

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 16 August 2017**

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

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

F&A 11/17 Apologies

Apologies were received from Miss T Alberga, D Jarman, R Preen and R Taylor.

F&A 12/17 Public Question Time and Petitions

There were none.

F&A 13/17 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 14/17 Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 14 June 2017

There were no matters arising.

F&A 15/17 Grant Applications (Third Round)

One grant application was considered. The applicant would be asked to supply details of the number of people involved in the performance for evaluation purposes and, for future applications, highlight the benefits of the grant.

Resolved

That the following grant be awarded:

The Last Baguette Theatre Company - £460 towards supporting theatre performances and workshops in Corsham and a new family Christmas show at The Pound.

F&A 16/17 New Cemetery Progress Report (*Various Minutes*)

The Chief Executive updated the Committee on how plans for the new cemetery at Lacock Road were progressing. Planning Permission was granted in July 2017 but Land Drainage Consent (LDC) was still required. The Corsham Estate needed to approve the drainage scheme, and discussions between both parties' experts were progressing well. The aim was to get LDC by the end of 2017.

Once LDC was granted, the purchase could go ahead and the Town Council would become responsible for the land. The Council would also start contributing towards maintaining the Lacock Road car park.

There would be a tendering exercise in 2018, with a view to carrying out the drainage work in the autumn/winter period. Once the drainage scheme had been completed the hard and soft landscaping could be carried out. The new cemetery should be ready for use within two years of the drainage scheme being completed, although it would not be needed for burials until a later date.

The update was noted.

F&A 17/17 Detailed Income and Expenditure Accounts (including the Town Hall)

The detailed Income and Expenditure Accounts were reviewed and noted. A query was raised over the Town Council grant to the Methuen Hall (*budget heading TC 102/1261*) as it did not match the figure for grants received in the Methuen Hall Trust Accounts (*budget heading MH 101/1282*). The Chief Executive would investigate the apparent error.

F&A 18/17 Objective Setting and Performance Review for the Chief Executive

One or two committee members were needed, along with the Council Chairman, to carry out Objective Setting and Performance Review of the Chief Executive.

Resolved

That the Council Chairman and Councillor S Abbott would carry out Objective Setting and Performance Review of the Chief Executive.

F&A 19/17 Strategic Plan Monitoring and Evaluation (*Minute F&A 11/17 and others*)

The Monitoring and Evaluation sheet, which provided details of all the actions within the Strategic Plan themes covered by the Finance and Administration Committee along with related actions which are monitored by other Committees/Council, was considered.

Resolved

The updated Strategic Plan Monitoring and Evaluation sheet was noted.

The meeting commenced at 7.30pm and closed at 8.40pm. There were no members of the public present.

CHAIRMAN

DATE