

**Minutes of the Meeting of the Finance and Administration Committee  
held in the Town Hall on Wednesday 21 February 2018**

**Present** Councillor P Anstey (Chairman)  
Councillors S Abbott, Mrs R Hopkinson, M Jackson, D Jones, R LeVar  
and R Taylor

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

**F&A 40/17 Apologies**

Apologies were received from Councillor D Jarman.

**F&A 41/17 Public Question Time and Petitions**

Representatives from Corsham Twinning Association, Corsham Cricket Club and Wiltshire Mind asked the committee to support their grant applications (*see minute F&A 44/17*).

**F&A 42/17 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.

Councillor S Abbott declared a non-pecuniary interest in Corsham Cricket Club grant application (*Agenda item 5 – Grant Applications*) as a member and book-keeper of the Cricket Club. He stayed in the room during the discussion and decision on the application.

Councillor Mrs R Hopkinson declared a non-pecuniary interest in the Corsham Twinning Association grant application (*Agenda item 5 – Grant Applications*) as she attends some of their social events. She stayed in the room during the discussion and decision on the application.

**F&A 43/17 Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 6 December 2017**

There were no matters arising.

## **F&A 44/17 Grant Applications (Sixth Round)**

Four grant applications were considered.

### **Resolved**

i) That the following grants be awarded:

Corsham Twinning Association – £100 towards disco lighting equipment.

Corsham Cricket Club – £500 towards a shed/score box and shelter at The Corsham School for the Corsham CC Academy.

ii) That the following Section 137 grant be awarded:

Wiltshire Mind – £500 towards running the Chippenham Peer Support Group.

iii) That the following grant application be refused.

Corsham 60+ Club – towards transport costs to take members to events.

## **F&A 45/17 Detailed Income and Expenditure Accounts (including the Town Hall)**

The detailed Income and Expenditure Accounts were reviewed and noted.

*Budget headings 101/1122 Legal and Professional, and 207/2701 Health and Safety* – The Chief Executive reported that a new HR/H&S Agreement had been agreed with the current provider. This would result in a significant cost saving.

*Budget heading 201/2103 – Boundary and Tree Maintenance* – It was reported that a survey had been carried out to identify the work required. Any underspend in the current financial year would be carried forward into 2018/19.

## **F&A 46/17 Community Infrastructure Levy (CIL)**

The Chief Executive updated the Committee on current and planned CIL projects. Officers were progressing some of the high priority projects on the current CIL list and the complete list would be reviewed by the full Council later in the year. The Committee was asked to consider whether some of the priority schemes should be CIL funded or funded through the Town Council's normal capital programme. This would enable projects to move forward prior to more detailed information becoming available.

### **Resolved**

i) That priority be given to the Public Realm projects on the current CIL list;

ii) That the allotments, cemetery and cycle network be funded from capital funds;

iii) That a combined list of potential CIL/capital projects be produced for consideration at a future Committee meeting.

#### **F&A 47/17 General Data Protection Regulations (GDPR)**

Further to the Council meeting on 12 February, the Chief Executive updated the Committee on progress towards meeting the requirements of GDPR which comes into being on 25 May 2018.

It was recommended that an information governance health check and readiness assessment be commissioned. It was further recommended that a data protection support specialist organisation be used to help ensure compliance with the new regulations. This would include fulfilling the role of Data Protection Officer.

#### **Resolved**

- i) That an information governance health check and readiness assessment be commissioned.
- ii) That a support specialist organisation be engaged, initially for the first year, to ensure compliance with the new regulations and to fulfil the role of Data Protection Officer.

#### **F&A 48/17 Internal Audit Report 2017/18 (Interim Update)**

The report from the interim internal audit visit was considered. The internal auditor had not raised any issues or made any recommendations.

#### **Resolved**

That the Internal Audit Report 2017/18 (Interim update) be noted and that Officers be thanked for their good work.

#### **F&A 49/17 Annual Review of Standing Orders, Financial Regulations and Terms of Reference**

The annual review had been completed and only one change was proposed, which is to the Town Council's Standing Orders (Ref: SO 18.6). The change is to update the value of contracts where certain EU procurement rules apply from £164,176 to £181,302. This change was introduced by the Office of Government Commerce and came into effect from January 2018.

#### **Resolved**

That the Finance and Administration Committee recommends to the full Council that the contract value stated in Standing Order 18.6 be updated from £164,176 to £181,302 in accordance with EU rules.

#### **F&A 50/17 Strategic Plan Monitoring and Evaluation (*Minute F&A 11/17 and others*)**

The Monitoring and Evaluation sheet, which provides 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.

The Strategic Plan action of researching public transport needs for young people was discussed. This had previously been considered by the Community Services Committee and Property and Amenities Committee.

**Resolved**

- i) That the research into public transport needs for young people within the Strategic Plan be an agenda item for consideration at the next Property and Amenities Committee meeting.
- ii) That the updated Strategic Plan Monitoring and Evaluation sheet be noted.

**F&A 51/17 Exclusion of Press and Public**

**Resolved**

That the press and public be excluded from the meeting for the next item of business to consider confidential personal information covered by the Data Protection Act 1998 as updated.

**F&A 52/17 Staff Changes and Review of Administration Officer Terms and Conditions**

The Chief Executive updated the Committee on recent changes to certain Town Council posts, along with temporary arrangements and plans for further changes in personnel. The Committee also considered a confidential report by the Chief Executive.

**Resolved**

- i) That the update on recent staff changes be noted;
- ii) That planned changes to the Tourism and Events Officer post, including the appointment of a second part-time post be supported;
- iii) That changes to the terms and conditions of the Administration Officer (Planning) post, as discussed by the Committee, be approved.

The meeting commenced at 7.30pm and closed at 8.58pm. There were three members of the public present at the start of the meeting and none at the end.

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CHAIRMAN

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DATE