

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

Tel: 01249 702130

Email: towncouncil@corsham.gov.uk

www.corsham.gov.uk

8 May 2018

Dear Councillor

You are hereby summoned to attend the Annual Council Meeting to be held at the Town Hall on Monday 14 May 2018 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. Election of the Chairman of the Council.
3. Declaration of Acceptance of Office by the Chairman.
4. Election of Vice Chairman of the Council.
5. Public Question Time and Petitions.
6. 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.

7. Minutes of the Town Council Meeting held on 9 April 2018 – *attached*.
8. Matters Arising from the above Minutes – *for information only*.
9. Matters Arising from the Annual Town Meeting held on 19 April 2018 – *draft minutes attached – for information only*.
10. Chairman's Announcements.

11. Policing and Community Safety – To consider policing and community safety issues.
12. Appointments to Committees, Working Groups and Panels, and Election of Committee Chairmen and Vice-Chairmen. The Terms of Reference are available in the Councillors area of the website for information:
 - i) Appointment of Property and Amenities Committee (9 to 12 Members)
 - ii) Election of Chairman and Vice Chairman of the Property and Amenities Committee
 - iii) Appointment of Community Services Committee (9 to 12 Members)
 - iv) Election of Chairman and Vice Chairman of the Community Services Committee
 - v) Appointment of Finance and Administration Committee (9 to 12 Members)
 - vi) Election of Chairman and Vice Chairman of the Finance and Administration Committee
 - vii) Appointment of Accounts Sub-Committee (4 Members + 2 reserves)
 - viii) Appointment of Neighbourhood Planning Steering Group (5 to 6 Members)
 - ix) Election of Chairman of the Neighbourhood Planning Steering Group
 - x) Appointment of Community Awards Panel (4 to 5 Members)
 - xi) Appointment of Staffing Panel (5 Members)
 - xii) Appointment of Appeals Panel (5 Members – cannot be on Staffing Panel)
 - xiii) Appointment of Strategic Planning Working Group (comprises of the Chairmen and Vice-Chairmen of the Council, along with Chairmen of Committees and other Councillors as agreed by the Council (8 to 10 Members))
13. Appointments to Outside Bodies:
 - i) Bath Spa University Liaison (2/3 + Council Chairman)
 - ii) Campaign to Protect Rural England (1 + reserve)
 - iii) Community First (1 + reserve)
 - iv) Corsham Area Transport Group (2)
 - v) Corsham Chamber of Commerce (1 + reserve)
 - vi) Corsham in Bloom (up to 4)
 - vii) Corsham Local Youth Network (2 + reserve)
 - viii) Corsham Railway Station Town Team (3)
 - ix) Corsham Twinning Association (1 + reserve)
 - x) Corsham for Walking (1 + reserve)
 - xi) Corsham Youth Council (2 + reserve)
 - xii) Emergency Planning Volunteer (1 + reserve)
 - xiii) Fairtrade (1 + reserve)
 - xiv) Potley and Pockeridge Community Association (1 + reserve)
 - xv) Pound Arts Trust Ltd (1 + reserve)
 - xvi) Town Council Surgery (4 members)
 - xvii) Transcoco (2)
 - xviii) Wiltshire Association of Local Councils and NALC (1 + reserve)
 - xix) Wiltshire Market Towns Forum (1)
 - xx) World War One Centenary Commemorations (up to 6)
14. Appointment of Representative on Environment Issues (1 Member + reserve)
15. Appointment of Representative on Health Issues (1 Member + reserve)

16. Correspondence –
 - i) As mentioned in Members Information Sheet Nos. 395, 396 and 397 (*to follow*) – *to note*.
 - ii) Late correspondence – *to note*.
17. Reports from Council representatives appointed to outside bodies.
18. Minutes of the Finance and Administration Committee meeting held on 11 April 2018 – *attached*.
19. Matters Arising from the above Minutes – *for information only*.
20. Minutes of the Council (Planning) meeting held on 18 April 2018 – *attached*.
21. Matters Arising from the above Minutes – *for information only*.
22. Minutes of the Council (Planning) meeting held on 9 May 2018 – *to follow*.
23. Matters Arising from the above Minutes – *for information only*.
24. Minutes of the Corsham Youth Council meeting held on 30 April 2018 – *to note*.
25. General Data Protection Regulations (GDPR) Update – The Chief Executive will update the Council on progress with the implementation of the GDPR which comes into force on 25 May 2018 – *for information and comment*.
26. Localism Act 2011, Standards – With reference to the attached letter from Wiltshire Council's Monitoring Officer, the Chief Executive has responded to Part 1 - Code of Conduct and Part 2 – Registration of Interests. Comments and suggestions are welcomed on Part 3 – Consultation of Ethical Standards and Part 4 - Training – *for consideration*.
27. Electoral Review of Wiltshire Council – Update on Consultation on New Division Boundaries – With reference to the attached Wiltshire Council Briefing Note no. 348, which was previously circulated with Members' Information Sheet no. 396, the Town Council is invited to comment on possible changes to Wiltshire Council division boundaries. Information on the next stages of the Electoral Review are explained in the briefing note – *for information and comment*.
28. Town and Parish Councils Training and Networking Day – The Town Council has been invited to send up to two representatives to a training and networking day from 9am to 4pm on Friday 15 June at County Hall, Trowbridge. Councillor Ruth Hopkinson has agreed to attend - *a representative is invited to fill the remaining space*.
29. 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.