee due to confidential nature**
Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business (16b) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
7. **Declarations of Interest:**
 - a) To receive declarations of interest
 - b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.
8. **Public Participation & Invited Guests**
 - Wiltshire Councillor Nick Holder, Bowerhill
 - Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold
 - Wiltshire Councillor Jonathan Seed, Melksham Without West & Rural
9. **Standing Orders & Council Policies:**
 - a) To review Melksham Without Parish Council Standing Orders and consider if any updates are required (amendments to stand adjourned for adoption at June Full Council meeting)
 - b) To review and adopt Complaints Procedure
10. **Code of Conduct:**
 - a) To note update from Wiltshire Council on its new Code of Conduct and top tips for councillors
 - b) To review and adopt Code of Conduct (& Protocol for Member/Officer Relationship)
 - c) To review social media guidance and policy and adopt
 - d) To review "Roles & Responsibilities of a Councillor" and adopt
11. **Parish Council Objectives:**
 - a) To review Objectives for 2022/23 and set Parish Council Objectives for 2023/24
 - b) To review Priorities for Term of Council (2021-2025)
12. **To review and adopt revised "Committee Structure & Terms of Reference"**
13. **Appointment of Committees & Working Parties 2023/24**
 - a) Asset Management Committee

- b) Finance Committee
- c) Highways & Street Scene Committee
- d) Planning Committee
- e) Staffing & Resources Committee
- f) Working Parties

14. Appointment of Organisation Representatives 2023/24

15. To note dates of meetings for 2023/24

- a) To approve venue for **Annual Parish meeting** 15 April 2024

- 16.**
- a) To approve the Minutes of the **Full Council** meeting held on 24 April 2023
 - b) To approve the **Confidential Notes to accompany the Full Council** minutes of 24 April 2023

17. Planning:

- a) To approve the Minutes of the Planning Committee meeting held on 15 May 2023
- b) To formally approve Planning Committee recommendations of 15 May 2022

18. Finance:

- a) To approve the Minutes of the Finance Committee meeting held on 15 May 2023.
- b) To formally approve the Finance Committee recommendations of 15 May 2023 and a quotation for sports field surface cover if obtained.
- c) To note Income/Expenditure reports for April
- d) To appoint cheque signatories/online authority for May payments
- e) To approve transfer of funds between bank accounts and fixed term deposits
- f) To note new employer pension contribution rates

19. Highways

- a) To note new guidance for SIDs (Speed Indicator Device) published by Wiltshire Council
- b) To approve Solagen quote to reprogram (old) device (deferred from previous meeting)
NB: seeking clarification that the quote allows the device to meet the new guidance

20. Asset Management

- a) To note PV battery has now been installed & commissioned at Berryfield Village Hall (last of outstanding works)
- b) To note following demolition of the former Berryfield Village Hall the area has been re-seeded and the security fencing removed (last of outstanding works)
- c) To note update on Whitworth Play Area under delegated powers
- d) To consider aspects of land transfer of Davey Play Area (if received)

21. Community projects/partnership organisations:

- a) To note 'Melksham Carers' event to be held at the Assembly Hall on Friday 9 June from 4pm-7.00pm and to consider if the Parish Council wishes to be involved
- b) To consider supporting a request for a Melksham Museum
- c) To note Sergeant Gemma Rutter has joined Melksham Neighbourhood Policing Team replacing Sergeant James Twyford.
- d) To receive update on recent meeting with Cash Access UK

22. Meeting the Climate Friendly Objective: Works planned at Shurnhold Fields

Serving rural communities around Melksham