

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

Tel: 01249 702130

Email: towncouncil@corsham.gov.uk

www.corsham.gov.uk

5 September 2023

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 11 September 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 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 14 August 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. 551, 552 and 553 (to follow) – *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 23 August 2023 – *attached.*
11. Matters Arising from the above Minutes – *for information only.*
12. Minutes of the Finance and Administration Committee Meeting held on 30 August 2023 – *attached.*
13. Matters Arising from the above Minutes – *for information only.*
14. Minutes of the Neighbourhood Plan Delivery and Monitoring Group Meeting held on 10 August 2023 – *attached.*
15. Matters Arising from the above Minutes – *for information only.*
16. Minutes of the Strategic Planning Working Group Meeting held on 6 September 2023 – *to follow.*
17. Matters Arising from the above Minutes – *for information only.*
18. Former Family Health Centre, Beechfield Road, Corsham (*Minute 97/23 and others*) – Further to previous meetings, Wiltshire Council has decided not to list Corsham Family Health Centre as an Asset of Community Value (*see attached letter*). There is no right of appeal for the nominators of a rejected application.

The Integrated Care Board (ICB) is due to update Corsham Area Board in October on its plans for the property – *for information and comment.*

19. Park Lane Workshop Update – Since gaining planning permission for the new workshop, architects have been progressing the project. A structural engineer has been appointed to review the detailed structural elements of the building and a quantity surveyor has been commissioned to produce updated costs estimates. The revised estimates will be available in around six weeks which will enable the Town Council to explore, in detail, likely loan requirements. Other matters arising from the legal agreement with the developer are being reviewed by our solicitors – *for information and comment.*
20. Vacancies on Committees, Other Groups and Outside Bodies (*Minute 100/23 and others*) – Further to previous Council meetings 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 – one
 Accounts Sub-Committee – one reserve
 Community Wellbeing Group – up to two

Appeals Panel – one

Outside bodies

Bath Stone Quarry Museum Collection Advisory Group – one

If any Councillor would like to fulfil any of the above roles, they can be appointed at the Council meeting

- *for consideration.*

21. Annual Governance and Accountability Return for the Year Ended 31 March 2023 – The Annual Governance and Accountability Return has been audited and the Notice of Conclusion of Audit is being advertised on the Town Council's website. Apart from one minor transcription error with a date, no issues or concerns have arisen. A copy of Section 3 - External Auditor Report and Certificate 2022/23 is *attached – for information.*
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. Council Vacancy (*Minute 99/23 and 68/23*) – There is currently one Town Councillor vacancy, which is for Corsham Ladbrook Ward. As no election was called, the vacancy can be filled by co-option. The vacancy was advertised, and one application was received by the closing date. Nomination details for the candidate are *attached.* The applicant is Adrian Jones. Members need to decide whether they think the candidate is suitable before voting takes place – *co-option requested.*
24. 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.