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14 February 2019

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, S Moysey, 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 20 February 2019 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 12 December 2018 – *for information only*.
5. Grant Applications (Sixth Round) – The grants scheme for 2018/19 is being publicised and two new grant applications have been received for consideration at this meeting. Copies of the completed application forms are being sent to Committee members. The full applications, with supporting papers, 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 2018/19 are as follows: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £2,096; Methuen Hall (budget heading 102/1261) £0; Arts Centre (budget heading 102/1265) £0. There are also earmarked reserves: Grant Reserve Fund (budget heading EMR 347) £2,475

(balance after CYZ deduction), and Grant Tourism/CADT £2,500 (budget heading EMR 361).

There is a limit to how much 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 2018/19 is £7.86 per registered elector, which equates to around £80,000. The Council is highly unlikely to reach this figure in any given year and spent £1,454 on Section 137 expenditure in 2017/18. Where grant applications are for activities funded through Section 137, they are identified below.

Details of the grant applications are as follows:

Awarded 2017/18	Requested 2018/19	Applicant & Purpose
General Applications		
£0	£500	The Pickwick Association – Towards replacing the outdated website.
£0	£500	MakeBelieve Arts – Towards Write, Write, Write, a creative writing project for teenagers in Corsham.

Section 137 Applications

None for this meeting.

- *for consideration and decision.*

6. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*
7. Internal Audit Report 2018/19 (Interim Update) - A copy of the report from the interim visit is attached. The internal auditor has not raised any issues or made any recommendations.

Recommendation

That the Internal Audit Report 2018/19 (Interim Update) be noted.

8. Annual Review of Standing Orders, Financial Regulations and Terms of Reference – The annual review has been completed and only one change is proposed, which is to Part Three: Terms of Reference. The change is to state that membership of each of the three Committees shall be nine Councillors. This change was agreed at the Council meeting in January 2019 (*Minute 211/18*) and will come into effect from the Annual Council meeting in May 2019 – *for information and comment.*
9. Staffing Matters including a review of the Street Cleaner Post within the Grounds Team – The Chief Executive will update the Committee on current staffing matters, including proposed changes to the Street Cleaner/Litter Picker post which is due to become vacant in March – *for consideration.*