

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

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7 June 2016

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 13 June 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 Annual Council Meeting held on 9 May 2016 – *attached*.
5. Matters Arising from the above Minutes – *for information only*.
6. Chairman's Announcements.
7. Policing and Community Safety – To consider policing and community safety issues.
8. Correspondence –
 - i) As mentioned in Members Information Sheet Nos. 347 and 348 – *to note*.
 - ii) Late correspondence – *to note*.
9. Reports from Council representatives appointed to outside bodies.
10. Minutes of the Community Services Committee held on 11 May 2016 – *attached*.

11. Matters Arising from the above Minutes – *for information only*.
12. Minutes of the Property and Amenities Committee held on 18 May 2016 – *attached*.
13. Matters Arising from the above Minutes – *for information only*.
14. Minutes of the Council (Planning) meeting held on 25 May 2016 – *attached*.
15. Matters Arising from the above Minutes – *for information only*.
16. Minutes of the Corsham Youth Council meeting held on 16 May 2016 – *to note*.
17. Corsham Railway Station Feasibility Study Update (*Minute 265/15 and others*) – Further to previous discussions, the Town Council has been issued with a copy of the *Initial Feasibility (Stages 1 and 2) Interim Report for Corsham Rail Station* which was produced for Wiltshire Council by Atkins. A copy of the report is available in the Town Hall. Corsham Railway Station has not been shortlisted for funding by the Swindon and Wiltshire Local Enterprise Partnership at the current time but has instead been placed on the SWLEP's long-term Investment Plan. Wiltshire Council is liaising with the Corsham Station Town Team and key partners to gauge their support for a suitable train service.

The Town Council has been asked to comment. The following points are suggested for inclusion in the response:

- The Town Council supports the case for a new railway station and is taking advice from the Town Team;
 - We anticipate that the GRIP 2 Report which is currently being produced by the Consultants (STC) will provide the necessary data to support or otherwise the viability and likely acceptability of extending the MetroWest service to Corsham;
 - We are pleased that the third platform at Chippenham is on the list of improvements as it is fundamental to the development of a MetroWest service to Corsham;
 - We wish to ensure a co-ordinated approach and the best use of scarce resources;
 - We would hope to see the SWLEP funding forecast changed to prioritise Corsham Railway Station as a matter of urgency. This is based on the economic report being prepared by the Corsham Institute in support of the Draft Framework Study commissioned by Wiltshire Council.
- *for consideration*.
18. The Batters - Centenary Fields Programme, First World War Commemorations – With reference to the attached letter from Fields in Trust, the Town Council is asked to consider nominating The Batters amenity area to be dedicated as a Centenary Field. If selected, the Town Council would complete a Deed of Dedication to protect the space in perpetuity. Councillors will be aware that The Batters was used for trench digging practice by the Scots Guards during WW1 – *for consideration*.
 19. Committee Vacancies (*Minute 12/16*) – Further to the Annual Council Meeting on 9 May, there are opportunities to fill the remaining two vacancies on the Property and Amenities Committee and three vacancies on the Finance and Administration

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

20. Strategic Plan Monitoring and Evaluation (*Minute 243/15 and others*) – Further to the March 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*.
21. Community Governance Review Update (*Minute 24/16 and others*) – Further to previous meetings, letters have been sent by the Town Council to those properties directly affected by the amendment to the proposed boundary changes, encouraging them to respond positively to the consultation (*copy attached*). The meeting with Wiltshire Council's Community Governance Working Group and Box Parish Council is due to take place on 15 June, which will be followed by the Full Wiltshire Council meeting on 12 July. The Town Council is asked to formally resolve to support the amendment to the parish boundary (Scheme 102), as put forward by Councillor Phil Whalley, which is a compromise between the Town Council's previous proposal and the proposal by the CGR Working Group which moves part of Rudloe Estate into Box Parish – *for approval*.
22. Internal Audit Report (Final Update) 2015-16 – A copy of the report from the recent audit visit is attached. There is one recommendation regarding the Asset Register and this has been addressed.

Recommendation

That the draft response to the internal audit report be endorsed.

23. Annual Return for the Year Ended 31 March 2016:

Section 1 – Annual Governance Statement 2015/16 – A copy of the Annual Governance Statement is attached – *for approval*.
Section 2 – Accounting Statements for 2015/16 – A copy of the Statements and supporting documentation are attached – *for approval*.
Annual Internal Audit Report 2015/16 – A copy of the Annual Internal Audit Report signed by the internal auditor is attached. No issues arise – *to note*.
24. 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.