

Minutes of the Council Meeting held at the Town Hall on Monday 10 June 2019

Present Councillor S Abbott (Chairman)
Councillors P Anstey, N Farmer, C Fuller, R Hopkinson, M Jackson,
R Le-Var, S Moysey and G Sanders

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

35/19 Apologies

Apologies were received from Councillors T Alberga, L Bray, D Jarman, D Jones, N Pocock, M Wakeman, A White and C Woodward.

A request to approve Councillor Pocock's period of absence beyond six months was discussed.

Resolved

That Councillor Pocock's period of absence be approved for up to a further six months when, if necessary, it would be reviewed.

36/19 Public Question Time and Petitions

There were none.

37/19 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.

38/19 Minutes of the Annual Council Meeting held on 13 May 2019

Resolved

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

39/19 Matters Arising from the above Minutes

There were no matters arising.

40/19 Chairman's Announcements

On 21 May the Chairman attended the Corsham Area Board meeting where the Head of Community Services gave a presentation on Health and Wellbeing.

On 23 May the Chairman attended a Transcoco information meeting.

The Chairman thanked Councillor A White for representing the Town Council at Corsham Link's AGM on 23 May.

On 30 May a Public Realm meeting was held at the Town Hall which included a walk of the High Street. Details would be reported at the next Property and Amenities Committee meeting.

On 3 June the first of the Annual Site Visits took place. It was reported that the amenity sites were looking well cared for. Thanks would be passed on to the grounds team.

On 6 June a gathering had taken place at the War Memorial to commemorate the 75th Anniversary of D-Day.

On 7 June the Chairman attended the launch of Corsham Walking Festival. The event was well-organised and many of the walks were sold out.

41/19 Policing and Community Safety

No report had been received in time for the meeting. When the report was received it would be sent with the Members' Information Sheet.

42/19 Correspondence

- i) Members Information Sheets Nos. 423 and 424 were noted. It was highlighted that Corsham had won the Peter Henderson Challenge Twinning Trophy by beating Jargeau in a Boules competition.
- ii) Late correspondence – there was none.

43/19 Reports from Council representatives appointed to outside bodies

Councillor N Farmer and R Hopkinson had attended the Youth Zone AGM. The group was expanding with up to 40 young people attending each session.

Councillor R Hopkinson reported that the roadworks along the A4 to the Cross Keys would be starting in July for seven weeks.

Councillor R Hopkinson reported that the Gladman Public Enquiry would commence on 2 July at Monkton Park Council Offices, Chippenham.

Councillor G Sanders reported on the Corsham Cycling Strategy meeting on 15 May.

Councillor G Sanders reported that Transcoco had opened a pop-up shop in the Martingate for the week.

44/19 Minutes of the Community Services Committee meeting held on 22 May 2019

Resolved

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

45/19 Matters Arising from the above Minutes

There were no matters arising.

46/19 Minutes of the Council (Planning) Meeting held on 29 May 2019

Resolved

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

47/19 Matters Arising from the above Minutes

There were no matters arising.

48/19 Minutes of the Corsham Youth Council meeting held on 20 May 2019

Resolved

That the Minutes be noted.

49/19 Internal Audit Report (Final Update) 2018/19

The report from the recent internal audit visit was considered. It was a very positive report and there were no recommendations.

Resolved

- i) That the internal audit report be noted.
- ii) That the Head of Finance and Administration and team be thanked for their excellent work.

50/19 Annual Return for the Year Ended 31 March 2019:

Section 1 – Annual Governance Statement 2018/19.

The Annual Governance Statement was considered.

Resolved

That the Annual Governance Statement 2018/19 be approved.

51/19 Annual Return for the Year Ended 31 March 2019

Section 2 – Accounting Statements for 2018/19.

The Statements and supporting documentation were considered.

Resolved

That the Accounting Statements and supporting documentation for 2018/19 be approved.

52/19 Annual Internal Audit Report 2018/19

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

Resolved

That the Annual Internal Audit Report 2018/19 be noted.

53/19 Corsham Neighbourhood Plan Update (*Minute 29/19 and others*)

Further to previous meetings, the Chief Executive updated the Council on progress with the Corsham Neighbourhood Plan examination. The Examiner was planning to visit Corsham in June and then produce a fact-check report with questions for clarification. The Examiner would confirm whether a public hearing would be needed. Officers had set aside time to deal with any queries, to help avoid further delay.

The update was noted.

54/19 Appointment of Representatives for Corsham Youth Zone

Following Corsham Youth Zone's AGM on 16 May, the Group had asked whether Councillor N Farmer could be appointed as a Town Council representative, with Councillor R Hopkinson as reserve.

Resolved

That Councillor N Farmer be appointed as the Town Council representative for Corsham Youth Zone, with R Hopkinson as the reserve for the remainder of the Council year.

55/19 Issues for Corsham Area Board Consideration (*Minute 282/18 and others*)

Further to previous meetings, this regular agenda item asks the Town Council to identify issues for Area Board consideration. No new issues were raised.

56/19 Authorisation of cheques and payments

Name	Amount
Salaries & Payments - CTC Staff	£19,787.89
Wiltshire Pension Fund - Pension Contribution for June 2019	£6,389.55

HMRC - Tax & NI for June - Reference 214PR001684021612	£6,582.25	
Methuen Hall Trust - CTC Room Hire for May 2019	£585.00	
Innov8Sportz - Coaches for Corsham Hub Club in May	£350.00	
Community First - Annual Membership Renewal	£60.00	
Newsquest - Advertising for Taste of Corsham	£300.00	
Tudor Environmental - Tools, Safety Equipment, Consumables for Ground Staff	£103.15	
Wiltshire Council - Return CIL Money sent to us in error by Wiltshire Council	£50,813.97	
Amazon Business - Black Ribbon for Operation London Bridge, Waterproof Extension Cable	£32.23	
Teleshore UK Ltd - Hydraulic Fluid for Grave Shoring Kit	£43.20	
Mega-Rod - Call Out to Unblock Foul Drain at Arnold House	£330.00	
Lance Print - Advertising in June Edition of Wiltshire WI Magazine	£97.19	
DCK Accounting Solutions - Year End Closedown and Accounts Preparation	£997.92	
Teagle Domestic Services - Maintenance Check Cooker Hob in Flat 2 A/House	£75.00	
Baker & Baker - Padlocks and Barrier Tape	£100.60	
Auditing Solutions Ltd - Internal Audit 2018/19 Final Visit	£516.00	
Cooke Automotive - YX13 VJE Citroen Relay Repair	£335.93	
Media Clash Ltd - Bath Life Advert	£150.00	
Konica Minolta - Photocopier Hire and Charges	£409.19	
Idverde - Public Conveniences Toilet Cleaning March, April and May and Grounds Maintenance	£5,087.98	
The Pounds Arts Trust - Funding for Big Draw and Blue Sky Festival Craft Activities	£470.00	
Online Playgrounds - Links to Repair Swings at Meriton	£18.72	
Wired Publishing (West Wilts Magazine) - Advertising Taste of Corsham	£118.80	
James Creighton (Rogerdean) - PA System for Taste of Corsham Stage	£400.00	
WHY Sports Media Group - 'Why Sports Conference 2019' x 1 Delegate	£270.00	
Cosh Design - Programme, Banners and Posters for Taste of Corsham	£648.00	
Corsham Print - Banners for Taste of Corsham	£216.00	
Redpin Publishing Ltd - Advertising Corsham in 'Life In' Publication	£162.00	
Coach Tours UK - Advertising Corsham as a Destination	£300.00	
Visit Wiltshire - Great West Way Training x 6 Delegates	£144.00	
Group Travel World - Advertising in July Edition of Travel Magazine	£180.00	
Eberlin Web Design - 12 Months Web Hosting, Neighbourhood Plan and Social Media Training	£516.00	
Payment By Cheque		
Petty Cash	£97.16	7729
Royal Mail Delivery - Newsletter Delivery	£600.00	7730

Charge Card

Alfreshco - Spray Paint for Skate Park Repainting	£289.81
Toolstation - Safety Trousers and Masonry Paint	£276.61
Jacksons Fencing - Fencing for The Batters	99.60
123 Registration - Domain Name Registration	£86.33

Sub total £98,040.08

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	£40.75
West Mercia Energy - Guide Hut Electricity	£22.11
Vodafone - One Net Business Telephone/Mobile Charges for April and May	£416.82
Peninsula - Health & Safety Advice and HR Consultancy	£392.40
SGW Payroll - Monthly Payroll Processing	£48.96
Hills Waste Solutions - Waste Collections	£354.52
Excalibur - Monthly Contract for IT Support, New Hardware, Installation and Warranty	£4,579.80
Wiltshire Council - Business Rates for Public Conveniences	£91.48
UK Fuels - Fuel for Work Vehicles	£158.84
Mainstream Digital - Telephone Calls and Line Rental	£158.25
Viking - Stationery and Postage	£139.32
Public Works Loan Board	£21,648.13
SUB TOTAL	£28,051.38

TOTAL £126,091.46

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.

CHAIRMAN

DATE