



## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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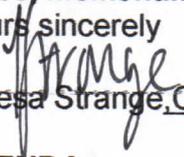
Web: [www.melkshamwithout.co.uk](http://www.melkshamwithout.co.uk)

Monday 8<sup>th</sup> May 2017

Dear members

You are cordially summoned to attend the **Annual Council Meeting** of Melksham Without Parish Council which will be held on **Monday 15<sup>th</sup> May 2017, at 7.00pm at Crown Chambers, 7 Market Place, Melksham, SN12 6ES** to consider the agenda below.

Yours sincerely

  
Teresa Strange, Clerk

### **AGENDA**

1. **Welcome, Housekeeping and Apologies**
2. **Appointment of Chair &**
3. **To receive the Chair's Declaration of Acceptance of Office**
4. **Appointment of Vice Chair**
5. **To consider holding items in Committee (20) 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 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted*
6. **To consider applications for co-option of new councillors for 5 vacancies (4 Bowerhill Ward, 1 Blackmore Ward) and appoint for co-option**
7. **Standing Orders:**
  - a) To note Melksham Without Parish Council Standing Orders 2016/17
  - b) To consider adopting NALC Model Standing Orders for 2017/18 (*draft to stand adjourned for adoption at June Full Council meeting*)
  - c) To consider joining WALC/NALC as member & purchase "Local Councils Explained"
8. **To adopt the following documents for 2017/18**
  - a) Melksham Without Parish Council Code of Conduct (*Wiltshire Council model*)
  - b) Melksham Without Parish Council Complaints Procedure (*SLCC model*)
  - c) Councillor Roles & Responsibilities (*WALC model*)
9. **Declarations of Interest:**
  - a) To note requirement under Code of Conduct for Register of Interests to be displayed online (*Melksham Without Parish Council & Wiltshire Council website*)
  - b) To consider Dispensations for term of new Council (2017-2021)
  - c) To receive declarations of interest

Serving rural communities around Melksham

**10. Parish Council Objectives 2017/18**

- a) To note: i) Census 2011 information for the Parish  
ii) Melksham Community Area information from Joint Strategic Assessment
- b) To set Council Objectives for 2017/18

**11. Appointment of Committees & Working Parties 2017/18**

- a) To review and adopt revised "Committee Structure & Terms of Reference" document
- b) To appoint the following:
  - ii) Finance Committee
  - iii) Staffing & Resources Committee
  - iv) Highways & Streetscene Committee
  - ii) Planning & Policy Committee
  - iv) Asset Management Committee

**12. Appointment of Organisation Representatives 2017/18**

**13. To note Dates for 2017/18 Council meetings**

**14. Public Participation**

- 15. a) To approve the **Minutes of the Full Council meeting held on 10<sup>th</sup> April**
- b) To approve **Confidential Notes to accompany Full Council Minutes**

**16. Planning:**

- a) To approve the Minutes of the **Planning Committee** meeting held on 24<sup>th</sup> April
- b) To formally approve Planning Committee **Recommendations**
- c) To consider amendments to planning application 17/01096/REM Land to the North of Semington Road (*100 dwellings*)
- d) To note draft Minutes of the **Neighbourhood Plan Steering Group** held 29<sup>th</sup> March & 26<sup>th</sup> April

**17. Finance:**

- a) To note **Receipts and approve Accounts** for payment
- b) To review and approve **Direct Debit payments for 2017/18**
- c) To approve delegated powers for the Finance Committee to appoint an Insurance Provider and approve quotation and payment for Parish Insurance commencing 1<sup>st</sup> June

**18. Highway & Streetscene:**

- a) To note current situation with ex Carson Tyres sponsored roundabout and consider future actions
- b) To consider requirement for Section 96 Licence for CAWS to erect planters
- c) To approve quotation for work to Middle Lane footway whilst dropped kerb work being undertaken 22nd May.

**19. Joint Ventures/Partnership Working:**

- a) To note current situation with Connect & Bowerhill Villager publication teams and consider future actions
- b) To note report from Joint Operational & Financial Review for Market Place Public Conveniences (12<sup>th</sup> April)
- c) To consider joining the Melksham Dementia Action Alliance
- d) To consider signing the Charter for Trees, Woods and People
- e) To consider organising activities during Parliament Week (*Nov 2017*)
- f) To note Community Policing Team report for March & April (*if received*)

**20. Staffing & Resources:**

- a) Update on return to work for current staff member off sick.