

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

Tel: 01249 702130

Email: [towncouncil@corsham.gov.uk](mailto:towncouncil@corsham.gov.uk)

[www.corsham.gov.uk](http://www.corsham.gov.uk)

2 July 2024

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held at the **SPRINGFIELD COMMUNITY CAMPUS** on Monday 8 July 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 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 June 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. 572, and 573 – *to note*.
  - ii) Late correspondence – *to note*.
9. Reports from Council representatives appointed to outside bodies.
10. Minutes of the Finance and Administration Committee Meeting held on 19 June 2024 – *attached*.
11. Matters Arising from the above Minutes – *for information only*.
12. Minutes of the Council (Planning) Meeting held on 26 June 2024 – *attached*.
13. Matters Arising from the above Minutes – *for information only*.
14. Minutes of the Neighbourhood Plan Delivery and Monitoring Group Meeting held on 20 June 2024 – *attached*.
15. Matters Arising from the above Minutes – *for information only*.
16. Update on Health Care and Pharmaceutical Services for Corsham (*Minutes 42/24 and others*)
  - i) Application for a new Pharmacy - Further to the previous meeting, a letter was sent to NHS England supporting the application from Careplus Pharmacy Ltd to open a new pharmacy in Corsham. This was shared on social media. NHS England has written to all interested parties who made representations inviting them to comment on any of the representations made. Copies of the NHS letter and representations are attached. The deadline for comments is 10 July 2024 – *for consideration*.
  - ii) Meeting with Shaunaks – Notes of the informative meeting with Shaunaks on 26 June 2024 are attached – *for information and comment*.
17. Strategic Plan 2022-2026 Update (*Minute 285/23 and others*) – The sixth monitoring report, in the form of a RAG (Red/Amber/Green) Report and update sheet, is attached – *for information and comment*.
18. General Data Protection Regulations (GDPR) Update (*Various Minutes*) – Further to previous meetings, our GDPR Consultant and Data Protection Officer (One West) has carried out its sixth annual audit of the Town Council's progress on GDPR and produced a Data Protection Compliance Report (*available on request*). The audit covered 13 areas. The Executive Summary States:

'The Town Council has slightly improved its position and continues to maintain a high standard of data protection compliance. The previous report noted some deficiencies in privacy notices and third party management. Improvements have been made in those areas though they still require some minor adjustments. However, this should not detract from an otherwise outstanding level of data protection compliance.

As Corsham Town Council has consistently worked hard to meet data protection requirements some of the ongoing key improvements relate more so to the presentation of information to data subjects. This is primarily via its online presence. Whilst no issue is considered a failure or risk, Corsham has demonstrated that it can meet the basic

requirements and should now consider the higher degrees of data subject interaction which in short enables them to exercise their rights with the minimal amount of difficulty. The Key priorities to focus on are.

1. Improving online presentation of data protection information.
2. Ensuring cookies are appropriately managed and website visitors are notified of their use.
3. Continuing to review third party contracts and meeting UK GDPR requirements.

Risk Score: Following the visit, the Town Council was given a score for each of the above sections. These scores, when totalled, will have given the Town Council an overall risk score out of 100. Based on the findings of the visit, the Town Council has been given a risk score of 95%.'

Officers are producing a new GDPR Action Plan to address the recommendations - *for information and comment*.

19. Review of Financial Regulations (*Minute F&A 08/24*) – At the Finance and Administration Committee meeting held on 19 June 2024, revised Financial Regulations, drafted in response to the new template produced by the National Association of Local Councils, were considered (*copy attached*). The Finance and Administration Committee recommends that the updated Financial Regulations, as presented, be approved by the Town Council – *for approval*.
20. Accounts Sub-Committee Vacancy (*Minutes 46/24 and others*) – Further to the previous Council Meeting on 10 June there is still an opportunity to fill the remaining vacancy on the Accounts Sub-Committee (reserve) – *for consideration*.
21. Councillor Vacancy, Corsham Pickwick Ward – There is currently one Town Councillor vacancy, which has arisen through the resignation of Alun Crockford (Corsham Pickwick Ward). If no election is called, the vacancy can be filled by co-option and notices of the vacancy will be advertised with a closing date of 5pm on Monday 5 August 2024. Should one or more applications be received, co-option could take place at the August Council meeting – *for information*.
22. Fairtrade – Following the refreshments provided at the previous Council meeting, the Fairtrade Group has offered to repeat the activity at the August Council meeting. The Group will also be inviting Councillors to the Town Hall reception for Patrick Kaberia Muthuara at 7pm on Friday 13 September 2024 – *for consideration*.
23. 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*.
24. 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.**