

**Minutes of the Council Meeting held at the Town Hall on Friday 19 June 2020**

**Present** Councillor S Abbott (Chairman)  
Councillors H Belcher, L Bray, A Brown, T Ellis, N Farmer, R Hopkinson,  
M Jackson, R LeVar, S Moysey, G Sanders, M Wakeman, A White and  
C Woodward.

**In Attendance** Mrs M Jones (Finance and Administration Officer)  
D Martin (Chief Executive)  
Mrs S Thomas (Head of Community Services)

**01/20 Apologies**

Apologies were received from Councillors P Anstey, A Crockford, C Fuller  
and D Jarman.

**02/20 Public Question Time and Petitions**

There were none.

**03/20 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.

**04/20 Minutes of the Council Meeting held on 9 March 2020**

**Resolved**

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

**05/20 Matters Arising from the above Minutes**

There were no matters arising.

**06/20 Chairman's Announcements**

Chairman S Abbott thanked the Chief Executive and council staff for keeping the  
Town Council offices operating for the last three months during the COVID-19  
emergency. The support given to the community by organising a volunteer database

to help those residents needing support and keeping in touch with local businesses had been a very important role.

Wiltshire Housing Land Supply – A briefing note from Wiltshire Council had been received. It highlighted that Wiltshire Council had no five year land supply plan. An online meeting with other Town and Parish Councils to discuss this had been held. The Chairman would draft correspondence to Wiltshire Council's Leader, P Whitehead, and local MP's expressing that the situation is not acceptable. A press release would be made as the public needed to be informed of the situation which Wiltshire Council had allowed to happen.

### **07/20 Correspondence**

- i) Members' Information Sheets Nos. 445 to 455 were noted. The Chairman would like to thank officer Dawn Wilkins (Administration Officer) for issuing the Members' Information Sheets weekly as they have been a valuable source of information.
- ii) Late correspondence – there was none.

### **08/20 Minutes of the Council (Planning) meeting held on 11 March 2020**

#### **Resolved**

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

### **09/20 Matters Arising from the above Minutes**

There were no matters arising

### **10/20 Notes of Recent Committee Meetings**

The following notes of informal Committee Meetings were attached for information and comment.

Property and Amenities held on 6 May 2020

Finance and Administration held on 13 May 2020

Finance and Administration held on 10 June 2020

There were no comments.

### **11/20 Minutes of Corsham Youth Council meeting held on 9 March 2020**

#### **Resolved**

That the Minutes be noted.

## **12/20 Postponement of the Annual Council Meeting and Appointments to Vacant Positions**

Legislation had been passed to remove the requirement of the Town Council to hold an Annual Council meeting in the 2020/21 Council year. It was recommended that the Town Council formally resolve to continue with the existing Council and Committee Appointments and Membership, along with outside bodies representatives, until the Annual Council Meeting in May 2021. This would mean the Chairman, Vice-Chairman of Council, Committee Chairs and Vice-Chairs would remain in their respective posts until that time. Appointments could be made to fill committee vacancies and outside bodies representatives. The following vacancies were available, and appointments made:

Finance and Administration – Cllr T Ellis

Neighbourhood Planning Delivery and Monitoring Group (formerly Steering Group) - Cllr A Crockford

Staffing Panel – Cllr H Belcher

Appeals Panel – remains vacant

Environment Task Group – Cllr T Ellis

### *Outside Bodies:*

Campaign to Protect Rural England – remains vacant

Community Area Transport Group – Cllr H Belcher

Corsham Chamber of Commerce – Cllr A White

Corsham Local Youth Network – Cllr A Brown, Cllr A Crockford (reserve)

Corsham Twinning Association (reserve) – remains vacant

Town Council Surgery – Cllr H Belcher

Wiltshire Association of Local Councils (one vacancy + one reserve) – remain vacant

## **Resolved**

- i) That the Annual Council Meeting be postponed until May 2021.
- ii) That the vacant positions listed above be filled.
- iii) That the unfilled vacancies be reviewed at a future Council meeting.

## **13/20 Subsidised Car Parking Charges in Response to the Covid-19 Emergency**

Further to the briefings on 5 and 12 June, Members were asked to consider increasing the one-hour free parking initiative to two hours from July 2020, possibly up to March 2021. This was to allow for the additional time people spend queuing at shops and businesses in the town centre, making a one-hour visit more difficult. The cost to the Town Council would be around £1,500 per month and could be funded from the saving made when Wiltshire Council suspended all parking charges for 10 weeks in the early stages of the Covid-19 emergency. The 'saving' was around £14,300 for the current financial year and the cost of the additional 'free' hour for the nine remaining months would be around £13,500. There would be a small cost in amending current signage. The existing parking agreement could be terminated by either party giving one month's notice.

## **Resolved**

That, subject to periodic review, the one-hour free parking be extended to two hours free parking until March 2021.

### **14/20 Cycle to Work Scheme**

The Town Council was carrying out a number of new initiatives as part of its aim to significantly reduce its carbon emissions. One suggestion was to offer a cycle to work scheme to all its employees. As well as having lower carbon emissions compared to other modes of transport, cycle to work schemes offer a financial benefit to the employee through purchasing a bicycle at a reduced cost. The employer also saves a small amount on its National Insurance Contributions. There would also be a health benefit. To date, two members of staff, including the Chief Executive, had expressed interest in joining a cycle to work scheme. The local cycle shop, Spindles, was looking at setting up a cycle to work scheme.

## **Resolved**

That a Cycle to Work Scheme be approved.

### **15/20 Draft Calendar of Meetings 2020/21 (*Minute 263/19*)**

Further to previous discussions, the Draft Calendar of Meetings had been suspended due to the Covid-19 emergency. It was unlikely that formal face-to-face Council and Committee meetings would take place in the near future. In the interim, Members were asked to agree a preferred way forward.

It was suggested that Committee meetings continue to be held informally online until such time as face-to-face meetings can resume safely. All future Full Council meetings can be held formally on a monthly basis. Formal Council (Planning) meetings can commence from July 2020 on a three-week cycle.

For the time-being Working Group meetings would resume online on an ad hoc basis.

Once face-to-face meetings resumed, they would be held in the Main Hall due to social distancing requirements.

## **Resolved**

- i) That Committee meetings continue to be held as per the Calendar of Meetings, informally online.
- ii) That Full Council meetings be held formally on a monthly basis.
- iii) That Formal Council (Planning) meetings commence from July 2020 on a three-week cycle.
- iv) That, wherever possible, formal meetings be held in the evenings and informal meetings be held during the daytime.

**16/20 Internal Audit Report (Final Update) 2019/20**

A copy of the report from the recent audit visit was attached. It was a very positive report and there are no new recommendations. Maxine Jones, Head of Finance and Administration, was thanked for her efforts.

**Resolved**

That the internal audit report be noted.

**17/20 Annual Return for the Year Ended 31 March 2020**

Section 1 - Annual Governance Statement 2019/20.

The Annual Governance Statement was considered.

**Resolved**

That the Annual Governance Statement 2019/20 be approved.

**18/20 Annual Return for the Year Ended 31 March 2020**

Section 2 - Accounting Statements for 2019/20.

The Statements and supporting documentation were considered.

**Resolved**

That the Accounting Statements and supporting documentation for 2019/20 be approved.

**19/20 Annual Internal Audit Report 2019/20**

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 2019/20 be noted.

**20/20 Authorisation of cheques and payments**

**Accounts for Payment - Corsham Town Council - 14 April 2020**

**Online Banking Payments**

<b>Name</b>	<b>Amount</b>
Salaries & Payments - CTC Staff	£19,818.89
Wiltshire Pension Fund - Pension Contribution for April 2020	£6,487.28
Methuen Hall Trust - Quarterly Grant	£4,000.00
HMRC - Tax & NI for April - Reference 214PR001684021612 17 0	£6,554.25
Department for Work and Pensions - DEA Payment Employee 53	£144.74
Media Clash - Taste of Corsham Advertising	£150.00
Professional Sportsturf Design Ltd - Lacock Road Cemetery Construction Monitoring	£1,200.00
Global Radio Services Ltd - Radio Advertising Free Parking	£512.65

David Cosh - Artwork, Design, Newsletter, Neighbourhood Plan,	£864.00	
Idverde - Grounds Maintenance Contract	£1,865.41	
Town Crier Magazine - Advertising Easter Trail Event	£60.00	
Charles Saunders - Protective Gloves, Bleach Spray, Antibac Soap	£278.94	
Great West Way - Annual Membership of Great West Way	£2,250.00	
Wiltshire Liqueur Company - Food Festival Stall Refund	£25.00	
Little Jack Horner - Food Festival Stall Refund	£25.00	
Stainswick Farm Oil - Food Festival Stall Refund	£25.00	
Goughs Solicitors - Legal Fees for Neston Triangle	£856.80	
Newsquest - Advertising	£118.80	
<b>Cheque</b>		
SSE - Skate Park Electricity	£134.58	7756
<b>Grants</b>		
Corsham Rugby Club	£5,000.00	IB
The Pound Arts Trust Ltd	£3,000.00	IB
<b>Sub total</b>	<b>£53,371.34</b>	
<b>Cheques / Internet Banking Paid Outside of Meeting</b>		
Agripower Ltd - Lacock Road New Cemetery Construction	£72,146.26	
<b>Payments Made by Direct Debit/Standing Order</b>		
West Mercia Energy - Newlands Road Public Conveniences Electricity	£35.14	
West Mercia Energy - Guide Hut Electricity	£19.13	
Peninsula - Health & Safety Advice and HR Bright Consultancy	£390.04	
SGW Payroll - Monthly Payroll Processing	£50.88	
Hills Waste - Waste Collections	£424.50	
Excalibur (Bridge Solutions) - Monthly Service Plan Contract for IT Support	£420.00	
UK Fuels - Fuel for Work Vehicles	£58.09	
Vodafone - One Net Business Telephone/Mobile Charges	£467.23	
Wiltshire Council - Business Rates for Public Conveniences	£87.28	
Wiltshire Council - Rates for Rooms at 31 High St, Arnold House (whole year)	£923.15	
Wiltshire Council - Rates for Ladbrook Lane Cemetery (whole year)	£232.04	
SSE - CCTV Electricity	£13.59	
<b>SUB TOTAL</b>	<b>£75,267.33</b>	
<b>TOTAL</b>	<b><u>£128,638.67</u></b>	

### Accounts for Payment - Corsham Town Council - 23 April 2020

#### Online Banking Payments

Name	Amount
J H Jones & Sons - Grave Digging and 5 x Pre-Dug and Boarded Graves	£3,325.00
The Pounds Arts Trust Ltd - Contribution Towards Costs of Blue-Sky Festival 2020	£2,000.00
Corsham Print - Logo Design for Street Fair and Environmental Task Group	£336.00
West Country Walling - Balance Due Dry-Stone Wall Repair at	£2,474.50

Meriton Recreation Ground		
<b>Cheque</b>		
Royal Mail Group - Newsletter Delivery	£600.00	7757
<b>Sub total</b>	<b>£8,735.50</b>	
<b>SUB TOTAL</b>	<b>£0.00</b>	
<b>TOTAL</b>	<b><u>£8,735.50</u></b>	

**Accounts for Payment - Corsham Town Council - 12 May 2020**  
**Online Banking Payments**

<b>Name</b>	<b>Amount</b>
Salaries & Payments - CTC Staff	£20,140.80
Wiltshire Pension Fund - Pension Contribution for May 2020	£6,648.66
HMRC - Tax & NI for May - Reference 214PR001684021612 17 0	£6,457.83
Sharon Thomas - Reimbursement for NHS Flag and VE Day Flag	£85.00
Dignity Funerals (FW Jones) - Repay for Interment of Egbert	
Candy Paid by Cheque and by BACS	£540.00
Dentons Directory - Advertising	£108.00
Amazon - 2 x Webcams for PC's and Laptop Cases	£183.93
Agripower Ltd - Stage 3 and 4 Lacock Road Cemetery Payments	£173,468.40
Rialtas Business Solutions - Omega Cashbook and Purchase	
Ledger Annual Support	£636.00
Professional Sportsturf Design Ltd - Lacock Road Cemetery	
Construction Monitoring	£3,840.00
Corsham Area Heritage & Information Centre - Contribution	
Towards Electricity	£653.16
Idverde - Public Toilet Cleansing for April	£1,098.60
Great West Way Ltd - Year 3 Payment 2020-21	£2,250.00
Zurich Insurance - Annual Insurance Premium	£7,042.90
Matthew Tett - Co-ordinating Storytown 2020	£500.00
<b>Cheque</b>	
There were none	
<b>Charge Card</b>	
123 Registration Ltd - Domain Renewal for Corsham Railway	
Station Website	£55.18
<b>Sub total</b>	<b>£223,708.46</b>
<b>Cheques / Internet Banking Paid Outside of Meeting</b>	
There were none	
<b>Payments Made by Direct Debit/Standing Order</b>	
West Mercia Energy - Newlands Road Public Conveniences	
Electricity	no invoice
West Mercia Energy - Guide Hut Electricity	no invoice
Peninsula - Health & Safety Advice and HR Bright Consultancy	£390.04
SGW Payroll - Monthly Payroll Processing	£48.96
Hills Waste - Waste Collections	£383.71
Excalibur (Bridge Solutions) - Monthly Service Plan Contract for IT	
Support and Annual Server Warranty	£1,040.36

UK Fuels - Fuel for Work Vehicles	£56.13
Vodafone - One Net Business Telephone/Mobile Charges	£468.08
Wiltshire Council - Business Rates for Public Conveniences	£87.28
Water 2 Business - Public Conveniences Water	£1,050.72
Water 2 Business - Grove Road Allotment Water/Springfield Standpipe	£28.50
Viking - Postage and Stationery	£360.05
Mainstream Digital - Quarterly Line Rental 28/4/20 - 27/7/20	£62.28

**SUB TOTAL** **£3,976.11**

**TOTAL** **£227,684.57**

**Accounts for Payment - Corsham Town Council - 27 May 2020**

**Online Banking Payments**

<b>Name</b>	<b>Amount</b>
Amac Window Cleaning - Bus Shelter Cleaning	£480.00
Brighterside - Website Hosting, Updates and SSL Certificate	£810.00
Methuen Hall Trust - Quarterly Grant – Paid on 18/5/20	£4,000.00
Amazon - 3 Webcams (Previous Webcams Returned as Faulty)	£170.97
SLCC Enterprise - 4 x Online Training Webinars	£210.00
Corsham Patios & Fencing - Replace Gateposts at Ladbrook Lane Cemetery and Grove Road Allotments	£604.80
Travis Perkins - Hammarite Metal Paint and Post Crete	£114.24
Tudor Environmental - 5ltrs Roundup	£92.40
Charles Saunders - Latex Gloves, 10 Litres Hand Sanitiser, 6 x Hand Sanitiser Dispensers and Paper Towels	£354.92
Corsham Print - May Newsletter Design and Production	£967.00
Forest of Dean Stone Firms Ltd - 25% Deposit for High Street Paving	£4,187.50

**Grants**

Corsham Bowls Club	£500.00	IB
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**Cheque**

There were none

**Charge Card**

ICO - Data Protection Registration Fee	£60.00
Annual Charge Card Fee	£32.00
Pest Control Supplies - Pest Control at Allotments	£57.80

**Sub total** **£12,641.63**

**Cheques / Internet Banking Paid Outside of Meeting**

There were none

**Payments Made by Direct Debit/Standing Order**

Bridge Solutions - 3 x Laptops, Configuration, Hardware, Router Switch and Monthly Support	£4,481.61
UK Fuels Ltd - Fuel for Patrol Mowers and Strimmer's	£19.22
SGW Payroll - Monthly Payroll Processing	£48.96
Viking - 6 x 500ml Hand Sanitiser	£95.90



**SUB TOTAL**

**£4,645.69**

**TOTAL**

**£17,287.32**

**Accounts for Payment - Corsham Town Council - 8 June 2020**

**Online Banking Payments**

<b>Name</b>	<b>Amount</b>	
Salaries & Payments - CTC Staff	£20,111.90	
Wiltshire Pension Fund - Pension Contribution for June 2020	£6,637.59	
HMRC - Tax & NI for June - Reference 214PR001684021612 17 0	£6,457.57	
Methuen Hall Trust - Hire of Council Chamber for Office Space	£500.00	
Konica Minolta - Photocopier Hire and Printing	£416.46	
Amazon - Surgical Face Masks x 200, 3 x Laptop Cases, Pride Flag	£122.76	
Idverde - Grounds Maintenance Contract	£1,865.41	
Idverde - Newlands Road Toilet Cleaning	£1,098.60	
SLCC Enterprise - 4 x Online Training Webinars	£210.00	
Professional Sportsturf Design - Lacock Road Cemetery		
Construction Monitoring Stage 4	£2,400.00	
Landcare Nursery Ltd - Heavy Duty Strimmer Guards	£102.00	
DCK Accounting Solutions – Pre-Year End Health Check and Closedown	£1,176.00	
Matthew Tett - Co-ordinating Storytown 2020	£500.00	
Screwfix - Hilka Grease Gun	£22.98	
Auditing Solutions Ltd - Year End Final Internal Audit	£534.00	
Tudor Environmental - Groundsteam Consumables	£42.40	
Visit Wiltshire Ltd - Gold Level Partnership Renewal	£930.00	
Corsham Print - Logo Design for Summer Fete and Taste of Corsham	£336.00	
Zurich Insurance - Insurance Premium for Hire Vehicle	£229.34	
Travis Perkins - Planed Timber	£24.88	
<b>Cheque</b>		
Petty Cash - March - May 2020	£226.71	7758
Royal Mail Group - July Newsletter Delivery	£600.00	7759
<b>Grants</b>		
Souper Friday	£149.99	
Multiple Sclerosis Therapy Centre (Wessex) Ltd	£300.00	
<b>Charge Card</b>		
123 Registration - Domain Renewals Registration	£95.93	
Tool Station - Safety Boots	£64.50	
We Love Kitchens - Electric Hob for Flat 2	£129.08	
Dyson UK - Free Standing Tower Fan	£339.00	
<b>Sub total</b>	<b>£45,623.10</b>	
<b>Cheques / Internet Banking Paid Outside of Meeting</b>		
There were none		
<b>Payments Made by Direct Debit/Standing Order</b>		
West Mercia Energy - Newlands Road Public Conveniences		
Electricity	£33.99	
West Mercia Energy - Guide Hut Electricity	no invoice	
Peninsula - Health & Safety Advice and HR Bright Consultancy	£390.04	
SGW Payroll - Monthly Payroll Processing	£48.96	

Hills Waste - Waste Collections and Skip Exchange	£666.69
Excalibur (Bridge Solutions) - Monthly IT Support & Services, 10M Ethernet Cable	£624.54
UK Fuels - Fuel for Work Vehicles	£57.99
Vodafone - One Net Business Telephone/Mobile Charges	£473.89
Mainstream Digital - Superfast Broadband 10/5/20 - 09/08/20	£147.60
Wiltshire Council - Business Rates for Public Conveniences	£87.28
Viking - Postage and Stationery	£181.10
PWLB - Loan Repayment	£21,648.13
<b>SUB TOTAL</b>	<b>£24,360.21</b>
 <b>TOTAL</b>	 <b><u>£69,983.31</u></b>

**Resolved**

That the cheques and transfers for April, May and June 2020 be authorised for payment.

The meeting commenced at 11am and closed at 12.10pm. There were no members of the public present.

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CHAIRMAN

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DATE