

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

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9 May 2023

Dear Councillor

You are hereby summoned to attend the Annual Council Meeting to be held **at the Town Hall** on Monday 15 May 2023 at 7.30pm.

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

Yours sincerely



David J Martin
CHIEF EXECUTIVE

Press and Public – To observe the meeting online or take part in Agenda Item 5 - Public Question Time and Petitions, please click [here](#) or email dmartin@corsham.gov.uk for instructions.

AGENDA

1. Apologies.
2. Election of the Chairman of the Council.
3. Declaration of Acceptance of Office by the Chairman.
4. Election of Vice Chair of the Council.
5. Public Question Time and Petitions.
6. 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.

7. Minutes of the Town Council Meeting held on 17 April 2023 – *attached*.
8. Matters Arising from the above Minutes – *for information only*.

9. Policing and Community Safety – To consider policing and community safety issues – *for information and comment.*
10. Chairman’s Announcements.
11. Appointments to Committees, Working Groups and Panels, and Election of Committee Chairs and Vice-Chairs. The Terms of Reference are available in the Councillors area of the website for information:
 - i) Appointment of Property and Amenities Committee (9 Members)
 - ii) Election of Chair and Vice Chair of the Property and Amenities Committee
 - iii) Appointment of Community Services Committee (9 Members)
 - iv) Election of Chair and Vice Chair of the Community Services Committee
 - v) Appointment of Finance and Administration Committee (9 Members)
 - vi) Election of Chair and Vice Chair of the Finance and Administration Committee
 - vii) Appointment of Accounts Sub-Committee (4 Members + 2 reserves)
 - viii) Appointment of Neighbourhood Plan Delivery and Monitoring Group (5 to 6 Members)
 - ix) Election of Chair of the Neighbourhood Plan Delivery and Monitoring Group
 - x) Appointment of Community Awards Panel (4 to 5 Members)
 - xi) Appointment of Staffing Panel (4 to 5 Members)
 - xii) Appointment of Appeals Panel (4 to 5 Members – cannot be on Staffing Panel)
 - xiii) Appointment of Strategic Planning Working Group (comprises of the Chairman and Vice-Chairman of the Council, along with Chairs of Committees and other Councillors as agreed by the Council (Up to 8 Members)
 - xiv) Community Wellbeing Working Group (6-8 Members)
 - xv) Environment Task Group (6 Members)
 - xvi) Public Realm Task Group (4 to 5 Members)
 - xvii) Workshop Task Group (4 to 5 Members)
 - xviii) Town Transport Planning Group (5 to 6 Members)
 - xix) Public Art Task Group (4 to 5 Members)
 - xx) Bath Stone Quarry Museum Collection Advisory Group (4 to 5 Members)
12. Appointments to Outside Bodies:
 - i) Bath Spa University Liaison (3 + Council Chairman)
 - ii) Campaign to Protect Rural England (1 + reserve)
 - iii) Community First (1 + reserve)
 - iv) Corsham Area Health and Wellbeing Group (1)
 - v) Corsham Chamber of Commerce (1 + reserve)
 - vi) Corsham Climate Action (2)
 - vii) Corsham Connections (1)
 - viii) Corsham For Walking (2)
 - ix) Corsham Local Highway and Footway Improvement Group (LHFIG) (1 + reserve)
 - x) Corsham Local Youth Network (2 + reserve)
 - xi) Corsham Railway Station Town Team/Steering Group (3 + reserve)
 - xii) Corsham Retail Forum (3)
 - xiii) Corsham Schools Liaison Groups (4-5)
 - xiv) Corsham Sports Forum (2)
 - xv) Corsham Twinning Association (1 + reserve)
 - xvi) Corsham Youth Council (2 + reserve)
 - xvii) Corsham Youth Zone (1 + reserve)

- xviii) Dorset and Wiltshire Fire and Rescue Authority (1)
 - xix) Emergency Planning Volunteer (1 + reserve)
 - xx) Fairtrade (1 + reserve)
 - xxi) Potley and Pockeridge Community Association (1 + reserve)
 - xxii) Pound Arts Trust Ltd (1 + reserve)
 - xxiii) Town Council Surgery (4)
 - xxiv) Wiltshire Association of Local Councils and NALC (1 + reserve)
 - xxv) Wiltshire Market Towns Forum (1)
13. Correspondence
- i) As mentioned in Members Information Sheet Nos. 543 and 544 – *to note*.
 - ii) Late correspondence – *to note*.
14. Reports from Council representatives appointed to outside bodies.
15. Notes of the Council (Planning) Meeting held on 19 April 2023 – *attached*.
16. Matters Arising from the above Notes – *for information only*.
17. Minutes of the Finance and Administration Committee Meeting held on 26 April 2023 – *attached*.
18. Matters Arising from the above Minutes – for information only.
19. Minutes of the Council (Planning) Meeting held on 10 May 2023 – *to follow*.
20. Matters Arising from the above Minutes – for information only.
21. Former Family Health Centre, Beechfield Road, Corsham (*Minutes 223/22 and 173/22*) - Further to previous Council meetings, the Rt Hon Michelle Donelan MP's office is still in the process of meeting the Integrated Care Board about the future of the former Family Health Centre. Any further update will be provided at the meeting – *for information and comment*.
22. Issues for Corsham Area Board Consideration (*Various Minutes*) – Further to previous meetings, this regular agenda item asks the Town Council to identify issues for Area Board consideration – *suggested issues invited*.
23. 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.**