

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 15 August 2018**

Present Councillor R Le-Var (Chairman)
Councillors S Abbott, P Anstey, Mrs R Hopkinson, M Jackson,
D Jones

In Attendance Mrs D Johnston (Finance Assistant)
D Martin (Chief Executive)

F&A 10/18 Apologies

Apologies were received from Councillors D Jarman, S Moysey and R Taylor.

F&A 11/18 Public Question Time and Petitions

Two representatives of Corsham Bowls Club asked the Committee to support their grant application both for an initial grant for an ongoing project, plus a larger funding application to refurbish the bowls green itself in the 2019/20 financial year.

F&A 12/18 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 13/18 Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 13 June 2018

There were no matters arising.

F&A 14/18 Grant Applications (Third Round)

Four grant applications were considered for approval.

Resolved

- i) Corsham Bowls Club – That £500 be awarded in the current financial year towards completion of the extension of the clubhouse to free up space for social activities.
- ii) Corsham Bowls Club – That an application from the Bowls Club for £10,000 in the 2019/20 financial year be deferred and that a meeting between members of the Finance and Administration Committee, Chief Executive and representatives from the Bowls Club be arranged to discuss the application in detail and report back to a future meeting.
- iii) Peacock Arts Trail – That £500 be awarded for the current financial year, with a further £1,500 earmarked for the 2019/20 financial year towards running the 2019 Arts Trail.
- iv) Corsham Football Club – That the £500 grant request be deferred until a future Committee meeting so that the Club could be present to answer questions regarding accounts and how the money would be used.
- v) Corsham Youth Zone – That £3,354 be awarded, subject to a Service Level Agreement being entered into. The funds would be drawn down from earmarked reserves. Provision for future funding would be included in the 2019/20 draft budget.

F&A 15/18 Detailed Income and Expenditure Accounts (including the Town Hall)

The Committee reviewed and noted the Income and Expenditure Accounts and Financial Report. The Strategic Plan Working Group would be meeting in September 2018 to explore funding priorities in some areas of potential major expense including Public Realm, parking charges and devolved services. This would help inform the budget process for 2019/20.

The Chief Executive would research current PWLB loan rates and terms and provide examples for the next Committee meeting.

F&A 16/18 Cemetery Progress Report

The Chief Executive updated the Committee on progress with the New Cemetery Project as follows: Planning Permission ‘proper’ i.e. with Land Drainage Consent was granted on 24 April 2018. The Estate had informed the Town Council’s solicitors that they had vacant possession. A Purchase Price Notice was issued to The Corsham Estate on 20 June 2018 (the land changes hands on completion with the purchase being made).

Expressions of Interest in tendering for the drainage, construction and landscaping work were being sought through the Government’s Contracts Finder website. Several companies had been in touch as a result.

TGMS had been engaged as consultants to do the following: pre-contract award, tender evaluation, monitoring construction, quality control, technical support, post-construction monitoring, sign-off and production of in-use documentation.

Contract commencement was anticipated for spring 2019.

Resolved

That the update be noted.

The meeting commenced at 7.30pm and closed at 8.46pm. There were two members of the public present at the start of the meeting and none at the end.

CHAIRMAN

DATE