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3 June 2025

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 9 June 2025 at 7.00pm.

Please would members of the Accounts Sub-committee arrive by 6.40pm.

Yours sincerely

David J Martin  
CHIEF EXECUTIVE

Press and Public – To observe the meeting online or take part in Agenda Item 2 - Public Question Time and Petitions, please click [here](#) or email [dmartin@corsham.gov.uk](mailto:dmartin@corsham.gov.uk) for instructions.

## **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 12 May 2025 – *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. Chair's Announcements.
8. Correspondence –
  - i) As mentioned in Members Information Sheet Nos. 595 and 596 – *to note*.
  - ii) Late correspondence – *to note*.
9. Reports from Council representatives appointed to outside bodies.
10. Minutes of the Council (Planning) Meeting held on 14 May 2025 – *attached*.
11. Matters Arising from the above Minutes – *for information only*.
12. Minutes of the Property and Amenities Committee Meeting held on 28 May 2025 – *attached*.
13. Matters Arising from the above Minutes – *for information only*.
14. Minutes of the Council (Planning) Meeting held on 4 June 2025 – *to follow*.
15. Matters Arising from the above Minutes – *for information only*.
16. Notes of the Community Services Committee Meeting held on 21 May 2025 – *attached*.
17. Matters Arising from the above Notes – *for information only*.
18. Minutes of the Corsham Youth Council Meeting held on 19 May 2025 (*attached*) – *to note*.
19. Vacancies on committees, other groups and outside bodies (*Minute 14/25 and 15/25*) – Further to the Annual Council Meeting on 12 May 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 Committee – two  
Finance and Administration Committee – one  
Property and Amenities Committee – two  
Staffing Panel – one  
Appeals Panel – up to two  
Age-friendly Corsham – one  
Community Awards Panel – one  
Community Wellbeing Group – up to three  
Corsham Parish/Town Council 25<sup>th</sup>/130<sup>th</sup> Anniversary Group – one  
Environment Task Group – two  
Neighbourhood Plan Delivery and Monitoring Group – one  
Public Art Task Group – up to three

*Outside bodies*

Community First – one reserve

Corsham Area Health and Wellbeing Group – one

Corsham Climate Action – one

Corsham Local Highway and Footway Improvement Group (LHFIG) – two

Corsham Schools Liaison Group – one

Corsham Walking Festival – one

Dorset and Wiltshire Fire and Rescue Service – one reserve

Fairtrade – one reserve

Potley and Pockeridge Community Association – one reserve

Town Council Surgery – one

- If any Councillor would like to fulfil any of the above roles, they can be appointed at the Council meeting – *for consideration*.

20. Grant Application, Mental Health and Wellbeing Project, Services Cotswold Centre, Neston (5. – *Notes of the CS Meeting on 21 May 2025*) – This item was due to be considered by the Community Service Committee on 21 May but could not be approved as the meeting was inquorate.

The Army Welfare Service is seeking £1,375 (project total £9,388) towards a project to support vulnerable military families while they are residents at the Services Cotswold Centre (SCC). The grant would help fund the Open Blue Charity to go on to the camp and provide activities to the families, many of whom go on to reside full-time in Corsham, to support their mental health and wellbeing and reduce their isolation. The application is *attached – for consideration*.

21. Communications Policy – The Town Council's Communications Policy, which includes the Social Media Policy, is being reviewed by members of the Strategic Planning Working Group. Once comments have been received, an updated policy will be issued to all Councillors. If significant changes are proposed, they will be considered at the July Council meeting – *for information*.

22. Civility and Respect Pledge (Part 1) and Dignity at Work Policy (Part 2) – The Town Council is asked to pass a resolution to sign up to the Civility and Respect Pledge and to adopt a formal Dignity at Work Policy (*see attached report*). This will not only highlight the Town Council's commitment to high standards in public life but it will also support the application to the Local Council Awards Scheme later in the year.

*Recommendation:* That Corsham Town Council passes a resolution to sign up to the Civility and Respect Pledge and to adopt a Dignity at Work Policy.

23. Internal Audit Report (Final Update) 2024/25 – A copy of the report from the recent audit visit is attached. The internal auditor has made no new recommendations.

*Recommendation*

That the report be noted.

24. Annual Return for the Year Ended 31 March 2025: Section 1 – Annual Governance Statement 2024/25 – A copy of the Annual Governance Statement is *attached – for approval*.
25. Annual Return for the Year Ended 31 March 2025: Section 2 – Accounting Statements for 2024/25 – A copy of the Statements and supporting documentation is *attached – for approval*.
26. Annual Internal Audit Report 2024/25 – A copy of the Annual Internal Audit Report signed by the internal auditor is *attached – to note*.
27. Issues for Corsham Area Board Consideration (*Various Minutes*) – This regular agenda item asks the Town Council to identify issues for Area Board consideration and receive a Wiltshire Councillor update on key points covered at Corsham Area Board meetings – *for discussion*.
28. Co-options (*Minute 24/25 and others*) – There are currently six Councillor vacancies for co-option as follows: Corsham Neston Ward (one vacancy), Corsham Ladbroke Ward (one vacancy), Corsham Pickwick Ward (four vacancies). Nominations to fill the vacancies which followed the local elections have been advertised and three nominations received by the closing date. Nomination details for each candidate are attached. Candidates have stated which ward they wish to stand in. The applicants are: Corsham Neston Ward – Victor (Vic) Steadman; Corsham Pickwick Ward – John Coward and Neil Pocock. Members need to decide whether they think any or all candidates are suitable before a ballot or voting takes place. Remaining vacancies are being advertised – *for consideration/co-option*.
29. Authorisation of cheques and payments – A list will be available at the meeting.

**A Meeting of the Accounts Sub-committee will take place at 6.40pm.**

**The Methuen (Town) Hall meeting will take place immediately after the Council meeting.**