

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

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5 June 2018

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 11 June 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. 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 Annual Council Meeting held on 14 May 2018 – *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. 398 and 399 (*to follow*) – *to note*.
 - ii) Late correspondence – *to note*.

9. Reports from Council representatives appointed to outside bodies.
10. Minutes of the Strategic Planning Working Group held on 15 May 2018 – *attached*.
11. Matters Arising from the above Minutes – *for information only*.
12. Minutes of the Community Services Committee meeting held on 16 May 2018 – *attached*.
13. Matters Arising from the above Minutes – *for information only*.
14. Minutes of the Council (Planning) meeting held on 30 May 2018 – *attached*.
15. Matters Arising from the above Minutes – *for information only*.
16. Vacancies on committees, other groups and outside bodies (*Minutes 12/18 and 13/18*) – Further to the Annual Council Meeting on 14 May, there are opportunities to fill the remaining vacancies on committees, other groups and outside bodies. In addition, Councillor Mrs A White has stood down from a number of her appointments, leaving further vacancies. The current vacancies are:

Committees and other groups

Property and Amenities – maximum of two
Community Services – one
Finance and Administration – maximum of three
Accounts Sub-Committee – one
Staffing Panel – one
Appeals Panel – one

Outside bodies

Bath Spa University – one
Community First – one, plus one reserve
Corsham in Bloom – one
Wiltshire Market Towns Forum – one
World War One Commemorations – one

If any Councillor would like to fulfil any of the above roles, they can be appointed at the Council meeting – *for consideration*.

17. Internal Audit Report (Final Update) 2017/18 – A copy of the report from the recent audit visit is attached. It is a very positive report and there are no recommendations.

Recommendation

That the internal audit report be noted.

18. Annual Return for the Year Ended 31 March 2018: Section 1 – Annual Governance Statement 2017/18 – A copy of the Annual Governance Statement is attached – *for approval*.

19. Annual Return for the Year Ended 31 March 2018: Section 2 – Accounting Statements for 2017/18 – A copy of the Statements and supporting documentation is attached – *for approval.*
20. Annual Internal Audit Report 2017/18 – A copy of the Annual Internal Audit Report signed by the internal auditor is attached. No issues arise – *to note.*
21. General Data Protection Regulations (GDPR) Update (*Minute 25/18*) – Further to previous updates, Wiltshire Council's Parish Newsletter dated 21 May 2018 recommends that Councillors should consider whether they need to inform residents when using their personal information or issues they have brought to them. The newsletter also states that good practice would suggest that personal email accounts should not be used for Council business. On this basis, it is recommended that Town Councillors create separate email addresses for Council business. If any Councillors would like assistance in setting up separate emails accounts, support can be sought from Town Council staff – *for information and comment.*
22. Councillor Training Session – Councillors are reminded of the Training Session being run specifically for Corsham Town Councillors from 6pm to 9pm on Monday 25 June in the Council Chamber – *for information.*
23. Use of the Council Chamber by Nationwide Building Society – Further to previous discussions following closure of all banks in Corsham, Nationwide Building Society has been operating a fortnightly pop-up branch for customers from the Town Hall. This use has been free-of-charge to Nationwide since 15 August 2017, with the hire cost being met by the Town Council. Officers have met Nationwide to review the arrangements and establish whether they could pay for future use and/or change their hours. Nationwide has decided to change their opening hours from all day to 9am-12 noon with effect from 5 June. However, they are unable to pay for the space they have no budget for a pop-up branch as Corsham is their first one. They mainly see it as a way of getting into the community and providing a service where banking help was needed due to the withdrawal of the town's banks. The hire charge for a morning session is £52.50 + VAT (Standard Rate) or £37.50 + VAT (Non-profit Rate). Councillors are asked to consider whether to continue to cover the hire cost for Nationwide to provide a pop-up branch in the Town Hall – *instructions requested.*
24. 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.