

Town Hall, High Street, Corsham, Wiltshire SN13 0EZ

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8 January 2019

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 14 January 2019 at 7.30pm.

Please would members of the Accounts Sub-committee arrive by 7.10pm.

Yours sincerely

David J Martin
CHIEF EXECUTIVE

AGENDA

1. Apologies.
2. Public Question Time and Petitions.
3. Declarations of Interest.

To receive any Declaration(s) of Interest under Corsham Town Council's Code of Conduct issued in accordance with the Localism Act 2011.
4. Minutes of the Council Meeting held on 10 December 2018 – *attached*.
5. Matters Arising from the above Minutes – *for information only*.
6. Chairman's Announcements.
7. Policing and Community Safety – To consider policing and community safety issues.
8. Correspondence –
 - i) As mentioned in Members Information Sheet Nos. 413 and 414 (*to follow*) – *to note*.
 - ii) Late correspondence – *to note*.

9. Reports from Council representatives appointed to outside bodies.
10. Minutes of the Finance and Administration Committee meeting held on 12 December 2018 – *attached*.
11. Matters Arising from the above Minutes – *for information only*.
12. Minutes of the Council (Planning) meeting held on 2 January 2019 – *attached*.
13. Matters Arising from the above Minutes – *for information only*.
14. Budget 2019/20 (*Minute F&A 35/18 and P&A 45/18*) – With reference to the Finance and Administration Committee meeting held on 12 December 2018 the draft budget is attached.

The Town Council's overall draft budget currently shows an increase in the precept of £97,296 (13.39%). An extra 149.7 Band D Equivalent properties brings the percentage increase down to 9.9% per property. The overall Band D Equivalent charge would increase from £153.52 to £168.74 per property (An increase of £15.22 per year).

Recommendation

It is recommended by the Finance and Administration Committee that the draft budget proposals be approved by the Full Council, with a budget of £966,670 and a precept of £823,900 for 2019/20.

15. Corsham Neighbourhood Plan Update (*Minute 148/18 and others*) – Further to previous meetings, the Chief Executive will update the Council on the Neighbourhood Plan examination process. Government has now published a substitute basic condition that affects habitat screening – a key aspect of the Corsham Neighbourhood Plan. The condition came into effect on 28 December 2018 and provides some certainty regarding assessment of neighbourhood plans. Wiltshire Council is planning to employ an external consultant to re-visit the Habitats Regulations Assessment Screening which was originally carried out for the Corsham Neighbourhood Plan. The timescale has not been produced yet but it is hoped that further information will be available at the meeting – *for information and comment*.
16. Strategic Plan Update (*Minute 143/18 and others*) – The second quarterly report is attached. Guidance is sought regarding Objective OT1 – 'Explore what opportunities could exist for reskilling/upskilling of adults who are out-of-work, underemployed or returning to the workplace'. The possible action in the Strategic Plan is 'Engage with stakeholders to understand opportunities, requirements, barriers etc' and the evaluation measure is 'Current approach to the opportunities is identified and understood. Role of the Council clearly identified' – *for consideration*.
17. Review of Committees and Meetings/Draft Calendar of Meetings – Since the start of the Council year in May 2018, a record has been kept of Councillors' attendance at Council and Committee meetings. There is concern that some meetings have been poorly attended, including two meetings which could not go ahead because they were inquorate. Attendance by individuals ranges from 100% to just 9% with the average attendance being 57%. There have also been several occasions where Councillors have failed to give their apologies. There are many reasons why Councillors are unable to attend every meeting, but it is suggested that consideration

be given as to how attendance could be improved, and inquorate meetings be avoided. Possible changes include:

- Reducing the frequency/number of meetings;
- Reducing the size of Committees – Reducing membership to nine Councillors reduces the quorum to three;
- Scheduling certain meetings so they take place the same evening e.g. Community Services Committee could directly follow Council (Planning).

Some suggestions, such as allowing substitute members, have been considered but present other difficulties due to the notice periods required.

The Draft Calendar of Meetings for 2019/20 is attached for discussion. It can be amended if the Council decides to alter the frequency/number of Committee Meetings – *for consideration*.

18. General Data Protection Regulations (GDPR) Update (*Minute 78/18*) – Our GDPR Consultant and Data Protection Officer (i-West) has carried out an audit of the Town Council's progress on GDPR and produced a Data Protection Compliance Report (*available on request*). The audit covered 10 areas, from governance to disposal. All areas were assessed as satisfactory or excellent. The Data Protection Compliance Report states that the Town Council is progressing well with compliance and suggests monitoring progress through an Action Plan and Risk Register. The report recommends amending some of our policies, procedures and records. Officers will be updating the Council's Risk Register and preparing a GDPR Action Plan – *for information and comment*.
19. Community Awards 2019 – The Community Awards Panel members have reviewed the arrangements for the 2019 Awards Scheme. Posters and application forms have been produced and the awards scheme is open for nominations until Friday 1 March 2019. Presentation of the awards will take place at the Annual Town Meeting on Thursday 11 April 2019. Members are strongly encouraged to promote the award scheme within the Corsham area – *for information and comment*.
20. Corsham Digital Mansion Visit (*Minute 192/18*) – To confirm names of those attending the visit to Corsham Digital Mansion at 6pm on Thursday 31 January – *attendees names requested*.
21. Issues for Corsham Area Board Consideration (*Minutes 193/18 and 146/18*) – Further to previous meetings, this regular agenda item asks the Town Council to identify issues for Area Board consideration – *suggested issues invited*.
22. Authorisation of cheques and payments – A list will be available at the meeting.

A Meeting of the Accounts Sub-committee will take place at 7.10pm.

The Methuen (Town) Hall meeting will take place immediately after the Council meeting.

