

**Minutes of the Council Meeting held at the Town Hall on Monday 13 March 2017**

**Present** Councillor Mrs R Hopkinson (Chairman)  
Councillors P Anstey, Miss L Bray, J Fraser, M Jackson, D Jarman, D Jones,  
P Pearson, N Pocock, M Simpkins, R Taylor, Mrs I Thompson and P Whalley

**In Attendance** M Head (Corsham Institute)  
Mrs M Jones (Head of Finance and Administration)  
S Lodge (KIK Radio)  
D Martin (Chief Executive)

**212/16 Apologies**

Apologies were received from Councillors S Abbott, N Farmer, C Fuller, Mrs A Lock and Mrs M Wakeman.

**213/16 Public Question Time and Petitions**

To receive any Declaration(s) of Interest under Corsham Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

There were none.

**214/16 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.

There were none.

**215/16 Minutes of the Council Meeting held on 13 February 2017**

**Resolved**

That the Minutes be approved as a true record and signed by the Chairman.

**216/16 Matters Arising from the above Minutes**

There were no matters arising.

## **217/16 Chairman's Announcements**

### *Past Appointments*

#### February

- 16 – Stephanie Millward MBE presentation and official opening of Springfield Campus
- 21 – Strategic Planning Working Group Meeting
- 24 – Meeting with the Rise Trust
- 27 – WW1 Corsham Commemorates meeting

#### March

- 3 – Official opening of the library at Corsham Primary School
- 6 – Fairtrade talk at The Pound
- 7 – Corsham in Bloom meeting
- 8 – Visit to Thingley Travellers Site with officials from Wiltshire Council
- 13 – Raising the Commonwealth flag  
Community Awards Panel  
Meeting with John Mortimer, Chairman of Swindon and Wiltshire Local Enterprise Partnership

### *Forthcoming Appointments*

#### March

- 14 – Area Board and farewell to Wiltshire Councillor Dick Tonge
- 15 – Three Towns Railway Stations conference
- 17 – Corsham Station Town Team meeting
- 21 – MOD Liaison Panel meeting
- 28 – Pickwick Residents Association meeting

### *Other Issues*

The Chairman informed Councillors that election nomination forms would be available from 15 March 2017.

Invites had been received from Weavertown Books and Andy Rose to join them at the launch celebration of Corsham in Focus a photographic treasure hunt on 24 March 2017.

## **218/16 Correspondence**

- i) Members Information Sheet Nos. 366 and 367 were noted.
- ii) Late correspondence – There was none.

## **219/16 Reports from Council representatives appointed to outside bodies**

*Councillor Mrs I Thompson* attended a Corsham Walking Festival meeting and reported that the group was looking to work on four signature walks, all 19 miles as a long term project. Plans for the walking festival were going well. An evening event was planned for Saturday 10 June and a music group from the Corsham School would be performing.

## **220/16 Policing and Community Safety**

*Corsham Neighbourhood Policing Team* – PC Hazel Anderson was unable to attend the meeting but sent the following update:

Unknown suspects had stolen 800 litres of diesel from a farm in Gastard. Entrance was gained to a shed in Kings Avenue where two welders and a compressor were stolen. Unknown suspects had entered a garden in Queens Avenue and forced open the shed doors; nothing was stolen. A chainsaw was stolen from the back of a business van which was parked in Mayo Close, Corsham.

There had been a reduction of crime reported in Corsham since the last update in February, which was reassuring.

The Chief Executive had contacted PC Hazel Anderson with regards to last month's increase in crime in Corsham, particularly in the Martingate Centre. The only way of reducing crime would be to install more CCTV cameras in the area. The Chief Executive, Head of Technical Services and PSCO Redmond had met with the owner of the Martingate to discuss areas where CCTV cameras would improve security.

## **221/16 Minutes of the Finance and Administration meeting held on 15 February 2017**

### **Resolved**

That the Minutes be approved as a true record and signed by the Chairman.

## **222/16 Matters Arising from the above Minutes**

There were no matters arising.

## **223/16 Minutes of the Council (Planning) meeting held on 22 February 2017**

### **Resolved**

That the Minutes be approved as a true record and signed by the Chairman.

## **224/16 Matters Arising from the above Minutes**

There were no matters arising.

## **225/16 Minutes of the Strategic Planning Working Group meeting held on 21 February 2017**

### **Resolved**

That the Minutes be approved as a true record and signed by the Chairman.

## **226/16 Matters Arising from the above Minutes**

*Minute SP 05/16 – The Future of Arnold House – An Expressions of Interest notice would be advertised in the local press and on the Council website.*

## **227/16 Minutes of the Corsham Youth Council meetings held on 6 March 2017**

### **Resolved**

That the Minutes be noted.

## **228/16 Fairtrade Status for Corsham (*Minute 204/16*)**

The Fairtrade representative was unable to attend the meeting. The Town Council was asked to renew its commitment to Fairtrade, which involved 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 included 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.

### **Resolved**

- 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.

## **229/16 Councillor Vacancy, Corsham Rudloe Ward**

As a result of the resignation of Councillor Miranda Morgan, the Town Council considered appointing a Councillor as the Twinning Representative and Local Youth Network Reserve Representative for the remainder of the Council year. Also, there is no longer a Councillor for the Corsham Rudloe Ward and the Council considered nominating a person to deal with queries which arise for this ward until the local elections in May.

## **Resolved**

- i) That the vacancies for the Twinning Representative and Local Youth Network Reserve Representative be deferred for the remainder of the Council year.
- ii) Councillor D Jones be appointed as representative for Corsham Rudloe Ward issues until the May 2017 local elections.

### **230/16 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.

## **Resolved**

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.

### **231/16 Review of Investment Strategy (*Minute 244/15*)**

The Town Council was asked to review its Investment Strategy annually for the new Financial Year. There were no recommended changes.

A discussion on the ethics of our investments took place and it was agreed that this would be explored and considered at a future meeting. It was suggested that when the Investment Strategy is reviewed a list of our investments should be included in the report.

## **Resolved**

That the Investment Strategy be approved.

### **232/16 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.

## **Resolved**

The updated Strategic Plan Monitoring and Evaluation sheet was noted.

## 233/16 Authorisation of cheques and payments

### Online Banking Payments

#### Name

Salaries & Payments - CTC Staff	£16,814.03	
Wiltshire Pension Fund - Pension Contribution for February 2017	£5,517.54	
HMRC - Tax & NI for January 2017 - Reference 214PR001684021612	£5,702.96	
Methuen Hall Trust - CTC Room Hire for February 2017	£292.50	
The Pound Arts Trust Ltd - Grant Contribution re Service Level Agreement May 2016 Second Instalment	£2,000.00	
Screwfix - 1 x Safety Boots	£39.99	
Johns Associates - Meetings & Project Management, policy writing and precedent research, supporting documents to the Neighbourhood Plan	£5,527.80	
Online Playgrounds - Wetpour Repair Kit for Play Areas	£206.40	
Travis Perkins - Play Areas, Cemetery Maintenance and Public Conveniences	£186.76	
Corsham Print - Business Cards	£94.80	
UK POS - Free Standing Carousel Leaflet Dispenser	£208.56	
Idverde - Invoice Payment from March 2014, Grounds Maintenance February 2017 and Toilet Cleansing	£4,932.56	
Corsham and Box Matters - Advertising Corsham as a Destination	£112.50	
Kevin Johnson Plumbing & Heating - Remove Sink, Re-new Taps, Replace Sink in Public Toilets	£370.00	
Baker & Baker - Grounds Team Consumables	£26.39	
Workwear Express - Outside Staff Uniform	£189.83	
CPA Horticulture - 1 x 1000L Bag of Pine Nuggets for Various Planting Areas	£125.00	
Newlands Road Garage - Van Running Costs, Service and Replace Clutch in Ford Connect Van	£1,108.31	
SLCC - Annual Membership	£406.00	
Lye Automotive - MOT test for Council Vehicle Citroen Relay (YX13 VJE)	£50.00	
Streetmaster - Memorial Bench Bob and Ivy Turner	£783.60	
SRD Portable Appliance Testing - Testing Electrical Items	£68.25	
Keith Marland - Bus Shelter Cleaning	£300.00	
Langley Nurseries - Centenary Garden/Meriton Recreation Ground Planting	£450.10	
Visit Wiltshire - Advertising in Visit Wiltshire	£132.00	
Cosh Design - Good Homes and Mail on Sunday Artwork	£84.00	
<b>Payment By Cheque</b>		
Petty Cash - Amount owing from January not calculated in S/Sheet	£57.24	7627
Petty Cash - February	£135.66	7627
Royal Mail - Newsletter Distribution for April 2017	£600.00	7628

Information Commissioner - Data Protection Licence Fee	£35.00	7629
Kevin Gaskin - Travel Expenses for WW1 Hospital Exhibition in Bath	£59.25	7630
Post Office Ltd - Road Tax 2 x Vehicles WV14 CYC and YX13 VJE	£460.00	7631
Wiltshire Council - Premises Licence (Balance of Application TENS not required)	£79.00	7632
TransWilts CIC - Contributions Towards Three Stations Conference	£240.00	7633

### **Grants**

Wiltshire Mind	£500.00
The Brunel Shed	£500.00

### **Charge Card**

Environmental Ltd - 5 x Litter Pickers	£106.80
Visit Wiltshire - Great Western Way Conference	£18.00
Wiltshire Council - TENS Licence Application	£21.00

**Sub total** **£48,541.83**

### **Cheques / Internet Banking Paid Outside of Meeting**

South West in Bloom - 2017 Pennant Entry Fee	£20.00
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### **Payments Made by Direct Debit/Standing Order**

Peninsula - Health & Safety Advice	£260.40
Peninsula - Provision of HR Consultancy	£300.00
Mainstream Digital - Call Charges	£152.77
Hills Waste Solutions - Waste Collections from Town Hall	£203.20
SGW Payroll Ltd - Monthly Payroll Processing	£52.80
Vodafone - Mobile Telephone Charges	£203.04
Viking - Stationery Items	£210.89
Wiltshire Council - Business Rates for Public Conveniences	£117.00
West Mercia Energy - Public Conveniences Electricity Supply - January 2017	£64.94

**SUB TOTAL** **£1,585.04**

**TOTAL** **£50,126.87**

### **Resolved**

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.23pm. There were no members of the public present.

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CHAIRMAN

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DATE