

Town Hall, High Street, Corsham, Wiltshire SN13 0EZ

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7 December 2021

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held **at the Town Hall** on Monday 13 December 2021 at 7.30pm.

Covid-19 Requirements: Please follow the attached Guidance (updated September 2021) for Attending In-person Meetings.

Please would members of the Accounts Sub-committee arrive by 7.10pm.

Yours sincerely



David J Martin
CHIEF EXECUTIVE

AGENDA

1. Apologies.
2. Public Question Time and Petitions.
3. 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.
4. Minutes of the Council Meeting held on 8 November 2021 – *attached*.
5. Matters Arising from the above Minutes – *for information only*.
6. Policing and Community Safety – To consider policing and community safety issues.
7. Chairman's Announcements.

8. Correspondence –
 - i) As mentioned in Members Information Sheet Nos. 508 and 509 – *to note.*
 - ii) Late correspondence – *to note.*
9. Reports from Council representatives appointed to outside bodies.
10. Notes of Recent Meetings – The following notes of informal Committee and Council (Planning) Meetings are available for information and comment:

Community Services held on 3 November 2021 – *attached.*

Council (Planning) held on 17 November 2021 – *attached.*

Property and Amenities held on 24 November – *attached.*

Council (Planning) held on 8 December – *to follow.*

– *for information and comment.*
11. Vacancies on Committees (*Minute 133/21 and others*) – Further to previous meetings there are opportunities to fill the remaining committee vacancies. Any unfilled vacancies following this meeting can be filled at future meetings. The current vacancies are:

Community Services – two
Finance and Administration – one
Property and Amenities – one
Community Awards Panel – one
Environment Task Group – one

If any Councillor would like to fulfil any of the above roles, they can be appointed at the Council meeting – *for consideration.*
12. Community Awards 2022 – The Community Awards Panel members will be reviewing the arrangements for the 2022 Awards Scheme in the new year. Councillors are asked if they would like to see any changes to the format or have any other comments – *for information and comment.*
13. Strategic Plan 2022-2026 – Further to the second Strategic Planning Session held on 25 November, Steve Moysey, who facilitated the session, is writing up the outputs for refinement and consideration. Once this is complete there will be a further report on progress, discussion of any queries and confirmation of a new vision by the Council. The priorities and potential projects will be refined and costed until approval by the full Council in April/May 2022. Once approved, the document will be professionally designed and published – *for information and comment.*
14. Environment Task Group Terms of Reference – Draft revised terms of reference are attached. The suggested changes include: Transcoco name change to Climate Action Corsham; addition of Corsham Area Board and The Pound as representatives; adding the Environmental Project Officer as a non-voting advisor, and accommodating online meetings – *for approval.*

15. Issues for Corsham Area Board Consideration (*Various Minutes*) – Further to previous meetings, this regular agenda item asks the Town Council to identify issues for Area Board consideration – *suggested issues invited*.
16. Council Vacancies (*Minute 133/21 and others*) – There are currently five Town Councillor vacancies - three for co-option and a further two being advertised (one with a closing date of 9 December, the other is to be confirmed) in case elections are called. The vacancies for co-option are in Corsham Ladbroke Ward (1) and Corsham Neston Ward (2), with the other vacancies in Corsham Pickwick Ward. Nominations to fill the vacancies which followed the local elections have been advertised and one nomination was received by the closing date. Nomination details for the candidate are attached. The applicant is Tanvir Bush who wishes to stand in Corsham Ladbroke Ward. Members need to decide whether they think the candidate is suitable before a ballot or voting takes place. The remaining vacancies will be advertised once the wards with vacancies are confirmed. The closing date for any remaining vacancies has been extended again and now closes at 9am on Tuesday 4 January 2022 – *co-option required*.
17. Covid-19 Emergency Update/Recovery Plan – The Chief Executive will give an update on Covid-19 matters including the update meeting with Wiltshire Council and whether to continue with the mixture of face-to-face and online meetings in the new year – *for consideration*.
18. Authorisation of cheques and payments – A list will be available at the meeting.

A Meeting of the Accounts Sub-committee will take place at 7.10pm.

The Methuen (Town) Hall meeting will take place immediately after the Council meeting.