

Minutes of the Council Meeting held at the Town Hall on Monday 12 June 2023

Present Councillor H Belcher OBE (Chair)
Councillors S Abbott, N Brakspear, J Brook, A Brown, T Ellis, N Farmer,
R Hopkinson, M Jackson, J Roberton, G Ward and R Williams

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

Online Attendance Councillors T Bush, D Jarman and A Thomas

24/23 Apologies

Apologies had been received from Councillors A Crockford, G McCaffery and A White.

25/23 Public Question Time and Petitions

There were none.

26/23 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.

Councillor Belcher declared a non-pecuniary interest in *Agenda Item 18 The Future of Visit Wiltshire* as she owns a B&B in the town. She remained in the room during the discussion and decision on the item.

27/23 Minutes of the Town Council Meeting held on 15 May 2023

Resolved

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

28/23 Matters Arising from the above Minutes

There were no matters arising.

29/23 Policing and Community Safety

Sgt Tripp attended the meeting and gave the following report:

A new PCSO, Jamie Moore, had joined the Corsham team and was working alongside PCSO Redmond.

In the past month the local policing team had engaged with the community at schools, clubs and events in Corsham.

There had been a few outbuilding break-ins where lawnmowers and e-bikes had been stolen. There had been an attempted break-in at a house in Tramways.

Anti-social behaviour at Springfield had continued, with more patrols taking place to tackle the problem.

Speed checks had taken place and five drivers had been caught speeding and sent on speed awareness courses.

Councillors mentioned issues with cars driving too fast down Middlewick Lane during the Middlewick House Open Day and that pedestrians were at risk. An event at Hartham Park on the same day had caused extra cars in the area. It was suggested that the Town Council gets in touch with the event organisers.

An urn on a stone plinth at Mansion House had been vandalised. Unfortunately, there was no CCTV coverage of the incident.

30/23 Chairman's Announcements

On 8 May the Chairman attended Mayor Making in Royal Wootton Bassett.

On 22 May the Chairman attended the MOD Liaison meeting at the Town Hall.

On 24 May the Chairman attended Mayor Making in Chippenham.

On 3 June the Chairman attended Mayor Making in Bath.

On 5 June the Chairman had been interviewed for the Naturally Social podcast.

On 9 June the Chairman opened the Corsham Walking Festival at Springfield and attended the Business Lunch at Digital Mansion.

The Chairman reminded Councillors that Taste of Corsham would be taking place on 17 June and it was not too late to volunteer to help.

31/23 Correspondence

- i) Members Information Sheets Nos. 545 and 546 were noted.
- ii) Late correspondence – There was none.

32/23 Reports from Council representatives appointed to outside bodies

Councillor Robertson reported that Nikki Kenna's last day as co-ordinator of Fairtrade was 4 July. As yet, no replacement had come forward for the role.

Councillor Robertson reported that Corsham Climate Action had spoken to classes at Corsham Regis on 26 May for their Eco Day. The monthly Repair Café had been very successful. On 11 June, at the Campus wildflower garden, many children had attended and engaged in the talk about wildflowers and insects. The next Corsham Climate Action (CCA) meeting would be held on 27 June at the Community Garden at The Pound. CCA would also have a stall at the Taste of Corsham event.

Councillor Jarman had attended the Town Council-organised Business Networking Lunch at Digital Mansion Corsham and reported that the meeting was very useful and well attended.

Councillor Brown had attended the Corsham Foodbank AGM on 15 May. He informed Councillors that the foodbank had experienced a 41% increase in people using it in 2023.

Councillor Brown reported that The Rise Trust outreach workers had been engaging with young people in the town centre and had also visited Potley to speak to those who live there.

33/23 Minutes of the Community Services Committee Meeting held on 17 May 2023

Resolved

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

34/23 Matters Arising from the above Minutes

There were none.

35/23 Minutes of the Property and Amenities Committee Meeting held on 24 May 2023

Resolved

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

36/23 Matters Arising from the above Minutes

There were none.

37/23 Minutes of the Council (Planning) Meeting held on 31 May 2023

Resolved

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

38/23 Matters Arising from the above Minutes

There were none.

39/23 Minutes of the Neighbourhood Plan Delivery and Monitoring Group Meeting held on 18 May 2023

The Minutes were noted.

40/32 Minutes of the Corsham Youth Council meeting held on 22 May 2023

The minutes were noted.

41/23 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.'

A response from the Leader of Wiltshire Council had been received, stating that there was no budget available to extend the existing contract with Visit Wiltshire after 2024.

Resolved

To contact Visit Wiltshire to suggest arranging a meeting of town councils to discuss a way forward for tourism funding in the market towns.

42/23 Vacancies on committees, other groups and outside bodies (*Minute 11/23 and 12/23*)

Further to the Annual Council Meeting on 15 May there were opportunities to fill the remaining vacancies on committees, other groups and outside bodies.

None of the vacancies were filled.

43/23 Town Councillor Email Addresses (Multifactor Authentication)

Most online services, including Microsoft 365 which was used for Town Councillor email addresses, had 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 would need more than just the username and password to prove who they were. 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 had made the change but may be prompted again should they attempt to log in from a different device. Councillors who had difficulty implementing the change or were unable to receive emails on their Councillor email address were asked to contact IT Support (Excalibur Communications).

The information was noted.

44/23 Chair/Chairman Terminology Proposal

In recent years it had 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. Given that the Town Council's Strategic Plan 2022-2026 highlighted the desire for 'An Engaged Community – Making life in Corsham better through equality, accessibility and inclusivity', it was 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'.

Resolved

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'.

45/23 Communications Policy

The Town Council's Communications Policy, which includes the Social Media Policy, was under review by members of the Strategic Planning Working Group. Once comments had been received, an updated policy would be issued to all Councillors. If significant changes were proposed, they would be considered at the July Council meeting.

The Communications Policy update was noted.

46/23 Internal Audit Report (Final Update) 2022/23

A copy of the report from the recent audit had been considered. The internal auditor had made no recommendations.

Resolved

- i) That the internal audit report be approved.
- ii) To write to the internal auditor in response to a comment about funding the acquisition of an electric bicycle for the local police, explaining that it was a conscious decision to fund it using existing Powers.

47/23 Annual Return for the Year Ended 31 March 2023: Section 1

Annual Governance Statement 2022/23 – A copy of the Annual Governance Statement was considered.

Resolved

That the Annual Governance Statement be approved.

48/23 Annual Return for the Year Ended 31 March 2023: Section 2

Accounting Statements for 2022/23 – A copy of the Statements and supporting documentation was considered.

Resolved

That the Accounting Statements for 2022/23 be approved.

49/23 Annual Internal Audit Report 2022/23

A copy of the Annual Internal Audit Report signed by the internal auditor was considered.

Resolved

That the Annual Internal Audit Report 2022/23 be noted.

50/23 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.

51/23 Authorisation of cheques and payments

Online Banking Payments

Name	Amount
Salaries & Payments - CTC Staff	£26,287.33
Wiltshire Pension Fund - Pension Contribution for May 2023	£8,563.96
HMRC - Tax & NI for May	£8,424.68
Methuen Hall Trust - Hire of Council Chamber and Town Hall for May	£626.99
Woodys - Volunteers Food at Eco Fair	£61.60
M B Bells - Flat 2 Kitchen Extract Repair and Defib Cabinet Repair	£136.74
Auditing Solutions Ltd - Final Internal Audit	£576.00
Local Toilet Hire Ltd - Hire of Event Toilets for Street Fair	£510.00
Boson Webb with Milk and Tweed - Web Hosting, Website Support for May	£978.00
Crafty Cow Engraving - 3 x Oak Plaques for Log Piles at The Batters	£80.00
Idverde Grounds Maintenance and Public Convenience Cleaning	£3,567.49
Starfish Publishing Ltd - Advertising Corsham in May Edition	£282.00
Corsham Print - Date Stickers, New Image for Street Fair, Resize Ad, Suzie Brooks Retail Map Poster, Correx Boards	£444.00
Corsham Windband - Busking Performance November 2022	£50.00
WES Doors - Six Monthly Automatic Door Inspection Arnold House	£90.00
Simply Sweepers - Zone 1 and Zone 2 Road Sweeping	£1,260.00
Royal Mail Door to Door - Summer Newsletter Delivery	£570.23
A T Graphics Ltd - Half Page Advert in Coach Tours UK	£300.00
Cliff Gater - High Street Busking 27/05/23	£50.00
Mediaclash Ltd - Advertising in Bath Life Magazine	£156.00
Wired Publishing - Advertising in The West Wilts Magazine	£192.00

Historic Towns and Villages Forum - Place Plan Historic Strategies Webinar and Annual Membership	£120.00	
SLCC Enterprises - Planning Summit Webinar	£144.00	
Mirage Signs Ltd - Signs for Wildlife Meadows	£360.00	
Newsquest - Advertising Visit Corsham in Swindon Advertiser	£114.00	
Great West Way - Leaflet Distribution at Group Travel Leisure Show and Advertising	£492.00	
Gentworks Ltd - Bacterial Cleaner for Public Conveniences	£40.80	
Milk and Tweed Studio Ltd - Web Hosting, Website Support for June	£978.00	
Melksham Groundcare Machinery Ltd - Cobra Lawnmower Service	£44.50	
Global Media Group - Advertising on Heart Radio Free Parking	£1,000.90	
Travis Perkins - Heavy Duty Antiviral Wipes x 3	£28.50	
M A Music Leisure Music & Travel - Advertising Taste of Corsham June Issue	£282.00	
Your Wiltshire - Advertising in June Issue	£78.00	
Mr J Creighton (Rogerdean) - PA System for Taste of Corsham	£450.00	
Konica Minolta - Photocopier Charges	£332.26	
St John Ambulance - First Aid at Work Training	£318.00	
Wanna Face Paint - Face Painting at Taste of Corsham	£270.00	
Sharon Thomas - Reimbursement Coronation Competition Prizes	£94.65	
Kingfisher Visitor Guides – Advertisements (Wiltshire, Bath, Bristol)	£882.00	
Visit Wiltshire - Corsham Town Tab on Visit Wiltshire Website	£900.00	
Peacock Arts Trail - Funding for Corsham Youth Zone Workshops	£450.00	
Amie K Music - Busking 10 June	£50.00	
Sovereign Design Play Systems - Spares for Play Areas	£285.08	
Cheque		
Petty Cash	£190.50	7808
Charge Card		
Frome Area Building Supplies - Mendip Dust	£71.40	
LBS Horticulture Ltd - Soil Moisture Meter	£15.39	
Trainline - Train Tickets Chippenham to London and Return	£101.69	
Ultimate One Online - Tree Guard	£212.40	
Toolstation - Sander and Discs	£148.45	
Eventbrite - Training Course x 2	£104.08	
Land Registry - Land Searches	£12.00	
Sub total	£62,153.46	
Cheques / Internet Banking Paid Outside of Meeting		
There were none		
Payments Made by Direct Debit/Standing Order		
West Mercia Energy - Public Conveniences Electricity	£76.49	
West Mercia Energy - Guide Hut Electricity	£86.99	
UK Fuels - Fuel for Work Vehicles	£122.43	
Hills Waste - Refuse Collection for May	£612.32	
SGW Payroll - Monthly Payroll Processing and Year End Charge	£113.28	
Peninsula - Monthly HR & H&S Consultancy	£304.98	
Bridge Solutions - Monthly IT Support, New Storage Disc	£1,030.85	
Viking - Stationery	£135.88	
Vodafone - One Net Mobile Telephones	£725.17	
PWLB Loan	£21,648.13	
Mainstream Digital - Quarterly Line Rental	£104.40	
SSE - Springfield Electricity	£125.41	

SUB TOTAL **£25,086.33**

TOTAL **£87,239.79**

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.35pm. There were no members of the public at the meeting.

CHAIR

DATE