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7 June 2022

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held **at the Town Hall** on Monday 13 June 2022 at 7.30pm.

**Covid-19 Requirements: Please follow the attached Guidance (updated March 2022) 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 9 May 2022 – *attached*.
5. Matters Arising from the above Minutes – *for information only*.
6. Policing and Community Safety – To consider policing and community safety issues – *for information and comment*.
7. Chairman's Announcements.

8. Correspondence –
  - i) As mentioned in Members Information Sheet No. 520 and 521 – *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 11 May 2022 – *attached*.

Council (Planning) held on 18 May 2022 – *attached*.

Property and Amenities held on 25 May 2022 – *attached*.

Council (Planning) held on 8 June 2022 – *to follow*.

– *for information and comment*.
11. Minutes of the Corsham Youth Council meeting held on 23 May 2022 – *to note*.
12. Corsham Railway Station (*Minute 16/22 and others*) – Further to the previous Council meeting, the Chief Executive will provide feedback from the Town Team Meeting on 20 May and the Restoring Your Railways Steering Group meeting with Wiltshire Council and key partners on 27 May 2022. Good progress is being made on the Strategic Outline Business Case and Stakeholder Engagement Plan – *for information and comment*.
13. Strategic Plan 2022-2026 Update (*Minute 227/21 and others*) – Further to previous meetings, the updated overview of the draft Strategic Plan priorities and objectives is attached. Draft actions are being prepared for discussion by the Committees – *for information and comment*.
14. Climate Change Action Plan 2022-2030 – Further to previous meetings, the attached draft report and action plan set out how the Town Council can achieve its commitment to new zero carbon emissions by 2030. The Council is asked to consider the report and action plan, and the eight recommendations listed separately – *for consideration*.
15. General Data Protection Regulations (GDPR) Update (*Various Minutes*) – Further to previous meetings, our GDPR Consultant and Data Protection Officer (One West) has carried out its fourth annual audit of the Town Council's progress on GDPR and produced a Data Protection Compliance Report (*available on request*). The audit covered 13 areas. The Executive Summary States: 'The Town Council has maintained a high level of data protection standards. Corsham Town Council continues to demonstrate more than adequate standards in areas such as governance, the Record of Processing Data, training and awareness and, transparency information. Generally, there are very few areas of weakness, and this is mainly down to a well-integrated approach to data protection from senior management and key members of staff.

The only areas that the DPO recommends that the Town Council considers for improvement are ensuring that agreements with third parties, where personal data is

processed on behalf of the Town Council's behalf, contain appropriate data protection clauses and, continuing to raise awareness across council staff in areas such as subject access requests and data breaches. This will ensure that the Council does not inadvertently miss a data protection request or issue that needs attention. The Council should be particularly commended for its management of the Record of Processing Activities (RoPA) which is reviewed regularly and effectively.'

Officers are producing a new GDPR Action Plan to address the recommendations - *for information and comment*.

16. Internal Audit Report (Final Update) 2021/22 – A copy of the report from the recent audit visit is attached. The response to recommendation R3 was agreed by the Finance and Administration Committee in December 2021.

*Recommendation*

That the internal audit report be noted and the responses to the three recommendations approved.

17. Annual Return for the Year Ended 31 March 2022: Section 1 – Annual Governance Statement 2021/22 – A copy of the Annual Governance Statement is attached – *for approval*.
18. Annual Return for the Year Ended 31 March 2022: Section 2 – Accounting Statements for 2021/22 – A copy of the Statements and supporting documentation is attached – *for approval*.
19. Annual Internal Audit Report 2021/22 – A copy of the Annual Internal Audit Report signed by the internal auditor is attached – *to note*.
20. 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*.
21. Council Vacancy (*Minute 18/22 and others*) – There remains one Town Councillor vacancy for co-option. The vacancy is in Corsham Neston Ward. Nominations to fill the vacancy have been re-advertised but no applications were received by the closing date. The remaining vacancy is being advertised with a closing date of 5pm on Monday 4 July 2022. Members are encouraged to promote the vacancy through their networks – *for information*.
22. Covid-19 Emergency Update/Recovery Plan (*Various Minutes*) – The Chief Executive will give an update on Covid-19 matters – *for consideration*.
23. 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.**