



Town Hall, High Street, Corsham, Wiltshire SN13 0EZ

Tel: 01249 702130

Email: towncouncil@corsham.gov.uk

www.corsham.gov.uk

5 April 2018

To: All Members of the Finance and Administration Committee – Councillors S Abbott, Miss T Alberga, P Anstey, Mrs R Hopkinson, M Jackson, D Jarman, D Jones, R Le-Var, N Pocock, 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 11 April 2018 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 21 February 2018 - *for information only*.
5. Grant Applications (First Round) – The grants scheme for 2018/19 is being publicised and two 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 (budget heading 102/1260) £7,000; Methuen Hall (budget heading 102/1261) £16,298; Arts Centre (budget heading 102/1265) £5,000. There are also earmarked reserves: Grant Reserve Fund (budget heading EMR 347) £5,829, 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. There are none for this meeting.

Details of the grant application are as follows:

Awarded 2016/17	Requested 2017/18	Applicant & Purpose
General Applications		
£350	£350	Wiltshire County Cricket Club - Towards staging a minor counties championship cricket match in Corsham.
£50	£250	Corsham 60+ Club – Towards coach trips to Weston-Super-Mare, Butterfly World and Urchfont Manor Gardens.

Section 137 Applications

None for this meeting.

- *for consideration and decision.*

6. Annual Report on Grants (*Minute F&A 55/16*) – The Annual Report of the Grants awarded in 2017/18 is attached – *for consideration.*
7. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*
8. Annual Finance Report – The annual report on Council Finance has been completed (*see attached*) – *for consideration and approval.*
9. Use of PayPal for Online Transactions – The Committee is asked to consider allowing online payments to the Town Council and Methuen (Town) Hall via the Town Council's website using PayPal. Several local councils use PayPal as an efficient method of processing payments. Customers will still be able to use existing payment methods if preferred – *for consideration.*

10. Annual Training and Development Report (*Minute F&A 58/16*) – Further to the previous meeting, an updated Annual Report (*copy attached*) has been produced which shows the training and development activity carried out during the past financial year – *for consideration*.
11. Annual Review of the Risk Management Strategy – The Risk Management Strategy and Strategic Risk Register have been reviewed and updated (*see attached*). No concerns arise – *for approval*.
12. Strategic Plan Monitoring and Evaluation (*Minute F&A 50/17 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*.