

Minutes of the Council Meeting held at the Town Hall on Monday 14 January 2019

Present Councillor S Abbott (Chairman)
Councillors Miss T Alberga, C Fuller, Mrs R Hopkinson, M Jackson,
D Jarman, D Jones, R LeVar, S Moysey, Mrs G Sanders, R Taylor,
Mrs M Wakeman, Mrs A White and Miss C Woodward

In Attendance Ms J Hystek (Press)
Mrs M Jones (Head of Finance and Administration)
Inspector M Luffman (Wiltshire Police)
D Martin (Chief Executive)

195/18 Apologies

Apologies were received from Councillors Miss L Bray, N Farmer, J Maloney and N Pocock.

196/18 Public Question Time and Petitions

There were none.

197/18 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.

198/18 Minutes of the Council Meeting held on 10 December 2018

Resolved

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

199/18 Matters Arising from the above Minutes

There were no matters arising.

200/18 Chairman's Announcements

On 8 January, the Chairman, Councillors and Chief Executive attended a MOD Liaison Meeting.

On 14 January, the Chairman, Councillors and members of staff attended a meeting with Bath Spa University. It was hoped to meet with the University every term.

On 16 January, the Chairman, Chief Executive, Wiltshire Councillor P Whalley and P Pearson, Chair of the Town Team, would be attending a Rail Strategy Stakeholders' Workshop on the emerging Swindon and Wiltshire Rail Strategy. There would be an update at the next Council meeting.

On 24 January, the Chairman, Chief Executive and officers would be meeting Wiltshire Council Highways to discuss the development of the Cross Keys Junction and how this would tie in with the Public Realm plans.

201/18 Policing and Community Safety

Inspector Luffman attended the meeting and gave a verbal update to Councillors.

PC Hazel Anderson from the Community Policing Team had sent a written report on recent policing and community safety issues. The report would be circulated with the next Members' Information Sheet.

202/18 Correspondence

- i) Members Information Sheets Nos. 413 and 414 were noted.
- ii) Late correspondence – there was none.

203/18 Reports from Council representatives appointed to outside bodies

Councillor Mrs R Hopkinson reported that the Corsham Refugees Settlement Plan had been sent to the Home Office and a family could be moving to Corsham as soon as February/March.

Councillor Mrs A White had attended a Walkers are Welcome meeting and reported that the draft brochure had been produced for this year's walking festival. New walks and a Corsham Heritage Trail had been planned, although funding was needed for the Heritage Trail.

Councillor Miss T Alberga was co-ordinating a High Street survey exploring residents' and visitors' opinions of the High Street and the retail experience in Corsham. She asked fellow Councillors for help to carry out the survey.

Councillor Mrs G Sanders had attended the Corsham Cycling Club meeting prior to the Council meeting and reported that the club had 120 members and was keen to organise a cycling event in Corsham.

204/18 Minutes of the Finance and Administration Committee meeting held on 12 December 2018

Resolved

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

205/18 Matters Arising from the above Minutes

There were no matters arising.

206/18 Minutes of the Council (Planning) meeting held on 2 January 2019

Resolved

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

207/18 Matters Arising from the above Minutes

There were no matters arising.

208/18 Budget 2019/20 (*Minute F&A 35/18 and P&A 45/18*)

With reference to the Finance and Administration Committee meeting held on 12 December 2018 the draft budget was discussed.

The Town Council's overall draft budget showed an increase in the precept of £97,296 (13.39%). An extra 149.7 Band D Equivalent properties would bring the percentage increase down to 9.9% per property. The overall Band D Equivalent charge would increase from £153.52 to £168.74 per property (an increase of £15.22 per year). Reasons for the increase included: planned transfer of services and assets from Wiltshire Council; a contribution to car parking initiatives to support the town centre, and funds towards public realm improvements.

Resolved

- i) That the budget proposals for 2019/20 be approved, resulting in an overall budget of £966,670.
- ii) That a Precept of £823,900 for 2019/20 be approved.

209/18 Corsham Neighbourhood Plan Update (*Minute 148/18 and others*)

Further to previous meetings, the Chief Executive updated the Council on the Neighbourhood Plan examination process. Government had published a substitute basic condition that affects habitat screening – a key aspect of the Corsham Neighbourhood Plan. The condition came into effect on 28 December 2018 and provided some certainty regarding assessment of neighbourhood plans. Wiltshire Council was planning to employ an external consultant to re-visit the Habitats Regulations Assessment Screening which was originally carried out for the Corsham Neighbourhood Plan. The timescale for the additional work had not been finalised.

The Chief Executive would continue to chase Wiltshire Council on the progress.

210/18 Strategic Plan Update (*Minute 143/18 and others*)

The second quarterly report was discussed and noted.

Guidance had been sought regarding Objective OT1 – ‘Explore what opportunities could exist for reskilling/upskilling of adults who are out-of-work, underemployed or returning to the workplace’. Councillors suggested contacting the job centre, recruitment agencies, Chamber of Commerce, GreenSquare, major employers and Wiltshire Council to gather information on the matter. The intention was to gain a better understanding of the issue and then decide what further action, if any, was needed.

211/18 Review of Committees and Meetings/Draft Calendar of Meetings

Councillors reviewed the overall attendance at meetings following concern that some meetings had been poorly attended, including two meetings which could not go ahead because they were inquorate. Suggestions for improving attendance included: reducing the frequency/number of meetings; reducing the size of Committees (reducing membership to nine Councillors reduces the quorum to three), and scheduling certain meetings to take place on the same evening e.g. Community Services Committee could directly follow Council (Planning).

The Draft Calendar of Meetings for 2019/20 was circulated but could be amended if the Council decided to alter the frequency/number of Committee Meetings.

Resolved

- i) That, from the Annual Council Meeting in May 2019, committees be limited to nine members;
- ii) That Councillors consider the Draft Calendar of Meetings and report back at the next Council meeting with any suggested amendments.

212/18 General Data Protection Regulations (GDPR) Update (*Minute 78/18*)

The Town Council’s GDPR Consultant and Data Protection Officer (i-West) had carried out an audit of the Town Council’s progress on GDPR and produced a Data Protection Compliance Report. The audit covered 10 areas, from governance to disposal. All areas were assessed as satisfactory or excellent. The Data Protection Compliance Report stated that the Town Council was progressing well with compliance and suggested monitoring progress through an Action Plan and Risk Register. The report recommended amending some policies, procedures and records. Officers would be updating the Council’s Risk Register and preparing a GDPR Action Plan.

Resolved

That the GDPR update be noted.

213/18 Community Awards 2019

The Community Awards Panel members had reviewed the arrangements for the 2019 Awards Scheme. Posters and application forms had been produced and the awards scheme was open for nominations until Friday 1 March 2019. Presentation of the awards would take place at the Annual Town Meeting on Thursday 11 April 2019.

Members were strongly encouraged to promote the award scheme within the Corsham area.

214/18 Corsham Digital Mansion Visit (*Minute 192/18*)

Names of Councillors wishing to attend the tour of Corsham Digital Mansion at 6pm on Thursday 31 January were taken.

215/18 Issues for Corsham Area Board Consideration (*Minutes 193/18 and 146/18*)

Further to previous meetings, this regular agenda item asked the Town Council to identify issues for Area Board consideration.

No new issues were raised.

216/18 Authorisation of cheques and payments

Online Banking Payments

| Name | Amount |
|--|---------------|
| Salaries & Payments - CTC Staff | £18,360.63 |
| Wiltshire Pension Fund - Pension Contribution for January 2019 | £5,670.33 |
| HMRC - Tax & NI for January | £6,029.56 |
| Methuen Hall Trust - CTC Room Hire for December 2018 | £189.00 |
| Methuen Hall Trust - Quarterly Grant | £4,074.50 |
| The Pound Arts Trust - Service Level Agreement 2nd Payment | £2,000.00 |
| J H Jones - Grave Digging and Chain Harrow Springfield | £366.00 |
| Tasty Bites - Finger Buffet for Christmas Lights Switch On | £90.00 |
| St John Ambulance - Provision of First Aid Cover for Xmas Lights Switch On | £110.40 |
| Mr N M Farmer - Travel Expenses | £24.60 |
| Coach Tours UK - Half Page Advert in 2019 Annual Town Planners Guide | £300.00 |
| Group Travel World - Advertising in Travel World Magazine | £240.00 |
| RHC Lifting Ltd - Eye Bolts for Playground Equipment | £180.94 |
| Corsham Print - Competition Winner Christmas Cards | £90.00 |
| SLCC - Membership Renewal for 2019 | £466.00 |
| Cotswold Engineering - Mesh Cage for Isuzu Pickup Vehicle | £900.00 |
| Newsquest - Advertising in Gazette & Herald | £84.00 |
| People & Places - Town Centre User Survey - Use of Questionnaire | £120.00 |

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| Screwfix - Stainless Steel Hose Clips, Safety Trousers/Shoes | £129.96 | |
| Marquess of Bath's Estate - 3 x Christmas Trees for High Street | £567.00 | |
| Travis Perkins - Allotment Maintenance, Stock Items, Hire of Barriers for Christmas Lights | £225.47 | |
| Amazon - Stationery Items | £17.77 | |
| Idverde - Grounds Maintenance/Toilet Cleaning Contracts | £2,939.60 | |
| Alarms & Electricals - Annual Service charge for Arnold House, Intruder Alarms and Fire Alarms from 01/02/19 to 31/01/20. | £327.60 | |
| Auditing Solutions - Internal Audit, Interim Update Visit | £516.00 | |
| Visit Wiltshire - Google Analytics Course, Advertising in Great West Way Travel Magazine, Social Media Strategy Workshop | £894.00 | |
| Walkers are Welcome - Membership Subscription for 2019 | £80.00 | |
| AWD Online - Advertising Lead Groundsperson Vacancy | £238.80 | |
| Cosh Design - Art Work for Winter Newsletter & Prime Magazine | £315.00 | |
| Charles Saunders - 1000 x Black Bags | £211.08 | |
| Local Authority Publishing - Advertising in the Town Guide | £648.00 | |
| Ultra Warm - Flat 1 A/Hse Landlords Gas Fire Safety Certificate | £108.00 | |
| Corsham Hardware - Christmas Lights & General Maintenance | £66.02 | |
| CW Plant Hire - Telehandler Hire For Xmas Lights Removal | £456.60 | |
| Payment By Cheque | | Chq |
| Petty Cash | £275.22 | 7717 |
| SSE - Skatepark Electricity | £103.01 | 7718 |
| Grants | | |
| The Last Baguette Theatre Company | £450.00 | |
| Corsham Badminton Club | £500.00 | |
| Revitalise | £354.00 | |
| MS Therapy Centre (Wessex) | £250.00 | |
| Charge Card Statement | | |
| Ironmongery Direct - Wide Repair Clear Tape | £14.64 | |
| Wet and Forget Shop - Solution to Clean Outside Surface Areas of Algae | £18.99 | |
| Don Ruffles Ltd - Cross Cutting Shredder and Sundries | £251.18 | |
| Disclosure and Barring Service - DBS Update Certificate | £13.00 | |
| Sub total | £49,253.90 | |
| Cheques / Internet Banking Paid Outside of Meeting | | |
| Goughs Solicitors - Completion of Land Transfer at Lacock Road New Cemetery | £60,065.30 | |
| Payments Made by Direct Debit/Standing Order | | |
| West Mercia Energy - Newlands Road Public Conveniences Electricity | £39.34 | |
| West Mercia Energy - Guide Hut Electricity | £21.36 | |
| Vodafone - Mobile Telephones | £227.29 | |
| Peninsula - Health & Safety Advice & HR Consultancy | £392.40 | |
| SGW Payroll - Monthly Payroll Processing | £50.88 | |
| Hills Waste Solutions - Waste Collections and Skip Exchange | £280.99 | |

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| Excalibur - Monthly Contract for IT Support, Annual Service Plan and Office 365 Licences for all Users, charges & Service Plan | £2,601.94 |
| Wiltshire Council - Business Rates for Public Conveniences | £89.00 |
| Mainstream Digital - Telephone Charges and Fraud Protection | £8.21 |
| Viking - Desktop Keyboard and Mouse | £125.81 |
| UK Fuels - Fuel for Work Vehicles | £217.47 |
| SUB TOTAL | £64,119.99 |
| TOTAL | <u>£113,373.89</u> |

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 9.05pm. There were no members of the public present.

CHAIRMAN

DATE