

**Minutes of the Meeting of Corsham Town Council as Trustee of  
The Methuen (Town) Hall Charity – Registration No. 222278  
held at the Town Hall on Monday 13 February 2017**

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

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

**MH 48/16 Apologies**

Apologies were received from Councillors N Farmer, C Fuller, D Jarman, Mrs A Lock and J Mitchell.

**MH 49/16 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.

**MH 50/16 Minutes of the Meeting of the Trustees held on 9 January 2017**

**Resolved**

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

**MH 51/16 Matters Arising from the above Minutes**

There were no matters arising.

**MH 52/16 Authorisation of Cheques and Payments**

**Online Banking Payments**

**Name**

Corsham Town Council - Open/Close/Clean	£460.94
Total Floor Care - Town Hall Floor Refurbishment	£3,775.20
IWS Water Hygiene - Water Hygiene Services from 1/12/16 to 28/02/17	£170.10
AGM - Scheduled Maintenance Visit and Supply/Fit Replacement Tank on Heating System	£872.40
Charles Saunders - Caretakers Consumables	£79.84

Creative Office Interiors - 2nd Payment for Refurbishment of Ladies Toilets in the Town Hall	£7,073.28
Hydrotech Window Cleaning - Town Hall Window Cleaning	£95.00
Ultra Warm - Investigate and Reset Heating Boilers in Town Hall	£108.00
<b>Cheques</b>	
There were none	
<b>Sub-total</b>	<b>£12,634.76</b>
<b>Cheques / IB Transfers Paid Outside of Meeting</b>	
Mrs E Davies - Refund - Hirer Paid Invoice 2323 Twice in Error	£296.00
Graham Derham Woodworking - Town Hall Sash Window Survey Report	£120.00
<b>Payments made by Direct Debit</b>	
Wiltshire Council - Non-Domestic Rates	£169.00
West Mercia Energy - Town Hall Gas Supply December	£224.77
Hills Waste Solutions Ltd - Refuse Collections from Town Hall	£73.32
<b>Sub-total</b>	<b>£883.09</b>
<b>TOTAL</b>	<b><u>£13,517.85</u></b>

**Resolved**

That the accounts be authorised for payment.

The meeting commenced at 9.25pm and closed at 9.26pm. There were no members of the public present.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
DATE