

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

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6 September 2016

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 12 September 2016 at 7.30pm.

Yours sincerely

David J Martin
CHIEF EXECUTIVE

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 8 August 2016 – *attached*.
5. Matters Arising from the above Minutes – *for information only*.
6. Chairman's Announcements.
7. Correspondence –
 - i) As mentioned in Members Information Sheet Nos. 353, 354 and 355 (*to follow*) – *to note*.
 - ii) Late correspondence – *to note*.
8. Reports from Council representatives appointed to outside bodies.
9. Policing and Community Safety – To consider policing and community safety issues.

10. Minutes of the Finance and Administration Committee meeting held on 10 August 2016 – *attached*.
11. Matters Arising from the above Minutes – *for information only*.
12. Minutes of the Council (Planning) meeting held on 17 August 2016 – *attached*.
13. Matters Arising from the above Minutes – *for information only*.
14. Minutes of the Council (Planning) meeting held on 7 September 2016 – *to follow*.
15. Matters Arising from the above Minutes – *for information only*.
16. Wiltshire Buildings Record – Clive Henly from Wiltshire Buildings Record (www.wiltshirebuildingsrecord.org.uk) will make a presentation on the instigation of a project to investigate the history of Corsham High Street. The project will require Heritage Lottery Funding and involve the community. The Town Council's support would be welcomed – *for consideration*.
17. Corsham Railway Station (*Minute 42/16 and others*) – Further to previous meetings and reports, it has become clear that in order for a new railway station to be approved, there is a need for up-to-date and accurate data on the economic case. The information currently available is either out of date, incomplete or conflicting with other data. Compiling the data into a coherent report will require the commissioning of consultants at a cost of up to £5,000. Wiltshire Council does not have the resources to carry out the work. The Town Council has so far committed up to £6,000 for literature, from its Railway Station budget of £25,000, although the literature is not required at the moment. Wider benefits of the report include contributions towards the Town Council's Strategic Plan, Neighbourhood Plan, Town Transport Plan and the Corsham Community Area Framework. It is recommended that up to £5,000 be allocated from the Railway Station budget to prepare an economic baseline report – *for approval*.
18. Proposed Boundary Changes (*Minute 83/16 and others*) – Further to previous discussions about the implications of the Community Governance Review, Wiltshire Council is in the process of preparing the necessary legal Order to bring the boundary changes into effect. The Order needs to include the consequential amendments to governance arrangements. This can include any amendments to warding arrangements or to the number of town councillors. The Town Council has not put forward any proposals to alter the warding as a result of the agreed boundary changes and it is assumed that these will remain as they are – apart from the gains and losses directly associated with the boundary changes. In addition, the Order can deal with the transfer of any assets owned by the local councils that are situated in the areas to be changed. The Town Council does not own any assets within the area being transferred to Box, apart from land for the play area and goal posts at Rudloe which are licensed from Wiltshire Council. These licences will be surrendered next year. The Town Council may wish to consider further changes to warding and the number of Councillors as a result of the boundary changes – *for consideration*.
19. Dementia Friends Training for Councillors – A number of Councillors have expressed interest in taking part in Dementia Friends Training as part of the Town Council's Safe and Healthy Communities objectives. The awareness training takes around 45 minutes and it is suggested that this takes place after a Council (Planning) meeting.

Several members of staff have already completed the training and found it worthwhile. Expressions of interest are sought – *for consideration*.

20. Invitation to help Wiltshire Council meet the challenges ahead – Wiltshire Council has invited the Town Council to take part in one of a series of meetings to discuss the challenges ahead regarding funding. The Cabinet members will be attending the meetings to discuss the challenges and hear views and suggestions. The nearest meeting takes place at Monkton Park, Chippenham on Monday 26 September at 5.30pm – *representatives requested*.
21. Strategic Plan Monitoring and Evaluation (*Minute 45/16 and others*) – Further to the June 2016 Council meeting the attached sheets provide an update of progress with the Strategic Plan. Each Committee monitors its specific actions at every meeting – *for information and comment*.
22. Annual Return for the year ended 31 March 2016 – The Annual Return has been audited and advertised. No issues of concern were raised although the external auditor has asked that three matters not affecting the opinion be drawn to the attention of the Council. A copy of the points raised is attached and refers to: the figure in Box 1 of the annual return was incorrect (it was understated by £10 when the figure was copied); the period for exercise of public rights was longer than necessary (this point is being disputed as the dates were advised by the external auditor); and the order of signing the annual governance statement and the accounting statements should have separate Minute references (the Minute is clearly written but in future there will be separate Minute numbers for the two items). The Notice of Conclusion of Audit is being advertised on the Town Council's website – *for information and comment*.
23. 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.