



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

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4 July 2017

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 10 July 2017 at 7.30pm.

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 12 June 2017 – *attached*.
5. Matters Arising from the above Minutes – *for information only*.
6. Chairman's Announcements.
7. Policing and Community Safety – To consider policing and community safety issues.
8. Correspondence –
 - i) As mentioned in Members Information Sheet Nos. 374 and 375 – *to note*.
 - ii) Late correspondence – *to note*.
9. Reports from Council representatives appointed to outside bodies.
10. Minutes of the Finance and Administration Committee held on 14 June 2017 – *attached*.

11. Matters Arising from the above Minutes – *for information only*.
12. Minutes of the Council (Planning) meeting held on 28 June 2017 – *attached*.
13. Matters Arising from the above Minutes – *for information only*.
14. Minutes of the Property and Amenities Committee held on 5 July 2017 – *to follow*.
15. Matters Arising from the above Minutes – *for information only*.
16. Vacancies on committees, other groups and outside bodies (*Minute 49/17 and others*) – Further to previous meetings, 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

Property and Amenities – maximum of four
Community Services – maximum of three
Finance and Administration – maximum of five
Accounts Sub-Committee – one reserve
Neighbourhood Planning – maximum of two
Community Awards – one
Staffing Panel – two
Appeals Panel – four

Outside bodies

Community First – one
Corsham Chamber of Commerce – one reserve
Corsham in Bloom – one
Corsham Local Youth Network – one reserve
Corsham Twinning Association – one reserve
Fairtrade – one reserve
Potley and Pockeridge Community Association – one reserve
Town Council Surgery – one
World War One Centenary Commemorations – one

If any Councillor would like to fulfil any of the above roles, they can be appointed at the Council meeting – *for consideration*.

17. Chairman and Vice-Chairman of the Finance and Administration Committee (*Minute 12/17*) – The Chairman of the Finance and Administration Committee has indicated his wish to stand down from the position. The Vice-Chairman position is currently vacant. The Council is asked to elect a Chairman and Vice-Chairman of the Committee for the remainder of the Council year – *elections required*.
18. Town Councillor Induction Evening – A Councillor induction evening has been arranged for 7.30pm on Tuesday 25 July in the Council Chamber. All Councillors are requested to attend. The aim is to cover areas specific to Corsham, rather than the generic new Councillor training carried out by the Wiltshire Association of Local Councils – *for information and comment*.

19. Mentoring for new Councillors – All new Councillors are offered a Mentor to support them through the first few months of joining the Town Council. Councillors are requested to let us know if they would like a Mentor so that experienced Councillors can provide that role – *for consideration*.
20. Nationwide Building Society (*Minute 50/17*) – Further to the previous meeting, Nationwide attended the Taste of Corsham event to gauge the level of support and interest in them providing a branch or part-time presence in the Town. They were very pleased with the support and are interested in making a case for bringing their services to Corsham for at least one day per week. To demonstrate the level of support it has been suggested that a petition be organised or letters of support be sent to Nationwide – *for consideration*.
21. Bank Mandate (*Minute 29/17*) – Further to the Annual Council Meeting, past Councillors have been removed from the Lloyds Bank Mandate. To increase the number of authorised signatories, all new Councillors are asked to complete a bank mandate form. Forms will be available at the meeting and the Head of Finance and Administration will provide guidance as necessary. Any Councillors who do not wish to become signatories must inform the Chief Executive – *for consideration*.
22. Vacancy for Co-option to Corsham Town Ward (*Minute 56/17*) – There is currently one vacancy for co-option to Corsham Town Ward. Nominations closed on Monday 3 July but there were no applications. The vacancy is being re-advertised with a new closing date of Monday 7 August 2017. Members are asked to encourage potential candidates to apply – *for information and comment*.
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.