

Minutes of the Annual Council Meeting held at the Town Hall on Monday 8 May 2017

Present Councillor Mrs R Hopkinson (Chairman)
Councillors S Abbott, Ms L Bray, A Duckhouse, Mrs K Duckhouse,
N Farmer, C Fuller, M Jackson, D Jones, R Le-Var, N Pocock, R Taylor

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

01/17 Apologies

There were no apologies.

02/17 Election of the Chairman of the Council

Councillor M Jackson proposed that Councillor Mrs R Hopkinson be elected as Chairman for the forthcoming Council year, seconded by Councillor D Jones. There being no further nominations, it was:

Resolved

That Councillor Mrs R Hopkinson be elected Chairman of Corsham Town Council for the forthcoming year.

03/17 Declaration of Acceptance of Office by the Chairman

Councillor Mrs R Hopkinson accepted the Office of Chairman for the forthcoming year and signed the Declaration of Acceptance of Office.

04/17 Election of Vice Chairman of the Council

Councillor M Jackson proposed that Councillor S Abbott be elected as Vice-Chairman for the forthcoming year, seconded by Councillor N Farmer. There being no further nominations, it was:

Resolved

That Councillor S Abbott be elected Vice-Chairman of Corsham Town Council for the forthcoming year.

05/17 Public Question Time and Petitions

There were none.

06/17 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.

07/17 Minutes of the Town Council Meeting held on 10 April 2017

Resolved

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

08/17 Matters Arising from the above Minutes

There were no matters arising.

09/17 Matters Arising from the Annual Town Meeting held on 6 April 2017

There were no matters arising.

10/17 Chairman's Announcements

Past Appointments

April

26 – Corsham in Bloom Meeting

29 – Above and Beyond Exhibition

May

4 – Election Day

Forthcoming Activities

May

15 – Sea Scouts Inspection by the Royal Navy

15 – Pickwick Residents Meeting

16 – Corsham Food Bank AGM

June

10 – Walkers are Welcome Quiz Night. Councillors had been invited to make up a team.

Other Issues

Community and Information Officer Rachel Avent had handed in her notice. Rachel would be overseeing the Taste of Corsham food festival and had requested Councillor's help on the day.

11/17 Policing and Community Safety

PC Hazel Anderson sent the following report on recent policing and community safety issues including:

On 9 April between midnight and 2am unknown suspects had broken into the old library building on Pickwick Road by kicking and forcing the fire door. A fire had been lit inside the building.

Overnight on the 19 April entry had been gained into a white transit van which was parked on Bences Lane, Corsham. A quantity of tools had been stolen.

Between 14 and 17 April unknown persons had caused damage to the children's play area at Springfield Recreation Ground by pulling up the mulch safety surface and £1,000 worth of damage had been caused.

On the 27 April, an unknown suspect had damaged the front door to a property on Charlwood Road by punching a hole in the door and attempting to gain entry.

12/17 Appointments to Committees, Working Groups and Panels, and Election of Committee Chairmen and Vice-Chairmen

i) Appointment of Property and Amenities Committee (9 to 12 Members)

Councillors S Abbott
Ms L Bray
Mrs K Duckhouse
N Farmer
C Fuller
D Jones
N Pocock
R Taylor

ii) Election of Chairman and Vice-Chairman of the Property and Amenities Committee

Councillor Mrs R Hopkinson proposed that Councillor S Abbott be elected Chairman of the Property and Amenities Committee for the forthcoming year, seconded by Councillor D Jones. There being no further nominations it was:

Resolved

That Councillor S Abbott be elected Chairman of the Property and Amenities Committee for the forthcoming year.

Councillor S Abbott proposed that Councillor R Taylor be elected Vice-Chairman of the Property and Amenities Committee for the forthcoming year, seconded by Councillor N Farmer. There being no further nominations, it was:

Resolved

That Councillor R Taylor be elected Vice-Chairman of the Property and Amenities Committee for the forthcoming year.

iii) Appointment of Community Services Committee (9 to 12 Members)

Councillors Ms L Bray
A Duckhouse
Mrs K Duckhouse
N Farmer
C Fuller
Mrs R Hopkinson
M Jackson
D Jones
N Pocock
R Taylor

iv) Election of Chairman and Vice-Chairman of the Community Services Committee

Councillor M Jackson proposed that Councillor N Pocock be elected Chairman of the Community Services Committee for the forthcoming year, seconded by Councillor N Farmer. There being no further nominations it was:

Resolved

That Councillor N Pocock be elected Chairman of the Community Services Committee for the forthcoming year.

Councillor N Pocock proposed that Councillor M Jackson be elected Vice-Chairman of the Community Services Committee for the forthcoming year, seconded by Councillor N Farmer.

Resolved

That Councillor M Jackson be elected Vice-Chairman of the Community Services Committee for the forthcoming year.

v) Appointment of Finance and Administration Committee (9 to 12 Members)

Councillors S Abbott
Mrs R Hopkinson
M Jackson
D Jones
R Le-Var
N Pocock
R Taylor

vi) Election of Chairman and Vice-Chairman of the Finance and Administration Committee

Councillor S Abbott proposed that Councillor D Jones be elected Chairman of the Finance and Administration Committee for the forthcoming year, seconded by Councillor N Farmer. There being no further nominations, it was:

Resolved

That Councillor D Jones be elected Chairman of the Finance and Administration Committee for the forthcoming year.

Resolved

The position of Vice-Chairman of the Finance and Administration Committee be deferred until a future Council meeting.

vii) Appointment of Accounts Sub-committee (4 Members + 2 reserves)

Councillors D Jones
M Jackson
Mrs R Hopkinson (reserve)
N Pocock
R Taylor

viii) Appointment of Neighbourhood Planning Steering Group (5 to 6 Members)

Councillors S Abbott
C Fuller
N Farmer
R Le-Var

ix) Appointment of Community Awards Panel (4 to 5 Members)

Councillors Ms L Bray
Mrs K Duckhouse
N Farmer
Mrs R Hopkinson

x) Appointment of Staffing Panel (5 Members)

Councillors A Duckhouse
N Farmer
M Jackson
N Pocock

xi) Appointment of Appeals Panel (5 Members)

Councillor Ms L Bray

xii) Appointment of Strategic Planning Working Group

The Strategic Planning Group comprises of the Chairman and Vice-Chairman of the Council and Chairmen of Committees.

Resolved

That in addition to the Chairman and Vice-Chairman of the Council and the Chairmen of Committees, Councillors M Jackson, R Le-Var and R Taylor be appointed to the Strategic Planning Group.

Any remaining vacancies following the above appointments would be filled at future Council meetings.

13/17 Appointments to Outside Bodies

Resolved

That the following appointments to outside bodies be made for 2017/18:

- i) Bath Spa University Liaison (2/3 Members + Council Chairman) – A Duckhouse, Mrs K Duckhouse, Mrs R Hopkinson (Chairman), R Le-Var
- ii) Campaign to Protect Rural England (1 Member + 1 reserve) – C Fuller, N Farmer (reserve)
- iii) Community First (1 Member + 1 reserve) – Vacant
- iv) Corsham Area Transport Group (2 Members) – S Abbott, R Taylor
- v) Corsham Chamber of Commerce (1 Member + 1 reserve) – R Taylor
- vi) Corsham in Bloom (up to 4 Members) – Ms L Bray, D Jones, Mrs R Hopkinson
- vii) Corsham Local Youth Network (2 Members + 1 reserve) – Mrs K Duckhouse, N Pocock
- viii) Corsham Railway Station Town Team (3 Members) – S Abbott, C Fuller, R Le-Var
- ix) Corsham Twinning Association (1 member + 1 reserve) – A Duckhouse
- x) Corsham for Walking (1/2 Members) – R Le-Var, N Pocock
- xi) Corsham Youth Council (2 Members + 1 reserve) – N Farmer, N Pocock, Mrs K Duckhouse (reserve)
- xii) Emergency Planning Volunteer (1 Member) – C Fuller, R Le-Var (reserve)
- xiii) Fairtrade (1 Member + 1 reserve) – N Farmer
- xiv) Potley & Pockeridge Community Association (1 Member + 1 reserve) – M Jackson
- xv) The Pound Arts Trust Ltd (1 Member + 1 reserve) – N Farmer, Mrs K Duckhouse (reserve)
- xvi) Town Council Surgery (4 Members) – S Abbott, Mrs R Hopkinson, M Jackson
- xvii) Wiltshire Association of Local Councils - (1 Member + 1 reserve) – S Abbott, N Pocock (reserve)

- xviii) Wiltshire Market Towns Forum (1 Member) – Mrs R Hopkinson
- xix) World War One Centenary Commemorations (up to 6) Ms L Bray, A Duckhouse, C Fuller, Mrs R Hopkinson, R Le-Var

14/17 Appointment of Representative on Environment Issues (1 Member + 1 reserve)

Councillors R Le-Var, S Abbott (reserve)

15/17 Appointment of Representative on Health Issues (1 Member + 1 reserve)

Councillors R Taylor, N Pocock (reserve)

16/17 Correspondence

- i) Members Information Sheets Nos. 370 and 371 were noted.
- ii) Late correspondence – An invitation had been received from The Orders of St John Care Trust for a representative of the Council to attend the Big Lunch on Friday 16 June at Hungerford House. Councillor Ms L Bray would attend on behalf of the Council.

17/17 Reports from Council representatives appointed to outside bodies

There were no reports from outside bodies.

18/17 Minutes of the Finance and Administration Committee meeting held on 19 April 2017

Resolved

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

19/17 Matters Arising from the above Minutes

There were no matters arising.

20/17 Minutes of the Council (Planning) Meeting held on 26 April 2017

Resolved

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

21/17 Matters Arising from the above Minutes

There were no matters arising.

22/17 Minutes of the Strategic Plan Working Group meeting held on 18 April 2017

Resolved

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

23/17 Matters Arising from the above Minutes

There were no matters arising.

24/17 Local Elections (*Minute 252/12*)

- i) Acceptance of Office – It was confirmed that all Declarations of Acceptance of Office had been signed.
- ii) Co-option Process – It was agreed to adopt the process used previously whereby nominees must submit a brief Curriculum Vitae and be proposed and seconded by serving Corsham Town Councillors. Due to the number of vacancies and wards, nominees would be required to state which ward or wards they are prepared to stand in. Voting would take place alphabetically by ward name.
- iii) Filling Councillor Vacancies – The vacancies would be advertised from 9 May on the Town Council website, on notice boards and Town Council play areas. A press release would be issued to the local newspaper. If there were still vacancies after the June Council meeting, it was suggested that the Town Council had a stand at the Food Festival promoting the Town Council and the Councillor vacancies.

25/17 Lloyds Bank Closure (*Minute 240/16*)

Further to the previous meeting, Lloyds Bank had replied to the Town Council following concerns raised about the proposed closure. The response from Lloyds was not very positive and simply explained why it had decided to close the Corsham Branch. Martingate Centre Ltd had expressed its willingness to make a unit available in the shopping centre for banking services.

The Chief Executive would contact Lloyds again to encourage them to look at alternative solutions to closing the Corsham branch and contact Bill Hall of the Martingate Centre to meet and discuss a positive way forward, including approaching other banks or building societies.

26/17 Corsham Railway Station Town Team Update

The Chief Executive updated Members on the Corsham Town Team meeting held on 28 April at Hartham Park. Key points included: correspondence with Dr Carlton Brand, Wiltshire Council; Great Western franchise consultation; possibility of electrification still going ahead by 2024, and the SWLEP involvement in a rail strategy for the county. The next Town Team meeting would be held after the General Election.

27/17 Town and Parish Council Highways Evening

The Town Council had been invited to send a representative to the Town and Parish Highways evening on Monday 15 May at County Hall, Trowbridge or Wednesday 17 May at Monkton Park, Chippenham 7.00pm. Any Councillor wishing to attend was asked to inform the Chief Executive.

28/17 Corsham Churches Foodbank AGM

The Town Council had been invited to send a representative to the 6th Annual General Meeting of the Corsham Churches Foodbank on Tuesday 16 May 2017 at St Aldhelm's Church Hall at 7.30pm

Councillors Mrs K Duckhouse, Mrs R Hopkinson and R Taylor would attend the AGM.

29/17 Review and Update of the Town Council's Bank Mandate

In accordance with the Council's Financial Regulations, following the local elections the banking mandate needed to be reviewed.

It was recommended that all serving Councillors become authorised signatories to the Town Council's accounts and that the requirement of two Councillor signatures along with one authorised Officer signature continue to be required for all cheques and payments. Past Councillors who were no longer serving would be removed from the authorised signatories list.

Resolved

That all serving Councillors become authorised signatories unless they inform the Chief Executive that they do not wish to be able to sign accounts.

30/17 Authorisation of cheques and payments

Online Banking Payments

Name	Amount
Salaries & Payments - CTC Staff	£17,286.17
Wiltshire Pension Fund - Pension Contribution for May 2017	£5,392.88
HMRC - Tax & NI for May 2017 - Reference 214PR001684021612 17	£6,032.78
Methuen Hall Trust - CTC Room Hire for April 2017	£245.00
Methuen Hall Trust - Quarterly Grant	£5,500.00
Methuen Hall Trust - Reimburse Payment Received from Wiltshire Council for Hall Hire Invoice 2338 Paid to Town Council in Error	£163.00
CADT - Contribution Towards Water Services Bill and Electricity	£590.33
Travis Perkins - Materials for Installation of Benches at Springfield	£292.13
APL Media - Advertising in The Guardian Travel Guide	£1,440.00
Anya Beaumont Art - Peacock Recycled Plastic Sculpture and Workshop	£193.00
Wiltshire Council - Contribution Towards New Direction Signs on Leafield Ind Est	£275.00

Beazer Electrical - 2 x Light Bulbs for Public Conveniences/Guide Hut	£21.60
Konica Minolta - Photocopier Hire and Charges Jan - April 2017	£743.96
Newsquest - Free Parking Advert in Wiltshire Times, G&H and Online, WW1 Advert in Gazette & Herald	£529.19
Wiltshire College - Safe use of Pesticide and Knapsack Spraying Training	£380.00
Martingate Centre Ltd - Newlands Road Public Conveniences Insurance	£109.28
David Cosh Designs - Artwork for Adverts, Banners, PDFs, Web Banner	£723.60
All the Pretty Things - Hire of The Peacock Tearoom on 3 May 2017	£30.00
J H Jones & Sons - Grave Digging and Grave Levelling	£1,260.00
S J Aplin Playgrounds Ltd - Repairs to Wet Pour at Springfield	£1,386.79
WCCTV Wireless - Hard Disk Drive for CCTV Camera	£185.38
Idverde - Grounds Maintenance and Toilet Cleansing	£1,972.97
Rialtas Business Solutions Ltd - Omega Software Maintenance	£432.00
The Pound Arts Trust - Grant Contribution Towards Service Level Agreement	£3,000.00
Wired Publishing - Advertising Taste of Corsham	£118.80
Bath Honda - Great Wall Vehicle Service	£299.00
Newlands Road Garage - Van Running Costs	£154.30
Media10 Good Homes Magazine - Advertising Taste of Corsham/Visit Corsham	£180.00
IWS - Water Hygiene Services for Newlands Road Public Conveniences	£134.40

Payment by Cheque

Petty Cash	£139.24	7639
Post Office Ltd - Road Tax for Ford Connect Van AV08 ZCY	£230.00	7640
Wiltshire Association of Local Councils - Annual Subscription 2017/2018	£1,571.35	7641
Water2Business - Water Services for Public Conveniences	£950.22	7642
Wiltshire Council - Planning Application Fee for New Cemetery	£192.50	7643

Grants

KIK Radio	£500.00	IB
Wiltshire County Cricket Club	£350.00	IB
The Corsham Band	£500.00	7644
Corsham Gardeners Society	£50.00	7645
Corsham Primary School	£180.00	7646
Springfield Art Group	£250.00	IB
Wiltshire Sight	£300.00	7647
The Peacock Arts Trail	£500.00	7648
Pickwick Association	£500.00	7649

Charge Card

There were none

Sub total £55,284.87

Cheques / Internet Banking Paid Outside of Meeting

There were none

Peninsula - Health & Safety Advice	£260.40
Peninsula - Provision of HR Consultancy	£300.00
Mainstream Digital - Telephone Call Charges	£264.55
Hills Waste Solutions - Waste Collections	£215.60
SGW Payroll - Month 1 and 2 Payroll Processing/End of Year Processing and Pension Year End Spreadsheet	£340.32
Vodafone - Mobile Telephone Charges	£203.38
Viking - Stationery and Health and Safety Items	£126.02
West Mercia Energy - Public Conveniences	£35.49
West Mercia Energy - Guide Hut Electricity	£33.02
Wiltshire Council - Business Rates for Public Conveniences	£86.00
SUB TOTAL	£1,864.78
TOTAL	£57,149.65

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.46pm. There was one member of the public present at the start of the meeting and none at the close.

CHAIRMAN

DATE