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6 December 2018

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 12 December 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 17 October 2018 - *for information only*.
5. Grant Applications (Fifth Round) – The grants scheme for 2018/19 is being publicised and six 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) £3,650; Methuen Hall (budget heading 102/1261) £4,074; Arts Centre (budget heading 102/1265) £2,000.

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:

<b>Awarded 2017/18</b>	<b>Requested 2018/19</b>	<b>Applicant &amp; Purpose</b>
<b>General Applications</b>		
£0	£500	Association of Dance and Movement Psychotherapists, Bath and Wilts Hub – Towards creating and delivering a therapeutic themed dance/story as a performance tailored to older people in residential homes.
£460	£450	The Last Baguette Theatre Company – Towards supporting theatre workshops and performances in Corsham for a new family show: The Bird Show, an ecological adventure.
£0	£500	Corsham Badminton Club – Towards the cost of establishing a youth badminton club through hiring courts and coaching.
<b>Requested for the 2019/20 Budget</b>		
£5,000	£10,000	The Pound Arts Trust Ltd – Towards renovating The Pound Arts Centre. The grant would help release the 80% of the funds from Arts Council England. It is in addition to funds under the Service Level Agreement.
<b>Section 137 Applications</b>		
£354	£354	Revitalise – Towards a respite holiday for a disabled person and their carer from Corsham, and upgrade facilities.
£100	£250	Multiple Sclerosis Therapy Centre (Wessex) Ltd - Towards physiotherapy services to members from Corsham.

- *for consideration and decision.*

6. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review*.
7. Draft Budget 2019/20 (*Minute P&A 45/18*) – Further to previous meetings the Committee is asked to consider the attached budget report and make a recommendation on the 2019/20 budget and precept to the Full Council – *instructions requested*.
8. The Public Sector Deposit Fund, CCLA – Investments (*Minute F&A 26/17 and 09/17*) – Further to previous meetings, the Committee is asked to consider transferring further funds from the Santander Account to CCLA's Public Sector Deposit Fund. The Council currently holds £100,000 in the Fund. The Fund is AAA rated and has same-day liquidity. The Fund yield is currently 0.7339% (as at 03/12/18) and it has good ethical values. Further details are attached and available at [www.ccla.co.uk](http://www.ccla.co.uk). This compares with Santander's interest rate of 0.65% (as at 03/12/18). The Town Council also invests £100,000 in CCLA's Local Authority Property Fund for longer-term investments. It is recommended that a further £100,000 be invested in the CCLA Public Deposit Fund – *for approval*.
9. National Living Wage and Real Living Wage – Members may be aware that an increase in the Real Living Wage was announced in November. The Real Living Wage is higher than the statutory National Living Wage (*see attached explanation of UK wage rates*). Organisations which adopt the Real Living Wage are expected to implement it within six months of any increase. The Town Council does not have a policy on the Real Living Wage as, until the increase, all staff were paid above it. There are currently two members of staff paid below the Real Living Wage, although this is unlikely to be the case from April 2019 when the annual cost of living increase is awarded. However, it is felt that the Town Council should consider introducing a formal policy so that no members of staff fall below the Real Living Wage threshold. Any policy should state when the increase would be effective from as the annual Real Living Wage is announced each November, whereas local government pay awards are effective from April – *for consideration*.
10. Internal Audit Report 2018/19 (First Interim) - A copy of the report from the interim visit is attached. The internal auditor has not made any recommendations. Officers continue to pursue the outstanding invoices where one of the funeral directors has failed to pay interment fees on time. Countersigning timesheets was overlooked on a couple of occasions when there was a staff vacancy and has been addressed.

*Recommendation*

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

11. New Cemetery Progress Report (*Minute F&A 16/18 and others*) – The Chief Executive will update the Committee on progress with the new cemetery and the next steps – *for information*.