



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

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2 June 2011

To: All Members of the Finance & General Purposes Committee – Councillors P Anstey, J Fraser, Mrs R Hopkinson, M Jackson, Mrs N Kenna, Mrs I Langsford, C Lynch, Mrs E Marston, C Riley, M Simpkins, C Stewart, R Taylor.
All other Members of the Council for information.

Dear Councillor

The next meeting of the Finance and General Purposes Committee will be held on Wednesday 8 June 2011 in the Town Hall at 7.30pm.

Yours sincerely

David J Martin
TOWN CLERK

AGENDA

1. Apologies
2. Public Question Time and Petitions
3. Declarations of Interest

To receive any Declaration(s) of Interest under the Local Authority (Model Code of Conduct) Order 2007 issued under SI No. 1159 including paragraph 12(2).
4. Matters Arising from the Minutes of the previous Meeting held on 13 April 2011 – *for information only.*
5. Detailed Income and Expenditure Accounts (including the Town Hall) - To consider the attached financial report – *for review.*
6. Corporate Plan Objectives (*Minute FIN 57/10*) - Further to the previous meeting, the Corporate Plan Objective sheet for 'Tourism' is attached for monitoring and review – *for comment.*
7. Grant Applications (Second Round) – The grants scheme for 2011/12 has been publicised and two further grant applications have been received. The applications can

be viewed in the Town Hall during office hours and will also be available half-an-hour prior to the meeting.

The remaining uncommitted grants budgets for 2011/12 are as follows: General (budget heading 1260) £5,007; Methuen Hall (budget heading 1261) £15,427; Corsham Community Centre (budget heading 1264) £1,000; Arts Centre (budget heading 1265) £2,000; and CAB (budget heading 1267) £1,000.

The grant applications are as follows:

Awarded 2010/11	Requested 2011/12	Applicant & Purpose
£0	£500	Spindles and Sprockets - Hooks and joists to hang cycles, sandwich boards and planting pots.
£200	£250	Corsham Gardeners Society - Towards running the Annual Show.

- *for consideration and decision.*

8. Review of Regular Grants - It has been previously suggested that the Committee should review those grants which have been made on a regular basis for several years. The regular ones with specific budgets are as follows:

<i>Item</i>	<i>Budget heading</i>	<i>Budget amount (2011/12)</i>
The Methuen Hall	1261	£19,950
Corsham Community Centre	1264	£1,000
Arts Centre	1265	£5,000
Citizen's Advice Bureau	1267	£1,000

A few other organisations apply for grants most years but these are funded through the General Grants budget (budget heading 1260). The amounts they receive can vary as they are usually awarded for specific projects and events (such as Wiltshire County Cricket Club and Corsham Gardeners Society). All the grants are discretionary - *for consideration.*

9. Revised Model Publication Scheme - In accordance with the Freedom of Information Act the information to be published has been reviewed. An updated copy of the list is attached - *for approval.*
10. Internal Audit Report 2010-11 (Final Update) - The final report and recommended response is attached. The three additional recommendations are R8, R13 and R14 – *for approval.*
11. Review of Grounds Staff - Grounds staff have requested that a review be carried out of their job descriptions, roles and terms and conditions of employment. This was previously reviewed independently in 2008. The roles have changed since this time and a review would be beneficial. It is suggested that a Review Group of three Councillors be established to carry out the review and report back to the Committee in due course. It would be preferable if the Councillors on the Review Group were not members of the Staffing or Appeals Panels - *for approval.*