

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

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4 March 2025

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the Town Hall on Monday 10 March 2025 at 7.00pm.

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

**There will be an informal drop-in session from 6.00pm for anyone interested in standing in the 2025 Town Council election.**

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 Council Meeting held on 10 February 2025 – *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. 589 and 590 (*to follow*) – *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 19 February 2025 – *attached.*
11. Matters Arising from the above Minutes – *for information only.*
12. Minutes of the Finance and Administration Committee Meeting held on 26 February 2025 – *attached.*
13. Matters Arising from the above Minutes – *for information only.*
14. Minutes of the Neighbourhood Plan Delivery and Monitoring Group Meeting held on 27 February 2025 – *attached.*
15. Matters Arising from the above Minutes – *for information only.*
16. Review of Investment Strategy – 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 – *for consideration*
17. Annual Review of Standing Orders, Financial Regulations and Terms of Reference (*Minute F&A 44/24*) – At the Finance and Administration Committee meeting on 26 February 2025, it was reported that the annual review had been completed. There were no amendments since the Financial Regulations were updated in July 2024. A copy of the current documents is attached – *for information and comment.*
18. Town Transport Plan for Corsham 2025-2038 – A key priority of the Strategic Plan 2022-2026 is Transport and Highways, including implementing a sustainable transport plan for Corsham. The attached plan has been produced by specialist consultants, Urban Foresight, following extensive research and stakeholder engagement. The plan includes an action plan which identifies where the Town Council should prioritise its investment and advocate for improvements.

### *Recommendations*

- i) That, subject to minor amendments, the Town Transport Plan for Corsham be adopted;
- ii) That the Transport Plan be used by the Council, its Committees and its Working Groups to improve transport and highways throughout Corsham in a sustainable way.

19. Elections Update (*Minute 205/24*) – Further to the update to the Council meeting on 13 January, the local elections, on 1 May 2025, are being publicised and The Notice of Election will be published on 11 March. There is a drop-in session for potential candidates at the Town Hall on Wednesday 12 March from 10am to 12noon.

Wiltshire Council’s webpage has the key dates and other important information:  
<https://www.wiltshire.gov.uk/local-elections>.

Key Dates:

Task	Date
Publication of the Notice of Election	11 March 2025
Nominations open (nominations can be delivered between the hours of 10am and 4pm on working days)	12 March 2025 - 10am
Nominations close	2 April 2025 - 4pm
Deadline to register to vote	11 April 2025 - midnight
Deadline to apply for or cancel a postal vote or change an existing postal or proxy vote. This is the deadline for receiving new postal vote applications, cancelling an existing postal vote, changing a postal vote arrangement, changing from a proxy vote to a postal vote and changes to existing proxy votes.	14 April 2025 - 5pm
Deadline to apply for a new proxy vote	23 April 2025 - 5pm
Deadline to apply for a Voter Authority Certificate	23 April 2025 - 5pm
Deadline to appoint polling and counting agents	24 April 2025
Polling day	1 May 2025 - 7am to 10pm
Verification and counting of votes	2 - 3 May 2025
Deadline for the return of election expenses - Parish and Town elections	29 May 2025

Wiltshire Council has set up a webpage for candidates:  
<https://www.wiltshire.gov.uk/local-elections-candidates>.

Wiltshire Council's Elections Webinar was held on 11 February and can be found at  
<https://www.youtube.com/watch?v=l5uzL9fDMvg>.

The webpages are updated regularly so there is a need to check for new information.

A booking system for an appointment to visit the nominated council building, Monkton Park Council Offices, Chippenham, opened on 3 March. Nomination papers may be submitted between the hours of 10am and 4pm from 12 March to the nomination deadline at 4pm on 2 April. People are encouraged to submit their nominations as early as possible. It is a legal requirement for candidates or a representative to hand in their nominations rather than, say, post or email them.

All candidates are asked to familiarise themselves with the Electoral Commission website: <https://www.electoralcommission.org.uk/guidance-candidates-parish-council-elections-england/resources-candidates-parish-council-elections-england>.

The list of candidates is due to be published at 4pm on 3 April.

Polling day is Thursday 1 May 2025. Verification and count will be on Friday 2 May at County Hall, Trowbridge, The Olympiad, Chippenham and Five Rivers, Salisbury.

Information on what happens after Polling Day will be discussed at the April Council meeting.

– *for information and comment.*

20. Issues for Corsham Area Board Consideration (*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.*
21. 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.**