



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

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12 June 2020

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held online via MS Teams on Friday 19 June 2020 at 11.00am. To take part in the meeting, click [here](#) or email 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 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 9 March 2020 – *attached*.
5. Matters Arising from the above Minutes – *for information only*.
6. Chairman's Announcements.

7. Correspondence –
 - i) As mentioned in Members' Information Sheet Nos. 444 to 455 – *to note*.
 - ii) Late correspondence – *to note*.
8. Minutes of the Council (Planning) meeting held on 11 March 2020 – *attached*.
9. Matters Arising from the above Minutes – *for information only*.
10. Notes of Recent Committee Meetings – The following notes of informal Committee Meetings are attached for information and comment:

Property and Amenities held on 6 May 2020

Finance and Administration held on 13 May 2020

Finance and Administration held on 10 June 2020

– *for information and comment*.
11. Minutes of the Corsham Youth Council meeting held on 9 March 2020 – *to note*.
12. Postponement of the Annual Council Meeting and Appointments to Vacant Positions – Legislation has been passed to remove the requirement of the Town Council to hold an Annual Council meeting in the 2020/21 Council year. It is recommended that the Town Council formally resolves to continue with the existing Council and Committee Appointments and Membership, along with outside bodies representatives, until the Annual Council Meeting in May 2021. This would mean the Chairman, Vice-Chairman of Council, Committee Chairs and Vice-Chairs would remain in their respective posts until that time. Appointments can be made to fill current committee vacancies and outside bodies representatives which are as follows:

Committees and other Groups:

Property and Amenities (No vacancies)
Community Services (No vacancies)
Finance and Administration (One vacancy)
Neighbourhood Planning Delivery and Monitoring Group (formerly Steering Group) (Three vacancies)
Staffing Panel (One vacancy)
Appeals Panel (One vacancy)
Environment Task Group (One vacancy)

Outside Bodies:

Campaign to Protect Rural England (One vacancy – reserve)
Community Area Transport Group (One vacancy)
Corsham Chamber of Commerce (One vacancy – reserve)
Corsham Local Youth Network (One vacancy)
Corsham Twinning Association (One vacancy – reserve)
Town Council Surgery (One vacancy)
Wiltshire Association of Local Councils (One vacancy + one reserve)

Staffing Panel (One vacancy)
Staffing Appeals Panel (One vacancy)

Recommendations:

- i) That the Annual Council Meeting be postponed until May 2021;
 - ii) That the vacant positions listed above be filled.
13. Subsidised Car Parking Charges in Response to the Covid-19 Emergency – Further to the briefings on 5 and 12 June, Members are asked to consider increasing the one-hour free parking initiative to two hours from July 2020, possibly up to March 2021. This is to allow for the additional time people spend queuing at shops and businesses in the town centre, making a one-hour visit more difficult. The cost to the Town Council would be around £1,500 per month and could be funded from the saving made when Wiltshire Council suspended all parking charges for 10 weeks in the early stages of the Covid-19 emergency. The ‘saving’ was around £14,300 for the current financial year and the cost of the additional ‘free’ hour for the nine remaining months would be around £13,500. There would be a small cost in amending current signage. The existing parking agreement can be terminated by either party giving one month’s notice – *for consideration*.
14. Cycle to Work Scheme – The Town Council is carrying out a number of new initiatives as part of its aim to significantly reduce its carbon emissions. One suggestion is to offer a cycle to work scheme to all its employees. As well as having lower carbon emissions compared to other modes of transport, cycle to work schemes offer a financial benefit to the employee through purchasing a bicycle at a reduced cost. The employer also saves a small amount on its National Insurance Contributions. And, of course, cycling has a health benefit. So far, two members of staff, including the Chief Executive, have expressed interest in joining a cycle to work scheme. The local cycle shop, Spindles, is looking at setting up a cycle to work scheme – *for consideration*.
15. Draft Calendar of Meetings 2020/21 (*Minute 263/19*) – Further to previous discussions, the Draft Calendar of Meetings was suspended due to the Covid-19 emergency. It is unlikely that formal face-to-face Council and Committee meetings will take place in the near future. In the interim, Members are asked to agree a preferred way forward.

It is suggested that Committee meetings continue to be held informally online until such time as face-to-face meetings can resume safely. All future Full Council meetings can be held formally on a monthly basis. Formal Council (Planning) meetings can commence from July 2020 on a three-week cycle.

For the time-being Working Group meetings will resume online on an ad hoc basis.

Once face-to-face meetings resume, they will be held in the Main Hall due to social distancing requirements. The meeting schedule would be in accordance with the original draft Calendar of Meetings.

It is recommended that, wherever possible, formal meetings be held in the evenings and informal meetings be held during the daytime.

– *for consideration and approval*.

16. Internal Audit Report (Final Update) 2019/20 – A copy of the report from the recent audit visit is attached. It is a very positive report and there are no new recommendations.

Recommendation

That the internal audit report be noted.

17. Annual Return for the Year Ended 31 March 2020: Section 1 – Annual Governance Statement 2019/20 – A copy of the Annual Governance Statement is attached – *for approval*.
18. Annual Return for the Year Ended 31 March 2020: Section 2 – Accounting Statements for 2019/20 – A copy of the Statements and supporting documentation is attached – *for approval*.
19. Annual Internal Audit Report 2019/20 – A copy of the Annual Internal Audit Report signed by the internal auditor is attached. No issues arise – *to note*.
20. Authorisation of cheques and payments – The lists of payments made in April, May and June are attached – *for approval*.
21. Covid-19 Emergency Question and Answer Session – Since lockdown commenced on 23 March 2020, numerous decisions have been made in order to keep the public, staff and Members safe. Weekly briefings, team meetings and more frequent Members' Information Sheets have ensured a high level of engagement with staff and Members. However, not all Members have taken part in the weekly briefings and there may be a number of questions. This agenda item is for Members to ask questions and give feedback on the situation to-date and what the requirements might be as we enter the next stages of the emergency and recovery – *for discussion*.