

Minutes of the Council Meeting held at the Town Hall on Monday 12 December 2022

Present	Councillor S Abbott (Chairman) Councillors H Belcher, N Brakspear, J Brook, A Brown, T Bush, A Crockford, T Ellis, G McCaffrey, S Senior, A White and R Williams
Attending online	Councillor R Hopkinson, A Mackie, J Robertson and G Ward
In Attendance	Mrs M Jones (Head of Finance & Administration) D Martin (Chief Executive) J Foster (Leisure Operations Specialist Manager, Wiltshire Council) S Pluckrose (Leisure Operations Health and Wellbeing Manager, Wiltshire Council)

124/22 Apologies

Apologies had been received from Councillors N Farmer, M Jackson, D Jarman and A Thomas.

125/22 Public Question Time and Petitions

There were none.

126/22 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.

There were none.

127/22 Minutes of the Council Meeting held on 14 November 2022

Resolved

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

128/22 Matters Arising from the above Minutes

There were none.

129/22 Policing and Community Safety

No report had been received for the meeting.

130/22 Issues for Corsham Area Board Consideration (*Minute 120/22 and others*)

At the previous Council meeting, queries were raised about Springfield Community Campus booking policy (in respect of community and commercial use) and staff shortages (in particular, qualified swimming coaches). Sarah Pluckrose (Leisure Operations Health and Wellbeing Manager – Springfield Community Campus) and Justine Foster (Leisure Operations Specialist Manager) were present to provide an update and answer questions.

Points discussed included:

- how the booking system worked and how many community bookings during the course of the year were moved or cancelled. S Pluckrose agreed to provide booking data.
- disabled parking spaces which were poorly marked and being used by non-disabled drivers. S Pluckrose said that this was being addressed and the spaces were going to be repainted.
- The swimming staff vacancies had been filled and S Pluckrose reported that swimming lessons had not been cancelled recently.

131/22 Chairman's Announcements

On 15 November the Chairman attended the Business Breakfast at Corsham Digital Mansion. The event was well attended.

On 16 November the Chairman attended the Corsham School Liaison meeting.

On 21 November the Chairman attended the Corsham Youth Council meeting.

On 21 November the Chairman attended the MOD Liaison meeting.

On 24 November the Chairman attended the Bath Spa University Liaison meeting.

On 25 November the Chairman attended the We Are the People discussion at the Town Hall which was attended by about 30 people. Councillor Bush, who organised the event, said that she would like to set up a disabled persons group for the Corsham area to connect people and groups to try to tackle the issues for disabled people which had been outstanding for some time. Examples of the issues include blue badges for use in Wiltshire Council run car parks. This would be discussed at the next Community Services committee meeting.

The Chairman thanked everyone involved for making the Christmas Lights Switch-on such a great success. The event had been very well organised and supported by residents and their families.

132/22 Correspondence

- i) Members Information Sheets Nos. 533 and 534 were noted.
- ii) Late correspondence – there was none.

133/22 Reports from Council Representatives Appointed to Outside Bodies

Councillor Brown reported that the cookery courses run by the Town Council on 15 and 29 November at the Springfield Community Campus had been well supported. Families had taken part in producing a cooked meal on a budget. Carers Support Wiltshire gave support and ideas on energy saving. A similar event was planned for pre-university students in March/April 2023.

Councillor Brown reported that the Warm Spaces flyer was now available. He also mentioned that Wiltshire Council's FUEL programme was running again over the winter period. Company for Christmas would be holding a Christmas Day lunch at the Scout Hut in Corsham for people who would be spending Christmas Day alone.

Councillor Hopkinson reported that Corsham Connections had been awarded charity status and that she was a trustee. The group was looking for volunteers.

Councillor Robertson informed the meeting that Corsham Climate Action would be holding a waste and recycling event on 24 January at The Pound at 7pm.

Councillor Robertson reminded Councillors that there was a Christmas litter pick on 17 December meeting at the Campus.

Councillor White reported that she attended the Youth Action Wiltshire Carol Concert in Malmesbury Abbey on 9 December.

Councillor Belcher had attended the Pound Arts AGM and reported that they had been awarded an Arts Council Grant for three years. They have had a record-breaking year for ticket sales. The new programme of events was now available.

134/22 Minutes of the Property and Amenities Committee Meeting held on 16 November

Resolved

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

135/22 Matters Arising from the above Minutes

There were none.

136/22 Minutes of the Council (Planning) Meeting held on 23 November 2022

Resolved

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

137/22 Matters Arising from the above Minutes

There were none.

138/22 Minutes of the Finance and Administration held on 7 December 2022

Resolved

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

139/22 Matters Arising from the above Minutes

There were none.

140/22 Minutes of the Corsham Youth Council meeting held on 21 November

The Minutes were noted.

141/22 Vacancies on Committees, Other Groups and Outside Bodies

Further to the previous meetings and recent Councillor resignations, there were opportunities to fill vacancies on committees, other groups and outside bodies. Any unfilled vacancies following this meeting could be filled at future meetings.

Resolved

That Councillor Senior be appointed to the Finance and Administration Committee for the remainder of the Council year.

142/22 Corsham Railway Station (*Minute 93/22 and others*)

Further to previous Council meetings, the Chief Executive informed the meeting that there were no new updates since the last meeting on the Corsham Railway Station project. The Strategic Outline Business Case was being considered by the Department for Transport.

143/22 Arnold House Update

Further to the confidential report to the Full Council in December 2020, the Chief Executive updated the Council on suggested next steps including progress with repairs and maintenance work, and the planning application for the new grounds team workshop at Park Place which was originally due to be determined by Wiltshire Council by February 2022.

Planning permission for the new workshop had not been decided at the time of the meeting. Once this had been received the Town Council would have a better idea of costs and funding for the workshop.

Essential maintenance continued to be carried out on Arnold House and the two flats. Damp proofing and drainage improvements would be required at the building.

144/22 Community Awards 2023

The Community Awards Panel members would be reviewing the arrangements for the 2023 Awards Scheme in the new year. Councillors were asked if they would like to see any changes to the format or have any other comments.

It was suggested that there be a youth award category at the Community Awards.

145/22 Covid-19 Emergency Update/Recovery Plan (*Various Minutes*)

The Chief Executive updated Councillors on Covid-19 matters. The Town Council had successfully returned to formal Committee meetings and a Meeting Conference Owl had now been purchased to enable people to observe meetings remotely, albeit they would not be permitted to vote.

It was agreed to remove this standing item from future agendas.

146/22 Authorisation of cheques and payments

Online Payments

Salaries & Payments - CTC Staff	£38,930.31
Wiltshire Pension Fund - Pension Contribution for December 2022	£12,909.21
HMRC - Tax & NI for December	£17,035.98
Methuen Hall Trust - Hire of Council Chamber/Town Hall December	£630.00
Methuen Hall Trust - Contribution to Town Hall Clock Repairs	£4,468.75
Corsham Print - Christmas Lights Banners and Corex Boards, Ad Resizes	£600.00
Amazon - Supplies for CYC Christmas Decorations, Tree Decorations, Toaster Bags, Battery Tester, Digital Timers for Christmas Lights	£384.23
SLCC Enterprise - Making Your Parks and Green Spaces Welcoming Training	£42.00
PJSL Limited - Father Christmas	£438.00
Screwfix - Safety Work Boots	£46.99
Bath Domestic Appliances Ltd - Washing Machine Flat 2	£319.00
Travis Perkins - Gravel to Secure Christmas Trees in Tubs and Hire of Crowd Barriers for Christmas Lights	£199.08
Corsham Connections - Grant - Match Funding Area Board	£2,025.00
Emma Webb - Rock Choir at Christmas Lights	£80.00
Newsquest - Advertising Christmas Lights	£336.00
Idverde - Monthly Grounds Maintenance Contract/Public Toilet Cleaning	£3,049.70
Dave Hickory - Christmas Lights Entertainment	£220.00
James Creighton - PA System for Christmas Lights	£450.00
Bath & Northeast Somerset Council (One West) - Annual Fee for Data Protection Officer Services	£1,500.00
The Play Inspection Co - Play Ground Inspection Renewal M Gilby	£482.00
Streetmaster - Memorial Bench (Mr Woodbury to Reimburse CTC when installed)	£822.19
Place Informatics Ltd - Town and Place Annual Licence Fee	£1,440.00

Charles Wilson Engineers Ltd - Telehandler Hire Christmas Lights	£709.80
M B Bells - Replace 16amp Sockets for 13amp Sockets Christmas Lights, Test Lead for Christmas Lights at Arnold House	£203.35
A. T Graphics Ltd - Advertising in Coach Tours UK Guide and Tour Planners Guide	£384.00
West Wilts Magazine - Advertising Christmas in Corsham	£186.00
Proludic - Spares for Springfield Play Area	£1,026.41
AMAC Window Cleaning - Bus Shelter Cleaning as per Schedule	£480.00
Mortimer Musical Enterprises - Shing-a-lings Performance Christmas Lights	£300.00
Boson Webb with Milk & Tweed - Website Support/Web Hosting	£978.00
MediaClash - Quarter Page Advert	£156.00
Mary-Anne Nickol - Cooking and Teaching Days	£310.00
Rialtas - Making Tax Digital for Vat Subscription	£160.00
Global Media Group Services Ltd - Christmas Advertising	£1,396.16
Your Wiltshire - December Advertising in Your Wiltshire Magazine	£78.00
The Brunel Shed - Manufacture and Supply Wooden Train for Dicketts Play Area	£500.00
Corsham and Colerne Military Wives Choir - Choir at Wishing Tree	£150.00
Dancing Flavours - Helpers Food at Christmas Lights	£17.00
Corsham Tasty Bites - Helpers Food at Taste of Corsham, Christmas Lights and Working Breakfast Events	£307.50
The Bath Magazine - Advertising	£180.00
The Plant Kitchen - Helpers Food at Christmas Lights	£60.00
Workwear Express - Grounds Team Portwest Rain Jacket	£31.43
Visit Wiltshire - Towns and Villages Map Advert	£360.00
Clarity Water Hygiene Specialists - Supply Legionella Water Hygiene Logbooks for Guide Hut, Arnold Hse and Flats, Public Conveniences and Annual Monitoring	£2,155.50
Martin Hirst - Safety Footwear	£130.00
The Rise Trust - Early Words Together Sessions at Springfield	£168.95
Konica Minolta - Quarterly Photocopying Charges	£377.66
Grants	
Wessex Community Action on Behalf of Corsham Walking Netball Company for Christmas	£250.00
Corsham Walking Festival	£500.00
Corsham Cycling Club	£500.00
Cheque	
Petty Cash	£270.04
Sub total	£98,984.24
Cheques/Internet Banking Paid Outside of Meeting	
Roche AV - Meeting Owl 3 Conference Camera and Expansion Microphone	£1,302.00
Payments Made by Direct Debit/Standing Order	
West Mercia Energy - Guide Hut Electricity	no invoice
West Mercia Energy - Public Conveniences Electricity	no invoice
Excalibur - Monthly IT Support for September	no invoice
Hills Waste - Refuse Collections, Skip Exchange	£1,128.05

Vodafone - Monthly One Net Mobile Telephones	£642.03
SGW Payroll - Monthly Payroll Processing	£86.64
Mainstream Digital - Quarterly Line Rental	£104.40
Viking - Stationery, Batteries and PPE	£286.10
UK Fuels - Fuel for Work Vehicles	£223.41
PWLB Loan Repayment	£21,648.13
SUB TOTAL	

TOTAL **£124,405.00**

Direct Debits and Payments Taken and Reconciled in November

UK Fuels Ltd - Fuel for Work Vehicles	£116.79
Excalibur - Monthly IT Support for October	£896.66
Peninsula - HR & Health and Safety Advice	£439.19

Charge Card

Baker Ross - Santa Gifts Wooden Stencils	£61.40
Local Councils - SLCC Community Engagement Webinar	£38.93
Herschel Infrared Ltd - Under Desk Heaters	£398.00

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 9.03pm. There were no members of the public present.

CHAIRMAN

DATE