



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

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4 February 2020

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 10 February 2020 at 7.30pm.

Please would members of the Accounts Sub-committee arrive by 7.10pm.

Yours sincerely

David J Martin
CHIEF EXECUTIVE

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 13 January 2020 – *attached*.
5. Matters Arising from the above Minutes – *for information only*.
6. Policing and Community Safety – To consider policing and community safety issues.
7. Chairman's Announcements.
8. Correspondence –
 - i) As mentioned in Members' Information Sheet Nos. 440 and 441 – *to note*.
 - ii) Late correspondence – *to note*.

9. Reports from Council representatives appointed to outside bodies.
10. Minutes of the Property and Amenities Committee meeting held on 15 January 2020 – *attached*.
11. Matters Arising from the above Minutes – *for information only*.
12. Minutes of the Community Services Committee meeting held on 22 January 2020 – *attached*.
13. Matters Arising from the above Minutes – *for information only*.
14. Minutes of the Council (Planning) meeting held on 29 January 2020 – *attached*.
15. Matters Arising from the above Minutes – *for information only*.
16. Minutes of the Corsham Youth Council meeting held on 20 January 2020 – *to note*.
17. Corsham Neighbourhood Plan Delivery and Monitoring Group Membership and Terms of Reference – The Delivery and Monitoring Group has been established and held its first meeting on 3 February 2020. Draft Terms of Reference for the Group are attached for consideration and approval. The Council is also asked to consider Membership of the Group and is asked to appoint Councillor Steve Abbott as Chair of the Group for the remainder of the Council year. Further details will be available at the meeting – *for consideration and approval*.
18. Draft Calendar of Meetings 2020/21 – The draft calendar of meetings is attached – *for approval*.
19. Vacancies on committees, other groups and outside bodies – Further to the previous meeting, there are opportunities to fill the following vacancies on committees, other groups and outside bodies:

Committees and other groups

Community Services Committee – one vacancy

Finance and Administration Committee – one vacancy

Property and Amenities Committee – one vacancy

Neighbourhood Planning Steering Group/Delivery and Monitoring Group – one vacancy

Environment Task Group – one vacancy

Accounts Sub-Committee – one vacancy

Staffing Panel – one vacancy

Appeals Panel – one vacancy

Outside bodies

Wiltshire/National Association of Local Councils – one vacancy plus reserve

If any Councillor would like to fulfil any of the above roles, they can be appointed at the Council meeting and will remain until the Annual Council meeting on 11 May 2020. Any unfilled roles can be considered again when the current Town Councillor vacancies have been filled – *for consideration*.

20. Corsham Town Council Action Plan for Marking the Death of a Senior National Figure – The attached protocol has been produced to guide the Town Council in the event of the death of a senior national figure. The protocol will be used to assist Officers and Councillors and will be adapted depending on the person or people involved; the mood of the nation, and circumstances applicable at the time – *for consideration and approval.*
21. Issues for Corsham Area Board Consideration (*Minutes 217/18 and others*) – Further to previous meetings, this regular agenda item asks the Town Council to identify issues for Area Board consideration – *suggested issues invited.*
22. Co-option to Fill Councillor Vacancy, Corsham Pickwick Ward (*Minute 218/19*) – There is currently a Councillor vacancy for co-option to Corsham Pickwick Ward. Nominations to fill the vacancy have been advertised and two applications were received by the closing date. Nomination details for the candidates are attached. The applicants are Helen Belcher and Helen Brian.

Members need to decide whether they think either or both candidates are suitable before a ballot or voting.

The two, more recent, vacancies for Corsham Town Ward are currently being advertised – *co-option requested.*

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.