

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

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7 February 2017

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 13 February 2017 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 9 January 2017 – *attached*.
5. Matters Arising from the above Minutes – *for information only*.
6. Chairman's Announcements.
7. Correspondence –
 - i) As mentioned in Members Information Sheet No. 363, 364 and 365 (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 – *for information and comment*.

10. Minutes of the Council (Planning) meeting held on 11 January 2017 – *attached*.
11. Matters Arising from the above Minutes – *for information only*.
12. Minutes of the Community Services Committee meeting held on 18 January 2017 – *attached*.
13. Matters Arising from the above Minutes – *for information only*.
14. Minutes of the Property and Amenities Committee meeting held on 25 January 2017 – *attached*.
15. Matters Arising from the above Minutes – *for information only*.
16. Minutes of the Council (Planning) meeting held on 1 February 2017 – *attached*.
17. Matters Arising from the above Minutes – *for information only*.
18. Minutes of the Corsham Youth Council meetings held on 9 January and 6 February 2017 – *to note*.
19. Fairtrade Status for Corsham (*Minute 216/13*) – A representative from the Corsham Fairtrade Group will present an update on the Group's work. The Town Council is asked to renew its commitment to Fairtrade, which involves appointing a Fairtrade Representative each year and offering Fairtrade products at Council meetings and in the offices when possible. Other Fairtrade activities carried out by the Town Council include promotion of Corsham as a Fairtrade Town through allowing banners to be placed beneath the town entrance signs supporting Fairtrade fortnight; allowing Fairtrade information to be placed on town notice boards; newsletter articles, and use of the website, Twitter and Facebook.

Recommendations:

- i) That Corsham Town Council will continue to support the work of the Corsham Fairtrade Steering Group to maintain Fairtrade Town status and will continue to appoint a Fairtrade Councillor and offer to serve Fairtrade products at Council meetings and in offices wherever possible;
 - ii) That Corsham Town Council promotes Corsham as a Fairtrade Town.
20. Dementia Friends Information Session (*Minute 105/16*) – Tim Mason from the Alzheimer's Society will lead a Dementia Friends Training Session. The Session was due to take place at the Council (Planning) meeting in November but was postponed due to the low number of Councillors who were available at that time.

21. Councillors Skills Audit – The Chief Executive will present a summary of the findings of the Councillors Skills Audit which was completed in December 2016. Councillors are asked to consider how to maximise the benefits of the knowledge, skills and experience and help plan for the future, beyond the May 2017 local elections – *for consideration*.
22. Event Parking Concessions, Wiltshire Council – In 2012 Wiltshire Council introduced a policy on parking concessions to support community events. The concessions allow Town Councils to have the equivalent of two days of free parking in each financial year when there are community activities or large visitor demand. Half days are not eligible. A request has been received from the organisers of Corsham for Walking asking if one of the days could coincide with the Walking Festival on 10 June 2016 (the middle of the three-day festival). Other days which could be allocated free parking are the Town Council's new Taste of Corsham Food Festival being held on 17 June, which coincides with The Pound's Blue Sky Festival, and the annual Street Fair which will take place on 16 September – *for consideration*.
23. Election Timetable – The Parish Election Timetable is attached for information. Further information will become available in March and the purdah period will commence on 15 March 2017. It is important that candidates read the information they are provided with carefully as there have been important changes since the previous elections in 2013 including: no postal delivery of nomination papers (no email or fax) – they have to be delivered by hand; minor changes to the ballot paper design; the deadline for withdrawal of candidature is now the same as the close of nominations; and all seven pages of the candidates' consent must be submitted. Further details will be available at the meeting – *for information*.
24. Purdah and the Communications Policy – A guide to Town Council publicity during the pre-election period (purdah) is attached for information. Also, the Town Council's Communications Policy has been reviewed and updated. In view of the local elections in May 2017 and the purdah period commencing on 15 March, there is a need for Councillors and staff to be particularly careful with publicity in this period of heightened sensitivity. This is especially important with the increasing use of social media – *for information and comment*.
25. Draft Calendar of Meetings 2017/18 – The draft calendar of meetings is attached – *for approval*.
26. 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.