

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

Tel: 01249 702130

Email: towncouncil@corsham.gov.uk

www.corsham.gov.uk

6 June 2017

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 12 June 2017 at 7.30pm.

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 8 May 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. 372 and 373 – *to note*.
 - ii) Correspondence from Jargeau, France regarding the recent terrorist attacks in Manchester and London.
 - iii) Late correspondence – *to note*.
9. Reports from Council representatives appointed to outside bodies.
10. Minutes of the Council (Planning) meeting held on 17 May 2017 – *attached*.

11. Matters Arising from the above Minutes – *for information only*.
12. Minutes of the Community Services Committee held on 24 May 2017 – *attached*.
13. Matters Arising from the above Minutes – *for information only*.
14. Minutes of the Property and Amenities Committee held on 31 May 2017 – *attached*.
15. Matters Arising from the above Minutes – *for information only*.
16. Minutes of the Council (Planning) meeting held on 7 June 2017 – *to follow*.
17. Matters Arising from the above Minutes – *for information only*.
18. Minutes of the Corsham Youth Council meeting held on 15 May 2017 – *to note*.
19. Vacancies on committees, other groups and outside bodies (*Minute 12/17 and 13/17*) – Further to the Annual Council Meeting on 8 May and subsequent resignation of Andrew Duckhouse, there are opportunities to fill the remaining vacancies on committees, other groups and outside bodies. Any unfilled vacancies following this meeting can be filled at future meetings. The current vacancies are:

Committees and other groups

Property and Amenities – maximum of four
Community Services – maximum of three
Finance and Administration – maximum of five
Accounts Sub-Committee – one reserve
Neighbourhood Planning – maximum of two
Community Awards – one
Staffing Panel – two
Appeals Panel – four

Outside bodies

Community First – one
Corsham Chamber of Commerce – one reserve
Corsham in Bloom – one
Corsham Local Youth Network – one reserve
Corsham Twinning Association – one, plus one reserve
Fairtrade – one reserve
Potley and Pockeridge Community Association – one reserve
Town Council Surgery – one
World War One Centenary Commemorations – one

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

20. Lloyds Bank Closure (*Minutes 25/17 and 240/16*) – Further to the previous discussions, meetings have been held with Lloyds Bank, Nationwide and Martingate Centre Ltd about future banking/building society services in the Town. The Chief Executive will report back on the outcome of the discussions – *for information and comment*.
21. Strategic Plan Monitoring and Evaluation (*Minute 232/16 and others*) – Further to the March 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. Internal Audit Report (Final Update) 2016/17 – A copy of the report from the recent audit visit is attached. There is one new recommendation (R3) regarding settlement of an invoice and this has been addressed.

Recommendation

That the draft response to the internal audit report be endorsed.

23. Annual Return for the Year Ended 31 March 2017: Section 1 – Annual Governance Statement 2016/17 – A copy of the Annual Governance Statement is attached – *for approval*.
24. Annual Return for the Year Ended 31 March 2017: Section 2 – Accounting Statements for 2016/17 – A copy of the Statements and supporting documentation is attached – *for approval*.
25. Annual Internal Audit Report 2016/17 – A copy of the Annual Internal Audit Report signed by the internal auditor is attached. No issues arise – *to note*.
26. Co-options and Casual Vacancy – There are currently Councillor vacancies for co-option to Corsham Gastard (1 vacancy), Corsham Neston (1 vacancy), Corsham Pickwick (1 vacancy), Corsham Town (4 vacancies) and Corsham West (1 vacancy) Wards - Nominations to fill the eight vacancies which followed the local elections have been advertised and a total of 10 nominations received. Nomination details for each candidate are attached. Candidates have stated which ward or wards they wish to stand in and the outcome is shown on the attached sheet.

The casual vacancy arising from the resignation of Andrew Duckhouse is being advertised. By the time of the meeting the Council will know whether there will be a by-election or further co-option.

Members need to decide whether they think any or all candidates are suitable before a ballot or voting takes place. Any unfilled vacancies will be re-advertised – *co-options required*.

27. Non-Party-Political Town Council – Councillors are asked to confirm their commitment to the Town Council's Strategic Plan statement that 'once elected, party political allegiances are put aside in order to pursue a higher ideal: what is best for the town, residents and visitors to Corsham' – *for confirmation*.
28. Authorisation of cheques and payments – A list will be available at the meeting.
29. Exclusion of Press and Public

Recommendation: That the press and public be excluded from the meeting for the next item of business to consider a confidential report on the acquisition of land.

30. Land at Bradford Road, Corsham – To consider a confidential report (copy attached) on the acquisition of land at Bradford Road for the purposes of allotments, depot and/or other community uses – *for consideration and approval of recommendations*.

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.