

Minutes of the Council Meeting held at the Town Hall on Monday 11 June 2018

Present Councillor S Abbott (Chairman)
Councillors Miss T Alberga, Ms L Bray, Mrs R Hopkinson, M Jackson,
D Jones, S Moysey, N Pocock, Mrs G Sanders, Mrs A White and
Miss C Woodward

In Attendance Mrs M Jones (Head of Finance & Administration)
D Martin (Chief Executive)

30/18 Apologies

Apologies were received from Councillors P Anstey, N Farmer, C Fuller, D Jarman,
R LeVar, R Taylor and Mrs M Wakeman.

31/18 Public Question Time and Petitions

There were none.

32/18 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.

There were none.

33/18 Minutes of the Annual Council Meeting held on 14 May 2018

It was highlighted that the representatives for Bath Spa University were S Abbott,
Mrs R Hopkinson, R LeVar and Miss C Woodward and that the reserves were Mrs K
Duckhouse, D Jarman and Mrs A White.

Resolved

That, subject to the above amendment, the Minutes be approved as a true record
and signed by the Chairman.

34/18 Matters Arising from the above Minutes

There were no matters arising.

35/18 Chairman's Announcements

May

25 May – The Neighbourhood Plan Consultation had ended and comments from the Consultation were available at the Town Hall. Wiltshire Council had appointed an examiner for the Neighbourhood Plan.

28 May – The new Parkour facility at Springfield Rec was completed on 21 May.

June

8 June – Opening of the Walking Festival by the Chairman

16 June – Taste of Corsham Event

18 June – Site Visits

36/18 Policing and Community Safety

PC Hazel Anderson from the Community Policing Team had sent the following report on recent policing and community safety issues including:

On 22 May, an unknown suspect had caused damage to a black Nissan Qashqai parked in Silman Close.

On 26 May, an unknown suspect had stolen lead from a porch roof on Grove Road.

On 28 May, an unknown suspect had scratched the doors of a blue Audi A6 parked on Potley Lane.

On 30 May, an unknown suspect had filled up a green Nissan Navara with diesel at Pickwick Service Station and drove off without making payment.

On 1 June, an unknown suspect had stolen a bicycle from the back garden of a house on Coulston Road.

On 4 June, an unknown suspect had entered a driveway on Coulston Road and attempted to gain entry to a camper van.

The Chairman asked that the role of the Police Advisory Group be explored by the Chief Executive.

37/18 Correspondence

- i) Members Information Sheets Nos. 398 and 399 were noted.
- ii) Late correspondence – there was none.

38/18 Reports from Council representatives appointed to outside bodies

Councillor Mrs A White – reported that she had helped at the Walking Festival launch on 8 June and that volunteers were always required to help throughout the event.

Councillor Mrs R Hopkinson – had attended the Corsham Refugees Project Launch on 15 May and reported that the event was very well attended. Four thousand pounds had been raised so far. The next step was to make an application to the Home Office.

Councillor Mrs G Sanders – reported that on 26 June Transcoco were celebrating their 10-year anniversary. Any Councillors wishing to attend this event were asked to let Adam Walton of Transcoco know.

39/18 Minutes of the Strategic Planning Working Group meeting held on 15 May 2018

Resolved

That the Minutes be approved as a true record.

40/18 Matters Arising from the above Minutes

There were no matters arising.

41/18 Minutes of the Community Services Committee meeting held on 16 May 2018

Resolved

That the Minutes be approved as a true record and signed by the Chairman.

42/18 Matters Arising from the above Minutes

There were no matters arising.

43/18 Minutes of the Council (Planning) meeting held on 30 May 2018

Resolved

That, with the amendment that Councillor Miss L Bray was not at the meeting but had sent her apologies, the Minutes be approved as a true record and signed by the Chairman.

44/18 Matters Arising from the above Minutes

There were no matters arising.

45/18 Vacancies on committees, other groups and outside bodies (*Minutes 12/18 and 13/18*)

Further to the Annual Council Meeting on 14 May the remaining vacancies on committees, other groups and outside bodies were considered. In addition, Councillor Mrs A White had stood down from several of her appointments. The remaining vacancies were:

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

Resolved

- i) That Councillor Miss T Alberga be appointed as reserve for Bath Spa University for the remainder of the Council year.
- ii) That Councillor Mrs G Sanders be appointed as the Community First representative for the remainder of the Council year.

46/18 Internal Audit Report (Final Update) 2017/18

A copy of the report from the recent audit visit was considered. It was a very positive report and there are no recommendations.

The Chairman thanked the Head of Finance and Administration and her team for an excellent audit report.

Resolved

That the internal audit report be noted.

47/18 Annual Return for the Year Ended 31 March 2018:

Section 1 – Annual Governance Statement 2017/18.

The Annual Governance Statement was considered.

Resolved

That the Annual Governance Statement 2017/18 be approved.

48/18 Annual Return for the Year Ended 31 March 2018:

Section 2 – Accounting Statements for 2017/18.

The Statements and supporting documentation were considered.

Resolved

That the Accounting Statements and supporting documentation for 2017/18 be approved.

49/18 Annual Internal Audit Report 2017/18

A copy of the Annual Internal Audit Report signed by the internal auditor is attached. No issues had arisen.

Resolved

That the Annual Internal Audit Report 2017/18 be noted.

50/18 General Data Protection Regulations (GDPR) Update (*Minute 25/18*)

Further to previous updates, Wiltshire Council's Parish Newsletter dated 21 May 2018 had recommended that Councillors consider whether they need to inform residents when using their personal information or issues they have brought to them. The newsletter also stated that good practice was that personal email accounts should not be used for Council business.

Resolved

- i) That Town Councillors be recommended to create and use separate email addresses specifically for Council business;
- ii) That the Chief Executive contact the Town Council's IT provider to enquire whether there were any free email accounts based in the EU.

51/18 Councillor Training Session

Councillors were reminded of the Training Session being run specifically for Corsham Town Councillors from 6pm to 9pm on Monday 25 June in the Council Chamber.

A reminder would be sent to those Councillors who had not yet responded.

52/18 Use of the Council Chamber by Nationwide Building Society

Further to previous discussions following closure of all banks in Corsham, Nationwide Building Society had been operating a fortnightly pop-up branch for customers from the Town Hall. This use had been free-of-charge to Nationwide since 15 August 2017, with the hire cost being met by the Town Council.

Officers had met Nationwide to review the arrangements and establish whether they could pay for future use and/or change their hours. Nationwide had decided to change their opening hours from all day to 9am-12 noon with effect from 5 June. However, they were unable to pay for the space as they had no budget for a pop-up branch in Corsham. They mainly see the scheme 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.

Resolved

- i) That Councillors support free use of the Council Chamber fortnightly for the next four months.
- ii) That, during this period, Nationwide be asked to record visits from customers and the types of transactions/advice they are giving/receiving and report back to the Town Council.

53/18 Authorisation of cheques and payments

Salaries & Payments - CTC Staff	£18,796.01
Wiltshire Pension Fund - Pension Contribution for June 2018	£6,084.48
HMRC - Tax & NI for June - Reference 214PR001684021612 17	£5,786.79
Methuen Hall Trust - CTC Room Hire for May 2018	£423.00
Methuen Hall Trust - Hall Hire for Twinning Event Weekend	£170.00
Mirage Signs - Supply Signs & Fixings for Parkour in Springfield	£192.00
Zurich Municipal - Annual Insurance Renewal	£6,524.00
Corsham Service Ltd - New Tyre, Wheel Balance, Tyre Disposal	£142.44
Travis Perkins – Cement/Concrete, Hire of Breaker/Transformer	£199.27
Beazer Electricals - Lamps for Public Toilets	£24.96
Newsquest - Full Page Advert in Connect Melksham	£90.00
Lance Print - Advert in WI Wiltshire Newsletter in June	£169.19
Cosh Design - Summer Fete, Visit Corsham and Banner Artwork	£283.50
Artefacto - Corsham Greetings Cards for Familiarisation Visit	£22.80
J H Jones - Grave Digging	£320.00
Amazon Business - Reusable Water Bottles, Plastic Table Covers, Self-inking Stamps and Sweets for Taste of Corsham	£149.43
Mines Leisure Hire - Folding Wooden Benches for Taste of Corsham	£202.80
Visit Wiltshire - Great West Way One Year Membership and Annual Partnership Renewal	£3,654.00
Cooke Automotive - MOT for Vehicle WV14 CYC	£40.00
DCK Accounting Solutions - Year End Accounts Closedown	£1,105.92
Konica Minolta - Photocopier Rental and Photocopying Charges	£467.26
Idverde - Fell Ash Tree at Cemetery, Grounds Maintenance, Public Toilet Cleaning	£3,371.60
The Bath Magazine - Advertising in the June Edition of Bath Magazine	£180.00
Community Heartbeat - Replacement Door Lock and Casing for Defibrillator	£324.00

Coachtours UK - Advertising in Coach Tours Magazine in June	£300.00
Wired Publishing - Advertising Taste of Corsham	£118.80
Corsham Print - Taste of Corsham Banners x 7	£180.00
Alarms and Electrical - Annual Service of Extinguishers A/House and Guide Hut	£417.18
Auditing Solutions Ltd - Provision of 2017/2018 Internal Audit Service	£504.00
Ten Construction Ltd - Provision of Parkour Training Facility at Springfield Recreation Ground, Including Full Installation and Safety Surfacing	£36,000.00
BB Fixings Ltd - Arnold House Maintenance and Groundsteam Consumables	£81.82
New Masterplanning - Public Realm Study Stage 3 Project Fees	£6,690.00
Its Written in Stone - Public Art Proposal for Redrow Project	£250.00
Alan Dun - Public Art Proposal for Redrow Project	£250.00
Corsham Hardware - Grounds Team Consumables	£57.42
Media Clash - Advertising in Bath Life	£120.00
Keith Marland - Bus Shelter Cleaning	£300.00
Royal British Legion - WW1 Tommy Silhouette	£250.00
Redpin Publishing Ltd - Advertising in Life in Publications	£360.00

Payment by Cheque

		Chq No.
Petty Cash	£99.25	7690
Royal Mail Delivery - Summer Newsletter Delivery	£602.77	7691
Richard Cowdy - Public Art Proposal for Redrow Project	£250.00	7692

Charge Card

No Statement Had Been Received

Sub total £95,554.69

Cheques / Internet Banking Paid Outside of Meeting

There were none

Payments Made by Direct Debit/Standing Order

West Mercia Energy - Newlands Road Public Conveniences Electricity £43.60

West Mercia Energy - Guide Hut Electricity £20.82

Vodafone - Monthly Staff Mobile Charges £215.64

Peninsula - Health & Safety Advice & HR Consultancy £392.40

SGW Payroll - Monthly Payroll Processing £52.80

Mainstream Digital - Broadband, Call Charges and Fraud Protection £149.58

Hills Waste Solutions - Waste Collections £243.59

Excalibur - Monthly contract for IT Support £403.92

Wiltshire Council - Business Rates for Public Conveniences £89.00

Viking - Stationary Items £183.56

UK Fuels - Fuel for Work Vehicles £209.55

Public Works Loan Board - Loan Payment £21,648.13

SUB TOTAL

£23,652.59

TOTAL

£119,207.28

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.18pm. There were no members of the public present at the meeting.

CHAIRMAN

DATE