



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

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8 June 2021

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held **at the Town Hall** on Monday 14 June 2021 at 7.30pm.

Covid-19 Requirements: Please follow the attached Guidance for Attending In-person Meetings.

Please would members of the Accounts Sub-committee arrive by 7.10pm.

Yours sincerely

David J Martin
CHIEF EXECUTIVE

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 17 May 2021 – *attached*.
5. Matters Arising from the above Minutes – *for information only*.
6. Policing and Community Safety – To consider policing and community safety issues.
7. Chairman's Announcements.
8. Correspondence –
 - i) As mentioned in Members Information Sheet Nos. 495 and 496 – *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 May 2021 – *attached*.
11. Matters Arising from the above Minutes – *for information only*.
12. Notes of Recent Committee Meetings – The following notes of informal Committee Meetings are available for information and comment:

Property and Amenities held on 26 May 2021 – *attached*.

Council (Planning) held on 2 June 2021 – *attached*.

Finance and Administration held on 9 June 2021 – *to follow*.

– *for information and comment*.

13. Lacock Road Cemetery Regulations (*Minute P&A 6/20*) – Further to the Property and Amenities Committee meeting on 25 November 2020, draft cemetery regulations (*attached*) were considered at the informal meeting on 26 May 2021. It was agreed to recommend to the Full Council that the Cemetery Regulations be approved – *for approval*.
14. Internal Audit Report (Final Update) 2020/21 – A copy of the report from the recent audit visit is attached. Responses to recommendations R1 and R2 have been approved by the Finance and Administration Committee and R3 is being considered on 9 June 2021.

Recommendation

That the internal audit report be noted and the responses be endorsed.

15. Annual Return for the Year Ended 31 March 2021: Section 1 – Annual Governance Statement 2020/21 – A copy of the Annual Governance Statement is attached – *for approval*.
16. Annual Return for the Year Ended 31 March 2021: Section 2 – Accounting Statements for 2020/21 – A copy of the Statements and supporting documentation is attached – *for approval*.
17. Annual Internal Audit Report 2020/21 – A copy of the Annual Internal Audit Report signed by the internal auditor is attached. No issues arise – *to note*.
18. Update of Standing Orders and Financial Regulations (*F&A Agenda item 7. 09/06/21*) – Further to the Finance and Administration Committee meeting on 9 June the Full Council is recommended to update its Standing Orders and Financial Regulations in respect of public procurement thresholds and tenders. Details of the recommended changes will be in the notes of that meeting – *for approval*.
19. Issues for Corsham Area Board Consideration (*Various Minutes*) – Further to previous meetings, this regular agenda item asks the Town Council to identify issues for Area Board consideration – *suggested issues invited*.

20. Co-options (*Minute 20/21 and others*) – There are currently seven Councillor vacancies for co-option as follows: Corsham Neston Ward (three vacancies), Corsham Ladbroke Ward (two vacancies), Corsham Pickwick Ward (two vacancies). Nominations to fill the vacancies which followed the local elections have been advertised and three nominations received by the closing date. Nomination details for each candidate are attached. Candidates have stated which ward or wards they wish to stand in. The applicants are: Corsham Neston Ward – Jeremy Brook; Corsham Ladbroke Ward – Jane Robertson; Corsham Pickwick Ward – Roy Preen and Jane Robertson. Jane Robertson has expressed a preference for Corsham Pickwick Ward. Members need to decide whether they think any or all candidates are suitable before a ballot or voting takes place. Remaining vacancies are being advertised – *for consideration/co-option*.
21. Covid-19 Emergency Update, Recovery Plan – The Chief Executive will give an update on Covid-19 matters – *for consideration*.
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 7.10pm.

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

Guidance for Attending In-person Meetings

Please follow the following steps to help us conduct in-person meetings as safely as possible:

Ahead of the Meeting:

- Use the toilet before you leave home. The toilets in the Town Hall will be open, but we would like to avoid door handles, flushes and taps becoming contact points through which the virus could spread.
- Bring a face mask with you and put it on before you enter the Town Hall (unless you are exempt from wearing a mask).
- Please bring all the paperwork and stationery you might need – try to avoid borrowing a pen or asking for an agenda at the meeting.
- Do not attend the meeting if you are displaying any of the following symptoms: a dry cough, a temperature or a loss of taste/smell.
- Do not attend the meeting if someone in your household has been asked to self-isolate after potentially coming into contact with someone with the virus.
- Do not attend the meeting if you have been identified as Clinically Extremely Vulnerable.

Arriving at the Town Hall:

- The Town Hall will be open 20 minutes before the start of the meeting to allow different arrival times and reduce the congestion at the entrance to the building and hall.
- Put on your face mask before entering the Town Hall.
- Observe social distancing at all times.
- Have the NHS Test & Trace app switched on and sign in using the QR code in the foyer. If you do not have the app, your attendance will still be recorded in the minutes of the meeting.
- Make your way up to the main hall using the right-hand side of the staircase and then the left hand staircase when it doubles back. The public will be encouraged to use the other side. This will be clearly signed.

- Take your seat immediately. Your individual seat and table will be signed. Please refrain from mingling, from private conversations and making undue contact with surfaces through which the virus could spread.

During the meeting:

- Please remain in your seat, facing the front at all times.
- Make sure that you wear a face mask at all times. Clear plastic face shields will be provided at each desk. If you wish to wear one of these, rather than a conventional mask, please do so.
- During debate try to avoid superfluous topics and help the Chairman/Chair to run the meeting in an efficient and timely fashion.
- If you should need to cough or sneeze, please do so into a tissue or handkerchief. If you do not have one to hand, please use the inside of your arm to prevent particles becoming airborne.

Leaving the meeting:

- Ensure that you take away all papers and rubbish, so others do not have to clear away things you have touched.
- Leave the Town Hall in a staggered fashion and observe social distancing at all times. Please refrain from private conversation until you have left the building.

Measures that the Town Council staff are taking to keep you safe:

- Windows and doors will be kept open to aid ventilation.
 - Contact points are subject to more frequent cleaning.
 - Hand sanitiser points will be installed in the foyer and at the entrance to the main hall.
 - Clear plastic face shields will be available for all Councillors.
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- The room will be laid out to aid social distancing and to ensure that Councillors do not face one another at close quarters.

Members of the Press and Public:

- Members of the Press and Public will be seated at the rear of the meeting room and be required to follow Covid-19 guidance.



Minutes of the Annual Council Meeting held at the Town Hall on Monday 17 May 2021

Present Councillor S Abbott (Chairman)
Councillors H Belcher, A Brown, J Corbett, S Driver, T Ellis, N Farmer,
R Hopkinson, M Jackson, D Jarman, L Jefferson and A White

In Attendance Mrs M Jones (Head of Finance & Administration)
D Martin (Chief Executive)

01/21 Apologies

Apologies were received from Councillor A Crockford.

02/21 Election of the Chairman of the Council

Councillor R Hopkinson proposed that Councillor S Abbott be elected as Chairman for the forthcoming Council year, seconded by Councillor M Jackson. There being no further nominations, it was:

Resolved

That Councillor S Abbott be elected Chairman of Corsham Town Council for the forthcoming Council year.

03/21 Declaration of Acceptance of Office by the Chairman

Councillor S Abbott agreed to accept the Office of Chairman for the forthcoming year and signed the Declaration of Acceptance of Office.

04/21 Election of Vice-Chair of the Council

Councillor S Abbott proposed that Councillor H Belcher be elected as Vice-Chair for the forthcoming year, seconded by Councillor N Farmer. There being no further nominations, it was:

Resolved

That Councillor H Belcher be elected Vice-Chair of Corsham Town Council for the forthcoming year.

05/21 Public Question Time and Petitions

There were none.

06/21 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.

Councillor H Belcher declared that she was now a Wiltshire Councillor for Corsham Pickwick.

07/21 Minutes of the Town Council Meeting held on 12 April 2021

Resolved

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

08/21 Matters Arising from the above Minutes

There were no matters arising.

09/21 Policing and Community Safety

No report had been received. Seargent Marshall hopes to attend future Council meetings.

10/21 Chairman's Announcements

The Chairman attended an online WALPA meeting on 20 April.

On the 22 April the Chairman and Vice-Chair carried out the Annual Performance Review of the Chief Executive.

On the 29 April the new play equipment for Meriton Avenue was chosen, using the results of the public survey by Councillors and Officers in the Town Hall.

On 13 May the Chairman and Head of Technical Services met with Atkins to discuss the Public Realm progress being made for Newlands Road area.

On 16 May the Chairman attended the Royal British Legion 100th Anniversary wreath laying at the War Memorial.

The Chairman thanked Officers for producing the New Councillor Information File, which was very useful.

11/21 Non-Party-Political Town Council

Councillors were asked to confirm their commitment to the Town Council's Strategic Plan statement that 'once elected, party political allegiances are put aside in order to pursue a higher ideal: what is best for the town, residents and visitors to Corsham'.

Resolved

That Councillors voted unanimously in supporting the statement that Corsham Town Council remains non-party-political.

12/21 Appointments to Committees, Working Groups and Panels, and Election of Committee Chairs and Vice-Chairs

The following appointments were made:

i) Appointment of Property and Amenities Committee (9 Members)

Councillors S Abbott
H Belcher
A Brown
A Crockford
S Driver
T Ellis
N Farmer
A White
(One vacancy)

ii) Election of Chair and Vice-Chair of the Property and Amenities Committee

Councillor S Abbott proposed that Councillor H Belcher be elected Chair of the Property and Amenities Committee for the forthcoming year, seconded by Councillor N Farmer. There being no further nominations it was:

Resolved

That Councillor H Belcher be elected Chair of the Property and Amenities Committee for the forthcoming year.

Councillor H Belcher proposed that Councillor T Ellis be elected Vice-Chair of the Property and Amenities Committee for the forthcoming year, seconded by Councillor N Farmer. There being no further nominations, it was:

Resolved

That Councillor T Ellis be elected Vice-Chair of the Property and Amenities Committee for the forthcoming year.

iii) Appointment of Community Services Committee (9 Members)

Councillors A Brown
A Crockford
N Farmer
M Jackson
D Jarman
L Jefferson
A White
(Two vacancies)

iv) Election of Chair and Vice-Chair of the Community Services Committee

Councillor S Abbott proposed that Councillor N Farmer be elected Chair of the Community Services Committee for the forthcoming year, seconded by Councillor D Jarman. There being no further nominations it was:

Resolved

That Councillor N Farmer be elected Chair of the Community Services Committee for the forthcoming year.

Councillor N Farmer proposed that Councillor A Brown be elected Vice-Chair of the Community Services Committee for the forthcoming year, seconded by Councillor S Abbott.

Resolved

That Councillor A Brown be elected Vice-Chair of the Community Services Committee for the forthcoming year.

v) Appointment of Finance and Administration Committee (9 Members)

Councillors S Abbott
H Belcher
J Corbett
T Ellis
R Hopkinson
M Jackson
A White
(Two vacancies)

vi) Election of Chair and Vice-Chair of the Finance and Administration Committee

Councillor S Abbott proposed that Councillor R Hopkinson be elected Chair of the Finance and Administration Committee for the forthcoming year, seconded by Councillor N Farmer. There being no further nominations, it was:

Resolved

That Councillor R Hopkinson be elected Chair of the Finance and Administration Committee for the forthcoming year.

Councillor R Hopkinson proposed that Councillor A White be elected Vice-Chair of the Finance and Administration Committee for the forthcoming year, seconded by Councillor S Abbott.

Resolved

That Councillor A White be appointed Vice-Chair of the Finance and Administration Committee for the forthcoming year.

vii) Appointment of Accounts Sub-committee (4 Members + 2 reserves)

Councillors S Abbott
T Ellis
R Hopkinson
M Jackson
(Two vacancies – Reserves)

viii) Appointment of Neighbourhood Planning Steering Group (5 to 6 Members)

Councillors S Abbott
H Belcher
J Corbett
A Crockford
N Farmer
R Hopkinson

Election of Chair of the Neighbourhood Planning Steering Group

Councillor D Jarman nominated Councillor S Abbott as Chair of the Neighbourhood Planning Steering Group for the forthcoming year, seconded by Councillor M Jackson.

Resolved

That Councillor S Abbott be elected Chair of the Neighbourhood Planning Steering Group.

ix) Appointment of Community Awards Panel (4 to 5 Members)

Councillors H Belcher
J Corbett
R Hopkinson
A White

x) Appointment of Staffing Panel (4 to 5 Members)

Councillors N Farmer
M Jackson
D Jarman
A White

xi) Appointment of Appeals Panel (4 to 5 Members)

Councillor A Brown
S Driver
R Hopkinson
L Jefferson

xii) Appointment of Strategic Planning Working Group (Up to 8 members)

Resolved

That Councillors S Abbott, H Belcher, A Crockford, N Farmer, R Hopkinson and D Jarman be appointed to the Strategic Planning Working Group.

xiii) Appointment of Environment Task Group (6 members)

Resolved

That Councillors S Abbott, H Belcher, S Driver, T Ellis, N Farmer, and R Hopkinson, be appointed to the Environment Task Group.

xiv) Appointment of Health and Wellbeing Working Group (6 to 8 members)

Resolved

That Councillors H Belcher, A Brown, A Crockford, T Ellis, N Farmer, R Hopkinson, L Jefferson and A White, be appointed to the Health and Wellbeing Working Group.

13/21 Appointments to Outside Bodies

Resolved

That the following appointments to outside bodies be made for the 2021/22 Council year:

- i) Bath Spa University Liaison (3+ Members + Council Chairman) – S Abbott (Chairman), N Farmer, R Hopkinson and D Jarman
- ii) Campaign to Protect Rural England (1 Member + 1 reserve) – T Ellis
- iii) Community First (1 Member + 1 reserve) – A White
- iv) Corsham Area Health and Wellbeing Group (1 member + 1 reserve) A Brown, L Jefferson (reserve)
- v) Corsham Area Transport Group (2 Members) – S Abbott and A Crockford
- vi) Corsham Chamber of Commerce (1 Member + 1 reserve) – D Jarman, S Driver (reserve)
- vii) Corsham Connections – (1 Member) – R Hopkinson
- viii) Corsham for Walking (2 Members) – T Ellis and A White
- ix) Corsham Local Youth Network (2 Members + 1 reserve) – A Brown and N Farmer
- x) Corsham Railway Station Town Team (3 Members) – S Abbott, R Hopkinson, A White, A Crockford (reserve)
- xi) Corsham Twinning Association (1 Member + 1 reserve) – A White, L Jefferson (reserve)
- xii) Corsham Youth Council (2 Members + 1 reserve) – N Farmer, D Jarman, M Jackson (reserve)
- xiii) Corsham Youth Zone (1 Member + reserve) A Brown, R Hopkinson (reserve)

- xiv) Emergency Planning Volunteer (1 Member + 1 reserve) – S Abbott, N Farmer (reserve)
- xv) Fairtrade (1 Member + 1 reserve) – N Farmer, R Hopkinson (reserve)
- xvi) Potley & Pockeridge Community Association (1 Member + 1 reserve) – H Belcher, M Jackson (reserve)
- xvii) The Pound Arts Trust Ltd (1 Member + 1 reserve) – N Farmer, H Belcher (reserve)
- xviii) Town Council Surgery (4 Members) – S Abbott, N Farmer, R Hopkinson, A White
- xix) Transcoco (2 Members) – A Crockford, L Jefferson
- xx) Wiltshire Association of Local Councils and NALC (1 Member + 1 reserve) – S Driver, N Farmer (reserve)
- xxi) Wiltshire Market Towns Forum (1 Member) – A White

14/21 Correspondence

- i) Members Information Sheets Nos. 493 and 494 were noted.
- ii) Late correspondence – There was none.

15/21 Reports from Council representatives appointed to outside bodies

Councillor A White reported that the response to the Walking Festival events had been a great success with many bookings being made.

Councillor A White reported that the Twinning visit had been postponed until 2022.

16/21 Minutes of the Council (Planning) Meeting held on 22 April 2021

Resolved

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

17/21 Matters Arising from the above Minutes

There were no matters arising.

18/21 Minutes of the Finance and Administration Committee meeting held on 28 April 2021

Resolved

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

19/21 Matters Arising from the above Minutes

There were no matters arising.

20/21 Co-option Guidance for Councillors (*Minute 209/20*)

Further to the Council meeting on 12 April and subsequent elections, there was a requirement to co-opt seven Councillors to fill the remaining vacancies. Guidance had been produced to help manage the process. The current process was that

candidates submit a brief CV for consideration. Alternative suggestions were that the candidates be required to submit an application form and/or be required to attend a Council meeting to make a brief presentation on their relevant skills and experience, and to answer Councillors' questions. This would be held in public. Once the process was agreed, the current vacancies would be advertised promptly to enable co-options at the next Council meeting.

Resolved

That candidates be required to submit an application form for consideration and a ballot would take place at the Council meeting.

21/21 Garden of Remembrance/HRH Prince Philip, The Duke of Edinburgh

The Duke of Edinburgh – Following the sad death of The Duke of Edinburgh, it was suggested that a memorial be made in the town. The Duke of Edinburgh had close links to Corsham through his naval service at HMS Royal Arthur, the Royal Navy's leadership training centre. It was understood that His Royal Highness was living in Corsham when his engagement to Her Majesty The Queen had been announced in the summer of 1947. As Lieutenant Philip Mountbatten he performed his first public ceremony here, in November of that year, opening the Garden of Remembrance and unveiling a memorial to the 43 Corsham men who gave their lives in the Second World War. It was suggested that a substantial tree be planted at the Garden of Remembrance in his honour. This would incorporate compost generated from the wreaths left in his honour at the war memorial – the wreaths were being composted in an area set aside at Ladbrook Lane Cemetery. It was suggested that the tree be planted on 1 November 2021 being the anniversary of the original opening ceremony. In addition, a plaque and/or interpretation board could highlight the historic significance of the garden and be an attractive addition for visitors. As a further suggestion, the Council may wish to name a street after The Duke of Edinburgh. The land at Westwells, which was recently granted planning permission, on appeal, would be an appropriate location.

Resolved

That Councillors supported the planting of a tree in the Garden of Remembrance with a memorial plaque or interpretation board on 1 November 2021. If the Westwells development goes ahead Councillors supported naming a street after The Duke of Edinburgh.

22/21 Staffing Review Group

Three Members were requested to set up a Group to consider confidential staffing matters and advise the Chief Executive. It is recommended that the Group comprises of the Council Chairman, Vice-Chair and Chair of the Finance and Administration Committee.

Resolved

That the Staffing Review Group comprises of the Council Chairman, Vice-Chair and Chair of the Finance and Administration Committee.

23/21 Issues for Corsham Area Board Consideration (*Minute 282/18 and others*)

Further to previous meetings, this regular agenda item asks the Town Council to identify issues for Area Board consideration. There were no new issues.

24/21 Covid-19 Emergency Update, Recovery Plan

The Chief Executive updated the Council on the following:

- Council face-to-face meetings would be kept to a minimum. Full Council would take place face-to-face with a review in October. Council (Planning) and all committee meetings would continue to take place via Teams online. Digital meeting invitations would continue.
- Two new members of staff (Community Services Officer, Health and Wellbeing and Technical Assistant) had been recruited and the third vacancy, for the Environmental Projects Officer, had been advertised.
- The Council Chamber office furniture had been ordered and would be fitted on 26 May. The Tourist Information Centre was being considered as possible office space in the medium/longer term.

25/21 Authorisation of cheques and payments

Salaries & Payments - CTC Staff	£19,403.45
Wiltshire Pension Fund - Pension Contribution for May 2021	£6,278.59
HMRC - Tax & NI for May	£6,776.95
Methuen Hall Trust - Hire of Council Chamber for Office Space	£250.00
Corsham Print - Design and Printing of Spring Newsletter, Christmas Lights Logo, Corsham Brochure and Corsham Hub Club Banners	£1,597.00
Tudor Environmental - Chainsaw Safety Clothing and Spade	£219.82
Wiltshire Council - Advertising 3 x Job Vacancies	£432.00
Travis Perkins - Materials for Installing Benches, Cemetery Markers and Dust Bag	£264.29
Agripower - New Cemetery Construction	£28,706.39
Amazon - Face Shields for Council Annual Meeting and Water Urn	£85.46
Dentons - Advertising in Dentons Directory	£111.00
Rowdefield Farming Ltd - Chainsaw Maintenance and Cross Cutting Course	£336.00
Idverde - Grounds Maintenance and Public Convenience Cleaning	£2,964.01
Online Playgrounds - Swing Shackles	£47.28
Cooke Automotive - Service Great Wall Vehicle	£431.81
Newsquest - Free Parking Advertising	£768.00
Beazer Electrical Services - Replacement Light Fittings at Arnold House	£708.00
DCK Accounting Solutions - Year End Closedown and Preparation of Accounts	£1,104.00
Rialtas Business Solutions - Omega Cashbook/PL Support	£636.00
Enterprise - Van Hire	£694.30
Innov8 Sportz - Hub Club (two sessions)	£160.00
ES Electrical - EICR tests to flats 1 and 2	£576.00
TW Landscapes (Wiltshire Turf Supplies) - Turf for Cemetery Grave	£61.20

Levelling	
Tracey Kelly - Busking in Corsham Town 8/5/21	£50.00
Town Crier Magazine - Free parking/Visit Corsham Advertising	£66.00
Great West Way - Annual Renewal	£2,100.00
Wiltshire Council - Parking Spaces March 2021 - March 2022 Part Payment	£46,000.00
Corsham Area Heritage Info Centre - 75% Contribution Towards Heating During Closure	£615.42
M Forbes Eldridge - Storytown Work with Corsham School and the Library	£150.00
Auditing Solutions Ltd - End of Year Internal Audit	£534.00
Cheque	
Petty Cash	£0.00
Charge Card	
Eventbrite - Reopening Your Community Building Webinar	£38.93
Brunel Building Supplies	£50.76
Everbubbles - Memorial Plaque	£40.49
Pest Control Supplies - Rentokil Advanced Rat Traps	£18.34
123 Reg Ltd - Various Visit Corsham Domain Name Renewals	£95.94
Broxap - Cycle Hoops for the New Cemetery	£170.95
Eventbrite - Power of Local Council/Community Business Partnership Webinar	£38.93
Annual Fee	£32.00
Toolstation - Masonry Paint/Hammerite Metal Paint	£48.59
Broxap - Grit Bin	£136.80
Industrial Protective Paints Ltd - Floor Paint for Town Hall Fire Escape	£44.40
Grants	
The Pound Arts Trust Ltd - First Instalment for 2021/22	£3,000.00
Peacock Arts Trail	£1,500.00
Corsham RFC	£2,000.00
Lost and Rambling Collective	£500.00
Sub total	£129,843.10
Cheques/Internet Banking Paid Outside of Meeting	
There were none	
Payments Made by Direct Debit/Standing Order	
West Mercia Energy - Public Conveniences Electricity	£59.34
West Mercia Energy - Guide Hut Electricity	£31.15
SGW Payroll - Monthly Payroll Processing	£47.04
Hills Waste - Waste Collections	£380.30
Excalibur (Bridge Solutions) - Monthly IT Support April, Annual Server Warranty and Monthly IT Support May	£1,988.64
UK Fuels - Fuel for Work Vehicles	£283.55
Vodafone - One Net Business Telephone/Mobile Charges	£519.56
Peninsula - Employment Services	£390.04
Wiltshire Council - Non-domestic Rates - Public Conveniences	£93.00
Water 2 Business - Public Convenience Water, Grove Road Allotments and Springfield Standpipe	£819.18
Mainstream Digital - Quarterly Broadband Line Rental	£65.40
Viking - Stationery	£138.84
SUB TOTAL	£4,816.04
TOTAL	<u>£134,659.14</u>

Resolved

That the cheques and transfers be authorised for payment.

The meeting commenced at 7.30pm and closed at 8.40pm. There were no members of the public at the meeting.

CHAIRMAN

DATE

**Minutes of the Council (Planning) Meeting held at the Town Hall on
Wednesday 19 May 2021**

Present Councillor S Abbott (Chairman)
Councillors A Brown, H Belcher, T Ellis, R Hopkinson, M Jackson,
L Jefferson and A White.

In Attendance Mrs K Gilby (Finance and Planning Officer)
D Martin (Chief Executive)

PL 01/21 Apologies

Apologies were received from Councillors S Driver and N Farmer.

PL 02/21 Public Question Time and Petitions

There were none.

PL 03/21 Declarations of Interest

Councillor R Hopkinson declared a pecuniary interest in application PL/2021/03104 - 24 Station Road – Two-storey side and rear extension and alterations as she lives opposite the site. She left the room during the discussion and decision on the item.

PL 04/21 Applications

CHIPPENHAM PARISH

[PL/2021/03124](#) Former Mill House Public House, Methuen Park -
Variation of Condition 15 of 19/04609/FUL.

*Resolved: that, subject to the approval of Wiltshire
Council's Ecologist, no objection be raised.*

CORSHAM GASTARD WARD

[PL/2021/03198](#) 5 Chapel Knapp, Gastard - Erection of a single-storey
rear extension.

Resolved: that no objection be raised.

CORSHAM LADBROOK WARD

[PL/2021/03177](#) 14 Arnolds Mead - Extension to side and rear of bungalow to provide a large kitchen/dining/living area with utility and wc.

Resolved: that no objection be raised.

[PL/2021/04515](#) 14 Arnolds Mead - Proposed two bedroom two-storey dwelling with parking space and new access from highway.

Resolved: that, subject to the materials used being in keeping with the area and Page 99 of the Corsham Neighbourhood Plan Design Guide, no objection be raised.

[PL/2021/03942](#) St Bartholomew's Church, Church Square - Fell one Incense Cedar (T1), crown clean and crown lift Western Red Cedar and 25% canopy reduction (T2), crown clean Yew (T3), fell two Elms (T4 & T5), crown clean and crown lift to Western Red Cedar (T6), 30% reduction and crown clean to Lawson (T7), fell 1 Elder (T8).

Resolved: that no objection be raised. The Town Council would like to see the felled trees replaced and would appreciate if the applicant could be reminded that no tree work should take place during the nesting season.

[PL/2021/03160](#) 22 Brook Drive – Single-storey rear extension.

Resolved: that no objection be raised.

[PL/2021/03166](#) 88 Pickwick Road - Proposed gym/home office in rear garden.

Resolved: that no objection be raised.

[PL/2021/03104](#) 24 Station Road – Two-storey side and rear extension and alterations.

Resolved: that, subject to the proposal meeting Wiltshire Council's Parking Standards, no objection be raised.

[PL/2021/03173](#) 48 Prospect - Demolition of existing conservatory and utility area extension. Proposed new single-storey rear extension and associated alterations.

Resolved: that no objection be raised.

[PL/2021/03427](#) 28 Coulston Road – Single-storey wrap-around front porch and side extension.

Resolved: whilst the Town Council had some concerns that the proposal was not sympathetic to its surroundings but that no objection be raised.

CORSHAM PICKWICK WARD

[PL/2021/03277](#) 20 Brakspear Drive - Demolition of existing conservatory and double garage. Erection of new two-storey side extension and single garage.

Resolved: that The Town Council had no objection to the new two-storey side extension but did object to the proposed garage as it exceeds the building line and is unsympathetic to the existing building and may have a detrimental effect on light to the neighbouring property.

[PL/2021/03285](#) 46 Buckthorn Row - Extend the existing porch on the front of the property sideways to cover a new bay increasing the size of the snug.

Resolved: that no objection be raised.

[PL/2021/03422](#) 3 Academy Drive - Demolition of existing conservatory and construction of a single-storey extension to rear and single-storey to front elevation.

Resolved: that no objection be raised.

PL 05/21 Amended/Additional Plans

There were none for this meeting.

PL 06/21 Decisions

(1) Approvals

CORSHAM GASTARD WARD

20/09800/CLE Lanyon, Thingley Cottage Farm north to C150 crossroads, Thingley - Proposed existing lawful use as a single dwelling, 3 No. ancillary outbuildings and residential curtilage.

CORSHAM NESTON WARD

21/00981/LBC 52 Westwells - Replacement windows.

20/09284/FUL Dickens House, Upper Potley - Proposed single-storey rear extension with roof terrace.

CORSHAM LADBROOK WARD

- 21/02088/TCA 4 Paul Street - Fell 1 Goat Willow.
- 21/01899/TPO 53 Brook Drive - Fell 1 Ash Tree (T1)
- 21/00758/FUL 8 Paul Street - Conversion of loft, including changing of roof from hipped to a gable, new dormer windows to front and rear elevations. Removal of stone gate post to improve access.
- PL/2021/03532 27 Alexander Terrace - Laterally reduce 8 Pine Trees and 3 Spruce by 1 metre each side (T1 - T8, T11, T13 & T15), fell 4 Conifer Trees (T12, T14, T18 & T19), fell 1 dead stump (T16), reduce height of 1 Holly by 1 metre and laterally 1 metre each side (T17), fell 2 Yukka (T1 & T2), fell 1 unknown tree (T3).
- 21/01170/FUL 5 Broadstone - Proposed single-storey rear extension
- 21/02145/FUL 36 Prospect - Extensions and alterations to form new entrance porch and playroom/office. Various internal alterations to ground and first floor. Alterations to existing external apertures to suit new floor plans.
- 21/01407/FUL 52 Beechfield Road - Construction of aluminium-framed greenhouse in back garden (Retrospective).

CORSHAM PICKWICK WARD

- 21/00607/FUL 6 Penleigh Close - Proposed single-storey rear extension and conversion of existing garage.

(2) Refusals

CORSHAM LADBROOK WARD

- 21/00778/FUL 41 Queens Avenue - Extension to dwelling, garden wall, change of land to domestic curtilage (revised application).

(3) Withdrawn

There were none for this meeting.

(4) Void

There were none for this meeting.

Land at Potley Lane – The Town Council is asked to consider the suggested names of:

1. Cotswold Close
2. Magnolia Close
3. Betula Close

One name is required. Wiltshire Council has asked for three suggestions in case any prove to be unacceptable.

Resolved: that the name Aldhelm Rise should be used. Named after Saint Aldhelm who is reputed to have thrown down his glove in (670 A.D.) at Hazelbury Hill and 'Bade them Digge and they should find great treasure' meaning the Box Freestone. The names of Bridgegate Rise and Punch Close as reserves (Bridgegate was the name of the entrance to one of the quarries and Punch the name of the last horse to work underground in Monks Park).

The meeting commenced at 7.30pm and closed at 8.20pm. There were no members of the public present at the meeting.

CHAIRMAN

DATE

Councillors' decisions on planning applications are based on the information available to them at the time of the meeting.

**Notes of the Informal Property and Amenities Meeting Held Remotely on MS Teams
26 May 2021**

Present Councillor H Belcher (Chair)
Councillors S Abbott, A Brown, A Crockford, S Driver, N Farmer
and A White

In Attendance D Martin (Chief Executive)
J Whittleton (Head of Technical Services)

1) Apologies

Apologies were received from Councillor T Ellis.

2) Declarations of Interest

There were none.

**3) Matters Arising from the Minutes of the Property & Amenities Committee
meeting held remotely on 10 March 2021**

There were none.

4) Public Realm Update (*Minute P&A 33/20 and others*)

i. Public Realm Strategy

The Head of Technical Services gave an update on efforts to develop the Public Realm Strategy.

The Town Council had recently commissioned Atkins to commence a public realm project in the Newlands Road area. Atkins will follow the RIBA plan of work and this project will deliver stage 1 of this process. Atkins will produce a technical report identifying potential solutions and initial designs, a cost estimate for the whole project and a high-level project delivery programme. The project will begin with a site visit on 3 June and is expected to take 2-3 months to complete. Atkins will be allocating resources including project management, quantity surveying, highways expertise and landscape design to the project, which will cost £49,168.

It is likely that the delivery of a substantial public realm scheme for the Newlands Road area will go into seven figures and will require the Town

Council to access funding from outside sources. Having initial plans in place should place the Town Council in an advantageous position when it comes to applying for funding.

Agreed:

To note the update.

ii. Cross Keys

Members noted that the only outstanding element at the Cross Keys was the public art. The work to finish and install the artwork had been taken over by the Community Services Officer (Arts) and the Head of Technical Services. In April a meeting had been held between the three contractors building the work to establish timelines and sort out snagging issues. Officers had given the go-ahead to begin production and it was hoped that the work might be installed in the early autumn.

Installation was likely to prove tricky but Wiltshire Highways had been very supportive and had offered to assist with traffic management if necessary.

Issues discussed included:

- The importance of engaging with experienced persons (including Bath Spa University) when shortlisting public art projects to determine how feasible the delivery of each proposal will be; and
- The possibility of producing a flow chart for the procurement of public art.

Agreed:

To note the update.

5) Meriton Recreation Ground Play Area (*Minute P&A 34/20*)

Councillors noted that a contractor had been selected to replace some of the play equipment at Meriton Recreation Ground. Hags' design had been chosen from amongst six proposed schemes. It was not the cheapest design, but was felt to provide value for money, to improve the visitor experience and was popular with residents who took part in consultation via Survey Monkey. The new equipment was likely to be installed towards the end of the summer.

Issues discussed included:

- That consultation took place after the schemes had been drawn up, rather than to draw up a specification; and
- That Corsham Youth Council had been involved in drawing up a specification for the Springfield play area and that they would welcome the opportunity to be involved in such work in the future.

Agreed:

To note the update.

6) Update on Community Area Transport Group Issues (*Minute P&A 35/20 and others*)

i. 20mph Proposals

The Head of Technical Services had been in contact with Wiltshire Council's Senior Engineer who supports the CATG, to enquire about when the traffic surveys for the proposed 20mph zones might take place. The Senior Engineer had stated that there was no timetable for these surveys yet, that there was a backlog of schemes to work through caused by covid and that and that she couldn't guarantee they would take place before the school holidays.

Issues discussed included:

- Whether the proposed zone at Neston should be extended to include Church Rise down to the Triangle.

Agreed:

To contact Wiltshire Council to ask if the traffic surveys can include Church Rise down to the Triangle.

ii. Cross Keys A4 Speed Limit Assessment

The Committee considered comments from Wiltshire Council Senior Engineer concerning the speed limit assessment at the A4 either side of the Cross Keys. Wiltshire's contractor had carried out a survey and determined that a 50mph limit was advisable. In response to observations from the Town Council, the Senior Engineer had commented that:

- There was no obligation to carry out an environmental impact assessment as part of the speed limit assessment;
- That concerns about people crossing the road would be more appropriately dealt with via engineering measures rather than the speed limit;
- That although there was housing nearby, most of the road does not have direct frontage development onto the A4; and
- That Wiltshire Council's contractor had completed the assessment in accordance with circular 01/2013.

Issues discussed included:

- The possibility of a 30mph limit throughout the town;
- That the road was used by pedestrians and cyclists; and
- Pedestrians crossing the A4 to access Hartham Lane.

Agreed:

1. To ask the CATG to examine the issue again at their next meeting and for the CATG to have sight of the data collected during the assessment.
2. To ask Full Council to consider supporting the Committee in calling for a 40mph limit along this section of the A4 and to consider supporting a 30mph policy throughout the town.

7)

Requests for Highway Improvements and Traffic Surveys (*Minute P&A 37/20 and others*)

- i. Velley Hill, Gastard. Request for traffic calming at Velley Hill.

Agreed: To support the request going forward to the Community Area Transport Group.

- ii. A4, Pickwick. Request for a pelican crossing and speed camera.

Agreed: To support the request going forward to the Community Area Transport Group.

- iii. Groundstone Way. Request for 'No Through Road' signage.

Agreed: To support the request going forward to the Community Area Transport Group.

- iv. Beechfield Road. Request for hatched painted lines to prevent parking in front of garages.

Agreed: To support the request going forward to the Community Area Transport Group.

- v. Potley Lane. Request for the CATG to look at measures to reduce speeding and congestion.

Agreed: To support the request going forward to the Community Area Transport Group.

- vi. Traffic Survey Request at Pickwick Road.

Agreed: Not to support the request at this time.

8) Proposed Traffic Regulations Order

Consideration was given to a proposed Traffic Regulations Order which sought to prohibit motorised vehicles on a short stretch of Easton Lane and Byway 108. Councillors noted that Easton Lane was part of the proposed Corsham to Chippenham cycle route and questioned whether this Order was part of this process.

Agreed:

- 1) To note the proposed Traffic Regulations Order.
- 2) To ask Wiltshire Council whether further measure are planned in Easton Lane with regard to the cycle route.

9) Leafield Bus Shelter

Consideration was given to a request to use the Leafield Bus Shelter as a book and seed swap location. This would require entry into a simple legal agreement with a volunteer.

Issues discussed included:

- The maintenance of the shelter; and
- The possibility of erecting a noticeboard to communicate with residents if the shelter becomes a community hub.

Agreed:

To support the request.

10) Park Lane Trolleys Proposal (*Minute P&A 5/20 and others*)

The Chief Executive provided an update on the project to place two old stone trolleys and turntable at the entrance to Park Lane off the A4. It had been intended that the Town Council would enter into a loan agreement concerning the trolleys. However, it had been discovered that the trolleys were not on the asset list of the Bath Stone Quarry Museum Trust and so could be given to the Town Council as a gift.

Agreed:

To note the update and to agree to take the stone trolleys as a gift.

11) Lacock Road Cemetery Regulations (*Minute P&A 6/20 and others*)

Consideration was given to a set of draft regulations for the Lacock Road Cemetery.

Agreed:

To recommend to Council that the draft regulations be adopted.

12) Copenacre Trees

Consideration was given to trees and planting on the Copenacre development. It was reported that Wiltshire Highways had asked that a number of trees which were situated in kerbed traffic-calming areas be removed before they would adopt the road as highway.

Issues discussed included:

- The views of local residents; and
- The landscape plans submitted as part of the planning application.

Agreed:

To ask Wiltshire Council's Chief Planning Officer and Highways Department to consult with residents to ascertain their views before taking any action.

13) Transport Monitoring (*Minute P&A 40/20 and others*)

Consideration was given to the Transport Monitoring Sheet. A discussion took place about whether the Committee should continue to receive monitoring sheets at future meetings, or whether updates could be given through other channels.

Agreed:

- 1) To note the Transport Monitoring Sheet.
- 2) To not receive updated Transport Monitoring Sheets in future.

14) Update on the Speed Indicator Device (*Minute P&A 41/20 and others*)

The Committee noted that the Speed Indicator Device had developed a fault and that it had not been possible to extract data from it. The Head of Technical Services had been in contact with Elancity (the manufacturer) who are likely to have to replace some of the software in the device.

Prior to the fault, the SID had been placed in Katherine Park on Groundstone Way near the open space between 3 and 18 March. It had recorded average speeds on 19.93mph in a northerly direction (leaving the development) and 21.25mph in a southerly direction.

Agreed:

To note the update.

The meeting began at 7.30pm and ended at 8.56pm. There were no members of the public present.

**Notes of the informal Council (Planning) Meeting held via Teams on
Wednesday 2 June 2021**

Present Councillor S Abbott (Chairman)
Councillors H Belcher, J Corbett, A Crockford, S Driver, R Hopkinson,
M Jackson, L Jefferson and A White.

In Attendance Mrs K Gilby (Finance and Planning Officer)

1. Apologies

Apologies were received from Councillors A Brown and T Ellis.

2. Public Question Time and Petitions

There were none.

3. Declarations of Interest

Councillor S Abbott declared a non-pecuniary interest in application PL/2021/05107 - Manor Barn, Pickwick - Fell one Eucalyptus, 50% crown reduction to two Pear Trees and three Cherry Trees as an acquaintance of the applicant. He remained in the room during the discussion and decision on the item.

4. Applications

CORSHAM NESTON WARD

[PL/2021/04976](#) 4 Bakers Corner - T1 – Remove two limbs from Hazel tree to allow more light to Hornbeam tree. H2 - Remove/shorten limb from Beech hedge.

Agreed: that no objection be raised.

CORSHAM LADBROOK WARD

[PL/2021/04387](#) 2 Charles Street - Extension and alterations to existing dwelling.

Agreed: that whilst the Town Council was supportive of improvements to the property it did not feel that there was sufficient information, especially regarding proposed materials.

[PL/2021/04581](#) 27 Alexander Terrace – Two-storey side and single-storey rear extension.

Agreed: that the Town Council was supportive of improvements to the property however it was also aware of residents' concerns regarding the proposal especially in a Conservation Area.

CORSHAM PICKWICK WARD

[PL/2021/05107](#) Manor Barn, Pickwick - Fell one Eucalyptus, 50% crown reduction to two Pear Trees and three Cherry Trees.

Agreed: that no objection be raised.

5. Amended/Additional Plans

There were none for this meeting.

6. Decisions

(1) Approvals

CORSHAM NESTON WARD

21/02391/FUL Foxstone House – Single-storey rear extension to existing family room.

CORSHAM LADBROOK WARD

21/02395/FUL 44 Paul Street – Single-storey rear extension 5.4m x 2.3m.

PL/2021/03642 The Coach House, The Grove - 30% Crown reduction to 3 Acacia Trees

PL/2021/03290 59 Pickwick Road - T1 - Section fell Spruce Tree to as close to ground level as possible due to being too close to wall. T2 - Crown reduce Apple Tree by approximately 2.5m.

PL/2021/03177 14 Arnolds Mead - Extension to side and rear of bungalow to provide a large kitchen/dining/living area with utility and wc.

CORSHAM PICKWICK WARD

21/02008/FUL 12 Hartham Lane - Change of use of a domestic detached garage into a Nano Brewery.

- | | |
|--------------|---|
| 21/01965/FUL | 40 Glebe Way - Side extension to three-bedroom detached dwelling. Behind garage on ground floor and over garage on first floor to create an additional bedroom. |
| 21/01822/FUL | Freshfields, 15 Woodlands - Proposed single-storey front extension. |
| 19/12169/WCM | Hartham Park Underground Quarry, Park Lane - New site access, car park and site reorganisation |

(2) Refusals

CORSHAM PICKWICK WARD

- | | |
|--------------|--|
| 20/08255/FUL | Land to the North of Bath Road, Pickwick - Construction of an 80-Bedroom Care Home (Use Class C2), with associated access, parking, landscaping and site infrastructure. |
|--------------|--|

(3) Withdrawn

CORSHAM LADBROOK WARD

- | | |
|--------------|---|
| 21/02160/CLP | 48 Prospect - Demolish existing conservatory and erection of single-storey rear extension |
|--------------|---|

(4) Void

There were none for this meeting.

7. Significant Decisions

The Case Officer's report and decision on the proposal for a care home on land north of Bath Road was discussed.

Agreed: that the Case Officer's report and the decision on the item be noted. The Town Council was pleased that the Neighbourhood Plan was cited and included in the reasons for refusal.

The meeting commenced at 7.30pm and closed at 8.15pm. There was one member of the public present at the start of meeting and none at the end.

Councillors' comments on planning applications are based on the information available to them at the time of the meeting.



Lacock Road Cemetery

Regulations made by Corsham Town Council pursuant to the Local Authorities Cemeteries Order (1977) (204) and Local Government Act 1972 s.214 and Schedule 26 for the management of its Cemetery.

Interpretation

1. In these Regulations, unless the context otherwise requires, the following expressions shall have the meanings assigned to them:
 - "Town Council" shall mean Corsham Town Council
 - "Cemetery" shall mean Lacock Road Cemetery, Corsham
 - "Chief Executive" shall mean the person for the time being holding the office of Chief Executive or their authorised representative
 - "Minister" shall mean any person officiating as such at an interment in the Cemetery
 - "Grave" shall mean a burial place formed in the ground by excavation and without any internal wall of brickwork, stonework or other permanent lining
 - "Grave Space" shall mean the area of land in which a grave has been or will be excavated
 - "Memorial" shall mean any monument, headstone, flatstone, cross, kerbstone, enclosure or vase of any material, or any other ornament of whatsoever description.
- Any Notice required to be given under these Regulations shall unless otherwise provided be in writing and addressed to the Chief Executive, Corsham Town Council, Town Hall, High Street, Corsham, Wiltshire SN13 0EZ

GENERAL

Conduct in the Cemetery

- 2.(a) Within the Cemetery, all persons shall conduct themselves in a quiet, decent and orderly manner;
- (b) Any person who wilfully creates any disturbance in the Cemetery, or commits any nuisance in the Cemetery, or wilfully interferes with any burial taking place in the Cemetery, or wilfully interferes with any grave, walled grave or vault, any memorial, or any flowers or plants or any such matter, or plays at any game or sport in the Cemetery shall be liable on summary conviction to a fine, for every such offence, not exceeding One Hundred Pounds;
- (c) No person shall unreasonably interrupt persons at the Cemetery whilst they are working under the instructions of the Chief Executive.

Vehicles: Admission

3. No vehicles (including bicycles) other than vehicles accompanying a funeral shall be permitted in the Cemetery except where indicated clearly by official notices on site or with the consent of the Chief Executive.

Dogs

4. Dogs shall be kept on leads, under proper control and not be allowed to foul the Cemetery.

Funerals: Control

- 5.(a) The conduct of any funeral in the Cemetery shall be subject to the control and supervision of the Chief Executive;

Punctuality to be observed

- (b) The funeral shall be in the Cemetery at the time named for an interment and an additional fee may be charged if the funeral is more than fifteen minutes late.

Funerals: Special Ceremonies

- 6.(a) The arrangements for any ceremonies of a special or unusual nature shall be subject to the approval of the Chief Executive;
- (b) In any instance where a funeral or burial service at the Cemetery is likely to be attended by a large number of persons, or at which a band of music or banners may be in attendance, details of this shall be given to the Chief Executive by the person making the funeral arrangements at least twenty-four hours before the funeral. In the case of a funeral to be attended by a band of music, the band shall cease to play at the Cemetery gate unless consent has previously been obtained from the Chief Executive.

Notice of Interment

- 7.(a) Notice of interment shall be given at the Council's Offices, Town Hall, High Street, Corsham between 9am and 4.30pm on Mondays to Fridays, and except in special circumstances by previous arrangement all fees and charges shall by then be paid;
- (b) Notice of interment will be accepted in the case of undertakers at the discretion of the Chief Executive and provided the undertaker giving notice has previously complied with these Regulations by telephone but shall be subject to confirmation in writing immediately afterwards;
- (c) Notice of interment shall be given on the printed form supplied or form approved by the Chief Executive, on which all the particulars requested shall be clearly stated. Responsibility for any error or omission shall rest upon the person signing the notice;

- (d) Not less than three clear working days' notice (ie exclusive of Saturdays, Sundays, and Public Holidays) shall be given for an interment. In exceptional circumstances an interment at shorter notice will, if possible, be arranged by the Chief Executive, for which an additional charge may be made;
- (e) After notice of interment has been given, any alteration required in the arrangements may be subject to an additional charge.

Payment of fees

- 8. All fees shall be in accordance with the scale of charges applicable at the time and made payable to Corsham Town Council. Fees for exceptional requirements not contained in the scale of charges shall be determined by the Chief Executive.

Documents sent by post

- 9. The Town Council accepts no liability for the consequences arising from the loss, or delay in delivery of any notice, order or other documents sent by post.

Hours for interments

- 10. The Cemetery shall be open for interments from 10am to 3pm (Greenwich Mean Time) and 10am to 4pm (British Summer Time) on Mondays to Fridays. Interments at other hours and on Saturdays from 10am to 3pm may be arranged in special circumstances on payment of an additional fee. Interments on Sundays and Public Holidays will only be permitted in cases of emergency and with the consent of the Town Council and additional fees will be payable.

Certificates required

- 11.(a) A certificate of disposal issued by a Registrar or Deputy Registrar of Births and Deaths or a Coroner's order for burial shall be delivered at the Cemetery at the time of interment to the Chief Executive. Any persons procuring a burial who fails to deliver such certificate or order shall be required to make a written declaration in the prescribed form in accordance with the provisions of Section 1(1) of the Births and Deaths Registration Act 1926. Failure to comply with these requirements involves a penalty not exceeding level 1 on the standard scale;
- (b) A certificate of disposal issued by a Registrar or Deputy Registrar of Births and Deaths or a Coroner's order in respect of a still-born child shall be delivered to the Chief Executive when the body is brought for interment.
- (c) In the case of foetal remains a certificate must be received from an appropriate health professional to confirm the burial as being a foetus of less than 24 weeks gestation.

Officiating Minister

- 12. The person arranging a burial shall be responsible for the attendance of a Minister to officiate at the burial service.

Exhumation

13. After interment, no body shall be removed from a grave without the production at the Town Council Offices of the faculty or licence, in accordance with statutory requirements.

MEMORIALS AND TEMPORARY GRAVE MARKERS

- 14.(a) Application must be made in writing to the Chief Executive at the Town Council Offices for the approval of any memorial to be erected on a grave space. No memorial will be permitted unless the Exclusive Rights of Burial on such grave space has been purchased and the appropriate fee paid;
- (b) Details of proposed memorials are to be submitted to the Town Council for approval. To allow adequate time for settlement, no memorial shall be installed until at least six months after interment in a grave space. A six month settlement period is not required following the interment of ashes. All memorials to have a visible number identifying the grave space;
- (c) Memorials shall be made of stone, corten (weathering) steel or a combination of both materials;
- (d) Temporary Grave Markers may be erected for a maximum period of twelve months subject to the written consent of the Chief Executive. The maximum size shall be 0.90m (3') in height, 0.60m (2') in width, and 0.05m (2") in thickness. The Marker shall be firmly fixed and maintained by the owner of the Exclusive Right of Burial. The Town Council reserves the right to remove any Marker that fails to meet these requirements or becomes unstable or poorly maintained;
- (e) Headstones not exceeding 1.05m (3'6") in height, 0.75m (2'6") in width, and 0.1m (4") in thickness shall be permitted. The supporting matching base shall not exceed 0.90m (3') in width and 0.3m (1') in depth and 0.20m (4") in thickness. It shall be erected on a concrete foundation measuring a maximum of 0.90m (3') in width, 0.45m (1'8") in depth and a minimum of 0.075m (3") in thickness to properly support the memorial;
- (f) A tablet or flat stone not exceeding 0.45m (18") in width, 0.45m (18") in length and 0.15m (6") in height only shall be permitted in the Lawned and Traditional Sections provided it is sited at the head of the grave directly in front of the headstone;
- (g) No memorial shall be allowed in the Traditional Sections other than a headstone not exceeding 1.05m (3'6") in height, 0.75m (2'6") in width, and 0.1m (4") in thickness. Kerb sets are permitted in the Traditional Sections and shall be 2.1m (7') in length and 0.9m (3') in width for a single width grave and 2.1m (7') in length and 2.4m (8') in width for a double width grave;
- (h) A cremation tablet not exceeding 0.15m (6") in height, 0.9m (3') in width, and 0.6m (2') in length or a headstone to the same specification as per condition 14(d) except that the maximum height shall be 0.90m (3') only shall be permitted in the cremated remains section;

- (i) A headstone may incorporate a metal container for flowers;
- (j) Kerb sets to be allowed only in the traditional area;
- (k) No pebbles, chippings or similar materials shall be placed on the grave except within a kerb set.
- (l) Unauthorised memorials will be removed on the instructions of the Chief Executive and the cost of removal charged to the person ordering the memorial or his personal representative;
- (m) Memorials that are illegible or dilapidated may be removed on the instructions of the Chief Executive in compliance with the relevant statutory provisions;
- (n) All memorials (including replacements) erected in the Cemetery shall be installed in accordance with the National Association of Memorial Masons (NAMM) Code of Practice;
- (o) All memorials removed for additional inscription shall be returned with a NAMM recommended fixing method;
- (p) All memorials shall include the appropriate grave space number permanently marked.

Inscription

- 15. No inscription shall be placed on any memorial unless and until the wording has been approved by the Chief Executive.

Floral Tributes

- 16.(a) Except as otherwise provided by these regulations no person other than an officer or employee so authorised by the Chief Executive shall be permitted to place anything on any grave space in the Cemetery other than floral tributes;
- (b) Dead or withered flowers must be promptly removed and placed in the receptacles provided for the purpose.
- (c) Containers such as jars, tins, bottles and such articles are not permitted on any grave space and will be removed.

Execution of work

- 17.(a) Persons undertaking the fixing of memorials shall provide all equipment for the work and shall be subject to the direction of the Chief Executive whilst working in the Cemetery. All surplus materials arising from the fixing or alteration of memorials shall be removed from the Cemetery;

- (b) No operatives or materials required for constructional or maintenance purposes in respect of memorials or otherwise shall be permitted into the Cemetery on Saturdays, Sundays or Public Holidays;
- (c) If any damage is caused in the Cemetery by the bringing in of any materials for memorials, or from any other cause, the person or persons causing such damage shall be required to repair such damage to the satisfaction of the Chief Executive or reimburse the cost of reinstatement. The Council will not be liable for any damage to memorials in the Cemetery;
- (d) Persons engaged in the removal of memorials for whatever purpose shall ensure their relocation as necessary. No discarded memorial or part thereof shall be left in the Cemetery except with the consent of the Chief Executive.

Damage and Loss

- 18.(a) The Council accepts no liability for any damage or loss occasioned to any person, vehicle, equipment, property or otherwise within the Cemetery.
- (b) The holder of the Exclusive Right of Burial shall be responsible for keeping any memorial in safe and decent order.

GRAVES

Burial Rights

- 19.(a) The Exclusive Right of Burial in a grave shall be for a term of 75 years unless renewed for further terms of five years but in any event for not longer than one hundred years in total;
- (b) A grant of Exclusive Right of Burial in a grave shall be issued to the owner of the right and that person shall be registered in the Town Council's records of the Cemetery as the owner of the right;
- (c) Any transfer of a grant of Exclusive Right of Burial shall be registered in the Town Council's Cemetery records and application for the transfer shall be produced and accepted by the Town Council before the grave can be re-opened;
- (d) No Exclusive Right shall be renewed unless the Chief Executive is of the opinion that any memorial on the grave is, and is likely to remain, in a satisfactory condition for a period of twenty years after the renewal of the right;
- (e) The option to extend an Exclusive Right of Burial shall only be granted when there are less than five years remaining on the existing Right. Extensions shall only be granted in terms of five years.

Grave Spaces:

Selection and Purchase

- 20.(a) As far as possible the selection of a grave space shall be made by an intending purchaser in accordance with the plan showing the position of grave spaces which

is kept at the offices of the Town Council and which may be inspected without charge between 9am and 4.30pm Monday to Friday excluding Bank Holidays;

- (b) On purchase of a grave space the full name and address of the purchaser shall be supplied to the Chief Executive.
- (c) A grave space may be reserved in advance on payment of the appropriate fee for the Exclusive Right of Burial.
- (d) A reserved plot may be surrendered to the Town Council. The surrender value is 25% of the original fee paid for the Exclusive Right of Burial.

Digging/Re-opening of Grave

- 21.(a) All graves shall be dug by the Town Council's approved grave digger;
- (b) Where possible all new graves shall be dug to double depth unless otherwise requested.
- (c) If it is desired to re-open a grave, the grant of Exclusive Right of Burial shall be produced, or other authority of the owner for the opening shall be given in the form prescribed by the Chief Executive.

LAWN SECTIONS

Where part of the Cemetery is set out as a lawn Cemetery, the following conditions will apply:

- 22.(a) No grave area shall be extended beyond that originally provided;
- (b) No encroachment on to walkways is permitted;
- (c) Edgings of any type other than small, well-maintained plants are not permitted.
- (d) Only plants with an anticipated height on maturity not exceeding 0.6m (2') are permitted. Poisonous or spiny plants are not permitted;
- (e) Grass edging must be regularly trimmed.

Maintenance of Graves as Lawn Cemetery

- 23.(a) The Lawn Section of the Cemetery will be turfed and maintained by the Town Council on the lawn system to facilitate good maintenance. Grave spaces will be allocated in an orderly fashion in accordance with a general plan. The selection of any grave space, whether for purchase of Exclusive Right of Burial or not, shall be subject to the approval of the Town Council, and shall be consistent with the general plan;
- (b) (i) The Chief Executive may allow the owner of the Exclusive Right of Burial to plant and cultivate small shrubs or plants over the entire surface of the grave space in

which case their maintenance is the responsibility of the owner. Only plants with an anticipated height on maturity not exceeding 0.6m (2') are permitted;

(ii) If the owner cultivates the surface of the grave then he or she shall notify the Town Council in writing the name and address of the person responsible for maintaining it. Any changes in these details shall be notified to the Town Council in writing;

(iii) The Town Council may remove any plants or shrubs which appear to be neglected and/or which extend beyond the edges of a grave space. The Town Council may remove any plants and turf over any grave space which appears to be neglected or which is not being cultivated in accordance with these regulations;

(iv) The Town Council shall not remove any plants or turf over any grave space without sending at least 28 days in advance by post notice in writing of its intention so to do to the person named as responsible for maintaining the grave at the last known address of that person.

TRADITIONAL SECTIONS

24.(a) No grave area shall be extended beyond that originally provided;

(b) No encroachment on to walkways is permitted;

(c) Only plants with an anticipated height on maturity not exceeding 0.6m (2') are permitted. Poisonous or spiny plants are not permitted;

(d) Only approved kerb sets are allowed – if a kerb set and/or headstone falls into disrepair it shall be removed for reasons of safety;

(e) Stone or gravel chippings are only permitted within the kerb set.

Fees and Charges

25. The Town Council shall review the fees and charges periodically. Details are available from the Town Hall.

Amendment of Regulations

26. The Council reserves the right to amend any of the foregoing Regulations from time to time.

The foregoing Regulations were adopted by the Corsham Town Council on _____

_____. 20____.

Signed:

CHAIRMAN



AUDITING SOLUTIONS LTD

Agenda item 14.

Corsham Town Council
(Incorporating the Methuen Hall Trust)

Internal Audit Report (Final update) 2020-21

Stuart J Pollard

Director
Auditing Solutions Ltd

Background

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2020-21 financial year, during our three separate reviews for the year, which have effectively been undertaken remotely following collection of all necessary records from the Council's offices, the latest being undertaken on 16th May 2021. We wish to thank the Chief Executive (CX) and Head of Finance and Admin (HoFA) in assisting the process, providing all necessary documentation to facilitate our review.

Internal Audit Approach

In conducting our review for 2020-21, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'IA Certificate' in the Council's AGAR, which requires independent assurance over a number of internal control objectives.

In view of the close links between the Council and Methuen Hall Trust, we have, as in prior years, included coverage of transactions on the separately maintained accounting records of the Trust. Consequently, this report incorporates detail of the work undertaken in respect of that body as well as the Council.

Overall Conclusion

We are pleased to again report that the Council continues to operate adequate and effective internal control arrangements, with no significant areas of concern identified: we have, however, identified one or two issues during our interim reviews that required attention to detail as recorded in the accounting records of both bodies and we acknowledge the responses to the resultant recommendations and corrective action taken in advance of this final review.

We have duly signed-off the IA Certificate in the year's AGAR assigning positive responses to each assertion. We take this opportunity to remind the CX and HoFA of the need to ensure compliance with the website disclosure requirements and timing of actions in relation to the posting of the Notice of Public Rights and submission of the AGAR to the external auditors, as set out in the preface to the year's AGAR.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Officers have continued to maintain the Council and Trust accounting records using Omega software with separate bank accounts in place at Lloyds (one each for the Council, Methuen Hall & Coppershell Charity), and Santander banks. Further surplus funds are now retained in the CCLA Property (£100,000) and Deposit (£200,000) Funds.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Checked the accurate carry forward of closing trial balance detail in the 2019-20 Statement of Accounts for both the Council and Trust to the current year's Omega records;
- Verified that the financial ledgers remain "in balance" for both entities at the financial year-end;
- Examined transactions in the Council's Current a/c cashbook for April & September 2020, plus January and March 2021 agreeing detail to the underlying bank statements;
- Examined the full year detail (due to the low volume of transactions) on the Council's Santander and the Methuen Hall Trust's a/cs, agreeing detail to the underlying bank statements;
- Checked and agreed detail on the Council, Current and Santander accounts, plus the Trust's, bank reconciliations as of 30th April and September 2020, plus 31st January and March 2021; and
- Ensured the accurate disclosure of the Council's combined cash and bank account balances in the year's AGAR at Section 2, Box 8.

Conclusions and recommendation

We are pleased to record that no significant issues arise in this area, although at our first review we noted that the closing balances in the 2019-20 Council Omega Trial Balance on Codes 120 & 201 [Accrued interest & Santander bank account (£13,092.11 & £936,146.65 respectively)] differed from the 2020-21 opening balances in Omega (£12,982.43 & £936,256.33 respectively). We have confirmed that the changes in the closing balances were made by the contract accountants at their offices following onsite closedown of the 2019-20 Accounts.

R1. The contract accountants should be contacted to assist in ensuring that the opening balances are appropriately amended. The changes have been confirmed as made by the contract accountants subsequent to the 2019-20 year-end closedown on site.

Review of Corporate Governance & Regulatory Framework

Our objective here is to ensure that the Council has a robust regulatory framework in place, that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation.

We note that the Council's combined SOs, Financial Regulations (FRs) and Terms of Reference were reviewed and re-adopted by the Council in March 2019: we reviewed their content accordingly last year with no issues arising, also noting that they have been further reviewed and re-adopted in March 2021 with only one minor change.

We have continued our review of minutes reading those for the financial year and to date in 2021-22 to ensure that the Council has neither considered nor is considering taking any action that may result in ultra vires expenditure being incurred and are pleased to record that no such issues have been identified to date.

We are also pleased to note that the external auditors signed-off the 2019-20 AGAR with no comments or qualifications.

Conclusions

We are pleased to record that no matters arise from the work undertake in this area. We shall continue to monitor the Council's approach to governance issues at future reviews, also continuing to review minutes.

We have previously referred to NALC's intention, following the UK's exit from the EU, to prepare further revisions to both SOs and FRs: these were due to be promulgated during the summer, but for obvious reasons this timescale has slipped. We will keep the Council advised as soon as we hear of any further developments in this respect.

Review of Expenditure

Our aim here is to ensure that: -

- Council and Trust resources are released in accordance with the approved procedures and budgets;
- Payments are appropriately supported, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- An official order has been raised on each occasion when one would be expected;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We examined, during the course of our 2019-20 reviews, the procedures in place for the placement of orders, approval and release of funds in respect of expenditure and considered them sound. We are pleased to note the continued review and sign off of covering payment schedules by members as and when they review and approve invoices for payment, albeit those in the early months of the financial year and during the latest "lockdown" being released prior to approval of the covering schedules due to the ongoing Covid situation.

We have continued our review of payments for compliance with the above criteria examining an extended sample to date of 55 Council payments totalling £589,200 equating to 72% by value of non-pay related payments in the financial year with all the above criteria appropriately met. We have similarly examined all, due to their low volume, Trust invoices for the full financial year with no issues arising.

At our first review for the year, we noted the payment of a grant to the Trust, as approved by Council, with an element of VAT included on the Council's Omega accounts. The invoice was paid from the Trust's accounts with VAT included in the Trust's records. Consequently, the Council should not also reclaim the VAT: we have discussed the position with the CX and are pleased to note that the position has been corrected with assistance from the contract accountants. The CX also drew our attention to a further VAT issue where a 2019-20 year-end accrual was entered in the year's Accounts at gross cost, which was duly reflected as an opening credit balance on the expenditure head in the 2020-21 accounts: this has also been resolved satisfactorily with the assistance of the contract accountants.

We note that VAT reclaims for both the Council and Trust continue to be prepared and submitted to HMRC for repayment at the end of each quarter: we have checked and agreed detail of the final 2019-20 reclaim and first three quarters reclaims prepared and submitted during the year for both the Council and Trust to the underlying control accounts in the financial ledgers for each body with no issues arising. The final quarter's balances are consequently recorded as debtors in the year-end Accounts of both bodies.

Conclusions

We are pleased to report that no issues arise in this area currently warranting formal comment or recommendation.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

We note that the risk management and strategy register has been reviewed, updated and duly adopted by the Finance and Admin Committee in August 2020 and have no issues to raise in this context considering the document as continuing to be appropriate for the Council's present requirements.

We have also examined the Council's 2020-21 insurance policy, which again includes cover for the Trust with specific and relevant areas pertaining to that body repaid by the Trust accordingly. With Public and Employer's Liability cover in place at £15 million and £10 million respectively, together with Fidelity Guarantee cover of £2 million, we consider that appropriate cover is in place for the Council's and Trust's present requirements.

Conclusions

No issues arise in this area warranting formal comment or recommendation: we shall continue to review the Council's approach to risk management at future visits.

Budgetary Control and Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from Wiltshire Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We are pleased to note that, following due deliberation, the Council agreed its budgetary and precept requirements for 2021-22 setting the latter at £1,030,642 at the January 2021 full Council meeting.

We remain pleased to note that members continue to receive routine budget reports based on the accounting software, with a commentary explaining any significant variances that might exist. We have reviewed the final year-end budget outturn report with no unanticipated or significant variances arising currently, other than in relation to Methuen Hall income, which has obviously reduced due to the closure of the Hall due to the Covid situation. Where overspends are apparent we have examined the Omega detailed nominal ledger account transactions on the relevant codes obtaining appropriate explanations and satisfactory explanations for their existence.

Finally, in this area, we have examined the level of retained reserves at the year-end noting that, overall, they have increased to £1,295,370 (£1,216,073 as at 31st March 2020) with the General Fund (GF) balance increasing to £384,897 (£319,716 at the prior year-end). The GF balance equates to approximately five months' revenue spending at present levels and is considered more than appropriate for the Council's current requirements, given the retention of Earmarked funds of approximately £900,000.

Conclusions

No issues arise in this area warranting formal comment or recommendation this year.

Review of Income

Our objective in this area is to ensure that the Council and Trust identify and recover all income to which they are entitled and have appropriate arrangements in place to ensure its prompt recovery.

We have examined income arising from activity at the Council's cemetery, selecting a sample of 14 interments in the financial year to 31st July 2020, together with a sample of 10 stonemason's applications for the erection of new memorials or the addition of further inscriptions to existing memorials. With regard to both areas of "activity", we have ensured that the appropriate fees have been charged and recovered in a timely manner and that all legally required documentation is held in relation to burials and / or cremations. We noted one instance where the necessary cremation certificate was not held on file (Burial Register entry no. 1579) and urge that this be obtained from the undertaker in due course.

As previously the HoFA has maintained a spreadsheet record of income and we have agreed detail of income from our test sample to the register with no issues arising.

With regard to allotment rents, we have compared the actual income as reported in the Omega accounts a (£4,772) with that anticipated on the HoFA's spreadsheet register (£4,812): the marginal shortfall appears to result from one plot remaining unoccupied.

We also note that no income has arisen during the year from the provision of hanging baskets. Similarly, the Hall Trust has only received regular monthly income from the Council being effectively “closed” to the general public for virtually the whole year.

Finally, in this area, we have examined the nominal income detail in Omega ensuring, as far as we are reasonably able, that all income due to the Council and Trust has been recovered including that in relation to the recovery of rents from the letting of the two flats at Arnold House.

Conclusions and recommendation

We are pleased to record that no residual issues of concern exist in this area.

R2. The undertaker should be asked to provide the one missing cremation certificate. The Council has established that no certificate was required as no ashes were buried in the plot, purely mementos of a family member.

Petty Cash Account

We are required, as part of the AGAR IA certification process to assess the Council’s approach to and control of the management of petty cash account transactions.

In order to meet that requirement, we have reviewed transactions between mid-December 2020 and the financial year-end ensuring each is supported by either a trade invoice or a till receipt, that the account is being used for appropriate purchases and that individual purchases are not made for too high value items (i.e. purchases are for “petty” amounts only where it is not practicable for an account to be established with suppliers) and that VAT is being identified accordingly for periodic recovery.

Conclusions and recommendation

We are pleased to record that no significant issues have been identified in this area, although, whilst not significant in value, we have again noted that the VAT on two vatable purchases in the period have not been identified for recovery.

R3. As advised previously, care should be taken to ensure that when vatable purchases are made, a VAT receipt is obtained and that the VAT incurred is identified for recovery.

Review of Staff Salaries

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements HMRC legislation as regards the deduction and payment over of income tax and NI contributions and the implementation of the nationally agreed pay award payable from 1st April 2020, which was processed with the October 2020 salaries. To meet the above objective, we have:

- Agreed the gross salaries paid to all staff in September and October 2020 by reference to the Council’s “Establishment record” with no issues arising: we checked these two months’ payments to ensure accuracy of the basic pay and arrears paid in October;
- Ensured that tax and NI deductions, together with pension contributions, have been calculated applying the appropriate tax code and NI Table for the same two months, also ensuring that the relevant deductions / contributions have been paid over to HMRC and the Pension Fund Administrators accurately and in a timely manner each month in the year to date;

- Reviewed timesheets and travel claims supporting payments processed with both months' payrolls ensuring that each has been signed appropriately by the employee and certified as appropriate for payment by their line manager; and
- Ensured the accurate payment of staff net salaries again for the same two months.

Conclusions

We are pleased to report that no issues have arisen from our work in this area warranting formal comment or recommendation.

Fixed Asset Registers / Inventories

The Governance and Accountability Manual requires all councils to maintain an appropriate register of its asset stock: the Council has complied with the requirement differentiating, to a great degree, between those assets that would be regarded as capital spending were the Council subject to full FRSSE accounting principles requiring the assets to appear on the Balance Sheet and capital charges to be applied. We are pleased to note the continued maintenance and update of this very comprehensive register to reflect new acquisitions and / or disposals during 2020-21.

We also note that the Council's contract accountants have observed the extant guidance and purely shown the prior year reported asset value in the detailed Statement of Accounts and AGAR (section 2, Box 9) together with the cost of new purchases / acquisitions during 2020-21. We also note that the value of the "investment" in the CCLA Property Fund (as below) is correctly included as a fixed asset in the year's AGAR.

Conclusions

No matters arise in this area this year.

Investments and Loans

We aim here to ensure that the Council is maximising its interest earning potential through "investment/deposit" of surplus funds in high interest bearing accounts/deposits. We have made previous reference to the placement of £100,000 in the CCLA Property Fund and £200,000 in the CCLA Deposit Fund.

We have checked and agreed the two half-yearly PWLB loan repayment instalments as part of our payment review by reference to the relevant PWLB demand notices: we have now also ensured the accurate disclosure of the residual loan liability repayable to PWLB as at 31st March 2021 by reference to the UK Debt Agency website where detail of all outstanding LG authority loans is recorded.

Conclusions

No issues arise in this area warranting formal comment or recommendation.

Statement of Accounts & AGAR

We are required as part of the IA reporting process to provide assurance to the external auditor that the Council's financial records prepared during the year are maintained on the correct accounting basis and are pleased to confirm compliance with that requirement. As a service to the Council and double check on the accuracy of detail presented in the detailed Statement of Accounts prepared by the contract accountants, which also feeds into the AGAR, we have reviewed the accountants' working papers to ensure the accurate transfer and reporting of the detailed transactions by reference to the year-end Omega Trial Balance, also ensuring that appropriate arrangements exist for the identification and reporting of any year-end debtors and creditors.

We have identified a few issues affecting the information as presented in the AGAR prepared by the accountants for the Council and have referred the queries back to them for appropriate amendment, which has been actioned accordingly.

Conclusions

No residual issues exist in this area this year following the accountants' amendments to the originally provided AGAR detail and, based on the satisfactory conclusions drawn from our review programme, we have signed off the Internal audit Certificate in the year's AGAR assigning positive assurances in each relevant area.

Rec. No.	Recommendation	Response
Review of Accounting Arrangements and Bank Reconciliations		
R1	The contract accountants should be contacted to assist in ensuring that the opening balances are appropriately amended.	<i>This arose due to journal adjustments by the contract accountants following on site closedown of the accounts, which had been supplied to us.</i>
Review of Income		
R2	The undertaker should be asked to provide the one missing cremation certificate.	<i>The Council has established that no certificate was required as no ashes were buried in the plot, purely mementos of a family member.</i>
Review of Petty Cash Account		
R3	As advised previously, care should be taken to ensure that when vatable purchases are made, a VAT receipt is obtained and that the VAT incurred is identified for recovery.	<i>We were unable to recover the VAT of £1.99 on this occasion as the VAT invoice was not addressed to the Town Council. The purchase was made by an employee and reclaimed via petty cash.</i>