



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

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20 February 2020

To: All Members of the Finance and Administration Committee – Councillors S Abbott, P Anstey, R Hopkinson, M Jackson, D Jones, S Moysey, G Sanders, 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 26 February 2020 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 11 December 2019 – *for information only*.
5. Grant Applications (Sixth Round) – The grants scheme for 2019/20 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 2019/20 are as follows: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £2,152; Methuen Hall (budget heading 102/1261) £0; Arts Centre (budget heading 102/1265) £2,000; Corsham Youth Zone (budget heading 102/1266) £1,750; Peacock Arts Trail (budget heading 102/1267) £0;

Corsham Town Bowls Club (budget heading 102/1268) £0; Community/Village Halls (budget heading 102/1271) £1,000. The earmarked reserves are: Grant Reserve Fund (budget heading EMR 347) £0, 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 2019/20 is £8.12 per registered elector, which equates to over £78,000. This is being increased £8.32 per elector for 2020/21. The Council is highly unlikely to reach this figure in any given year and spent £604 on Section 137 expenditure in 2018/19. Where grant applications are for activities funded through Section 137, they are identified below.

Details of the grant applications are as follows:

Awarded 2018/19	Requested 2019/20	Applicant & Purpose
General Applications		
£0	£500	AFC Corsham – Towards setting up a new girls' football team, to include kit and equipment.
Section 137 Applications		
£0	£500	Carer Support Wiltshire – Towards enabling volunteer carers to take a break from their day-to day caring role.

- *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 2019/20 (Interim Update) (*Minute F&A 19/19*) – A copy of the report from the interim visit is attached, along with a draft response. The internal auditor has made one new recommendation since the previous report. Recommendation 3 relates to the way rates are set out on the hire charges list and applied to Methuen Hall hire fees.

Recommendation

That the draft response to the Internal Audit Report 2019/20 (Interim Update) be endorsed.

8. Annual Review of Standing Orders, Financial Regulations and Terms of Reference (*Minutes 214/19, F&A 23/19 and F&A 47/18*) – Further to the review of Financial Regulations at the previous meeting, and the changes approved by the Full Council at the January 2020 meeting, the annual review of Standing Orders and Terms of Reference has been completed. The document is available at: <https://www.corsham.gov.uk/information/accounts.php>. There is one change proposed,

which is to the Terms of Reference for the Strategic Planning Working Group: *'The Strategic Planning Group, comprising of the Chairmen and Vice-Chairmen of the Council, along with Chairmen of Committees along with other Councillors as agreed by the Council. The Chair of the Group shall be the Council chairman. The Group will give advice and make recommendations on: Strategic Planning; Forward Planning, and Communications (including overview of newsletter, website and social media)'*. The change would come into effect from the Annual Council Meeting in May 2020 – *for approval*.

9. Environmental Project Officer Post – The Committee is asked to consider, and agree in principle, the creation of a part-time, temporary position to take forward a number of the environmental projects set out in the Town Council's Strategic Plan and Environment Task Group Action Plan. It may be possible to fill the position with a placement student from Bath Spa University who have expressed interest in the suggestion. A draft job description will be available at the meeting. The post would be funded through the Strategic Plan budget and budget allocated for Environmental Initiatives – *approval in principle requested*.