

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

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7 May 2024

Dear Councillor

You are hereby summoned to attend the Annual Council Meeting to be held **at the Town Hall** on Monday 13 May 2024 at 7.00pm.

Please would members of the Accounts Sub-committee arrive by 6.40pm.

Yours sincerely



David J Martin  
CHIEF EXECUTIVE

Press and Public – To observe the meeting online or take part in Agenda Item 5 - Public Question Time and Petitions, please click [here](#) or email [dmartin@corsham.gov.uk](mailto:dmartin@corsham.gov.uk) for instructions.

### **AGENDA**

1. Apologies.
2. Election of the Chair of the Council.
3. Declaration of Acceptance of Office by the Chair.
4. Election of Vice Chair of the Council.
5. Public Question Time and Petitions.
6. 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.

7. Minutes of the Town Council Meeting held on 8 April 2024 – *attached*.
8. Matters Arising from the above Minutes – *for information only*.

9. Policing and Community Safety – To consider policing and community safety issues – *for information and comment.*
10. Chair's Announcements.
11. Appointments to Committees, Working Groups and Panels, and Election of Committee Chairs and Vice-Chairs. The Terms of Reference are available in the Councillors' area of the website for information:
  - i) Appointment of Property and Amenities Committee (9 Members)
  - ii) Election of Chair and Vice Chair of the Property and Amenities Committee
  - iii) Appointment of Community Services Committee (9 Members)
  - iv) Election of Chair and Vice Chair of the Community Services Committee
  - v) Appointment of Finance and Administration Committee (9 Members)
  - vi) Election of Chair and Vice Chair of the Finance and Administration Committee
  - vii) Appointment of Accounts Sub-Committee (4 Members + 2 reserves)
  - viii) Appointment of Neighbourhood Plan Delivery and Monitoring Group (5 to 6 Members)
  - ix) Election of Chair of the Neighbourhood Plan Delivery and Monitoring Group
  - x) Appointment of Community Awards Panel (4 to 5 Members)
  - xi) Appointment of Staffing Panel (4 to 5 Members)
  - xii) Appointment of Appeals Panel (4 to 5 Members – cannot be on Staffing Panel)
  - xiii) Appointment of Strategic Planning Working Group (comprises of the Chair and Vice-Chair of the Council, along with Chairs of Committees and other Councillors as agreed by the Council (Up to 8 Members)
  - xiv) Community Wellbeing Working Group (6-8 Members)
  - xv) Environment Task Group (6 Members)
  - xvi) Public Realm Task Group (4 to 5 Members)
  - xvii) Workshop Task Group (4 to 5 Members)
  - xviii) Town Transport Planning Group (5 to 6 Members)
  - xix) Public Art Task Group (4 to 5 Members)
  - xx) Corsham Parish/Town Council 25<sup>th</sup>/125<sup>th</sup> Anniversary Group (4 to 5 Members)
  - xxi) Age-friendly Corsham (4 to 5 Members)
12. Appointments to Outside Bodies:
  - i) Bath Spa University Liaison (3 to 5 + Council Chair)
  - ii) Campaign to Protect Rural England (1 + reserve)
  - iii) Community First (1 + reserve)
  - iv) Corsham Area Health and Wellbeing Group (1 to 3)
  - v) Corsham Business Forum (3)
  - vi) Corsham Chamber of Commerce (1 + reserve)
  - vii) Corsham Climate Action (2)
  - viii) Corsham Connections (1)
  - ix) Corsham For Walking (2)
  - x) Corsham Local Highway and Footway Improvement Group (LHFIG) (1 + reserve)
  - xi) Corsham Local Youth Network (2 + reserve)
  - xii) Corsham Railway Station Town Team/Steering Group (3 + reserve)
  - xiii) Corsham Schools Liaison Groups (4-5)
  - xiv) Corsham Sports Forum (2)
  - xv) Corsham Twinning Association (1 + reserve)
  - xvi) Corsham Youth Council (2 + reserve)

- xvii) Corsham Youth Zone (2 + reserve)
  - xviii) Dorset and Wiltshire Fire and Rescue Authority (1 + reserve)
  - xix) Emergency Planning Volunteer (2 + reserve)
  - xx) Fairtrade (1 + reserve)
  - xxi) Potley and Pockeridge Community Association (1 + reserve)
  - xxii) Pound Arts Trust Ltd (1 + reserve)
  - xxiii) Rural Services Network (1)
  - xxiv) Town Council Surgery (4)
  - xxv) Wiltshire Association of Local Councils and NALC (1 + reserve)
  - xxvi) Wiltshire Market Towns Forum (1)
13. Correspondence
- i) As mentioned in Members Information Sheet Nos. 568 and 569 – *to note*.
  - ii) Late correspondence – *to note*.
14. Reports from Council representatives appointed to outside bodies.
15. Minutes of the Finance and Administration Committee Meeting held on 17 April 2024 – *attached*.
16. Matters Arising from the above Minutes – *for information only*.
17. Minutes of the Council (Planning) Meeting held on 24 April 2024 – *attached*.
18. Matters Arising from the above Minutes – *for information only*.
19. Minutes of the Strategic Planning Working Group Meeting held on 1 May 2024 – *attached*.
20. Matters Arising from the above Minutes – *for information only*.
21. Corsham Area Board Issues (*Various Minutes*) – This regular agenda item asks the Town Council to identify issues for Area Board consideration and receive a Wiltshire Councillor update on key points covered at Corsham Area Board meetings – *for discussion*.
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 6.40pm.**

**The Methuen (Town) Hall meeting will take place immediately after the Council meeting.**