



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

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3 March 2020

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 9 March 2020 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 10 February 2020 – *attached*.
5. Matters Arising from the above Minutes – *for information only*.
6. Policing and Community Safety – To consider policing and community safety issues. Inspector James Brain will be in attendance.
7. Chairman's Announcements.
8. Correspondence –
 - i) As mentioned in Members' Information Sheet Nos. 442 and 443 – *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 19 February 2020 – *attached*.
11. Matters Arising from the above Minutes – *for information only*.
12. Minutes of the Finance and Administration Committee meeting held on 26 February 2020 – *attached*.
13. Matters Arising from the above Minutes – *for information only*.
14. Minutes of the Corsham Youth Council meeting held on 10 February 2020 – *to note*.
15. Environmental Action Plan Update (*Minute 144/19*) – Further to previous meetings, the Town Council's updated Action Plan on reducing carbon emissions is attached. The Environment Task Group is in the early stages on several other projects including: renewable energy installations; collective recycling for businesses; electric vehicle car club; carbon calculator and tree planting. In order to take some of the activity forward, the Finance and Administration Committee has approved, in principle, a new part-time post of Environmental Project Officer. This might be carried out in association with Bath Spa University – *for information and comment*.
16. Corsham Celebrates/Annual Town Meeting 2020 (*Minute 216/19, 166/19 and 75/19*) – Further to previous discussions, the Chief Executive will give an update on plans for the Corsham Celebrates event being held on Thursday 23 April – *for information and comment*.
17. Appointment of Representatives for Corsham Youth Zone (*Minute 54/19*) – Further to the June 2019 Council meeting, Councillor N Farmer has stepped down as the Town Council's CYZ Representative. Councillor A Brown is prepared to replace him as representative for the remainder of the Council Year. Councillor R Hopkinson is willing to remain as reserve – *for approval*.
18. Review of Investment Strategy (*Minute 257/18 and others*) – 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 – *for consideration*.
19. General Data Protection Regulations (GDPR) Update (*Various Minutes*) – Further to previous meetings, our GDPR Consultant and Data Protection Officer (i-West) has carried out its second annual audit of the Town Council's progress on GDPR and produced a Data Protection Compliance Report (*available on request*). The audit covered six areas, including the follow-up from the previous year. The Data Protection Compliance Report states that the Town Council should continue to embed good data protection behaviour into the culture of the organisation and into business as usual. The report recommends areas to focus on moving forward would be to further improve privacy notices; develop a data breach policy for its workforce; increase awareness of data protection with Councillors and further improve the policy framework and discuss it with staff to ensure it is understood and embedded. Officers will be producing a new GDPR Action Plan to address the recommendations - *for information and comment*.
20. Annual Review of Standing Orders, Financial Regulations and Terms of Reference (*Minute F&A 39/19*) – At the Finance and Administration Committee meeting on 26 February 2020 it was reported that the annual review had been completed and only one

change was proposed, which was to the Town Council's Terms of Reference. The change was to the composition of the Strategic Planning Group (see attached minutes) and would come into effect from the Annual Council meeting in May 2019.

Recommendation

That the proposed change to the Terms of Reference be approved.

21. Draft Calendar of Meetings 2020/21 (*Minute 237/19*) – The revised draft calendar of meetings is attached – *for approval*.
22. Issues for Corsham Area Board Consideration (*Minutes 240/19 and others*) – Further to previous meetings, this regular agenda item asks the Town Council to identify issues for Area Board consideration – *suggested issues invited*.
23. Co-option to Fill Two Councillor Vacancies, Corsham Town Ward (*Minute 241/19*) – There are currently two Councillor vacancies for co-option to Corsham Pickwick Ward. Nominations to fill the vacancies have been advertised and five applications were received by the closing date. Nomination details for the candidates are attached. The applicants are Alun Crockford, Tina Ellis, Ann Morris, Jane Robertson and Tracy Smith.

Members need to decide whether they think all the candidates are suitable before a ballot or voting. Each co-option requires an absolute majority, therefore there will need to be at least two rounds of voting – *co-options 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.