

**Minutes of the Council Meeting held at the Town Hall on Monday 9 September 2019**

**Present** Councillor S Abbott (Chairman)  
Councillors P Anstey, L Bray, N Farmer, C Fuller, R Hopkinson, M Jackson,  
D Jarman, S Moysey, G Sanders, M Wakeman and C Woodward

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

**104/19 Apologies**

Apologies were received from Councillors T Alberga, D Jones, R LeVar, N Pocock and A White.

**105/19 Public Question Time and Petitions**

There were none.

**106/19 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.

**107/19 Minutes of the Council Meeting held on 12 August 2019**

**Resolved**

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

**108/19 Matters Arising from the above Minutes**

The Chairman updated Councillors on Community Facilities at Springfield Campus (*Minute 100/19*). The Campus Health and Wellbeing Manager had confirmed that any future changes of use of community space at The Campus would be discussed with the Town Council.

**109/19 Chairman's Announcements**

21 August – The Chairman reported that the Springfield Youth Activities event had been a success and was well attended.

29 August – The Chairman attended the Environmental Task Group meeting and reported that the Launch Event of the group would be held on 14 November.

6 September – The Chairman attended the Remembrance Day planning meeting.

6 September – The Chairman visited Lick The Spoon for a tour of their factory and reported that they were in the finals for the Prince of Wales Sustainability Award.

The Chairman reminded Councillors that the Street Fair was on Saturday and if anyone who had not said they were available was now able to help please let Kirsty Gilby (Planning and Events Officer) know.

#### **110/19 Policing and Community Safety**

PC Anderson had left Wiltshire Police and no Community Policing Report had been received. Inspector Mark Luffman would be asked to provide monthly Police reports in the future.

#### **111/19 Correspondence**

- i) Members Information Sheets Nos. 430 and 431 were noted.
- ii) Late correspondence – There was none.

#### **112/19 Reports from Council representatives appointed to outside bodies**

Councillor N Farmer had attended the Northern Area Planning Committee meeting on 4 September at Monkton Park Offices where the Peacock Grove planning application had been discussed. Several residents were in attendance to oppose the development. The application was deferred until 6 November.

#### **113/19 Minutes of the Council (Planning) meeting held on 21 August 2019**

##### **Resolved**

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

#### **114/19 Matters Arising from the above Minutes**

There were no matters arising.

#### **115/19 Minutes of the Finance and Administration Committee meeting held on 28 August 2019**

##### **Resolved**

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

#### **116/19 Matters Arising from the above Minutes**

There were no matters arising.

**117/19 Minutes of the Property and Amenities Committee meeting held on 4 September 2019**

**Resolved**

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

**118/19 Matters Arising from the above Minutes**

There were no matters arising.

**119/19 Town Council Carbon Audit (*Minute 76/19*)**

One of the actions discussed by the Environmental Task Group was a carbon audit of the Town Council's activities. In the first instance, this would look at energy use for the Council's buildings and vehicles as these were relatively simple to measure. Members of the Task Group had offered to assist with the carbon audit. Once a benchmark had been established, a plan would be put in place to reduce the Town Council's carbon footprint.

It was agreed that the Task Group should proceed with the Carbon Audit of the Town Council.

**120/19 Asset Transfer and Service Delegation (*Various Minutes*)**

At previous meetings, it was reported that negotiations were due to commence in September regarding asset transfers and service delegations from Wiltshire Council to Corsham Town Council. The Town Council had been asked to enter into a Confidentiality Agreement prior to information being shared between interested parties. This is primarily in respect of commercially sensitive pricing information associated with Wiltshire Council's highways and streetscene services contract. It was recommended that the agreement be signed, and that Officers commence negotiations in accordance with previous Town Council guidance and in consultation with the Council Chairman and Vice-Chairman.

**Resolved**

That the confidentiality agreement be signed, and that Officers commence negotiations with Wiltshire Council over the asset transfers and service delegations, in consultation with the Chairman and Vice-Chairman.

**121/19 Annual Governance and Accountability Return for the year ended 31 March 2019**

The Annual Governance and Accountability Return had been audited and the Notice of Conclusion of Audit had been advertised on the Town Council's website. No issues or concerns had arisen.

**Resolved**

That the Annual Governance and Accountability Return be noted.

## 122/19 Issues for Corsham Area Board Consideration (*Minute 102/19 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.

## 123/19 Authorisation of cheques and payments

### Online Banking Payments

Salaries & Payments - CTC Staff	£19,743.79
Wiltshire Pension Fund - Pension Contribution for September 2019	£6,366.84
HMRC - Tax & NI for September - Reference 214PR001684021612	£6,509.47
Methuen Hall Trust - CTC Room Hire for August 2019	£198.00
Eberlin Web Design - Corsham Commemorates Website Design	£900.00
Travis Perkins - Cemetery Repairs and General Maintenance	£195.30
Trowbridge Town Council - Inflatable Activities for Street Fair	£462.67
WALC - VAT Training Course x 1 Delegate	£78.00
Visit Bath Ltd - Annual Membership Sept 2019 - 2020	£564.00
Train Hard - Parkour Training at Springfield	£560.00
Setter Ltd - Ramp Board for Neston Recreation Play Area	£288.00
Corsham Print - Printing of Corsham Walking Map Guide	£506.00
PKF Littlejohn - Annual Return for Year Ended 31 March 2019	£1,920.00
Konica Minolta - Photocopier Printing and Hire May - August 2019	£559.11
Screwfix - DeWalt Combi Drill	£99.99
Visit Wiltshire - Participation in Visit Wiltshire Autumn Campaign	£390.00
James Creighton Rogerdean Promotions - PA System for Street Fair	£400.00
Miss Popularity - Balloon Modelling at Street Fair	£250.00
Cliff Gater - Street Fair Musical Entertainment	£50.00
Bath Life - Advertising the Street Fair	£150.00
Corsham Print - Stickers for Storytown	£42.00
Town Crier Magazine - Street Fair Advertising	£60.00
Cooke Automotive - Replacement Battery for Work Van WV14 CYC	£170.27
Bath Magazine - Street Fair Advertising	£180.00
Modu Exhibitions - Exhibition Panels for Peacock Arts Trail	£1,860.00
Cosh Design - Resize Visit Corsham Advert for 'Life In' Magazine, Storytown Guide	£657.00
ID Verde - Grounds Maintenance	£1,865.41
Amazon - Sweets for Street Fair	£43.98
Innov8 Sportz - Coaches for Corsham Hub Club	£560.00
Greenway Training - Telehandler Refresher Course	£234.00
The Slackline School - BMX Event at Springfield	£1,000.00
Wireless CCTV - Assess Wireless CCTV Dome	£180.00
Woods Business Services - Office Chair	£232.98
Sutcliffe Play Ltd - New Swings for Neston Play Area	£3,397.20
The Little Zoo - Petting Animals at Street Fair	£350.00
St John Ambulance - First Aid Cover at Street Fair	£120.00
Wired Publishing (West Wilts Magazine) - Street Fair Advertising	£118.80
Kevin Brown - Street Fair Musical Entertainment	£50.00
Niki Stevens - Street Fair Musical Entertainment	£50.00
Charlie Rickitt - 2 x Musical Slots at Street Fair	£100.00
Bob Basley - Street Fair Musical Entertainment	£50.00

**Payment By Cheque**

Petty Cash	£114.28	7736
Royal Mail - Newsletter Delivery	£600.00	7737
SCRAPPED CHEQUE	£0.00	7738
Royal British Legion - War Memorial Maintenance	£71.50	7739
SSE - Skate Park Electricity June - August	£77.86	7740

**Charge Card**

No Statement Received

**Grants**

Golden Oldies Charity	£340.00	IB
Corsham 2/2 Club	£500.00	IB
Leafy Lane Playing Fields Ltd	£500.00	IB
Heritage Trails	£397.00	IB

**Sub total****£54,113.45****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	£38.07
West Mercia Energy - Guide Hut Electricity	£21.44
Peninsula - Health & Safety Advice and HR Bright Consultancy	£391.26
SGW Payroll - Monthly Payroll Processing	£48.96
Hills Waste - Waste Collections	£354.72
Excalibur (Bridge Solutions) - Monthly Service Plan for IT Support	£599.88
Wiltshire Council - Business Rates for Public Conveniences	£91.48
UK Fuels - Fuel for Work Vehicles	£99.27
Viking - Stationery	£203.92
Vodafone - One Net Business Telephone/Mobile Charges	£471.28

**SUB TOTAL****£2,320.28****TOTAL****£56,433.73****Resolved**

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.05pm. There were no members of the public present.

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 CHAIRMAN

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 DATE