

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

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6 June 2023

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held **at the Town Hall** on Monday 12 June 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 Annual Council Meeting held on 15 May 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. Chairman's Announcements.

8. Correspondence –
 - i) As mentioned in Members Information Sheet No. 545 and 546 – *to note*.
 - ii) Late correspondence – *to note*.
9. Reports from Council representatives appointed to outside bodies.
10. Minutes of the Community Services Committee Meeting held on 17 May 2023 – *attached*.
11. Matters Arising from the above Minutes – for information only.
12. Minutes of the Property and Amenities Committee Meeting held on 24 May 2023 – *attached*.
13. Matters Arising from the above Minutes – for information only.
14. Minutes of the Council (Planning) Meeting held on 31 May 2023 – *attached*.
15. Matters Arising from the above Minutes – *for information only*.
16. Minutes of the Neighbourhood Plan Delivery and Monitoring Group Meeting held on 18 May 2023 (*attached*) – *to note*.
17. Minutes of the Corsham Youth Council meeting held on 22 May 2023 (*attached*) - *to note*.
18. The Future of Visit Wiltshire (*Minute 225/22*) – At the Council meeting on 17 April it was *Resolved*: ‘That the Town Council writes to Wiltshire Council asking that, in the light of the reorganisation of tourism in England, the government’s own recommendations and the importance of Wiltshire being an LVEP (Local Visitor Economy Partnership), the decision to cease funding Visit Wiltshire from 2024/25 be reconsidered.’ The *attached* response from the Leader of Wiltshire Council has been received – *for discussion*.
19. Vacancies on committees, other groups and outside bodies (*Minute 11/23 and 12/23*) – Further to the Annual Council Meeting on 15 May there are opportunities to fill the remaining 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 three

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*.
20. Town Councillor Email Addresses (Multifactor Authentication) – Most online services, including Microsoft 365 which is used for Town Councillor email addresses, have introduced multifactor authentication to make accounts more secure. When users sign into their account for the first time on a new device or app (such as a web browser) they will need more than just the username and password to prove who they are. This may be another password, PIN, fingerprint etc. Many Councillors recently received a pop-up on

their screens as a prompt to implement the change. Most of those Councillors have made the change but may be prompted again should they attempt to log in from a different device. If any Councillors are having difficulty implementing the change or are unable to receive emails on their Councillor email address, they are asked to contact IT Support (Excalibur Service Desk service.desk@excaliburcomms.co.uk or 01793 438888) – *for information/action*.

21. Chair/Chairman Terminology Proposal – In recent years it has become increasingly popular to use the term Chair rather than Chairman as a gender neutral term. The Town Council adopted the use of the term ‘Chair’ for its Committees around four years ago. The Society of Local Council Clerks recently agreed to change the term from Chairman to Chair in all its advisory and training material where appropriate and the Town Council’s Strategic Plan 2022-2026 highlights the desire for ‘An Engaged Community – Making life in Corsham better through equality, accessibility and inclusivity’. It is therefore recommended that ‘Chair’ be used in place of ‘Chairman’ in all instances except when the Town Council is specifically legally required to use the term ‘Chairman’ – *for approval*.
22. Communications Policy – The Town Council’s Communications Policy, which includes the Social Media Policy, is currently under review by members of the Strategic Planning Working Group. Once comments have been received, an updated policy will be issued to all Councillors. If significant changes are proposed, they will be considered at the July Council meeting – *for information*.
23. Internal Audit Report (Final Update) 2022/23 – A copy of the report from the recent audit visit is attached. The internal auditor has made no recommendations.

Recommendation

That the internal audit report be noted.

24. Annual Return for the Year Ended 31 March 2023: Section 1 – Annual Governance Statement 2022/23 – A copy of the Annual Governance Statement is attached – *for approval*.
25. Annual Return for the Year Ended 31 March 2023: Section 2 – Accounting Statements for 2022/23 – A copy of the Statements and supporting documentation is attached – *for approval*.
26. Annual Internal Audit Report 2022/23 – A copy of the Annual Internal Audit Report signed by the internal auditor is attached – *to note*.
27. 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*.
28. 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.