

**Minutes of the Meeting of Corsham Town Council as Trustee of  
The Methuen (Town) Hall Charity – Registration No. 222278  
Held on Monday 14 October 2013**

**Present** Councillor Mrs R Hopkinson (Chairman)  
Councillors J Fraser, N Holder, M Jackson, D Jarman, Mrs A Lock,  
Mrs M Morgan, N Pocock, R Taylor, Mrs I Thompson, P Whalley,  
Mrs J Yeatman

**In Attendance** Mrs M Jones (Administrative Officer)  
D Martin (Town Clerk)  
M Unwin (Wiltshire Fire and Rescue Service)

**MH 28/13 Apologies**

Apologies were received from Councillor P Anstey, Ms L Bray, C Fuller, D Jones, P Pearson, M Simpkins and Mrs M Wakeman.

**MH 29/13 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.

**MH 30/13 Minutes of the Meeting of the Trustees held on 9 September 2013**

**Resolved**

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

**MH 31/13 Matters Arising from the above Minutes**

There were no matters arising.

**MH 32/13 Write Off of Town Hall Income**

In accordance with Standing Order 64.3 the Town Council was asked to write off £50 + VAT income due in respect of the Wedding Fayre held in April 2013. Several attempts had been made to recover the money but it was not cost-effective to pursue the matter further.

**Resolved**

That the debt be written off.

**MH 33/13 Authorisation of Cheques and Payments**

**Online Banking Payments**

<b>Name</b>	<b>£</b>	<b>Cheque No</b>
Corsham Town Council - Open/Close/Clean	£484.85	
Travis Perkins - Repairs & Maintenance	£12.88	
Walker Fire - Fire Alarm & Extinguisher Annual Service	£297.43	
Beazer Electrical - Investigation work on Emergency Lights	£54.00	
Hills Waste Solutions - Service Contracts	£22.36	
GEZE UK Ltd - Service Contract for Automatic Door	£174.00	
<b>Cheques</b>		
Spring Spirit Corsham - Town Hall Advertising	£76.00	801
Bath Piano Workshop - Piano Tuned	£47.00	802
<b>Sub-total</b>	<b>£1,168.52</b>	
<b>Cheques / IB Transfers Paid Outside of Meeting</b>		
There were none		
<b>Sub-total</b>	<b>£0.00</b>	
<b>Payments made by Direct Debit</b>		
EON -Town Hall Gas Supply	£35.00	
British Gas - Electricity Supply	£660.52	
Wiltshire Council - Non Domestic Rates	£160.00	
Viking - Plastic Wine Glasses for using at Functions	£41.88	
<b>Sub-total</b>	<b>£897.40</b>	
<b>TOTAL</b>	<b><u>£2,065.92</u></b>	

**Resolved**

That the accounts be authorised for payment.

The meeting commenced at 8.20pm and closed at 8.23pm. There were no members of the public present.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
DATE