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4 July 2023

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held **at the SPRINGFIELD COMMUNITY CAMPUS** on Monday 10 July 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 2 - Public Question Time and Petitions, please click [here](#) or email [dmartin@corsham.gov.uk](mailto:dmartin@corsham.gov.uk) for instructions.

## 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 12 June 2023 – *attached*.
5. Matters Arising from the above Minutes – *for information only*.
6. Policing and Community Safety – To consider policing and community safety issues – *for information and comment*.
7. Chair's Announcements.

8. Correspondence –
  - i) As mentioned in Members Information Sheet No. 547 and 548 – *to note.*
  - ii) Late correspondence – *to note.*
9. Reports from Council representatives appointed to outside bodies.
10. Minutes of the Council (Planning) Meeting held on 21 June 2023 – *attached.*
11. Matters Arising from the above Minutes – *for information only.*
12. Minutes of the Finance and Administration Services Committee Meeting held on 28 June 2023 – *attached.*
13. Matters Arising from the above Minutes – for information only.
14. Minutes of the Corsham Youth Council meeting held on 3 July 2023 (*attached*) - *to note.*
15. Former Family Health Centre, Beechfield Road, Corsham (*Minute 21/23 and others*) – Further to previous meetings, when it was agreed to nominate the Centre as a possible asset of community value, a nomination has been submitted to Wiltshire Council. Wiltshire Council will decide whether to list the asset as an Asset of Community Value by 28 August 2023.

A representative of the Integrated Care Board is due to attend the Corsham Area Board meeting being held at The Pound on 20 July to discuss the future of the Centre – *for information and comment.*

16. Council Vacancy – There is currently one Town Councillor vacancy, which has arisen through the resignation of Stephen Senior (Corsham Ladbrook Ward). The Notice of Vacancy is being advertised. If, by 13 July 2023, a request for an election to fill the vacancy is made in writing to the Returning Officer by 10 electors from the relevant ward, an election will be held to fill the vacancy. Otherwise, the vacancy will be filled by co-option. If an election is called, it will take place no later than 15 September 2023 – *for information.*
17. Vacancies on Committees, Other Groups and Outside Bodies (*Minute 42/23 and others*) – Further to previous Council meetings and the recent resignation of Stephen Senior, there are opportunities to fill vacancies on committees, other groups and outside bodies. Any unfilled vacancies following this meeting can be filled at future meetings. The current vacancies are:

*Committees and other groups*

Finance and Administration – two

Accounts Sub-Committee – one reserve

Community Wellbeing Group – up to three

Appeals Panel - one

*Outside bodies*

Bath Stone Quarry Museum Collection Advisory Group – one

Wiltshire Market Towns Forum - one

- If any Councillor would like to fulfil any of the above roles, they can be appointed at the Council meeting – *for consideration.*

18. Communications Policy (*Minute 45/23*) – Further to the previous meeting, the Communications Policy, which includes the Social Media Policy, has been reviewed by the Strategic Planning Working Group. Some amendments have been suggested and the final version will be issued to all Councillors on completion – *for information and comment*.
19. Carbon Footprint Appraisal for 2022/23 (*Minute 91/22 and 34/22 ix*) – Further to the Council meeting on 10 October 2023, the Carbon Footprint report for 2022/23 is *attached*.

Summary of Current Performance:

- Corsham Town Council's total market-based emissions are 27.63 tCO<sub>2</sub>e (with location-based emissions of 36.22 tCO<sub>2</sub>e).
- The most significant market-based emission source is employee commuting accounting for 31.4% of Corsham Town Council's carbon footprint.
- Corsham Town Council's absolute market-based emissions have reduced by 28.7% since the baseline year (2019/20) emissions.
- Corsham Town Council's Scope 3 supply chain emissions are 27.11 tCO<sub>2</sub>e.

The Appraisal contains the following recommendations (Draft responses are in *italics*):

- Offset the GHG emissions created within this data period to become carbon neutral. *RESPONSE: The Town Council sees carbon offsetting as a last resort, to be carried out when it is not possible to reduce our carbon footprint any further through projects and improvements. Therefore, at this time, CTC would prefer to use the available budget on projects to reduce carbon emissions locally.*
- Install electric vehicles (EV) charging points at work. This will encourage and enable staff to switch to low carbon EVs. In addition, encourage walking, cycling, and other forms of active transportation for local employees. *RESPONSE: The Town Council does not currently own suitable premises where EV charging points can be installed. However, we will work with Wiltshire Council and the community to support the installation of further EV charging points in the area.*
- Investigate swapping owned sites from gas-powered heating to sustainable alternatives. *RESPONSE: This is being explored for the Town Hall as part of a long-term asset management plan. It will require agreement from neighbouring land owners. This will be considered as part of the discussions over the future of the Council's other property, Arnold House.*
- Investigate opportunities to reduce energy consumption across all sites through implementing regular energy monitoring and conducting an energy audit. *RESPONSE: Energy monitoring takes place. An energy audit has been completed and work is commencing on some of the findings.*
- Continue to utilise a renewable energy tariff to reduce the emissions associated with electricity use. *RESPONSE: This is continuing.*

- Carry out target setting to facilitate your reduction strategy in line with your 2030 carbon neutral target. *RESPONSE: Target setting takes place where possible within the Climate Change Action Plan.*

– *for consideration.*

20. General Data Protection Regulations (GDPR) Update (*Various Minutes*) – Further to previous meetings, our GDPR Consultant and Data Protection Officer (One West) has carried out its fifth annual audit of the Town Council's progress on GDPR and produced a Data Protection Compliance Report (*available on request*). The audit covered 13 areas. The Executive Summary States: 'The Town Council has improved areas identified as high risk in last year's report and is delivering a high standard of data protection. The previous report noted some deficiencies in Accountability, third party management, Information Security, and Retention and Disposal, with the exception of third party management all the previously identified concerns have been addressed. Third party management requires some minor improvement and should not detract from an otherwise outstanding level of data protection.

Over the next year the Council will need to look at improving its presentation of transparency data online, including cookies. There should also be a review of the CCTV Policy in use. At present the Council is managing CCTV well using the DPIA, however, an outward presentation of its approach must be presented. A common issue across many organisations is retention, particularly that of emails. The Council is going to consider a process that will improve the situation and reduce risk in the event of a subject access request being made.

Overall, Corsham Town Council has an effective, practical, and proactive approach to data protection and is an ideal example of a town council'.

Risk Score: Following the visit, the Town Council was given a score for each of the above sections. These scores, when totalled, will have given the Town Council an overall risk score out of 100. Based on the findings of the visit, the Town Council has been given a risk score of 93 (very low).

Officers are producing a new GDPR Action Plan to address the recommendations - *for information and comment.*

21. Strategic Plan 2022-2026 Update (*Minute 226/22 and others*) – The third monitoring report, in the form of a RAG (Red/Amber/Green) Report and update sheet, is attached – *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.**