

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

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3 August 2021

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held **at the Town Hall** on Monday 9 August 2021 at 7.30pm.

Covid-19 Requirements: Please follow the attached Guidance 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, including a request to approve Councillor L Jefferson's period of absence beyond six months, through to 15 February 2022. If necessary, the extension can be reviewed in a further six months.
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 12 July 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. 499 and 500 – *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 14 July 2021 – *attached*.

Community Services held on 21 July 2021 – *attached*.

Property and Amenities held on 28 July 2021 – *attached*.

Council (Planning) held on 4 August 2021 – *to follow*.

– *for information and comment*.
11. Vacancies on committees, other groups and outside bodies (*Minute 62/21 and others*) – Further to the previous meeting there are opportunities to fill the remaining vacancies on committees, other groups and outside bodies. Any unfilled vacancies following this meeting can be filled at future meetings. The current vacancies are:

Committees and other groups

Community Services – one

Finance and Administration – two

Accounts Sub-Committee – two reserves

Neighbourhood Planning – one

Outside bodies

Campaign to Protect Rural England – one reserve

Community First – one reserve

If any Councillor would like to fulfil any of the above roles, they can be appointed at the Council meeting – *for consideration*.
12. Health and Wellbeing Group Terms of Reference – Further to the setting up of the Town Council’s Health and Wellbeing Group earlier in the year, terms of reference for the group have been drafted for consideration and approval (see attached) – *for approval*.
13. 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*.
14. Co-options (*Minute 64/21 and others*) – There are currently two Councillor vacancies for co-option in Corsham Neston Ward. Nominations to fill the vacancies which followed the local elections have been advertised but no nominations were received by the closing date of 30 July. The closing date has now been extended to 5pm on Monday 6 September – *to note*.

15. Covid-19 Emergency Update, Recovery Plan – Further to previous meetings, the Town Centre Recovery Plan has been updated and distributed. The Covid-19 risk assessments have been reviewed and updated following government changes introduced from 19 July 2021. Office arrangements have been adjusted to increase office cover and reduce working from home. The Town Hall is now open to the public 24 hours per week and at other times by prior appointment – *for information and comment*.
16. 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.