

**Minutes of the Meeting of the Finance and Administration Committee
held Remotely on Wednesday 16 December 2020**

Present Councillor S Moysey (Chair)
Councillors S Abbott, T Ellis, R Hopkinson, M Jackson, R LeVar and
H Belcher

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

F&A 1/20 Apologies

There were none.

F&A 2/20 Public Question Time and Petitions

Representatives from The Rhythm Practice and Bleeding Nora joined the meeting remotely and asked the Committee to support their grant applications and answer questions (*see Minute F&A 5/20*).

F&A 3/20 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 4/20 Matters Arising from the notes of the informal Finance and
Administration Committee meeting held on 21 October 2020**

There were no matters arising.

F&A 5/20 Grant Applications (Fifth Round)

Two grant applications were considered. It was found that The Rhythm Practice had incorrectly stated its organisation as charitable and did not, therefore comply with the Town Council's grants policy of only supporting 'not for profit' or 'charitable' organisations. However, the proposed project could contribute to the Town Council's Strategic Plan objectives.

Resolved

- i) That, subject to the Chief Executive and Committee Chair being satisfied with the financial information, Bleeding Nora be awarded a grant of £470 towards

audience development costs and promotional material for a show about mental health.

- ii) That the Chief Executive reviews the application by The Rhythm Practice along with the Chairs of the Finance and Administration Committee and Community Services Committee with the aim of offering an alternative funding mechanism for the proposed project.

F&A 6/20 Detailed Income and Expenditure Accounts (including the Town Hall)

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

F&A 7/20 Draft Budget 2021/22 (Minute F&A 8, 21/10/20 and others)

The Committee considered a report by the Chief Executive on the draft budget and precept proposals for 2021/22. The Full Council had considered the overall suggested increase in budget and precept on 14 December 2020 and was happy with the overall position.

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 main budget changes, service developments and projects included in the draft budget were as follows:

Committee/Item	2021/22
Finance and Administration/General	
<i>Revenue</i>	
Strategic Plan Delivery	£10,000
Environmental Projects	£20,000
Members' Allowances	£5,000
Grants – General	£10,000
Grant – Methuen Hall	£21,815
<i>Capital</i>	
Strategic Plan Delivery (Capital)	£10,000
Property and Amenities Committee	
<i>Revenue</i>	
Service Delegation and Asset Transfer	£80,000
Parking Initiatives	£95,000
<i>Capital</i>	
Springfield Improvements	£10,000
Play Area Improvements	£20,000
Ground Maintenance Equipment (vehicles/plant)	£6,500
Building Contingency	£5,000
Asset Management Plan	£10,000
New Workshop	£10,000
Public Realm Improvements	£70,000
Transport Schemes	£10,000
Cycle Network	£25,000

Methuen Hall

No significant changes although the projected income from lettings has been reduced and the grant from the Town Council increased.

Community Services Committee

Revenue

Health/Wellbeing Initiatives £10,000

Fete/Events £11,000

Destination Marketing £10,000

Youth Activities £10,000

Capital

Public Art Strategy £10,000

Resolved

That the draft budget proposals be approved for consideration by the Full Council, with a budget of £1,172,442 and a precept of £1,030,642 for 2021/22.

F&A 8/20 Internal Audit Report 2020/21 (First Interim)

A copy of the report from the interim visit was considered.

Resolved

That the draft response to the Internal Audit Report 2020/21 (First Interim) be endorsed.

F&A 9/20 Exclusion of Press and Public

Resolved

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 2018.

F&A 10/20 Staffing Review Update (*Minute SP 07/20 and F&A 9, 21/10/20*)

Further to the previous meeting, the Staffing Review Group had met online to consider proposals and discuss the review. The Committee considered a confidential report by the Chief Executive.

Resolved

That, subject to one minor amendment concerning the hours of one role, the recommendations contained in the confidential Staffing Review report be approved.

The meeting commenced at 7.30pm and closed at 8.40pm. There were two members of the public present at the start of the meeting and none at the end.

CHAIRMAN

DATE