

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

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7 March 2017

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 13 March 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 13 February 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. 366 and 367 (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 Finance and Administration Committee meeting held on 15 February 2017 – *attached*.
11. Matters Arising from the above Minutes – *for information only*.
12. Minutes of the Council (Planning) meeting held on 22 February 2017 – *attached*.
13. Matters Arising from the above Minutes – *for information only*.
14. Minutes of the Strategic Planning Working Group meeting held on 21 February 2017 – *attached*.
15. Matters Arising from the above Minutes – *for information only*.
16. Minutes of the Corsham Youth Council meetings held on 6 March 2017 – *to note*.
17. Fairtrade Status for Corsham (*Minute 204/16*) – Further to the previous meeting, at which the Fairtrade Presentation was postponed, 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.
18. Councillor Vacancy, Corsham Rudloe Ward – As a result of the resignation of Councillor Miranda Morgan, the Town Council may wish to appoint a Councillor as the Twinning Representative and Local Youth Network Reserve Representative for the remainder of the Council year. In addition, there is no longer a Councillor for the Corsham Rudloe Ward and the Council may wish to nominate a person to deal with queries which arise for this ward until the local elections in May – *for consideration*.
 19. Annual Review of Standing Orders, Financial Regulations and Terms of Reference (*Minute F&A 45/16*) – At the Finance and Administration Committee meeting on 15 February 2017 it was reported that the annual review had been completed and no changes were proposed to the Town Council's Standing Orders or Financial Regulations. A minor amendment to the Terms of Reference was recommended.

In effect, the change would remove the automatic right or obligation of Committee Vice-Chairmen to be members of the Strategic Planning Working Group and formalise the existing situation whereby non-Chairmen and Vice-Chairmen have been appointed to the Group.

Recommendation

The Finance and Administration Committee recommends that the Strategic Planning Working Group comprises of the Chairman and Vice-Chairman of the Council, and Chairmen of Committees along with other Councillors as agreed by the Council.

20. Review of Investment Strategy (*Minute 244/15*) – The Town Council is asked to review its Investment Strategy annually for the new Financial Year. A copy of the Strategy and Policy is attached for review. There are no recommended changes – *for consideration*.
21. Strategic Plan Monitoring and Evaluation (*Minute 168/16 and others*) – Further to the December 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. 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.