

**Minutes of the Council Meeting held at the Springfield Community Campus on
Monday 10 July 2023**

Present Councillor A Brown (In the Chair)
Councillors S Abbott, J Brook, T Bush, T Ellis, M Jackson, G McCaffery,
J Robertson, A White and R Williams

In Attendance Mrs M Jones (Head of Finance & Administration)
D Martin (Chief Executive)

In Attendance Online Councillor R Hopkinson

52/23 Apologies

Apologies had been received from Councillors H Belcher, N Brakspear, N Farmer,
A Thomas and G Ward.

53/23 Public Question Time and Petitions

There were none.

54/23 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.

There were none.

56/23 Minutes of the Town Council Meeting held on 12 June 2023

Resolved

That the Minutes be approved as a true record and signed by the Chairman.

57/23 Matters Arising from the above Minutes

There were no matters arising.

58/23 Policing and Community Safety

Sgt Tripp gave his apologies and had sent a report which would be circulated to
Councillors with the Members Information Sheet.

59/23 Chair's Announcements

The Chair of the meeting conveyed thanks to Officers for a very successful Taste of Corsham Event on 17 June. Councillors were also thanked for their help at the event.

The Chair reminded Councillors of the Street Fair on 9 September and Christmas Lights on 1 December. If Councillors were able to help at these events, they are asked to let the Tourism and Events Officer know.

60/23 Correspondence

- i) Members Information Sheets Nos. 547 and 548 were noted.
- ii) Late correspondence – There was none.

61/23 Reports from Council representatives appointed to outside bodies

Councillor A White informed Councillors that there were places available for the Corsham Twinning Association trip to Jargeau in October.

The Chair and Councillor Brook had attended a Potley and Pockeridge Community Association meeting.

Councillor Robertson reported that Fairtrade still did not have a new co-ordinator and that Fairtrade Fortnight would possibly not be going ahead next year.

Councillor Robertson informed Councillors that Corsham Climate Action would be holding an Energy Saving event at The Pound on 25 July.

Councillor Robertson informed Councillors that the monthly litter pick and Repair Café would be held on 22 July.

Councillor Brown had attended a Corsham Youth Zone session and reported that 16-20 young people were attending the weekly sessions. One of the MOD Youth Leaders had left and more volunteers were needed to help.

62/23 Minutes of the Council (Planning) Meeting held on 21 June 2023

Resolved

That the Minutes be approved as a true record and signed by the Chairman.

63/23 Matters Arising from the above Minutes

There were none.

64/23 Minutes of the Finance and Administration Committee Meeting held on 28 June 2023

Resolved

That the Minutes be approved as a true record and signed by the Chairman.

65/23 Matters Arising from the above Minutes

There were none.

66/23 Minutes of the Corsham Youth Council meeting held on 3 July 2023

The Minutes were noted.

67/23 Former Family Health Centre, Beechfield Road, Corsham (*Minute 21/23 and others*)

Further to previous meetings, it had been agreed to nominate the Centre as a possible asset of community value. A nomination had been submitted to Wiltshire Council. Wiltshire Council would decide whether to list the asset as an Asset of Community Value by 28 August 2023.

It was reported that a representative of the Integrated Care Board was due to attend the Corsham Area Board meeting to be held at The Pound on 20 July to discuss the future of the Centre.

68/23 Council Vacancy

There was currently one Town Councillor vacancy, which had arisen through the resignation of Stephen Senior (Corsham Ladbrook Ward). The Notice of Vacancy had been advertised. If, by 13 July 2023, a request for an election to fill the vacancy was made in writing to the Returning Officer by 10 electors from the relevant ward, an election would be held to fill the vacancy. Otherwise, the vacancy would be filled by co-option. If an election was called, it would take place no later than 15 September 2023.

The update was noted.

69/23 Vacancies on Committees, Other Groups and Outside Bodies (*Minute 11/23 and 12/23*)

Further to the previous meeting there were opportunities to fill the remaining vacancies on committees, other groups and outside bodies.

Resolved

That Councillor S Abbott be appointed to the Community Wellbeing Group for the remainder of the Council year.

70/23 Communications Policy (*Minute 45/23*)

Further to the previous meeting, the Communications Policy, which included the Social Media Policy, had been reviewed by the Strategic Planning Working Group. Some amendments had been suggested and the final version would be issued to all Councillors on completion.

71/23 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 had been circulated.

Summary of Current Performance:

- Corsham Town Council's total market-based emissions were 27.63 tCO₂e (with location-based emissions of 36.22 tCO₂e).
- The most significant market-based emission source was employee commuting accounting for 31.4% of Corsham Town Council's carbon footprint.
- Corsham Town Council's absolute market-based emissions had reduced by 28.7% since the baseline year (2019/20) emissions.
- Corsham Town Council's Scope 3 supply chain emissions were 27.11 tCO₂e.

The Appraisal contained the following recommendations, with the responses considered in *italics*):

- Offset the greenhouse gas 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, the Town Council 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 landowners. 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.*

Resolved

That the responses in the Carbon Footprint report be approved.

72/23 General Data Protection Regulations (GDPR) Update (*Various Minutes*)

Further to previous meetings, the Town Council's GDPR Consultant and Data Protection Officer (One West) had carried out its fifth annual audit of the Town Council's progress on GDPR and produced a Data Protection Compliance Report. The audit covered 13 areas. The Executive Summary stated: '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 would 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 could 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 had been given a score for each of the above sections. These scores, when totalled, would have given the Town Council an overall risk score out of 100. Based on the findings of the visit, the Town Council had been given a risk score of 93 (very low).

Officers were producing a new GDPR Action Plan to address the recommendations.

The report was noted.

73/23 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 had been circulated.

Resolved

That the update be noted.

74/23 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. There were no new issues.

75/23 Authorisation of cheques and payments

Salaries & Payments - CTC Staff	£24,957.10
Wiltshire Pension Fund - Pension Contribution for July 2023	£8,238.23
HMRC - Tax & NI for July	£8,498.50
Methuen Hall Trust - Hire of Council Chamber and Town Hall for July	£683.00
The Local Look - Advertising Street Fair, Holiday Trails, Back to School	£594.00
Great West Way - Digital Bundle - Online Advertising	£300.00
J H Jones - Grave Digging x 5 and Trial Holes at Park Lane	£3,171.14
Working Planet Ltd - Advertising Environmental Project Officer Vacancy	£298.00
Travis Perkins - Safety Glasses, Clips for SID, Topsoil, Line Marking Paint, Slabs for Cemetery	£511.29
Wiltshire PCC Income - Donation to Wiltshire Police for E-bike for Corsham Area Policing	£1,657.50
Brooks Smith Gallery Ltd - Changes to Corsham Shop Map	£30.00
Anthony Spence - Allotment Rent Returned, Tenant Paid Twice	£49.00
Amazon - Desk Fans and Flowers for Summer Trail	£60.58
Dragonfly Music - Performance at Taste of Corsham	£75.00
Newsquest - Taste of Corsham Advertising	£396.00
Visit Wiltshire Ltd - Partner Renewal and Training	£1,084.80
Allen's Leisure Hire - Giant Games and Tables for Taste of Corsham	£330.38
Idverde - Monthly Grounds Maintenance and Toilet Cleaning	£3,567.49
My Skills for Life Ltd - Arnold House Fire Risk Assessment	£360.00
Rymer Design and Detailing Ltd - Structural Engineering Services for Park Lane Plinth	£750.00
Wiltshire Council - Pockeridge Road Resurfacing	£50,056.84
Idverde - Tree Works at Various Sites	£9,109.20
Corsham Windband - Performance at Taste of Corsham	£150.00
Corsham Tasty Bites - Helper Food for Taste of Corsham	£131.40
Lenny Osler - Busking on 1 July 2023	£50.00
Simply Sweepers - Sweep Zone 3 and 4	£1,260.00
Corsham Print - Taste of Corsham Leaflets, Advert re-size x 6, Retail Map Pads, Volunteer Flyers, Adverts x 2	£873.00
Anywhere Deckchairs - Deckchairs for Street Fair	£546.00
Julian House - Reimbursement for Fruit Purchased for Smoothie Bike fundraiser at the Taste of Corsham	£49.91
Milk and Tweed - Website Support and Web Hosting	£978.00
St John Ambulance - First Aid Cover at Taste of Corsham	£190.08
JACS - Centenary Gardens Bench Repair	£108.00
Your Wiltshire - Quarter Page Advert	£78.00
Global - Free Parking Advertising	£309.96
Acorn Joinery Bath - Bench Slats - Centenary Gardens	£324.00
Johns Associates - Biodiversity Action Plan Final Payment	£690.00
The Plant Kitchen - Helper food at Taste of Corsham	£50.00
Caroline Rudge - Second Instalment for Potley Community Art Project	£2,750.00
The Rise Trust - Detached Youth Work Quarters 1 and 2	£7,250.00

SLCC - Advertising Environmental Project Officer Vacancy	£357.60	
Streetmaster - Cavendish Memorial Bench for Lacock Road Cemetery	£1,355.76	
Grants		
Wiltshire Citizens Advice	£750.00	
Corsham Orcas	£750.00	
Corsham Badminton Club	£750.00	
Carer Support Wiltshire	£750.00	
Cheque		
Petty Cash	£107.20	7809
Charge Card		
No Statement Received		
Sub total	£135,386.96	
Cheques / Internet Banking Paid Outside of Meeting		
John Miller Garden Machinery - Battery Powered Tools	£1,015.00	
Bradshaw Electric Vehicles - Service Contract for Electric Vehicle	£826.80	
Payments Made by Direct Debit/Standing Order		
West Mercia Energy - Public Conveniences Electricity	£75.69	
West Mercia Energy - Guide Hut Electricity	£67.61	
UK Fuels - Fuel for Work Vehicles and Annual Service Charge	£309.64	
Hills Waste - Refuse Collection for May	£830.34	
SGW Payroll - Monthly Payroll Processing	£54.72	
Peninsula - Monthly HR & H&S Consultancy	£304.98	
Bridge Solutions - Server Warranty	£420.00	
Viking - Stationery	£333.85	
Vodafone - One Net Mobile Telephones	£728.53	
SSE - Guide Hut Electricity	£24.92	
SEE - Skate Park Electricity	£139.54	
SUB TOTAL	£5,131.62	
TOTAL	<u>£140,518.58</u>	

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.37pm. There were no members of the public at the meeting.

CHAIR

DATE