

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

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6 April 2021

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held online via MS Teams on Monday 12 April 2021 at 7.30pm. To take part in the meeting, click [here](#) or email [dmartin@corsham.gov.uk](mailto:dmartin@corsham.gov.uk) for joining instructions.

Yours sincerely



David J Martin  
CHIEF EXECUTIVE

Press and Public – To observe the meeting online, please click [here](#) or email [dmartin@corsham.gov.uk](mailto:dmartin@corsham.gov.uk) for instructions. If you have any questions or wish to petition the Town Council as per Agenda Item 2, please refer to the guidance on our website (<https://www.corsham.gov.uk/meetings/fullcouncil.php>).

### 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 8 March 2021 – *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. 490 to 492 (*492 to follow*) – *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 10 March 2021 – *attached*.
11. Matters Arising from the above Minutes – *for information only*.
12. Minutes of the Council (Planning) Meeting held on 17 March 2021 – *attached*.
13. Matters Arising from the above Minutes – *for information only*.
14. Minutes of the Community Services Committee Meeting held on 24 March 2021 – *attached*.
15. Matters Arising from the above Minutes – *for information only*.
16. Minutes of the Council (Planning) Meeting held on 7 April 2021 – *to follow*.
17. Matters Arising from the above Minutes – *for information only*.
18. Revised Calendar of Meetings for 2021/22 – Due to the usual timing of the election count being amended, and the need for additional time for new and returning Councillors to sign their Declarations of Acceptance of Office in a Covid-secure way, the Annual Council Meeting has been postponed from 10 to 17 May 2021. Consequently, the Council (Planning) Meeting has been postponed from 12 May to 19 May and Community Services Committee from 19 May to 16 June 2021. The revised Calendar of Meetings is attached – *for approval*.
19. General Data Protection Regulations (GDPR) Update (*Various Minutes*) – Further to previous meetings, our GDPR Consultant and Data Protection Officer (i-West) has carried out its third annual audit of the Town Council's progress on GDPR and produced a Data Protection Compliance Report (*available on request*). The audit covered six areas, including the follow-up from the previous year. The Executive Summary States: 'For Town and Parish Councils, compliance with GDPR and the Data Protection Act 2018 should be considered as a journey. A robust and effective approach to privacy and security will add value, can become a business enabler, and will give your consumers (residents, staff, applicants, contractors) comfort that their personal data is handled safely and appropriately. **The Town Council is in a very good position with compliance** – Corsham Town Council demonstrated a very good level of data protection compliance in all areas and should be commended for the efforts made to meet the DPO's previous recommendations. The main areas for Corsham Town Council to focus on now are to ensure that they build upon the existing training by establishing a baseline standard, ideally using the one-west eLearning module on at least a biennial basis. The Town Council should conduct a review of contracts ensuring that third parties acting as data processors on behalf of the Town

council have adequate specifications in contracts or agreements covering data protection in particular the management of data at the end of contracts. When capturing personal data adequate transparency information must be provided in the format of a Privacy Notice, the Town Council has now updated this and is in the process of uploading online. A review of forms that are used to capture personal data should be made to ensure the new Privacy Notice is correctly hyperlinked. Continuing with the culture that is embedded in the Town Council's approach to data protection will serve them very well, and they are reminded that we can always be consulted should they require advice or guidance.'

Officers have produced a new GDPR Action Plan to address the recommendations - *for information and comment.*

20. Meetings Update and Scheme of Delegation – As legislation stands, certain Council Meetings must return to being held face to face after 7 May 2021 (although this is being legally challenged). The attached letter from MHCLG explains government's position on Council meetings. The Chief Executive will explain the arrangements for holding the Annual Council Meeting, and possibly other Council and Committee meetings, in the Town Hall. The attached risk assessment sets out the Covid safety precautions that will be put in place. Remote meetings are still encouraged wherever possible and legal.

MHCLG's letter explains that the use of existing powers could be used to delegate decision making to key individuals such as the Chief Executive (Head of Paid Service). This worked very effectively during the initial months of the pandemic. Town and Parish Councils cannot delegate decisions to individual Councillors, but it is common to delegate to officers in consultation with one or more Councillors. In effect, this means the system of informal online Council and Committee meetings which was put in place last summer, could resume. The current Scheme of Delegation is attached, and it is recommended that this be endorsed, with the treatment of remote meeting as an urgent matter until the legislation is updated or clarified. Face to face meetings would only take place when legally required, for example, approving the Annual Governance and Accountability Return or when Covid restrictions are eased further – *for consideration.*

21. Local Elections – To consider matters which may arise from the Local Elections on 6 May 2021. The Statement of Persons Nominated will be published by 4pm on 9 April 2021 and will be available at the meeting.
- i) Quorum and Co-options – A minimum of seven councillors are required in order to have a quorum, which would then be able to fill any vacancies through co-option. If necessary, this will be discussed in more detail at the Annual Council Meeting on 17 May.
  - ii) General Power of Competence – To be able to use the General Power of Competence, at least two thirds (14no.) of Town Councillors must hold office as a result of being elected as opposed to being co-opted. Provided this limit is reached, the Town Council must, at its Annual Council Meeting, resolve to declare that it meets the relevant criteria for eligibility. The criteria include relevant qualifications and training for the Chief Executive.

- iii) Local Council Award Scheme (Quality Gold) – In order to be able to reapply for Quality Gold or Quality Level under the LCAS which expired in November 2019, at least two thirds of the Town Councillors must hold office as a result of being elected as opposed to being co-opted. Other criteria apply. For the Foundation Level Award, there is no lower limit for the number of Councillors who are elected.
- iv) Declarations of Acceptance of Office – To participate in Council meetings and vote, Councillors must sign a Declaration of Acceptance of Office. This must be done before or at the first Council meeting unless the Council permits it to be before or at a later meeting fixed by the Council. Due to Covid requirements, the intention is to arrange these signings at the Town Hall by appointment prior to the first Council meeting after the election. All successful candidates will be contacted to arrange this.

Failure to sign the Declaration will result in the seat being declared vacant and a casual vacancy arising. In case signing cannot be arranged before the first Council meeting, it is recommended that the Town Council resolves to permit the signing and proper witnessing of Declarations of Acceptance of Office up to or at the Council meeting on 14 June 2021.

– *for comment and consideration.*

- 22. Strategic Plan Update (*Minute 145/20 and others*) – The latest report for 2020/21 is attached – *for consideration.*
- 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 – *suggested issues invited.*
- 24. Covid-19 Emergency Update, Recovery Plan – The Chief Executive will give an update on Covid-19 matters – *for consideration.*
- 25. Authorisation of cheques and payments – A list will be available at the meeting – *for approval.*

**The Methuen (Town) Hall meeting will take place immediately after the Council meeting.**