

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 11 December 2019**

Present Councillor S Moysey (Chair)
Councillors S Abbott, P Anstey, R Hopkinson, M Jackson and D Jones

In Attendance Councillor N Farmer
Mrs M Jones (Head of Finance and Administration)
D Martin (Chief Executive)

F&A 24/19 Apologies

Apologies were received from Councillor G Sanders.

F&A 25/19 Public Question Time and Petitions

Representatives from Inclusive Intergenerational Dance (iID) and Corsham Rugby Club asked the Committee to support their grant applications (see *Minute F&A 28/19*).

F&A 26/19 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.

Councillors S Abbott and S Moysey both declared a non-pecuniary interest in *Agenda Item 5, Corsham RFC grant application* as acquaintances of one of the applicants. They remained in the room during the discussion and decisions on the item.

F&A 27/19 Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 30 October 2019.

There were no matters arising.

F&A 28/19 Grant Applications (Fifth Round)

Three grant applications were considered.

Resolved

- i) That iID be awarded £500 towards eight visual art and movement to music sessions for a group of isolated adults.

- ii) That The Portable Wellbeing Studio be awarded £500 towards a six-week residency at Corsham Primary School allowing a portable arts studio to provide mental health support for students. The grant is subject to: assurance that the organisation is working towards becoming a charity; clarification of the Corsham schools approached, and a requirement to explore similar related activities in Corsham before requesting any further funding.

Requested for the 2020/21 Budget

- iii) That Corsham RFC be awarded £5,000 from the 2019/20 budget, and up to a further £5,000 from the 2020/21 budget towards installation of a new sewerage treatment plant at the rugby club. The funds are to be met from the Grants Reserve Fund, Grants balances and General Reserves.

F&A 29/19 Detailed Income and Expenditure Accounts (including the Town Hall)

The Committee reviewed and noted the Income and Expenditure Accounts and Financial Report.

F&A 22/19 Draft Budget 2020/21 (Minute F&A 22/19)

The Committee considered a report by the Chief Executive on the draft budget and precept proposals for 2020/21. A few budget items had been reduced or removed as they were no longer required. There were some new items, which were aimed at continuing the delivery of the Strategic Plan. The main budget changes, service developments and projects included in the draft budget are as follows:

Committee/Item	2020/21 (proposed)
Finance and Administration/General	
<i>Revenue</i>	
Strategic Plan Delivery	£14,930
Environmental Projects	£10,000
Election Costs	£4,000
Grants – General	£10,000
<i>Capital</i>	
Strategic Plan Delivery (Capital)	£28,000
Property and Amenities Committee	
<i>Revenue</i>	
Service Delegation and Asset Transfer	£93,000
Parking Initiatives	£50,000
<i>Capital</i>	
Springfield Improvements	£10,000
Play Area Improvements	£30,000
Ground Maintenance Equipment (vehicles/plant)	£6,500
Building Contingency	£5,000
Asset Management Plan	£10,000
Public Realm Improvements	£50,000

Transport Schemes	£10,300
Cycle Network	£25,000

Methuen Hall

No significant changes.

Community Services Committee

Revenue

Health/Wellbeing Initiatives	£10,000
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Fete/Events	£10,000
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Destination Marketing	£10,000
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Capital

Public Art Strategy	£10,000
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Total	£396,730
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Resolved

That the draft budget proposals be approved for consideration by the Full Council, with a budget of £1,099,822 and a precept of £985,035 for 2020/21.

F&A 23/19 Review of Financial Regulations (*Minute F&A 47/18*)

Following recent guidance from the National Association of Local Councils updated Financial Regulations were considered. They were based on the NALC's template. It was recommended that the updated Financial Regulations be presented to Full Council for approval.

Resolved

That the updated Financial Regulations be presented to Full Council for approval.

The meeting commenced at 7.30pm and closed at 8.35pm. There were four members of the public present at the start of the meeting and none at the end.

CHAIRMAN

DATE