



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

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11 May 2021

Dear Councillor

You are hereby summoned to attend the Annual Council Meeting to be held **at the Town Hall** on Monday 17 May 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. Election of the Chairman of the Council.
3. Declaration of Acceptance of Office by the Chairman.
4. Election of Vice Chairman of the Council.
5. Public Question Time and Petitions.
6. Declarations of Interest.

To receive any Declaration(s) of Interest under Corsham Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

7. Minutes of the Town Council Meeting held on 12 April 2021 – *attached*.
8. Matters Arising from the above Minutes – *for information only*.
9. Policing and Community Safety – To consider policing and community safety issues.
10. Chairman's Announcements.

11. Non-Party-Political Town Council – Councillors are 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’ – *for confirmation*.

12. Appointments to Committees, Working Groups and Panels, and Election of Committee Chairs and Vice-Chairs. The Terms of Reference are available in the Councillors area of the website for information:

- i) Appointment of Property and Amenities Committee (9 Members)
- ii) Election of Chair and Vice Chair of the Property and Amenities Committee
- iii) Appointment of Community Services Committee (9 Members)
- iv) Election of Chair and Vice Chair of the Community Services Committee
- v) Appointment of Finance and Administration Committee (9 Members)
- vi) Election of Chair and Vice Chair of the Finance and Administration Committee
- vii) Appointment of Accounts Sub-Committee (4 Members + 2 reserves)
- viii) Appointment of Neighbourhood Plan Delivery and Monitoring Group (5 to 6 Members)
- ix) Election of Chair of the Neighbourhood Plan Delivery and Monitoring Group
- x) Appointment of Community Awards Panel (4 to 5 Members)
- xi) Appointment of Staffing Panel (4 to 5 Members)
- xii) Appointment of Appeals Panel (4 to 5 Members – cannot be on Staffing Panel)
- xiii) Appointment of Strategic Planning Working Group (comprises of the Chairman and Vice-Chairman of the Council, along with Chairs of Committees and other Councillors as agreed by the Council (Up to 8 Members))
- xiv) Environment Task Group (6 Members)
- xv) Health and Wellbeing Working Group (6-8 Members)

13. Appointments to Outside Bodies:

- i) Bath Spa University Liaison (3 + Council Chairman)
- ii) Campaign to Protect Rural England (1 + reserve)
- iii) Community First (1 + reserve)
- iv) Corsham Area Health and Wellbeing Group (1)
- v) Corsham Area Transport Group (2)
- vi) Corsham Chamber of Commerce (1 + reserve)
- vii) Corsham Connections (1)
- viii) Corsham For Walking (2)
- ix) Corsham Local Youth Network (2 + reserve)
- x) Corsham Railway Station Town Team (3 + reserve)
- xi) Corsham Twinning Association (1 + reserve)
- xii) Corsham Youth Council (2 + reserve)
- xiii) Corsham Youth Zone (1 + reserve)
- xiv) Emergency Planning Volunteer (1 + reserve)
- xv) Fairtrade (1 + reserve)
- xvi) Potley and Pockeridge Community Association (1 + reserve)
- xvii) Pound Arts Trust Ltd (1 + reserve)
- xviii) Town Council Surgery (4 members)
- xix) Transcoco (2)
- xx) Wiltshire Association of Local Councils and NALC (1 + reserve)
- xxi) Wiltshire Market Towns Forum (1)

14. Correspondence –

- i) As mentioned in Members Information Sheet Nos. 493 and 494 – *to note*.
- ii) Late correspondence – *to note*.

15. Reports from Council representatives appointed to outside bodies.
16. Minutes of the Council (Planning) meeting held on 22 April 2021 – *attached*.
17. Matters Arising from the above Minutes – *for information only*.
18. Minutes of the Finance and Administration Committee meeting held on 28 April 2021 – *attached*.
19. Matters Arising from the above Minutes – *for information only*.
20. Co-option Guidance for Councillors (*Minute 209/20*) – Further to the Council meeting on 12 April, there is a requirement to co-opt seven Councillors to fill the remaining vacancies. Draft guidance (*attached*) has been produced to help manage the process. The current process is that candidates submit a brief CV for consideration. Alternative suggestions are that 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 is agreed, the current vacancies will be advertised promptly to enable co-options at the next Council meeting – *instructions requested*.
21. Garden of Remembrance/HRH Prince Philip, The Duke of Edinburgh – Following the sad death of The Duke of Edinburgh, it is 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 is understood that His Royal Highness was living in Corsham when his engagement to Her Majesty The Queen was 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 is suggested that a substantial tree be planted at the Garden of Remembrance in his honour. This would incorporate compost generated from the wreaths left at the war memorial – the wreaths are being composted in an area set aside at Ladbrook Lane Cemetery. It is 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 – *for consideration*.
22. Staffing Review Group – Three Members are 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 Chairman and Chair of the Finance and Administration Committee – *for approval*.
23. 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*.
24. Covid-19 Emergency Update, Recovery Plan – The Chief Executive will give an update on Covid-19 matters – *for consideration*.
25. 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.**