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3 September 2019

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 9 September 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.
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 August 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. 430 and 431 (*to follow*) – *to note*.
  - ii) Late correspondence – *to note*.

9. Reports from Council representatives appointed to outside bodies.
10. Minutes of the Council (Planning) meeting held on 21 August 2019 – *attached*.
11. Matters Arising from the above Minutes – *for information only*.
12. Minutes of the Finance and Administration Committee meeting held on 28 August 2019 – *attached*.
13. Matters Arising from the above Minutes – *for information only*.
14. Minutes of the Property and Amenities Committee meeting held on 4 September 2019 – *to follow*.
15. Matters Arising from the above Minutes – *for information only*.
16. Town Council Carbon Audit (*Minute 76/19*) – One of the actions discussed by the Environmental Task Group is a carbon audit of the Town Council's activities. In the first instance, this would look at energy use for the Council's buildings and vehicles as these are relatively simple to measure. Members of the Task Group have offered to assist with the carbon audit. Once a benchmark has been established, a plan would be put in place to reduce the Town Council's carbon footprint – *for discussion*.
17. Asset Transfer and Service Delegation (*Various minutes*) – Councillors may recall previous meetings when it was reported that negotiations are due to commence in September regarding asset transfers and service delegations from Wiltshire Council to Corsham Town Council. The Town Council has been asked to enter into a Confidentiality Agreement prior to information being shared between interested parties. This is primarily in respect of commercially sensitive pricing information associated with Wiltshire Council's highways and streetscene services contract. It is recommended that the agreement is signed, and that Officers commence negotiations in accordance with previous Town Council guidance and in consultation with the Council Chairman and Vice-Chairman – *for approval*.
18. Annual Governance and Accountability Return for the year ended 31 March 2019 – The Annual Governance and Accountability Return has been audited and the Notice of Conclusion of Audit is being advertised on the Town Council's website. No issues or concerns have arisen. A copy of Section 3 - External Auditor Report and Certificate 2018/19, is attached – *for information*.
19. Issues for Corsham Area Board Consideration (*Minute 102/19 and others*) – Further to previous meetings, this regular agenda item asks the Town Council to identify issues for Area Board consideration – *suggested issues invited*.
20. 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.**