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

Tel: 01249 702130

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

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

4 April 2019

To: All Members of the Finance and Administration Committee – Councillors S Abbott, P Anstey, Mrs R Hopkinson, M Jackson, D Jarman, D Jones, R Le-Var, S Moysey, R Taylor.

All other Members of the Council for information.

Dear Councillor

The next meeting of the Finance and Administration Committee will be held on Wednesday 10 April 2019 in the Town Hall at 7.30pm.

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. Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 20 February 2019 – *for information only*.
5. Grant Applications (First Round) – The grants scheme for 2019/20 is being publicised and five grant applications have been received for consideration at this meeting. Copies of the completed application forms are being sent to Committee members. The full applications, with supporting papers, can be viewed in the Town Hall during office hours and will also be available half-an-hour prior to the meeting.

The balances of the grants budgets for 2019/20 are as follows: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £10,000; Methuen Hall (budget heading 102/1261) £15,980; Arts Centre (budget heading 102/1265) £5,000; Corsham Youth Zone (budget heading 102/1266) £3,500; Peacock Arts Trail (budget

heading 102/1267) £1,500; Corsham Town Bowls Club (budget heading 102/1268) £5,000; Community/Village Halls (budget heading 102/1271) £1,000. There are also earmarked reserves: Grant Reserve Fund (budget heading EMR 347) £3,829, and Grant Tourism/CADT £2,500 (budget heading EMR 361).

There is a limit to how much the Council can spend where it has no specific power. This is known as Section 137 expenditure and must be recorded separately in the Town Council's accounts. The limit for 2019/20 is £8.12 per registered elector, which equates to over £78,000. The Council is highly unlikely to reach this figure in any given year and spent £604 on Section 137 expenditure in 2018/19. Where grant applications are for activities funded through Section 137, they are identified below.

Details of the grant applications are as follows:

<b>Awarded 2018/19</b>	<b>Requested 2019/20</b>	<b>Applicant &amp; Purpose</b>
<b>General Applications</b>		
£500	£500	Pickwick Association – Towards the production of an updated Pickwick Conservation Area Statement.
£0	£500	Association of Dance and Movement Psychotherapists, Bath and Wilts Hub – Towards creating and delivering a therapeutic themed dance/story as a performance tailored to older people in residential homes ( <i>This is a re-application – see Minute F&amp;A 33/18 (i)</i> ).
£350	£350	Wiltshire County Cricket Club – Towards staging a minor counties championship cricket match in Corsham.
£250	£250	Corsham 60+ Group – Towards taking over 60's from Corsham on trips.
£0	£500	Rewired Counselling (in Partnership with The Pound Arts Centre) – Towards a two-day event promoting good mental, emotional and physical health.

### **Section 137 Applications**

None for this meeting.

- *for consideration and decision.*

6. Annual Report on Grants – The Annual Report of the Grants awarded in 2018/19 is attached – *for consideration.*

7. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*
8. Annual Finance Report – The annual report on Council Finance has been completed (*see attached*) – *for consideration and approval.*
9. Annual Training and Development Report – The Annual Report (*copy attached*) has been produced which shows the training and development activity carried out during the past financial year – *for information and comment.*
10. Annual Review of the Risk Management Strategy – The Risk Management Strategy and Strategic Risk Register have been reviewed and updated (*see attached*). No concerns arise – *for approval.*
11. Exclusion of Press and Public  
  
*Recommendation:* That the press and public be excluded from the meeting for the next item of business in order to consider commercially confidential information (Tenders for the Construction of Lacock Road Cemetery).
12. Tenders and Funding Options for the Construction of Lacock Road Cemetery – *To consider the attached confidential report.*