

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

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5 December 2017

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 11 December 2017 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 13 November 2017 – *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. 385 and 386 – *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 15 November 2017 – *attached*.

11. Matters Arising from the above Minutes – *for information only.*
12. Minutes of the Council (Planning) meeting held on 22 November 2017 – *attached.*
13. Matters Arising from the above Minutes – *for information only.*
14. Minutes of the Finance and Administration Committee meeting held on 6 December 2017 – *to follow.*
15. Matters Arising from the above Minutes – *for information only.*
16. Minutes of the Corsham Youth Council meeting held on 27 November 2017 – *to note.*
17. Twinning Visit to Jargeau (*Minutes 172/17 and 49/17*) – Further to the previous meeting, Councillor Mrs K Duckhouse (Twinning Representative) will give a brief presentation on the recent Twinning visit to Jargeau, France – *for information.*
18. Fields in Trust Award, The Batters – The Town Council has been given a Showcase Centenary Field 2017 award by Fields in Trust for its excellent work at The Batters, commemorating the centenary of World War I – *for information and comment.*
19. Committee Vacancies (*Minute 146/17 and others*) – There are currently vacancies on the Community Services Committee (one), Finance and Administration Committee (two) and Property and Amenities Committee (two), all of which can have up to 12 members. If any Councillor would like to fill any of these roles, they can be appointed at the Council meeting – *for consideration.*
20. Notification of External Auditor for the 2017/18 Financial Year – Under the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) has appointed PKF Littlejohn LLP as the Town Council's External Auditor for the next five years. If any Councillor or close relation is employed by PKF Littlejohn LLP, this must be declared and the SAAA must be advised immediately – *for consideration.*
21. Strategic Plan Monitoring and Evaluation (*Minute 123/17 and others*) – Further to the September 2017 Council meeting the attached sheets provide an update of progress with the Strategic Plan. Each Committee monitors its specific actions at every meeting – *for information and comment.*
22. Corsham Area Dementia Action Alliance – The Corsham Health and Wellbeing Group is working towards the status of a dementia-friendly town and is requesting the Town Council's support. The attached report by Kevin Gaskin, who administers the Group, explains the aims and benefits of dementia alliance groups. Dementia awareness is currently mentioned in some of the Council's Strategic Plan activity as well as one of the Health and Wellbeing Policies within the draft Neighbourhood Plan (*Policy CNP HW5*). The Town Council is asked to support the group in developing a set of appropriate actions – *for consideration.*
23. 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.

**The Chairman invites you to stay after the meetings
for Christmas drinks and refreshments.**