

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 10 April 2019**

Present Councillor S Moysey (In the Chair)
Councillors S Abbott, P Anstey, R Hopkinson

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

F&A 49/18 Apologies

Apologies were received from Councillors D Jarman, D Jones and R LeVar.

F&A 50/18 Public Question Time and Petitions

Representatives from The Pickwick Association, Corsham 60+ Club and Rewired Counselling asked the Committee to support their grant applications (*see Minute F&A 53/18*).

F&A 51/18 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.

Councillor S Abbott declared a non-pecuniary interest in *Agenda Item 53/18* Grant Applications as a book keeper for the Corsham Cricket Club.

F&A 52/18 Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 20 February 2018

There were no matters arising.

F&A 53/18 Grant Applications (First Round)

Five grant applications were considered.

Resolved

- i) That £500 be awarded to the Pickwick Association towards the production of an updated Pickwick Conservation Area Statement. This was subject to Wiltshire Council being able to approve the final document for Planning purposes.

- ii) That £350 be awarded to Wiltshire County Cricket Club towards staging a minor counties championship cricket match in Corsham.
- iii) That £250 be awarded to Corsham 60+ Group towards taking over-60's from Corsham on day trips.
- iv) That £500 be awarded to Rewired Counselling (in Partnership with The Pound Arts Centre) towards a two-day event promoting good mental, emotional and physical health.
- v) That the Association of Dance and Movement Psychotherapists grant application be deferred until they were able to attend a Committee meeting to answer questions about their proposal.

F&A 54/18 Annual Report on Grants

The Annual Report of the Grants awarded in 2018/19 was considered.

Resolved

That the Annual Report of the Grants was noted.

F&A 55/18 Detailed Income and Expenditure Accounts (including the Town Hall)

The Committee reviewed and noted the Income and Expenditure Accounts and Financial Report. The earmarked reserve for Community Infrastructure Levy spending would be split and tracked to improve clarity.

Resolved

That the list of new/updated EMRs, as amended, be approved.

F&A 56/18 Annual Finance Report

The annual report on Council Finance was considered.

Resolved

That the annual report on Council Finance be approved.

F&A 57/18 Annual Training and Development Report

The Annual Report had been produced which showed the training and development activity carried out during the past financial year.

Resolved

That, with an amendment so that the councillor training needs survey be carried out biennially rather than annually, the Annual Training and Development Report was noted.

F&A 58/18 Annual Review of the Risk Management Strategy

The Risk Management Strategy and Strategic Risk Register had been reviewed and updated. No concerns arose.

Resolved

That the annual review of the Risk Management Strategy be approved.

F&A 59/18 Exclusion of Press and Public

Resolved

That the press and public be excluded from the meeting for the next item of business to consider commercially confidential information (Tenders for the Construction of Lacock Road Cemetery).

F&A 60/18 Tenders and Funding Options for the Construction of Lacock Road Cemetery

The Committee considered a confidential report on the tenders for the new cemetery in Lacock Road. This included a tender evaluation report carried out by TGMS Ltd, the Council's consultants. The Committee also discussed possible funding options, including loans.

Resolved

- i) That the value engineering, as outlined in the Tender Evaluation Report for Lacock Road Cemetery, be agreed, subject to keeping a 10% contingency sum.
- ii) That, subject to a satisfactory post-tender interview, the contract for the construction of Lacock Road Cemetery be awarded to Agripower Ltd.
- iii) That the Finance and Administration Committee recommends to the Full Council, that an application for borrowing approval be submitted through Wiltshire Association of Local Councils. The recommended PWLB loan would be for £100,000 over 15 years as an annuity.

The meeting commenced at 7.30pm and closed at 8.45pm. There were six members of the public present at the start of the meeting and none at the end.

CHAIRMAN

DATE