

**Minutes of the Meeting of the Finance and Administration Committee  
held in the Town Hall on Wednesday 6 December 2017**

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

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

**F&A 33/17 Apologies**

Apologies were received from Councillors Miss T Alberga, Mrs R Hopkinson, D Jarman and R Le-Var.

**F&A 34/17 Public Question Time and Petitions**

A representative from Corsham Football Club asked the committee to support their grant application (*see minute F&A 37/17*).

**F&A 35/17 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 he is a member of the Cricket Club. He left the room during the discussion and decision on the application.

Councillor P Anstey declared a non-pecuniary interest in the Volunteer Guides of the Corsham Almshouses grant application (*Agenda item 5 – Grant Applications*) as his partner had recently been the chairman of the group. He left the room during the discussion and decision on the application.

**F&A 36/17 Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 18 October 2017**

There were no matters arising.

## **F&A 37/17 Grant Applications (Fifth Round)**

Nine grant applications were considered.

### **Resolved**

i) That the following grants be awarded:

Corsham Bowls Club – £500 towards materials for a covered storage area for bowling green maintenance equipment.

Corsham Town Football Club – £500 towards a new path to complete a circuit of the pitch and connect the tennis courts and training area.

Shapeshifter Productions – £497 towards performers' fees for a concert tour with workshop and concert at The Pound.

Golden-Oldies Charity – £330 towards a session leader and promotional material for the activity group for older people.

Volunteer Guides of The Corsham Almshouses - £500 towards enhanced activities in commemoration of the 350<sup>th</sup> anniversary of the building, including gala open day.

ii) That the following Section 137 grants be awarded:

Multiple Sclerosis Centre (Wessex) Limited – £100 towards physiotherapy services to members from Corsham.

Wiltshire Citizens Advice – £500 towards free advice to Corsham residents through telephone, email and webchat. Face to face advice is available from Chippenham and Melksham.

Revitalise Respite Holidays – £354 towards a respite holiday for a disabled person and their carer from Corsham.

iii) That the following grant application be deferred to the next Finance and Administration meeting in February 2018.

Corsham Cricket Club – towards a hut on The Corsham School playing field to provide shelter for juniors. The Club would be asked to provide further information.

## **F&A 38/17 Detailed Income and Expenditure Accounts (including the Town Hall)**

The detailed Income and Expenditure Accounts were reviewed and noted. *Budget heading 207/2706 – CCTV Running Costs* – It was reported that expenditure would exceed the budget further as the airtime agreement for the mobile CCTV camera was due for renewal in January 2018.

## F&A 39/17 Draft Budget 2018/19 (*Minutes P&A 49/17 and CS 47/17*)

The Committee considered a report by the Chief Executive on the draft budget and precept proposals for 2018/19 (copy attached to these Minutes). A few budget items have been reduced or removed as they were no longer required. There were some new items, which were aimed at continuing the delivery of the current Strategic Plan and planning for the next one. The main budget changes, service developments and projects included in the draft budget were as follows:

<b>Committee/Item</b>	<b>2018/19</b>
<b>Finance and Administration/General</b>	
<i>Revenue</i>	
Office Equipment ( <i>replacement server in 2017/18</i> )	£2,123
Neighbourhood Planning	£10,000
Election Costs	£0
Grant – Methuen Hall	£16,298
<i>Capital</i>	
Strategic Plan Delivery (Capital)	£15,000
<b>Property and Amenities Committee</b>	
<i>Revenue</i>	
Service Delegation/Asset Transfer ( <i>Inc. KPk Green</i> )	£20,000
Grounds Maintenance Contract	£19,500
Public Conveniences	£20,000
Old Cemetery Maintenance ( <i>net income in 17/18</i> )	£3,350
Pension/Net Pay ( <i>Inc. additional p/t Groundsperson</i> )	£115,015
<i>Capital</i>	
Springfield Improvements	£15,000
Asset Management Plan	£10,000
Building Contingency	£0
Play Area Improvements	£30,000
New Cemetery	£30,000
Public Realm Improvements	£30,000
Transport Schemes	£7,500
Litter Bins	£0
<b>Methuen Hall</b>	
Grants Received	£16,298
Repairs and Maintenance	£5,000
<b>Community Services Committee</b>	
<i>No significant changes</i>	
<b>Total</b>	<b>£321,663</b>

### **Resolved**

That the draft budget proposals be approved for consideration by the full Council, with a budget of £817,540 and a precept of £726,604 for 2018/19.

**F&A 40/17 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**

That the updated Strategic Plan Monitoring and Evaluation sheet be noted.

The meeting commenced at 7.30pm and closed at 8.15pm. There were no members of the public present.

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CHAIRMAN

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DATE