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10 August 2017

To: All Members of the Finance and Administration Committee – Councillors S Abbott, P Anstey, Mrs R Hopkinson, M Jackson, D Jarman, D Jones, R Le-Var, N Pocock, R Preen, R Taylor.

All other Members of the Council for information.

Dear Councillor

The next meeting of the Finance and Administration Committee will be held on Wednesday 16 August 2017 in the Town Hall at 7.30pm.

Yours sincerely



David J Martin
CHIEF EXECUTIVE

AGENDA

1. Apologies
2. Public Question Time and Petitions
3. 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.

4. Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 14 June 2017 - *for information only*.
5. Grant Applications (Third Round) – The grants scheme for 2017/18 is being publicised and one new grant application has been received for consideration at this meeting. The application can be viewed in the Town Hall during office hours and will also be available half-an-hour prior to the meeting.

The balances of the grants budgets for 2017/18 are as follows: Grants General (budget heading 102/1260) £1,870; Methuen Hall (budget heading 102/1261) £11,250;

Arts Centre (budget heading 102/1265) £2,000. There are also earmarked reserves: Grant Reserve Fund (budget heading EMR 347) £9,800, and Grant Tourism/CADT £2,500 (budget heading EMR 361).

There is a limit to the amount the Council can spend where it has no specific Power. This is known as Section 137 expenditure and must be recorded separately in the Town Council's accounts. The limit for 2017/18 is £7.57 per registered elector, which equates to around £73,800. The Council is highly unlikely to reach this figure in any given year. Where grant applications are for activities funded through Section 137, they will be clearly identified on the agenda. There are none for this meeting.

Details of the grant application is as follows:

Awarded 2016/17	Requested 2017/18	Applicant & Purpose
£460	£460	The Last Baguette Theatre Company – Towards supporting theatre performances and workshops in Corsham and a new family Christmas show at The Pound.

- *for consideration and decision.*

6. New Cemetery Progress Report (*Various Minutes*) – The Chief Executive will update the Committee on progress with the new cemetery and the next steps – *for information.*
7. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*
8. Objective Setting and Performance Review for the Chief Executive – One or two committee members are needed, along with the Council Chairman, to carry out Objective Setting and Performance Review of the Chief Executive – *volunteers requested.*
9. Strategic Plan Monitoring and Evaluation (*Minute F&A 11/17 and others*) – The attached Monitoring and Evaluation sheet 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 for information) – *for information and comment.*