

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

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6 March 2018

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 12 March 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 Council Meeting held on 12 February 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. 391 and 392 – *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 14 February 2018 – *attached*.
11. Matters Arising from the above Minutes – *for information only*.
12. Minutes of the Finance and Administration Committee meeting held on 21 February 2018 – *attached*.
13. Matters Arising from the above Minutes – *for information only*.
14. Minutes of the Council (Planning) meeting held on 7 March 2018 – *to follow*.
15. Matters Arising from the above Minutes – *for information only*.
16. Minutes of the Corsham Youth Council meeting held on 26 February 2018 – *to note*.
17. Application for Street Trading Consent, Leafield Way, Corsham – The Town Council is being consulted under the Local Government (Miscellaneous Provisions) Act 1982 on an application for street trading consent as follows:

Trading Name: Thai and Thai Again

Articles for Sale: Hot food to incl. handmade burgers, sausages, chips, bacon, tea, coffee and cold drinks. Also, a limited selection of Thai street food and fish and chips on Fridays.

Trading Location: In the Hammerhead on Leafield Way, Corsham adjacent to fence-line of Units 15 & 17 (*see attached map*)

Trading Times: Monday – Friday (inclusive) 07:00 – 14:30

Wiltshire Council's criteria for determining such applications is attached – *for consideration*.
18. Community Sponsorship Corsham – A local group is being established to sponsor and support vulnerable people fleeing conflict. The aim is to help a family of refugees settle in Corsham through the Government framework. The Government Guidance can be found online at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/626810/Community\\_sponsorship\\_guidance\\_for\\_prospective\\_sponsors\\_July\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/626810/Community_sponsorship_guidance_for_prospective_sponsors_July_2017.pdf). The group has invited Cllr Ruth Hopkinson to join the group and would like free use of the Council Chamber for occasional meetings. Cllr Hopkinson is happy to represent the Town Council on the group – *for consideration*.
19. Annual Review of Standing Orders, Financial Regulations and Terms of Reference (*Minute F&A 49/17*) – At the Finance and Administration Committee meeting on 21 February 2018 it was reported that the annual review had been completed and only one change was proposed to the Town Council's Standing Orders (Ref: SO 18.6). The change was to update the value of contracts where certain EU procurement rules apply from £164,176 to £181,302. This change was introduced by the Office of Government Commerce and came into effect from January 2018.

*Recommendation*

That the Finance and Administration Committee recommends to the Full Council that the contract value stated in Standing Order 18.6 be updated from £164,176 to £181,302 in accordance with EU rules.

20. Review of Investment Strategy (*Minute 231/16*) – The Town Council is asked to review its Investment Strategy annually for the new Financial Year. A copy of the Strategy and Policy is attached for review. At the last review, a discussion on the ethics of our investments took place and it was agreed that this would be explored and considered at a future meeting. This was addressed by the Finance and Administration Committee through its Annual Finance Report (*Minute F&A 57/16*). Security, liquidity and yield would remain the highest priorities with ethical considerations being explored when investments are reviewed or renewed. It was also suggested that when the Investment Strategy is reviewed a list of our investments should be included in the report – *for consideration*.
21. General Data Protection Regulation (GDPR) (*Minutes 239/17 and F&A 47/17*) – Further to the previous meeting, the Finance and Administration Committee has agreed to appoint a support specialist company to assist the Town Council in complying with GDPR, including fulfilling the role of Data Protection Officer. GDPR comes into force on 25 May 2018. The company has been appointed for one year initially. The company will help with the information governance health check and readiness assessment. It will provide compliance training to Councillors and Officers later in the year. In addition, NALC has produced a GDPR Toolkit for Local Councils – *for information*.
22. Strategic Planning
  - i) Strategic Plan 2014-2018 Monitoring and Evaluation (*Minute 197/17 and others*) – Further to the December 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*.
  - ii) Strategic Plan 2018-2022 (*Minute 213/17*) – Further to the previous meeting, the Strategic Planning Group meeting, to which all Councillors are invited, will be held in the Town Hall at 7pm on Wednesday 4 April. The meeting will cover what has been agreed so far and form sub-groups to help take the process forward. The Vice-Chairman and Chief Executive are working on the steps to be followed to produce the new Plan over the next few months – *for information and comment*.
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.**