

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 20 February 2019**

Present Councillor R Le-Var (Chairman)
Councillors S Abbott, P Anstey, Mrs R Hopkinson, M Jackson,
D Jones and S Moysey

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

F&A 40/18 Apologies

Apologies were received from Councillor D Jarman.

F&A 41/18 Public Question Time and Petitions

Representatives from The Pickwick Association and MakeBelieve Arts asked the Committee to support their grant applications (*see Minute F&A 44/18*).

F&A 42/18 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.

There were none.

F&A 43/18 Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 12 December 2018

There were no matters arising.

F&A 44/18 Grant Applications (Sixth Round)

Two grant applications were considered.

Resolved

- i) That £500 be awarded to the Pickwick Association towards replacing their outdated website.

- ii) That £500 be awarded to MakeBelieve Arts towards 'Write, Write, Write', a creative writing project for teenagers in Corsham.

F&A 45/18 Detailed Income and Expenditure Accounts (including the Town Hall)

The Committee reviewed and noted the Income and Expenditure Accounts and Financial Report.

The main hall had been redecorated and the Committee was asked to consider the purchase of new curtains for the main hall. Two quotes had been received and a further one would be sought. The cost would be met from Methuen (Town) Hall balances.

Resolved

That subject to a third quote being sought new curtains be purchased for the main hall.

F&A 46/18 Internal Audit Report 2018/19 (First Interim)

The Internal Audit Report from the first interim visit was considered. The internal auditor had not made any recommendations.

Resolved

That the Internal Audit Report 2018/19 (Interim update) be noted.

F&A 47/18 Annual Review of Standing Orders, Financial Regulations and Terms of Reference

The annual review had been completed and only one change was proposed, which was to Part Three: Terms of Reference. The change was to state that membership of each of the three Committees shall be nine Councillors. This change was agreed at the Council meeting in January 2019 (*Minute 211/18*) and would come into effect from the Annual Council meeting in May 2019.

Resolved

That the change to the Terms of Reference be noted.

F&A 48/18 Staffing Matters including a review of the Street Cleaner Post within the Grounds Team

The Chief Executive updated the Committee on current staffing matters.

It was reported that the Litter Picker/Street Cleaner would be retiring in March 2019. The Committee was asked to consider that the post be amended to include certain maintenance duties and be increased from 25 hours per week to full time. This would negate the need for a summer temp

and help deal with the delegation of services from Wiltshire Council later in the year.

Resolved

That the Street Cleaner/Litter Picker position be amended and increased to full time.

The meeting commenced at 7.30pm and closed at 8.28pm. There were three members of the public present at the start of the meeting and none at the end.

CHAIRMAN

DATE