

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

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2 January 2018

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 8 January 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 11 December 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. 387 and 388 (*to follow*) – *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 13 December 2017 – *attached*.
11. Matters Arising from the above Minutes – *for information only*.
12. Minutes of the Council (Planning) meeting held on 3 January 2018 – *to follow*.
13. Matters Arising from the above Minutes – *for information only*.
14. Strategic Plan 2018-2022 Workshops – The outcome of the first Strategic Plan Workshop will be discussed, along with an outline of the format for the next workshop which takes place at 7pm on 16 January 2018. There will be a short video presentation of the first workshop. One of the quicker actions from the first workshop was to provide guidance for Councillors when dealing with negative comments posted on social media about the Town Council. The attached decision guide has been drafted for consideration. It is important that as many Councillors as possible attend the second workshop when: the 2013-2018 Vision will be re-visited; a 2022 Vision will be formulated; ideas and challenges will be identified, and the key actions and next steps will be developed – *for discussion*.
15. Corsham Railway Station Update (*Minute 170/17*) –
 - i) The Government's 'Strategic Vision for Rail' (<https://www.gov.uk/government/news/strategic-vision-for-rail>) was published on 29 November 2017 and includes information on franchises. The 'Great Western Rail Franchise Public Consultation' (<https://www.gov.uk/government/consultations/great-western-rail-franchise>) was published the same day and responses are required by 21 February 2018. A public consultation event is being held in Trowbridge from 11am to 1pm on 24 January 2018. Councillors are asked to consider a response prepared by the Chairman of the Town Team (*see attached*) – *for consideration*.
 - ii) The Chief Executive will explain proposed changes to the administrative support for the Town Team and discuss future arrangements including changes to the recently adopted Town Team Terms of Reference – *for consideration*.
16. Neighbourhood Plan Consultation Update and Next Steps (*Minute PL 51/17*) – Further to the recent Regulation 14, six-week public consultation on the Draft Corsham Neighbourhood Plan, the Chief Executive will update the Council on the responses received, action being taken and next steps – *for information and comment*.
17. Councillors Skills Audit – The Chief Executive will present a summary of the findings of the Councillors Skills Audit which was completed in December 2017. The information can be used to help decide which Councillors are most suited to which committees and working groups; improve mentoring and identify future training needs. The wide range of skills, knowledge and experience will be beneficial when progressing the next Strategic Plan. Any further suggestions for using the data will be considered by the Chief Executive and Head of Finance and Administration and incorporated into the Training and Development Policy – *for consideration*.
18. Community Awards 2018 – The Community Awards Panel members have reviewed the arrangements for the 2018 Awards Scheme. Posters and application forms have been produced and the awards scheme is open for nominations until Friday 2 March 2018. Presentation of the awards will take place at the Annual Town Meeting on Thursday 19 April 2018. Members are strongly encouraged to promote the award scheme within the Corsham area – *for information and comment*.

19. NHS England Consultation on Proposed Pharmacy in Colerne (*Minute 147/17*) – Further to the Council meeting in October 2017, NHS England is inviting representations on an application to provide a Pharmaceutical Service in Colerne. A detailed explanation is included in the attached letter and application. The previous application contained an error, therefore NHS England has decided to undertake a new consultation. Previously, the Town Council *Resolved: ‘That the NHS England Consultation on a proposed pharmacy in Colerne be noted’ – for consideration.*
20. Budget 2018/19 (*Minute F&A 39/17 and others*) – With reference to the Finance and Administration Committee meeting held on 6 December 2017 the draft budget is attached. Since the meeting, the Government has announced that it intends to defer the setting of referendum principles for town and parish councils for three years. This is conditional upon the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or for ‘invest to save’ projects which will lower ongoing costs, and; the Government seeing clear evidence of restraint in the increases set by the sector as a whole.

The Town Council’s overall draft budget currently shows an increase in the precept of £58,892 (8.82%). An extra £265.38 Band D Equivalent properties brings the percentage increase down to 2.52%. The overall Band D Equivalent charge would increase from £149.46 to £153.52 per property (An increase of £4.06 per year).

Recommendation

It is recommended by the Finance and Administration Committee that the draft budget proposals be approved by the Full Council, with a budget of £817,540 and a precept of £726,604 for 2018/19.

21. 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.