

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

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8 February 2022

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held **at the Town Hall** on Monday 14 February 2022 at 7.30pm.

**Covid-19 Requirements: Please follow the attached Guidance (updated December 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. This includes a request from Councillor Jane Robertson to extend her non-attendance at face-to-face meetings for over six months due to family health reasons – *for consideration*.
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 10 January 2022 – *attached*.
5. Matters Arising from the above Minutes – *for information only*.
6. Policing and Community Safety – To consider policing and community safety issues. This will include an update from the Making Wiltshire Safer meeting which Councillor Robertson attended on 25 January – *for information and comment*.
7. Chairman's Announcements.

8. Correspondence –
- i) As mentioned in Members Information Sheet No. 511 and 512 (to follow) – *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:
- Council (Planning) held on 12 January 2022 – *attached.*
- Community Services held on 19 January 2022 – *attached.*
- Property and Amenities held on 26 January 2022 – *attached.*
- Council (Planning) held on 2 February 2022 – *attached.*
- Finance and Administration held on 9 February – *to follow.*
- *for information and comment.*
11. Vacancies on Committees (*Minute 166/21 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 (Councillor Morris has expressed her willingness to join this committee)
- Finance and Administration – one
- Environment Task Group – one
- Sports Forum – one
- If any Councillor would like to fulfil any of the above roles, they can be appointed at the Council meeting – *for consideration.*
12. Strategic Plan 2022-2026 (*Minute 167/21 and others*) – Further to the previous meeting, public consultation on the draft Strategic Plan priorities ends on 14 February. Once the feedback has been reviewed, a report will be prepared for consideration at a future meeting. Despite reminders to the facilitator, outputs from the Strategic Planning Session held on 25 November have not yet been received. The Chairman and Chief Executive are considering how best to move forward with the Plan – *for information and comment.*
13. Corsham Railway Station (*Minute 168/21 and others*) – Further to the Council meeting on 10 January 2022, the Chief Executive will provide an update on progress including the meeting with Wiltshire Council and key partners on 4 February 2022. A meeting of the Town Team is due to take place on 18 February 2022 – *for information and comment.*

14. Draft Calendar of Meetings 2022/23 – the draft calendar of meetings is attached – *for approval.*
15. Community Awards – The deadline for nominations for this year’s Community Awards is 18 March 2022. The scheme is being promoted and it would be helpful if Town Councillors could encourage residents to nominate suitable candidates or complete nominations themselves. Councillors and staff are not eligible for an award – *support requested.*
16. Annual Review of the Town Council’s Communications Policy – The Strategic Planning Working Group has been reviewing the Communications Policy and highlighted some points for further consideration. These are largely around use of social media. Officers have looked at examples from other local councils, which vary from having no policy to trying to control or limit use. Councillors’ views are sought – *for discussion.*
17. 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.*
18. Council Vacancies (*Minute 171/21 and others*) – There are currently five Town Councillor vacancies: four for co-option and a further one being advertised with a closing date of 10 February 2022 in case an election is called. The vacancies for co-option are in Corsham Pickwick Ward (2) and Corsham Neston Ward (2). The other vacancy is for Corsham Ladbrook Ward. Nominations to fill the vacancies for co-option have been advertised and one nomination was received by the closing date. Nomination details for the candidate are attached. The applicant is Gareth Ward who wishes to stand in Corsham Pickwick Ward or Corsham Ladbrook Ward (if no election is called). 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 co-options has been extended and now closes at 5pm on Monday 7 March 2022 – *for information and comment.*
19. Covid-19 Emergency Update/Recovery Plan (*Various Minutes*) – The Chief Executive will give an update on Covid-19 matters – *for consideration.*
20. 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.**