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15 February 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 21 February 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 6 December 2017 - *for information only*.
5. Grant Applications (Sixth Round) – The grants scheme for 2017/18 is being publicised and four 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 2017/18 are as follows: Grants General (budget heading 102/1260) £0; Methuen Hall (budget heading 102/1261) £2,290; Arts Centre (budget heading 102/1265) £2,000 (paid out February 2018). There are also earmarked reserves: Grant Reserve Fund (budget heading EMR 347) £6,929, 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 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 and has spent £954 on Section 137 expenditure so far in to date. Where grant applications are for activities funded through Section 137, they are identified below. There is one for this meeting.

Details of the grant applications are as follows:

<b>Awarded 2016/17</b>	<b>Requested 2017/18</b>	<b>Applicant &amp; Purpose</b>
£0	£100	Corsham Twinning Association – Towards disco lighting equipment.
£0	£500	Corsham Cricket Club – Towards a shed/score box and shelter at The Corsham School for the Corsham CC Academy.
£50	£250	Corsham 60+ Club – Towards transport costs to take members to events.
<b>Section 137 Applications</b>		
£500	£500	Wiltshire Mind – Towards running the Chippenham Peer Support Group.

- *for consideration and decision.*

6. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*
7. Community Infrastructure Levy (CIL) – The Chief Executive will update the Committee on received and anticipated CIL income. Officers are progressing several high priority projects (*copy attached*) on the current CIL list and the complete list will be reviewed by the full Council later in the year. The Committee is asked to consider whether some of the priority schemes should be CIL funded or funded through the Town Council's normal capital programme – *for consideration.*
8. General Data Protection Regulations (GDPR) – Further to the Council meeting on 12 February, the Chief Executive will update the Committee on progress towards meeting the requirements of GDPR which comes into being on 25 May 2018. It is recommended that an information governance health check and readiness assessment be commissioned. It is further recommended that a data protection

support specialist organisation be used to ensure compliance with the new regulations. This would include fulfilling the role of Data Protection Officer. Further details, including likely costs, will be available at the meeting – *for consideration*.

9. Internal Audit Report 2017/18 (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 2017/18 (Interim Update) be noted.

10. 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 the Town Council's Standing Orders (Ref: SO 18.6). The change is to update the value of contracts where certain EU procurement rules apply from £164,176 to £181,302. This change was introduced by the Office of Government Commerce and came into effect from January 2018.

*Recommendation*

That the Finance and Administration Committee recommends to the Full Council that the contract value stated in Standing Order 18.6 be updated from £164,176 to £181,302 in accordance with EU rules.

11. Strategic Plan Monitoring and Evaluation (*Minute F&A 40/17 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*.

12. Exclusion of Press and Public

*Recommendation:* That the press and public be excluded from the meeting for the next item of business in order to consider confidential personal information covered by the Data Protection Act 1998 as updated.

13. Staff Changes and Review of Administration Officer Terms and Conditions – The Chief Executive will update the Committee on recent changes to certain Town Council posts, along with temporary arrangements and possible plans for further changes in personnel. The Committee is also asked to consider a confidential report by the Chief Executive (*issued separately*) – *for consideration*.