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4 June 2019

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 10 June 2019 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, including requests to approve Councillor Fuller's and Pocock's period of absence beyond six months. If necessary, the extensions can be reviewed in a further six months.
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 13 May 2019 – *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. 423 and 424 – *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 22 May 2019 – *attached*.
11. Matters Arising from the above Minutes – *for information only*.
12. Minutes of the Council (Planning) meeting held on 29 May 2019 – *attached*.
13. Matters Arising from the above Minutes – *for information only*.
14. Minutes of the Corsham Youth Council meeting held on 20 May 2019 – *to note*.
15. Internal Audit Report (Final Update) 2018/19 – A copy of the report from the recent audit visit is attached. It is a very positive report and there are no recommendations.

*Recommendation*

That the internal audit report be noted.

16. Annual Return for the Year Ended 31 March 2019: Section 1 – Annual Governance Statement 2018/19 – A copy of the Annual Governance Statement is attached – *for approval*.
17. Annual Return for the Year Ended 31 March 2019: Section 2 – Accounting Statements for 2018/19 – A copy of the Statements and supporting documentation is attached – *for approval*.
18. Annual Internal Audit Report 2018/19 – A copy of the Annual Internal Audit Report signed by the internal auditor is attached. No issues arise – *to note*.
19. Corsham Neighbourhood Plan Update (*Minute 29/19 and others*) – Further to previous meetings, the Chief Executive will update the Council on progress with the Corsham Neighbourhood Plan examination. The Examiner is due to visit soon, which will result in questions for clarification and confirm whether a hearing is needed. Following this process, a fact check report will be issued. Officers have set aside time to deal with any queries, to help avoid further delay – *for information and comment*.
20. Appointment of Representatives for Corsham Youth Zone – Following Corsham Youth Zone's AGM on 16 May, the Group has asked whether Councillor N Farmer could be appointed as a Town Council representative, with Councillor R Hopkinson as reserve – *for approval*.
21. Issues for Corsham Area Board Consideration (*Minute 33/19 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. 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.**