

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 11 April 2018**

Present Councillor P Anstey (Chairman)
Councillors S Abbott, Mrs R Hopkinson, M Jackson, D Jones and
R Taylor

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

F&A 53/17 Apologies

Apologies were received from Councillors D Jarman and R LeVar.

F&A 54/17 Public Question Time and Petitions

Representatives from Corsham 60+ Club asked the committee to support their grant application (*see minute F&A 57/17*).

F&A 55/17 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.

Councillor S Abbott declared a non-pecuniary interest in Wiltshire County Cricket Club grant application (*Agenda item 5 – Grant Applications*) as a member and book-keeper of Corsham Cricket Club. He stayed in the room during the discussion and decision on the application.

F&A 56/17 Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 21 February 2018

There were no matters arising.

F&A 57/17 Grant Applications (First Round)

Two grant applications were considered.

Resolved

- i) That the following grants be awarded:

Wiltshire County Cricket Club – £350 towards staging a minor counties championship cricket match in Corsham.

Corsham 60+ Club – £250 towards coach trips for their members.

F&A 58/17 Annual Report on Grants (*Minute F&A 55/16*)

The Annual Report of the Grants awarded in 2017/18 was considered.

Resolved

That the Annual Report of Grants be noted.

F&A 59/17 Detailed Income and Expenditure Accounts (including the Town Hall)

The detailed Income and Expenditure Accounts were reviewed and noted. The list of Earmarked Reserves (EMR's) within the Chief Executive's Finance Report was approved subject to the addition of the balances of *budget heading 101/1180 Misc. Income* (Railway Station contribution) going to EMR 360, and *budget heading 601/6203 CAP – Income CIL Contributions* to a new EMR.

Resolved

That the list of new/updated EMRs, as amended, be approved.

F&A 60/17 Annual Finance Report

The annual report on Council Finance had been completed.

Resolved

That the annual report on Council Finance be approved.

F&A 61/17 Use of PayPal for Online Transactions

The Committee was 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.

Resolved

That PayPal online payments be approved, and the costs associated with the process monitored for the first year.

F&A 62/17 Annual Training and Development Report (*Minute F&A 58/16*)

An updated Annual Report had been produced which shows the training and development activity carried out during the past financial year.

Resolved

The Annual Training and Development Report was noted.

F&A 63/17 Annual Review of the Risk Management Strategy

The Risk Management Strategy and Strategic Risk Register had been reviewed and updated. No concerns arose.

Resolved

That the annual review of the Risk Management Strategy be approved.

F&A 64/17 Strategic Plan Monitoring and Evaluation (*Minute F&A 11/17 and others*)

The Monitoring and Evaluation sheet provided 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.

Resolved

That the updated Strategic Plan Monitoring and Evaluation sheet be noted. The two transport issues on the sheet would be marked as complete.

The meeting commenced at 7.30pm and closed at 8.12pm. There were two members of the public present at the start of the meeting and none at the end.

CHAIRMAN

DATE