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4 June 2024

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 10 June 2024 at 7.00pm.

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

**From 6.30pm to 7.00pm Fairtrade Corsham will be providing refreshments to thank the Town Council for its continued support.**

Yours sincerely



David J Martin  
CHIEF EXECUTIVE

Press and Public – To observe the meeting online or take part in Agenda Item 2 - 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. 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 13 May 2024 – *attached*.
5. Matters Arising from the above Minutes – *for information only*.

6. Policing and Community Safety – To consider policing and community safety issues – *for information and comment.*
7. Chair’s Announcements.
8. Correspondence –
  - i) As mentioned in Members Information Sheet Nos. 570, and 571 – *to note.*
  - ii) Late correspondence – *to note.*
9. Reports from Council representatives appointed to outside bodies.
10. Minutes of the Council (Planning) Meeting held on 15 May 2024 – *attached.*
11. Matters Arising from the above Minutes – *for information only.*
12. Minutes of the Community Services Committee Meeting held on 22 May 2024 – *attached.*
13. Matters Arising from the above Minutes – *for information only.*
14. Minutes of the Property and Amenities Committee Meeting held on 29 May 2024 – *attached.*
15. Matters Arising from the above Minutes – *for information only.*
16. Minutes of the Council (Planning) Meeting held on 5 June – *to follow.*
17. Matters Arising from the above Minutes – *for information only.*
18. Minutes of the Corsham Youth Council Meeting held on 20 May 2024 (*attached*) – *to note.*
19. Carbon Footprint Appraisal for 2023/24 – The Carbon Footprint report for 2023/24 is *attached.*

Summary of Current Performance:

- Corsham’s total market-based emissions are 29.46 tCO<sub>2</sub>e with *location-based emissions of 30.50 tCO<sub>2</sub>e.*
- The most significant emission source is electricity (market-based), accounting for 27% of Corsham’s carbon footprint. The pie-chart on page 7 of the report shows natural gas as our highest market-based emissions at 25% (when Well to Tank emissions are included).
- The Council’s Scope 3 supply chain emissions for the assessment period are 182.59 tCO<sub>2</sub>e.

The Appraisal contains the following recommendations (Draft responses are in *italics*):

- Begin to switch all sites to a 100% renewable electricity tariff. This would reduce your market-based electricity totals to zero. *RESPONSE: This refers to Arnold House. The Corsham Area Development Trust/TIC and other tenants will be asked to review their electricity suppliers with a view to moving to green energy tariffs.*
- Investigate opportunities to reduce site energy consumption across all sites through implementing regular energy monitoring and conducting an energy audit. *RESPONSE: The main energy reduction activity underway is the secondary glazing being installed at the Town Hall. This will be followed by refurbishment of the public conveniences which will include energy efficiency improvements. Energy use is monitored across all sites and further reduction measures are being explored.*
- Corsham should investigate promoting sustainable transport modes for employee commuting such as offering a cycle-to-work scheme or organising a sustainable travel day once a month for active commuting. Alternatively facilitating a remote or flexible working policy will reduce the requirement for employees to commute altogether on certain days per week. *RESPONSE: The Town Council already offers a cycle-to-work scheme. Flexible working is available. A monthly sustainable travel to work day will be trialled in 2024/25.*
- Investigate swapping owned sites from gas-powered heating to sustainable alternatives. *RESPONSE: This applies to the Methuen (Town) Hall. Sustainable heating sources and grant funding are being explored. It will be challenging to accommodate heat pumps as the land surrounding the building is not in Council/Trust ownership.*
- Investigate the feasibility of all ground team vehicles to switch to low-emissions vehicles. This could be either electric or hybrid vehicles with a low gCO<sub>2</sub>e/km rating. *RESPONSE: It is suggested that a second electric vehicle is purchased in 2024/25 to replace one of the current vehicles. A third electric vehicle could replace another vehicle in 2025/26. A demonstration of suitable vehicles has taken place - further details will be available at the meeting. Recommendation: That a Kangoo E-Tech van be purchased to replace an existing diesel pickup at a cost of around £30,000+VAT. This can be funded from earmarked reserves for Grounds Equipment (EMR 359) and Environmental Projects (EMR 353).*
- Offset the GHG emissions created within this data period to become carbon neutral. *RESPONSE: The Town Council continues to see carbon offsetting as a last resort, to be carried out when it is not possible to reduce our carbon footprint any further through projects and improvements.*

*The Environmental Officer has carried out a calculation to determine the amount of carbon that has been offset through tree and hedge planting schemes carried out by the Town Council in the past five years. The Town Council has offset three tonnes of carbon per year through new planting. This would be enough to achieve the Town Council's Net Zero target if it cuts its overall emissions by 90% by 2030.*

*– for consideration.*

20. Health Care and Pharmaceutical Services for Corsham (*Minutes 286/23, 287/23 and others*)
- i) Further to the Council meeting on 8 April 2024, the Bath, Swindon and Wiltshire Integrated Care Board has responded to the Council's concerns regarding pharmacy provision and healthcare in Corsham (*see attached*) – *for discussion*.
  - ii) Application to open a new Pharmacy in Corsham – The Town Council is being consulted on an application to open a new pharmacy in Corsham to provide better access for patients in Corsham, Rudloe and surrounding areas (*see attached documents*). This follows the closure of Boots in the Martingate Centre earlier this year. The deadline for responses is 23 June 2024 – *for consideration*.
  - iii) Meeting with Shaunaks – The Area Manager of Shaunaks has agreed to meet Town Council representatives, preferably in the afternoon, and not in a public meeting. A suitable date is being arranged – *for information*.
21. Community Banking Hub Update – A recent application for a banking hub for Corsham has been turned down by LINK, the organisation which deals with such requests. LINK's response was:
- 'LINK have undertaken a thorough review of the community including analysis of population data, vulnerability measures, current free access to cash, and the level of provision of banking facilities within the immediate area. Furthermore, we have visited the community in order to gain a more detailed understanding of the local circumstances. Our findings have been measured against set criteria given to us by Cash Action Group to ensure that all requests are treated equally and fairly. This can be found here [LINK / Overview of branch closures announced by banks since January 2022](#)
- Based on the findings of the review, we've determined that the current level of cash access provision is adequate for your community as it is close enough to the nearest bank branch according to the agreed criteria. Therefore, it is not deemed necessary to implement a new solution at this time.
- We understand that access to cash is essential for many people, and we're committed to ensuring that everyone has the means to manage their finances effectively. We encourage you to use our Cash Locator tool to find your nearest access point: <https://www.link.co.uk/consumers/locator/>
- We want to thank you for raising the request for a review with us. As we speak to people around the country, we are understanding more and more about how to best ensure that our communities' access to cash needs continue to be well served'
- *for information and comment*.
22. The Future of Visit Wiltshire (*Minutes 98/23, 41/23 and 225/22*) – Previous meetings have seen discussions regarding Wiltshire Council's decision to cut Visit Wiltshire's funding in the 2024/25 budget and the impact the loss of the organisation would have on the visitor economy of both Corsham and the wider county, particularly given the reorganisation of tourism in England and the recommendation for regional Local

Visitor Economy Partnerships to be created. Without public funding, Visit Wiltshire is unable to create a Wiltshire LVEPs and, as a result, would not be eligible for funding and support from Visit England. David Andrews, Chief Executive of Visit Wiltshire, has held a number of meetings with local town and parish councils and there is support for a Wiltshire LVEP funded, on a smaller scale, by these councils. Visit England is open to this idea and, at this initial stage, Visit Wiltshire is asking the town and parish councils for letters of support, confirming support and funding for a Visit Wiltshire-led LVEP, that the organisation can share with Visit England. Councillors are asked to approve the sending of a letter of support from Corsham – *for discussion and approval*.

23. The Pound Arts Centre Working Group (*Minute CS 11/04*) – At the Community Services Committee meeting on 22 May 2024 the current challenges of running the Centre were discussed. It was resolved to set up a working group to look at how the Town Council can further support The Pound.

It is recommended that a Working Group be set up comprising the current outside body representative and reserve, along with up to three other Councillors. The task and finish group would consider current funding levels and other support, and make recommendations to a Committee or Full Council as appropriate – *for consideration*.

24. Committee and Other Group Vacancies (*Minutes 11/24 and 12/24*) – Further to the Annual Council Meeting on 13 May there are opportunities to fill the remaining one vacancy on the Finance and Administration Committee and one vacancy on the Accounts Sub-Committee (reserve) – *for consideration*.
25. Communications Policy – The Town Council's Communications Policy, which includes the Social Media Policy, is currently under review by members of the Strategic Planning Working Group. Once comments have been received, an updated policy will be issued to all Councillors. If significant changes are proposed, they will be considered at the July Council meeting – *for information*.
26. Internal Audit Report (Final Update) 2023/24 – A copy of the report from the recent audit visit is attached. The internal auditor has made additional recommendation, 'R4 – *The asset value to be reported in the AGAR at Section 2, Box 9 should be that as recorded in the Rialtas Asset Register.*' The following response is recommended: 'Section 2, Box 9 is correct. The Rialtas Asset Register report was produced after year end when the list had been updated to take into account two asset acquisitions and a disposal (supported by reports). In future the Asset Register will be produced and saved at year end as part of the closedown procedure.'

#### *Recommendation*

That the report be noted and that the draft response to the Internal Audit Report (Final Update) 2023/24 recommendation R4 be endorsed.

27. Annual Return for the Year Ended 31 March 2024: Section 1 – Annual Governance Statement 2023/24 – A copy of the Annual Governance Statement is *attached – for approval*.

28. Annual Return for the Year Ended 31 March 2024: Section 2 – Accounting Statements for 2023/24 – A copy of the Statements and supporting documentation is *attached – for approval*.
29. Annual Internal Audit Report 2023/24 – A copy of the Annual Internal Audit Report signed by the internal auditor is *attached – to note*.
30. Councillor Vacancy, Corsham Pickwick Ward – A Town Councillor vacancy has arisen through the resignation of Alun Crockford. The Notice of Vacancy is being advertised from 7 June 2024. If, by 27 June 2024, a request for an election to fill the vacancy is made in writing to the Returning Officer by 10 electors from Corsham Pickwick Ward, an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option. If an election is called, it will take place no later than 30 August 2024 – *for information*.
31. 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*.
32. 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.**