



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

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11 October 2018

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 17 October 2018 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 15 August 2018 - *for information only*.
5. Grant Applications (Fourth Round) – The grants scheme for 2018/19 is being publicised and two new grant applications have been received for consideration at this meeting, along with two which were deferred previously (one for 2018/19 and one for 2019/20). 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 2018/19 are as follows: Grants General (budget heading 102/1260) £5,150; Methuen Hall (budget heading 102/1261) £8,149;

Arts Centre (budget heading 102/1265) £2,000. There are also earmarked reserves: Grant Reserve Fund (budget heading EMR 347) £2,475 (balance after CYZ deduction), 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 2018/19 is £7.86 per registered elector, which equates to around £80,000. The Council is highly unlikely to reach this figure in any given year and spent £1,454 on Section 137 expenditure in 2017/18. Where grant applications are for activities funded through Section 137, they are identified below. There are none for this meeting.

Details of the grant applications are as follows:

| Awarded 2017/18 | Requested 2018/19 | Applicant & Purpose |
|--|------------------------------|---|
| General Applications | | |
| £0 | £500 | Gastard Village Hall – Towards sanding and refurbishing the hall floor, providing a better quality floor for users. |
| £500 | £500 | Wiltshire Citizen's Advice – Towards providing advice to the people of Corsham. Improve health and wellbeing, reduce levels of debt and homelessness and increase income levels. |
| Deferred from previous meeting | | |
| £500 | £500 | Corsham Town Football Club - Towards a major overhaul of the tractor used for maintaining the ground. |
| Requested for the 2019/20 Budget (Deferred from previous meeting) | | |
| | £10,000 | Corsham Town Bowls Club – Towards complete re-levelling of the bowls green which is collapsing in places (<i>£500 granted for current year towards completion of the extension to the clubhouse</i>). |

Section 137 Applications

None for this meeting.

- *for consideration and decision.*

6. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review*.
7. Appointment of Internal Auditors 2019/20 – Formal note of an appointment of internal auditors is required. Auditing Solutions Ltd has provided a satisfactory service since being appointed several years ago and are familiar with the Town Councils processes and procedures.

Recommendation

That Auditing Solutions Ltd be appointed as the Council's Internal Auditors for 2019/20.

8. Annual Insurance Review (*Minute F&A 31/17*) – The Chief Executive has completed the Annual Insurance Review and no issues or concerns have been identified. The insurance cover was re-tendered in 2016 and the cover is reviewed monthly to ensure that any significant new assets or risks are covered. The previously reported insurance claim relating to Meriton Recreation Ground which was due to go to court in early 2018 was withdrawn. Other minor claims by or against the Town Council relate to vehicles and property damage rather than injury – *for information/comment*.
9. Public Works Loan Board (PWLb) Loan Rates (*Minute F&A 15/18*) – Further to the previous meeting, the Chief Executive has explored current PWLB loan rates and the application process. Examples of estimated repayment costs are attached for information. Interest rates fluctuate regularly and have increased between early September and early October. PWLB's estimated repayment costs for fixed rate loans can be found at <https://www.pwlb.gov.uk/responsibilities/local-authority-lending-pwlb/interest-rates/> - *for information and comment*.
10. Indicative Budget Options Report (*Minute SP 22/18*) – Further to the Strategic Planning Working Group meeting on 1 October, the attached draft budget report gives an indication of the impact of different options on the 2019/20 budget. The budget process is ongoing and will be presented in more detail at the December Committee meeting – *for discussion*.
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 confidential personal information covered by the Data Protection Act 1998 as updated.
12. Staffing Matters including a review of Administration Staff Terms and Conditions – The Chief Executive will update the Committee on current staffing matters. The Committee is also asked to consider a confidential report by the Chief Executive and Head of Finance and Administration (*issued separately*) – *for consideration*.