

Minutes of the Council Meeting held at the Town Hall on Monday 13 June 2022

Present Councillor S Abbott (Chairman)
Councillors H Belcher, J Brook, A Brown, T Bush, A Crockford,
R Hopkinson, M Jackson, D Jarman, G McCaffery, A Morris, G Ward,
A White and R Williams

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

21/22 Apologies

Apologies had been received from Councillors N Brakspear, T Ellis, N Farmer, J Robertson and T Smith.

Councillor T Smith's non-attendance at recent face-to-face meetings was discussed. She was unable to attend the June Council meeting on family health related grounds. Her non-attendance at face to face meetings was due to exceed six months prior to the July Council meeting.

Resolved

That Councillor Smith's non-attendance at face-to-face meetings be extended until 30 September 2022 for family reasons.

22/22 Public Question Time and Petitions

There were none.

23/22 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.

24/22 Minutes of the Town Council Meeting held on 9 May 2022

Resolved

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

25/22 Matters Arising from the above Minutes

There were no matters arising.

26/22 Policing and Community Safety

A report had not been received but would be circulated to Councillors when received.

27/22 Chairman's Announcements

The Chairman had attended a WALPA meeting on 17 May. A reminder letter would be sent to Rt Hon Michelle Donelan MP of the ongoing issues with the Planning system and lack of five-year housing land supply.

On the 27 May, the Chairman and Chief Executive attended Wiltshire Council's Town and larger Parish Council conference at County Hall, Trowbridge.

On the 28 May, MOD Corsham held a family day. The Town Council had an information stand at the event. The Chairman thanked Councillors who had helped on the stand.

The Chairman reported that the Tandem Club Rally event held for a week from 28 May at the Corsham Rugby Club was a very well attended and organised event. It had brought many visitors to Corsham.

On 1 June the Chairman attended the Corsham Area Board meeting at the Town Hall. The Deputy Police and Crime Commissioner attended the meeting.

The Chairman attended the Chippenham Area Board Climate Group meeting. He updated the meeting on what Corsham Area Board Climate Group were actively doing.

28/22 Correspondence

- i) Members Information Sheets Nos. 520 and 521 were noted.
- ii) Late correspondence – There was none.

29/22 Reports from Council representatives appointed to outside bodies

Councillor A Brown attended the Health and Wellbeing Working Group meeting. He informed Councillors that the group was planning to change its name to Corsham Community Wellbeing Group. He reported that the two Rise Trust outreach workers commissioned by the Town Council and Wiltshire Council had been engaging with young people across the town to find out their concerns and issues. The engagement was proving worthwhile.

Councillor A White reported that the Walking Festival was a great success with people coming from across the country to take part.

Councillor R Hopkinson informed Councillors that she had been appointed as Chair of Corsham Area Board.

30/22 Notes of Recent Committee Meetings

The following notes of informal Committee Meetings had been circulated for information and comment:

Community Services held on 11 May 2022 – noted.

Council (Planning) held on 18 May 2022 – noted.

Property and Amenities held on 25 May 2022 – noted.

Council (Planning) held on 8 June 2022 – noted.

31/22 Minutes of the Corsham Youth Council meeting held on 23 May 2022

That the minutes were noted.

32/22 Corsham Railway Station (*Minute 16/22 and others*)

Further to the previous Council meeting, the Chief Executive provided 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 had been made on the Strategic Outline Business Case and the Stakeholder Engagement Plan. The plan would be finalised later shortly. Letters had been sent to landowners to make them aware of progress.

33/22 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 had been circulated. Draft actions were being prepared for discussion by the relevant Committees. Some of the subject areas would overlap with other committees. At the next Council meeting, Councillors would be asked to discuss the Town Council's approach to the central theme of 'an engaged community'.

34/22 Climate Change Action Plan 2022-2030

Further to previous meetings, a draft report and action plan was considered. The documents set out how the Town Council can achieve its commitment to new zero carbon emissions by 2030.

A number of recommendations were considered.

Resolved

- i) That the Climate Change Action Plan (CCAP) report be approved (*copy attached to these minutes*).
- ii) That the CCAP be published and updated at least annually.

- iii) That the Carbon Footprint Appraisal (CFA) for Corsham Town Council for the period 1 April 2019 to 31 March 2020 be noted.
- iv) That the Council recognises that it could offset its remaining carbon emissions through a certified UK Tree Planting Scheme but would prefer to use the available budget for reducing carbon emissions locally at this time.
- v) Notes that the Council has switched to a renewable energy tariff to reduce emissions associated with electricity use. This will be kept under review as 'green' credentials and energy tariffs are very volatile.
- vi) That following the energy audit in 2019, a further report be commissioned in 2022/23.
- vii) That whilst there is no Town Council staff parking, the new workshop will have vehicle charging points. Further EV charging points will be a consideration in the CCAP.
- viii) That other Scope 3 emissions which are run and or outsourced by the Council be pursued as part of the CCAP. This will focus on the areas which have the most impact such as grounds maintenance contracts, public realm projects, play area improvements and events.
- ix) That a CFA be commissioned annually until such time as it is no longer beneficial.
- x) That all Staff and Councillors be given carbon literacy training.
- xi) That Staff and Councillors be encouraged to consider active travel options such as walking, cycling, or using public transport to get to work, meetings or while traveling on Council business.
- xii) That Councillors who are on the Town Council's Environment Task Group become a Steering Group to oversee the CCAP.

35/22 General Data Protection Regulations (GDPR) Update (*Various Minutes*)

Further to previous meetings, our GDPR Consultant and Data Protection Officer (One West) had carried out its fourth annual audit of the Town Council's progress on GDPR and produced a Data Protection Compliance Report. The audit covered 13 areas. The Executive Summary Stated: '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 were 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 recommended 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 had produced a new GDPR Action Plan to address the recommendations.

The update was noted.

36/22 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.

Resolved

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

37/22 Annual Return for the Year Ended 31 March 2022: Section 1

Annual Governance Statement 2021/22 – A copy of the Annual Governance Statement was considered.

Resolved

That the Annual Governance Statement be approved.

38/22 Annual Return for the Year Ended 31 March 2022: Section 2

Accounting Statements for 2021/22 – A copy of the Statements and supporting documentation was considered.

Resolved

That the Accounting Statements for 2021/22 be approved.

39/22 Annual Internal Audit Report 2021/22

A copy of the Annual Internal Audit Report signed by the internal auditor was considered.

Resolved

That the Annual Internal Audit Report 2021/22 be noted.

40/22 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. There were no new issues.

41/22 Council Vacancy (*Minute 230/21 and others*)

There was currently one Town Councillor vacancy for co-option. The vacancy was in Corsham Neston Ward. Nominations to fill the vacancy had been advertised but no applications had been received by the closing date. The remaining vacancy was

being advertised with a closing date of 5pm on Monday 4 July 2022. Councillors were encouraged to promote the vacancy through their contacts.

42/22 Covid-19 Emergency Update, Recovery Plan

The Chief Executive reported as follows:

- The Recovery Plan had been reviewed.
- Wiltshire Council had allocated £10,000 to Corsham for High Street improvement. Unfortunately, the suggestions for Corsham were not in keeping with the High Street and were not all environmentally friendly.
- The Covid Risk Assessment had been updated.
- Covid signage and stickers had been removed from the Town Hall.
- As of 13 June 2022, there were 13 Covid cases in Corsham.

43/22 Authorisation of cheques and payments

Salaries & Payments - CTC Staff	£25,450.97
Wiltshire Pension Fund - Pension Contribution for June 2022	£8,185.43
HMRC - Tax & NI for June	£8,723.15
Methuen Hall Trust - Council Chamber/Town Hall Hire for June	£552.00
Methuen Hall Trust - Hire of Town Hall for Defibrillator Course	£78.00
Kingfisher Visitor Guides - Advertising	£882.00
The Play Inspection Co - Playground Inspections New Sites and Training	£792.00
TDS - Fix Leaking Washing Machine A/H Flat 2	£100.00
Amazon - Laptop Case, Recycled Ring Binders, Items for Events	£161.60
Melksham Groundcare Machinery Ltd - Repair/Maintenance of Mowers and Bowser	£423.02
Travis Perkins - Sand, Timber, Edging Stones for New Cemetery, Items for Allotment Repairs,	£461.01
Simply Sweepers - Street Sweeping Zone 2	£675.60
Alexander Alderson - High Street Busking 14/5/22	£50.00
Sam Bernald Ross - High Street Busking 7/5/22	£50.00
SLCC Enterprise Ltd - Graphic Design Canva Webinar Training	£42.00
Tracey Kelly - Busking Performance	£50.00
Visit Wiltshire - Town Tab on Visit Wiltshire Website	£900.00
Your Wiltshire - Advertising in April and June	£156.00
Ultra-Warm - New Replacement Hot Water Cylinder Flat 1	£1,225.20
Cook Automotive - Works Van Repair	£187.34
Idverde - Grounds Maintenance and Public Toilet Cleaning	£3,049.70
Rural Services Partnership Limited - Annual Subscription	£156.00
Proludic - Outdoor Gym Signage	£46.80
Rachel Avent - Taste of Corsham Support	£900.00
Cliff Gater - Busking 4/6/22	£50.00
Mirage Signs - 'No Glass' Vinyl Stickers for Bins	£18.00
Konica Minolta - Photocopier Hire	£89.57
Everbubbles - Oak Memorial Plaque	£41.38
Castle Coatings Ltd - Recoated Bin and 6 x High Street Planters	£1,884.00

Clare Wilson - Colouring Paper Crowns, Hats, Tiaras for Summer Fete	£78.00
Broxap Ltd - Cast Iron Lock for Litterbin	£54.00
John Bradshaw Ltd - Goupil Vehicle Service Contract	£699.60
Wired Publishing - Taste of Corsham Advert	£118.80
Corsham Print - Strategic Plan Design, Banners/Signs Taste of Corsham	£774.00
Flying Colours - Entertainer for Summer Jubilee Fete	£378.00
Mediaclash Ltd - Advertising in Bath Life Magazine	£156.00
Matthew Tett - Story Town Arts Council Grant Application	£150.00
Movie Makers Guide - 2 Year Fee for Entry in Movie Makers Guide	£295.00
Royal Mail Door to Door - Summer Newsletter Delivery	£567.94
Auditing Solutions Ltd - Final Internal Audit for 2021/22	£552.00
MA Music and Leisure & Travel - Advertising in Wiltshire Life	£252.00
Global Media - Radio Advertising Free Parking	£1,201.15
Workwear Express - Uniform for New Member of Staff	£35.98
Alarms and Electrical Ltd - Replace Smoke and Fire Detectors, Service and Replacement Extinguishers, Replacement Parts for Intruder Alarm and Fire Alarm	£1,039.38
Charles Saunders - 1200 x Black Bags for Play Areas and Town Bins	£271.15
Wiltshire Council - Contribution to Corsham Station Business Case	£15,000.00
Rise Trust - Sessions for Under 5's at Springfield Campus	£444.77
Becky's Bakeri Ltd - Taste of Corsham Stall Refund	£25.00

Cheque

Petty Cash	£151.49
Wiltshire Council - Temporary Events Notice Fee for Summer Fete	£21.00

Sub total

£77,646.03

Cheques / Internet Banking Paid Outside of Meeting

There were none

Payments Made by Direct Debit/Standing Order

West Mercia Energy - Guide Hut Electricity	£78.51
West Mercia Energy - Public Conveniences Electricity	No Invoice
SGW Payroll - Monthly Payroll Processing May and June	£111.36
Excalibur - Laptop, Two Monitors, Desktop and Configuration, Re-configuration and Monthly IT Charges	£2,650.91
Viking - Stationery	£241.31
Peninsula - Employment Services and Online Training	£439.18
UK Fuels - Fuel for Work Vehicles	£183.03
Water 2 Business - Grove Road and Springfield Standpipe	£44.02
Vodafone - Monthly One Net Mobile Telephones	£614.26
Hills Waste - Refuse Collection and Skip Exchange	£865.44
PWLB - Loan Repayment Swimming Pool	£21,648.13
Mainstream Digital - Quarterly Line Rental	£104.40

SUB TOTAL

£26,980.55

TOTAL

£104,626.58

Direct Debits and Payments Taken and Reconciled in May

UK Fuels - Fuel for Works Vans	£18.84
UK Fuels - Fuel for Work Vehicles	£93.03
UK Fuels - Fuel for Work Vehicles	£72.95

Charge Card Reconciled in May

thetrainline.com - Ticket to London for Conference	£84.36
Online Playgrounds - Replacement Timbers Coppershell	£136.40
Eventbrite - Climate Change Webinar	£30.00
Information Commissioner's Office - Data Protection Renewal	£60.00
Etsy - Oak Signs for Bug Hotels	£79.00
Garden and Hire Spares - Parts for Strimmer	£58.26
123 Reg - Tourism Website Annual Renewal	£95.94

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.50pm. There were no members of the public at the meeting.

CHAIRMAN

DATE