

Minutes of the Council Meeting held at the Town Hall on Monday 9 July 2018

Present Councillor S Abbott (Chairman)
Councillors Miss T Alberga, Ms L Bray, N Farmer, Mrs R Hopkinson,
D Jarman, D Jones, S Moysey, N Pocock, Mrs G Sanders,
Miss C Woodward

In Attendance M Head (Corsham Institute)
Mrs M Jones (Head of Finance & Administration)
D Martin (Chief Executive)
Mrs S Moysey (Pound Arts)
S Pearce (Chamber of Commerce)

54/18 Apologies

Apologies were received from Councillors P Anstey, C Fuller, M Jackson, R LeVar, R Taylor and Mrs M Wakeman.

55/18 Public Question Time and Petitions

There were none.

56/18 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.

Councillor S Moysey declared a pecuniary interest in *Agenda Item 29 The Future of Arnold House* as his wife works for the Pound Arts Trust and was taking part in the presentation. He left the room during the discussion and decision on the item.

Councillor Mrs T Alberga declared a pecuniary interest in *Agenda Item 29 The Future of Arnold House* as she is a trustee of The Pound Arts Trust. She left the room during the discussion and decision on the item.

57/18 Minutes of the Annual Council Meeting held on 11 June 2018

Resolved

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

58/18 Matters Arising from the above Minutes

There were no matters arising.

59/18 Chairman's Announcements

June

16 June – Taste of Corsham Event – The Chairman thanked the staff for their hard work to make the event such a success.

26 June – Transcoco 10th Anniversary event.

July

7 July – Summer Fete – The Chairman thanked Councillors who attended and the Council staff for their hard work. The event was well attended and positive feedback had been received.

7 July – The Parkour was officially opened at the Fete. BBC Wiltshire conducted a telephone interview.

16 July – Annual Site Visits.

25 July – Wiltshire Council Eliminating Plastic Waste Recycling Workshop.

Other Issues

It is with sadness that the Town Council received the news that Monsieur Landré of Corsham's twin town of Jargeau had passed away. Monsieur Landré was one of the founders of the twinning arrangement. The Chairman had sent the Town Council's condolences.

Simon Scott, Head of Technical Services, was retiring and would be leaving on 31 August. The position was being advertised.

The Chairman informed Councillors that his chosen charities for the Council year were Wiltshire Mind and the Doorway Project.

60/18 Policing and Community Safety

PC Hazel Anderson from the Community Policing Team had sent a report on recent policing and community safety issues which had been circulated with Information Sheet No. 401.

61/18 Correspondence

- i) Members Information Sheets Nos. 400 and 401 were noted.
- ii) Late correspondence – there was none.

62/18 Reports from Council representatives appointed to outside bodies

Councillor N Pocock – reported that he had attended the Local Youth Network meeting prior to the Council meeting. A funding application to the Area Board was being considered.

Councillor Mrs R Hopkinson – reported that she had attended the local Corsham in Bloom judging on 9 July.

Councillor Mrs R Hopkinson – reported that she had attended a Wiltshire Council Networking Training Day with Councillor P Anstey.

63/18 Minutes of the Finance and Administration meeting held on 13 June 2018

Resolved

That the Minutes be approved as a true record.

64/18 Matters Arising from the above Minutes

There were no matters arising.

65/18 Minutes of the Council (Planning) meeting held on 20 June 2018

Resolved

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

66/18 Matters Arising from the above Minutes

There were no matters arising.

67/18 Minutes of the Strategic Planning Working Group meeting held on 19 June 2018

Resolved

That the Minutes be approved as a true record.

68/18 Matters Arising from the above Minutes

There were no matters arising.

69/18 Minutes of the Strategic Planning Working Group meeting held on 3 July 2018

Resolved

That the Minutes be approved as a true record.

70/18 Matters Arising from the above Minutes

There were no matters arising.

71/18 Minutes of the Corsham Youth Council meeting held on 18 June 2018

Resolved

That the Minutes be noted.

72/18 Chamber of Commerce Presentation

Stuart Pearce, President of Corsham Chamber of Commerce, gave a brief presentation on the role and work of the Chamber. He informed Councillors that membership had increased. The Corsham Means Business Event in March had been a success. The Campus had been a good venue for it as it was close to the town and local businesses. The Chamber had three new executive members, their ideas and input had been welcomed. Councillors were pleased to hear that the Chamber was growing and aiming to expand further.

73/18 Consultation about Option Proposals for Lypiatt Primary School Including Possible Closure

Wiltshire Council was seeking views on options for the future of Lypiatt Primary School. A report provided information about the school and set out to seek views on the options.

After discussion Councillors decided to support Option B of the report which was that Lypiatt Primary School joins a Multi Academy Trust or Federation with a local school.

Resolved

That the Chief Executive completes the consultation form and submits it to Wiltshire Council on behalf of the Town Council.

74/18 Strategic Plan 2014-2018 (Final Report)

The Chief Executive presented a report on the Strategic Plan 2014-2018, highlighting several of the major achievements against the key objectives under each of the original themes. This brought the Plan to a close. The summary enabled the Town Council to focus fully on the Strategic Plan 2018-2022.

75/18 Adoption of the Strategic Plan 2018-2022

The Town Council considered the draft Strategic Plan 2018-2022 which had been compiled in recent months following workshops with Councillors and staff, and work by the Strategic Plan Working Group.

Resolved

That the draft Strategic Plan for 2018-22 be approved.

76/18 Review of Standing Orders (*Minute 259/17*)

Further to the Council meeting held on 12 March 2018, the National Association of Local Councils had published new model standing orders. The new version incorporated, or referenced, the requirements of new legislation that had been introduced since the last model standing orders were published in 2013. The main changes were: reporting of Council and Committee meetings; electronic agenda and summons; transparency requirements; contracts regulations and data protection/GDPR. Revised Town Council Standing Orders, based on NALC's new model, were considered.

Resolved

That the revised Town Council Standing Orders be approved.

77/18 Scheme of Delegation

A draft Scheme of Delegation had been prepared to clarify key areas of responsibility and authority which are not otherwise covered in other Council documents such as Standing Orders, Financial Regulations or Terms of Reference.

Resolved

That the Scheme of Delegation be approved.

78/18 General Data Protection Regulations (GDPR) Update on Councillor Email Addresses (*Minute 25/18*)

Further to the previous meeting, the Town Council's IT provider, Excalibur, and GDPR advisors, i-West, had considered the options for Councillor email addresses. The main options were:

- i) Set up free MS Outlook email addresses (e.g. CllrXXX@outlook.com). These would not have the 'Corsham' domain name and the Town Council would not control the accounts.
- ii) Set up email only accounts through MS Office 365 (e.g. CllrXXX@corsham.gov.uk). These could still be accessed remotely but the accounts ultimately belong to the Town Council, enabling policies to be put in place regarding data and security. The accounts could be disabled when Councillors leave.

Option ii) would make it easier to comply with GDPR, especially regarding Subject Access Requests. Whilst the Town Council had little involvement in sensitive data, Office 365 would give peace of mind when handling data and keep Councillors' personal emails private. Whilst option i) was free, option ii) would cost £3.40 per user per month. This would be a maximum of £816 + VAT per year if all Councillors had an Office 365 email account.

Resolved

That Option ii) was the preferred choice of the Councillors. A form would be produced for Councillors to opt in or opt out. Once this had been completed it would be sent to i-West and Excalibur for implementation.

79/18 Vacancies on Committees, Other Groups and Outside Bodies (*Minutes 45/18, 12/18 and 13/18*)

Further to previous meetings, Councillor Miss C Woodward had volunteered to fill two of the remaining vacancies.

Resolved

That Councillor Miss C Woodward be appointed to the Property and Amenities Committee and the World War One Centenary Commemoration Group for the remainder of the Council year.

80/18 Authorisation of cheques and payments

Salaries & Payments - CTC Staff	£18,244.59
Wiltshire Pension Fund - Pension Contribution for July 2018	£5,841.32
HMRC - Tax & NI for July - Reference 214PR001684021612 17 04	£6,040.60
Methuen Hall Trust - CTC Room Hire for June 2018	£414.00
Methuen Trust Quarterly Grant	£4,074.50
Wiltshire Council - Pest Control Services for Arnold House and Flats	£98.00
Newsquest – Visit Corsham Advertisement Prime Magazine, World Cup Package, Digital Facebook	£634.80
Complete Business Solutions - Stationery Items	£111.53
Corsham Print - Taste of Corsham Brochures, Summer Fete Banners	£575.80
St John Ambulance - First Aid Cover for Taste of Corsham, First Aid 3 Day Course and First Aid Refresher Course	£687.60
Greenway Training - LANTRA Chainsaw and Telescopic Handler Course	£564.00
Project Skills Solutions - 2 Places on NRSWA Highways Course	£420.00
Workwear Express - Uniform for New Member of Staff	£374.52
Town Crier Magazine - 1/4 Page Advert in North Wilts Magazine	£126.00
Travis Perkins - Flame Retardant Foam, Slabs, Concrete, Timber, Screws	£278.92
Idverde - Grounds Maintenance, Toilet Cleansing and Fell Tree in Cemetery	£3,371.60
Screwfix - Waterproof Trousers and Safety Boots	£49.98
MC Publishing - Advert in The Bath Magazine	£90.00
Andrew Eberlin - Website Hosting and Updates November 2017 to June 2018	£737.40
Cosh Design - Fete Banners, Business Cards, Artwork for Visit Corsham Advert	£287.00

Royal Agricultural University - Courses in Felling Small Trees, Chainsaw Maintenance, Pesticide Application & Safe Use, Brush Cutter & Strimmer Operation x 3 Members of Staff	£1,583.00
Wessex Tree Consultancy - Tree Safety Inspection as per Specification	£3,140.00
Creative Palaver - Circus Skills Workshop for Fete	£495.00
SLCC Enterprises Ltd - Advertising Head of Technical Services Vacancy	£318.00
J H Jones - Grave Digging x 2	£540.00
Hogs Heaven Catering - Staff/Helpers food at Summer Fete	£108.00

Payment by Cheque

Petty Cash	£163.32	Chq No. 7695
SSE - Skate Park Electricity	£100.78	7696

Grants

Springfield Art Group	£250.00	IB
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Charge Card Statement

Wiltshire Council - TENS Licence for Summer Fete	£21.00
123 Registration Ltd - Purchase of Domain Names	£21.53

Sub total **£49,762.79**

Cheques / Internet Banking Paid Outside of Meeting

Rogerdean Promotions, PA systems for 16/6/18 and 7/7/18	£800.00	7694
Corsham & Box Matters, Renewal of Advertisement April 2018 to March 2019	£225.00	IB

Payments Made by Direct Debit/Standing Order

West Mercia Energy - Newlands Road Public Conveniences Electricity	£65.87
West Mercia Energy - Guide Hut Electricity	£17.85
Vodafone - Mobile Telephones	£216.58
Peninsula - Health & Safety Advice & HR Consultancy	£392.40
SGW Payroll - Monthly Payroll Processing	£52.80
Hills Waste Solutions - Waste Collections and Skip Exchange	£531.44
Excalibur - Monthly Contract for IT Support	£403.92
Wiltshire Council - Business Rates for Public Conveniences	£89.00
Mainstream Digital - Telephone Charges and Fraud Protection	£8.59
Viking - Grounds Team Consumables	£64.73
UK Fuels - Fuel for Work Vehicles	£272.37

That the cheques and transfers be authorised for payment.

81/18 Exclusion of Press and Public

Resolved

That the press and public be excluded from the meeting for the next item of business to consider a commercially sensitive report on the future of Arnold House.

82/18 The Future of Arnold House (*Minute 176/17 and others*)

At the Council meeting on 13 November 2017 proposals on the future of Arnold House were considered and it was Resolved: 'That the proposal for the whole property be given preferred bidder status and that discussions take place with the proposer to develop the project, with a view to transferring the property at the appropriate time'. Subsequently a preferred bidder letter was issued and a meeting with Councillors, staff and the preferred bidder took place to progress the matter.

A report by the preferred bidder and draft Memorandum of Understanding (MOU) were considered. The report dealt with the operational and governance issues rather than the sale, which is a separate matter. The MOU would give a commitment which would enable work on the project to progress. A few minor changes to the MOU were suggested so that all the relevant parties were included. The MOU was time-limited and not legally binding.

The Valuation Office Agency had inspected the property and produced a Valuation Report.

Resolved

That, subject to minor amendment, the Memorandum of Understanding regarding the future of Arnold House be approved.

The meeting commenced at 7.30pm and closed at 9.29pm. There were four members of the public present at the beginning of the meeting and none at the end.

CHAIRMAN

DATE