

**Minutes of the Council Meeting held at the Town Hall on Monday 14 June 2021**

**Present** Councillor S Abbott (Chairman)  
Councillors H Belcher, A Brown, A Crockford, S Driver, T Ellis, N Farmer,  
R Hopkinson, M Jackson, and A White

**In Attendance** D Martin (Chief Executive)  
R Sellens (Administration Officer)  
PC L Fletcher (Wiltshire Police)

A minute's silence was observed in respect of Roger Fido, former Town Council Chairman, who sadly passed away on 10 June 2021. Roger had been a Councillor from 1988 - 2010 and Chairman from 1997 - 2002.

**26/21 Apologies**

Apologies were received from Councillors J Corbett, D Jarman and L Jefferson.

**27/21 Public Question Time and Petitions**

There were none.

**28/21 Declarations of Interest**

There were none.

**29/21 Minutes of the Annual Council Meeting held on 17 May 2021**

**Resolved**

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

**30/21 Matters Arising from the above Minutes**

There were no matters arising.

**31/21 Policing and Community Safety**

PC Les Fletcher reported that Corsham specific initiatives were concentrating on anti-social behaviour, speeding, drug abuse and shoplifting. There had been recent success in tackling drug abuse. Work on speeding was to be concentrated in Valley Road and Park Lane. Work on combatting shoplifting was being carried out in Co-op and The Factory Shop. The police were also aware of ASB issues at Meriton Rec.

### **32/21 Chairman's Announcements**

The Chairman attended the following meetings and events:

Wiltshire Council Finance and Strategy Event on 20 May.

WALPA meeting on 25 May.

Bath Spa University Liaison Panel Meeting on 25 May.

Volunteered at Shaunaks Pharmacy to support Covid vaccinations on 28 May.

Interview Panel for the Environmental Projects Officer post on 2 June.

Meeting with Atkins on 3 June regarding the public realm work.

Volunteered at Corsham Walking Festival on 12 June.

### **33/21 Correspondence**

- i) Members Information Sheets Nos. 495 and 496 were noted. The Chairman reminded Councillors of the requirement to notify Council Officers directly if sending apologies for meetings. The Chairman also encouraged Councillors to attend the upcoming site visits.
- ii) Late correspondence – There was none.

### **34/21 Reports from Council representatives appointed to outside bodies**

Councillor N Farmer had been in discussion with Pound Arts and Bath Spa University about a health and wellbeing project and StoryTown. Councillor Farmer also reported that the High Street busking scheme was going well.

Councillor A White and the Chief Executive would contact the Twinning Association to discuss how best to inform Jargeau about the late Roger Fido.

Councillor A Brown had met with staff at the Corsham Youth Zone which had recently re-opened having been closed as a result of the pandemic.

### **35/21 Minutes of the Council (Planning) Meeting held on 19 May 2021**

#### **Resolved**

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

### **36/21 Matters Arising from the above Minutes**

There were none.

### **37/21 Notes of Recent Committee Meetings**

The following notes of informal Committee Meetings were attached for information and comment.

Property and Amenities meeting held on 26 May 2021 – The Committee had asked Full Council to support a 40mph speed limit around the perimeter of the town. This would be an agenda item for the next Council meeting. As Chair of the CATG, Councillor Hopkinson would be invited to relevant meetings with Atkins about the Public Realm improvements.

Council (Planning) meeting held on 2 June 2021 – An appeal for the proposed care home in Pickwick had been received by Wiltshire Council.

Finance and Administration meeting held on 9 June 2021 – There were no comments.

### **38/21 Lacock Road Cemetery Regulations (*Minute P&A 6/20*)**

Further to the Property and Amenities Committee meeting on 25 November 2020, draft Cemetery Regulations were considered at the informal meeting on 26 May 2021. It was agreed to recommend to the Full Council that the Cemetery Regulations be approved.

#### **Resolved**

That the Lacock Road Cemetery Regulations be approved.

### **39/21 Internal Audit Report (Final Update) 2020/21**

A copy of the report from the recent audit visit was considered. Responses to recommendations R1 and R2 had been approved by the Finance and Administration Committee and R3 was considered on 9 June 2021. Councillors praised the Head of Finance and Administration for consistently thorough work achieved this and every year.

#### **Resolved**

That the internal audit report and responses be endorsed.

### **40/21 Annual Return for the Year Ended 31 March 2021: Section 1**

Annual Governance Statement 2020/21 – A copy of the Annual Governance Statement was considered.

#### **Resolved**

That the Annual Governance Statement be approved.

#### **41/21 Annual Return for the Year Ended 31 March 2021: Section 2**

Accounting Statements for 2020/21 – A copy of the Statements and supporting documentation was considered.

##### **Resolved**

That the Accounting Statements for 2020/21 be approved.

#### **42/21 Annual Internal Audit Report 2020/21**

A copy of the Annual Internal Audit Report signed by the internal auditor was considered. No issues had arisen.

##### **Resolved**

That the Annual Internal Audit Report 2020/21 be noted.

#### **43/21 Update of Standing Orders and Financial Regulations (*F&A Agenda item 7. 09/06/21*) –**

Further to the Finance and Administration Committee meeting on 9 June the Full Council was recommended to update its Standing Orders and Financial Regulations in respect of public procurement thresholds and to allow online submission of tenders. Details of the recommended changes were in the notes of that meeting.

##### **Resolved**

That the Standing Orders and Financial Regulations be updated in respect of public procurement thresholds and tenders.

#### **44/21 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 had been an issue with Wiltshire Council recently closing its play areas on Katherine Park despite the Town Council's willingness to accept a transfer of the area under the Service Delegation and Asset Transfer scheme.

##### **Resolved**

That the issue of delays in the transfer of the play areas to the Town Council be raised with the Area Board.

#### **45/21 Co-options (*Minute 20/21 and others*)**

There were seven Councillor vacancies for co-option as follows: Corsham Neston Ward (three vacancies), Corsham Ladbroke Ward (two vacancies), Corsham Pickwick Ward (two vacancies). Three nominations had been received by the closing date.

## Resolved

- i) That Jeremy Brook be co-opted to Corsham Neston Ward;
- ii) That Jane Robertson be co-opted to Corsham Pickwick Ward;
- iii) That Roy Preen be co-opted to Corsham Ladbroke Ward.

### 46/21 Covid-19 Emergency Update, Recovery Plan

The Chief Executive updated the Council on the following:

The Town Council Recovery Plan was updated every month with the Head of Community Services and would be done following an update from Wiltshire Council later in the week.

The Town Council now had more staff to accommodate due to recent recruitment in line with Strategic Plan objectives. As a result, the Chamber had been reconfigured along with an element of home working to allow for a Covid-safe working environment.

### 47/21 Authorisation of Cheques and Payments

The Chief Executive requested volunteers to be cheque signatories. Councillors Ellis and Farmer volunteered to be additional cheque signatories.

#### Online Banking Payments

<b>Name</b>	<b>Amount</b>
Salaries & Payments - CTC Staff	£23,856.35
Wiltshire Pension Fund - Pension Contribution for June 2021 (Bank Ref 048)	£6,839.34
HMRC - Tax & NI for June	£6,861.95
Methuen Hall Trust - Hire of Council Chamber for Office Space	£250.00
Zurich - Annual Insurance Renewal	£6,194.52
Amazon - Laptop Cases x 3	£53.97
SLCC Enterprise Ltd - Advertising Environmental Project Officer Vacancy	£220.80
Woods Business Services - Chamber Office Furniture	£4,389.68
Great West Way - 3 Months Participation in Summer 21 Campaign	£570.00
Charles Saunders - Grounds Team Consumables	£335.10
Konica Minolta - Photocopier Hire and Copying Charges	£400.78
Enterprise Flex-E-Rent - Hire of Work Vehicle	£717.44
Dragonfly (Marick Baxter) - Busking in the High Street	£50.00
Nina Roberts - Digging Bath Stone by David Pollard Book	£50.00
Amac Window Cleaning - Bus Shelter Cleaning	£480.00
AMT Fencing - Supply and Install Fencing at Lacock Road Cemetery (part payment)	£378.00
Rowdefield Farming Ltd - Tree Felling Course	£480.00
ES Electrical - Flat 1 and 2 Electrical Faults as Identified in Inspection Report	£2,563.80
Ben Powell - High Street Busking	£50.00
Historic Towns & Villages Forum - 3 x Training Webinars	£90.00

Travis Perkins - Cemetery/Allotments Maintenance Items	£24.60
Ultra Warm - Replace Water Heater in Arnold House	£586.49
Boson Web with Milk and Tweed - Website Design and Development Deposit	£1,432.80
Wiltshire Tool Hire - Hire of Lumag Wacker Plate for Work at The Batters	£28.80
Newsquest - Free Parking Advertising	£216.00
Screwfix - Toilet Seat for Public Toilets	£29.99
Mark Smulian - Busking in the High Street	£50.00
Trevor Batham - Busking in the High Street	£50.00
Forrester Sylvester Mackett - Professional Legal Charges	£300.00
Proludic - Spare Caps Springfield	£77.16
Idverde - Monthly Grounds Maintenance and Toilet Cleaning Contracts	£2,964.01
The Stay Safe Initiative - Match Funding Stay Safe Workshops for The Corsham School	£875.00

### **Cheque**

Petty Cash	£0.00
Campaign to Protect Rural England - Annual Membership	£36.00
Royal Mail Door to Door Delivery - Newsletter Delivery	£582.77

### **Charge Card**

PSS Project Skills Solutions - NRSWA Course - Ground Staff	£210.00
Sports Warehouse - Basketball Hoop	£119.99
Victoria Plumbing - Toilet Seat for Public Conveniences	£36.93
Curry's PC World - LCD Monitor and Cable	£207.49
APC Direct - Courier Service for Delivery of Hard Drive Tower for Repair	£33.60
J W Plant - NHS Frontline Flag	£34.98
Curry's PC World - LCD Monitor and Cable	£199.00

### **Grants**

The Last Baguette Theatre Company	£500.00	IB
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### **Sub total**

**£63,427.34**

### **Cheques / Internet Banking Paid Outside of Meeting**

There were none

### **Payments Made by Direct Debit/Standing Order**

West Mercia Energy - Public Conveniences Electricity	£61.77
West Mercia Energy - Guide Hut Electricity	£30.16
SGW Payroll - Monthly Payroll Processing	£50.88
Hills Waste - Waste Collections	£471.05
Excalibur (Bridge Solutions) - Monthly IT Support and 1 x DELL Optiplex PC Including Configuration and Installation, 3 New Laptops and Configuration, Service Plan, Mobile Phone	£5,722.96
UK Fuels - Fuel for Work Vehicles	£64.09
Vodafone - One Net Business Telephone/Mobile Charges	£502.46

Peninsula - Face 2 Face Training x 4 Delegates	£1,194.00
Peninsula - Employment Services	£390.04
Wiltshire Council - Non-domestic Rates - Public Conveniences	£93.00
PWLB - Loan Repayment	£21,648.13
Viking - Stationery and Health & Safety Items	£341.48
Mainstream Digital - Broadband Charges	£158.58

**SUB TOTAL** **£30,728.60**

**TOTAL** **£94,155.94**

**Resolved**

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.40pm. There were no members of the public at the meeting.

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CHAIRMAN

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DATE