

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 13 June 2018**

Present Councillor R LeVar (Chairman)
Councillors S Abbott, P Anstey, Mrs R Hopkinson, D Jones, S Moysey

In Attendance Councillor N Pocock
Miss E Drage (Corsham Youth Zone)
Mrs D Johnston (Finance Assistant)
D Martin (Chief Executive)
Miss A Rowcliffe (Corsham Youth Zone)

F&A 01/18 Apologies

There were no apologies.

F&A 02/18 Public Question Time and Petitions

A representative of Springfield Art Group asked the Committee to support their grant application (*see Minute F&A 05/18*).

F&A 03/18 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.

There were none.

F&A 04/18 Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 11 April 2018

There were no matters arising.

F&A 05/18 Grant Applications (Second Round)

One grant application was considered.

Resolved

That the following grant be awarded:

Springfield Art Group – £250 towards rent of facilities for arts and health and wellbeing activities.

F&A 06/18 Presentation on Corsham Youth Zone and Future Funding Request

Emma Drage of Corsham Youth Zone (CYZ) gave a presentation on the group's activities and future funding requirements. Emma reported that they had 10 volunteers who worked with the group on a regular basis along with a management committee. The group attracted up to 50 young people each week, including people with disabilities and from disadvantaged backgrounds. Further funding was needed if they were to build on the good progress made so far.

Miss Drage was thanked for her helpful presentation. The Committee agreed that CYZ was a very worthwhile organisation and should be supported wholeheartedly by the Council. CYZ was strongly encouraged to submit a detailed proposal explaining their budget requirement and how a possible grant could be used. They were advised to apply for a Town Council grant for consideration at the next Finance and Administration Committee meeting.

F&A 07/18 Detailed Income and Expenditure Accounts (including the Town Hall)

The detailed Income and Expenditure Accounts were reviewed and noted.

F&A 08/18 Strategic Plan Monitoring and Evaluation (*Minute F&A 64/17 and others*)

The Monitoring and Evaluation sheet which 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 was considered. The Chief Executive explained that this was the final monitoring report to the Committee for the 2014-2018 Strategic Plan as the focus changed to the 2018-2022 Plan.

Resolved

The updated Strategic Plan Monitoring and Evaluation sheet was noted.

F&A 09/18 Draft Indicative Budget Forecast (*Minute F&A 46/17*)

Further to previous discussions and following compilation of budget information from the capital programme, community infrastructure levy project list and Strategic Plan work, an indicative budget forecast was discussed. The documents included a summary, list of major projects and project breakdown. The information was draft for discussion at this stage rather than a detailed plan. The figures would be updated once the Strategic Plan priorities had been agreed.

The draft budget forecast was noted.

The meeting commenced at 7.30pm and closed at 8.20pm. There were three members of the public present at the start of the meeting and none at the end.

CHAIRMAN

DATE