

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 12 December 2018**

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

In Attendance Councillor Ms L Bray
Councillor J Maloney
Mrs M Jones (Head of Finance and Administration)
D Martin (Chief Executive)

F&A 29/18 Apologies

Apologies were received from Councillors P Anstey, D Jarman, D Jones and R Taylor.

F&A 30/18 Public Question Time and Petitions

Representatives from the Association of Dance and Movement Psychotherapists and Corsham Badminton Club asked the Committee to support their grant applications (see *Minute F&A 33/18*).

F&A 31/18 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 32/18 Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 17 October 2018

There were no matters arising.

F&A 33/18 Grant Applications (Fifth Round)

Six grant applications were considered.

Resolved

- i) That the grant for the Association of Dance and Movement Psychotherapists towards performances for older people in residential homes be refused. The organisation was invited to re-apply once it had run a pilot project and established the level of interest from local residential homes.
- ii) That £450 be awarded to The Last Baguette Theatre Company towards supporting theatre workshops and performances in Corsham.
- iii) That £500 be awarded to Corsham Badminton Club towards the cost of establishing a youth badminton club through hiring courts and coaching.

Requested for the 2019/20 Budget

- iv) That £5,000 be awarded, from general reserves, to The Pound Arts Trust Ltd towards renovating The Pounds Arts Centre. The grant would help release the 80% of the funds from the Arts Council England and was agreed subject to further third-party funding being raised.

Section 137 Applications

- v) That £354 be awarded to Revitalise towards a respite holiday for a disabled person and their carer from Corsham, and for upgrading facilities.
- vi) That £250 be awarded to Multiple Sclerosis Therapy Centre (Wessex) Ltd towards physiotherapy services to members from Corsham.

F&A 34/18 Detailed Income and Expenditure Accounts (including the Town Hall)

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

It was reported that the main hall and offices needed re-decoration. As the quotations received exceeded the budget it is recommended that Methuen Hall balances be used to carry out the work prior to the end of the financial year.

Resolved

That Methuen Hall balances be used to carry out re-decoration of the main hall and offices prior to the end of the financial year.

F&A 35/18 Draft Budget 2019/20 (*Minute P&A 45/18*)

The Committee considered a report by the Chief Executive on the draft budget and precept proposals for 2019/20 (*copy attached to these Minutes*). A few budget items had been reduced or removed as they were no longer required. There were some new items, which were aimed at continuing the delivery of the Strategic Plan. The Committee discussed including an additional £20,000 in the 2019/20 for Public Realm Improvements which is a Strategic Plan priority. The main budget changes, service developments and projects included in the draft budget were as follows:

Committee/Item	2019/20 (proposed)
Finance and Administration/General	
Revenue	
Strategic Plan Delivery	£20,000
Grants – General	£10,000
Grant – Corsham Youth Zone	£3,500
Grant – Peacock Arts Trail	£1,500
Grant – Corsham Town Bowls	£5,000
Grant – Community/Village Halls	£1,000
Capital	
Strategic Plan Delivery (Capital)	£38,000
Property and Amenities Committee	
Revenue	
Service Delegation and Asset Transfer	£65,000
Parking Initiatives	£50,000
Capital	
Play Area Improvements	£30,000
Ground Maintenance Equipment (vehicles/plant)	£5,000
New Cemetery	£30,000
Transport Schemes	£25,000
Methuen Hall	
No significant changes.	
Community Services Committee	
Storytown Events/Activities	£4,000
Youth Activities, Springfield	£3,000
Total	£291,000
Resolved	

- i) That £20,000 be included in the draft 2019/20 budget for Public Realm Improvements (Capital);
- ii) That the draft budget proposals, as amended, be approved for consideration by the full Council, with a budget of £966,670 and a precept of £823,900 for 2019/20.

F&A 36/18 The Public Sector Deposit Fund, CCLA – Investments (*Minute F&A 26/17 and 09/17*)

Further to previous meetings, the Committee was asked to consider transferring further funds from the Santander Account to CCLA's Public Sector Deposit Fund. The Council currently held £100,000 in the Fund. The Fund was AAA rated and had same-day liquidity. The Fund yield was 0.7339% (as at 03/12/18) and had good ethical values. This compared with Santander's interest rate of 0.65% (as at 03/12/18). The Town Council also invested £100,000 in CCLA's Local Authority Property Fund for longer-term investments. It was recommended that a further £100,000 be invested in the CCLA Public Sector Deposit Fund.

Resolved

That the Town Council invests a further £100,000 in CCLA's Public Sector Deposit Fund.

F&A 37/18 National Living Wage and Real Living Wage

The Committee discussed the increase in the Real Living Wage which was announced in November. The Real Living Wage is higher than the statutory National Living Wage. Organisations which adopt the Real Living Wage are expected to implement it within six months of any increase. The Town Council did not have a policy on the Real Living Wage as, until the increase, all staff were paid above it. It was felt that the Town Council should introduce a policy so that no members of staff fall below the Real Living Wage threshold. The policy would state when the increase would be effective from because the annual Real Living Wage was announced each November, whereas local government pay awards were effective from April.

Resolved

That the Town Council adopts a policy of paying staff at least the Real Living Wage. This would be applied from 1 December of the year the increase is announced.

F&A 38/18 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. Officers continued to pursue the outstanding invoices where one funeral director had failed to pay interment fees on time.

Councillors thanked the Head of Finance and Administration and her team for an excellent report.

Resolved

That the Internal Audit Report 2018/19 (First Interim) was noted.

F&A 39/18 New Cemetery Progress Report (Minute F&A 16/18 and others)

The Chief Executive updated the Committee on progress with the new cemetery and the next steps. It was reported that the land was due to change hands by 24 December 2018. The Town Council would then take over litter picking of the existing car park in Lacock Road and pay towards maintaining the car park. Once the land transfer had taken place stock-proof fencing would need to be erected around the site within two months.

Expressions of Interest in tendering for the work had been received. The shortlisting exercise had been completed by the Town Council's consultant (TGMS Ltd) and four companies would be invited to submit tenders. Construction work was being scheduled for spring 2019.

The update was noted.

The meeting commenced at 7.30pm and closed at 8.30pm. There were five members of the public present at the start of the meeting and none at the end.

CHAIRMAN

DATE