

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 26 February 2020**

Present Councillor S Moysey (Chair)
Councillors S Abbott, P Anstey, R Hopkinson, D Jones and G Sanders

In Attendance Mrs M Jones (Head of Finance and Administration)

F&A 32/19 Apologies

Apologies were received from Councillor M Jackson.

F&A 33/19 Public Question Time and Petitions

Representatives from AFC Corsham and Carers Support Wiltshire asked the Committee to support their grant applications (*see Minute F&A 36/19*).

F&A 34/19 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 G Sanders declared a non-pecuniary interest in *Agenda Item 5, AFC Corsham grant application* as an acquaintance of one of the applicants. She remained in the room during the discussion and decisions on the item.

F&A 35/19 Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 11 December 2019.

There were no matters arising.

F&A 36/19 Grant Applications (Sixth Round)

Two grant applications were considered.

Resolved

- i) That AFC Corsham be awarded £500 towards setting up a new girls' football team, to include kit and equipment.
- ii) That Carer Support Wiltshire be awarded £500 towards enabling volunteer carers to take a break from their day-to-day caring role.

F&A 37/19 Detailed Income and Expenditure Accounts (including the Town Hall)

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

F&A 38/19 Internal Audit Report 2019/20 (Interim Update) (Minute F&A 19/19)

A copy of the report from the interim visit was considered, along with a draft response. The internal auditor had made one new recommendation since the previous report. Recommendation 3 related to the way rates were set out on the hire charges list and applied to Methuen Hall hire fees.

Resolved

That the draft response to the Internal Audit Report 2019/20 (Interim Update) be endorsed.

F&A 39/19 Annual Review of Standing Orders, Financial Regulations and Terms of Reference (Minutes 214/19, F&A 31/19 and F&A 47/18)

Further to the review of Financial Regulations at the previous meeting, and the changes approved by the Full Council at the January 2020 meeting, the annual review of Standing Orders and Terms of Reference had been completed. There was one change proposed, which was to the Terms of Reference for the Strategic Planning Working Group. The proposed change, shown below, would come into effect from the Annual Council Meeting in May 2020.

STRATEGIC PLANNING GROUP

The Strategic Planning Group, comprising of the Chairman and Vice-Chairman of the Council, along with Chairs of Committees along with other Councillors as agreed by the Council. The Chair of the Group shall be the Council Chairman. The group will give advice and make recommendations on: Strategic Planning, Forward Planning and Communications (including overview of newsletter, website and social media).

Resolved

That the revised Terms of Reference for the Strategic Planning Working Group be recommended for approval by the Full Council.

F&A 40/19 Environmental Project Officer Post

The Committee was asked to consider, and agree in principle, the creation of a part-time, temporary position to take forward a number of the environmental projects set out in the Town Council's Strategic Plan and Environment Task Group Action Plan. It may be possible to fill the position with a placement student from Bath Spa University which had expressed interest in the suggestion. The post would be funded through the Strategic Plan budget and budget allocated for Environmental Initiatives.

Resolved

That the post of an Environmental Project Officer be approved in principle.

The meeting commenced at 7.30pm and closed at 7.53pm There were two members of the public present at the start of the meeting and none at the end.

CHAIRMAN

DATE