

**Minutes of the Meeting of the Finance and Administration Committee  
held in the Town Hall on Wednesday 14 June 2017**

**Present** Councillor D Jones (Chairman)  
Councillors S Abbott, Mrs R Hopkinson, M Jackson, R Le-Var  
and R Taylor

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

**F&A 01/17 Apologies**

There were none.

**F&A 02/17 Public Question Time and Petitions**

A representative of Bath Spa University asked the Committee to support their grant application (*see Minute F&A 05/17*).

**F&A 03/17 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 P Anstey declared a non-pecuniary interest in Neston Memorial Hall grant application as his partner was involved in the event. He remained in the room during the discussion and decision on the item.

**F&A 04/17 Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 19 April 2017**

There were no matters arising.

**F&A 05/17 The Role of the Finance and Administration Committee**

The Chief Executive and Head of Finance and Administration gave a presentation and answered questions on the Committee's Terms of Reference, role and responsibilities.

**F&A 06/17 Grant Applications (Second Round)**

Two grant applications were considered.

**Resolved**

That the following grants be awarded:

Neston Memorial Hall – £500 towards setting up Neston Village Fete.

Bath Spa University – £500 towards the ‘Corsham Year of Writing’ project.

**F&A 07/17 Filling Town Councillor Vacancies and the Co-option Process (*Minutes 252/16 and 24/17*)**

Further to the recent local elections and the discussions at Full Council meetings, the Committee considered whether there were specific tasks that would encourage more people to stand for election. Only 12 candidates stood for the 20 seats. There was a good level of interest in filling the eight vacancies arising from the elections, with 10 candidates coming forward. The Town Council’s existing co-option process relies on applicants submitting brief CVs. Whilst this works effectively when there are few vacancies and candidates, the wide range of responses can make it difficult for Councillors to select their preferred candidate.

The Committee considered whether to introduce an application form for people wishing to be co-opted to the Town Council. This could be accompanied with a brief person specification. It was felt that this was unnecessary but that more information could be added to the Town Council’s website, to explain the role.

**Resolved**

- i) That the introduction of an application form for co-opting candidates not be introduced;
- ii) That further information on the role of a Town Councillor be added to the Town Council’s website.

**F&A 08/17 Detailed Income and Expenditure Accounts (including the Town Hall)**

The detailed Income and Expenditure Accounts were reviewed and noted.

**F&A 09/17 Investments (*Minute F&A 57/16*)**

Further to the previous meeting, consideration had been given to investing in products where ethical considerations were a higher priority. Security, liquidity and yield remained the highest priorities. Since the previous meeting, one of the HSBC bonds had matured. The Chief Executive had explored alternative accounts for the investment (currently £49,999) and recommended the CCLA Public Sector Deposit Fund as a suitable alternative. The Deposit Fund is AAA rated and has same-day liquidity. The Fund declares a daily yield which averaged 0.2449% for April 2017 and it had good ethical values. Further details were available at

www.ccla.co.uk. The Town Council already invests in CCLA's Local Authority Deposit Fund, which is for longer-term investments.

**Resolved**

That the Town Council invests up to £50,000 in the CCLA Public Sector Deposit Fund.

**F&A 10/17 Wiltshire Pension Fund Internal Dispute Resolution Procedure**

Wiltshire Pension Fund, of which most Town Council employees are members, had produced updated guidance on Internal Dispute Resolution. Under the guidance, Wiltshire Pension Fund required the Town Council to appoint a Stage 1 Adjudicator. Wiltshire Council uses Barry Mack of Muse Advisory, a specialist firm providing support to pension schemes. Muse Advisory was willing to provide the service for town and parish councils. The charging structure is on a time/cost basis for each case considered.

It was recommended that Barry Mack of Muse Associates be appointed as the Town Council's Stage 1 Adjudicator for dispute resolutions under the Wiltshire Pension Fund.

**Resolved**

That Barry Mack of Muse Associates be appointed as the Town Council's Stage 1 Adjudicator in respect of internal pension dispute resolution.

**F&A 11/17 Strategic Plan Monitoring and Evaluation (*Minute F&A 60/16 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.

**Resolved**

The updated Strategic Plan Monitoring and Evaluation sheet was noted.

The meeting commenced at 7.30pm and closed at 8.40pm. There was one member of the public present at the start of the meeting and none at the end.

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CHAIRMAN

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DATE