

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 17 October 2018**

Present Councillor R Le-Var (Chairman)
Councillors S Abbott, Mrs R Hopkinson and S Moysey

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

F&A 17/18 Apologies

Apologies were received from Councillors P Anstey, M Jackson and D Jarman.

F&A 18/18 Public Question Time and Petitions

Representatives from Gastard Village Hall, Wiltshire Citizen's Advice and Corsham Town Football Club asked the Committee to support their grant applications (*see Minute F&A 21/18*).

F&A 19/18 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 20/18 Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 15 August 2018

There were no matters arising.

F&A 21/18 Grant Applications (Fourth Round)

Four grant applications were considered.

Resolved

- i) That £500 be awarded to Gastard Village Hall towards sanding and refurbishing the hall floor.

- ii) That £500 be awarded to Wiltshire Citizen's Advice towards providing advice to the people of Corsham.

Deferred from previous meeting

- iii) That £500 be awarded to Corsham Town Football Club towards a major overhaul of the tractor used for maintaining the ground.

Requested for the 2019/20 Budget (Deferred from previous meeting)

- iv) That £5,000 be earmarked in the 2019/20 budget to Corsham Town Bowls Club towards re-levelling the bowls green. This would be payable when the Club is in a position to proceed with the project.

F&A 22/18 Detailed Income and Expenditure Accounts (including the Town Hall)

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

F&A 23/18 Appointment of Internal Auditors 2019/20

Formal note of an appointment of internal auditors was required. Auditing Solutions Ltd had provided a satisfactory service since being appointed several years ago and are familiar with the Town Councils processes and procedures.

Resolved

That Auditing Solutions Ltd be appointed as the Council's Internal Auditors for 2019/20.

F&A 24/18 Annual Insurance Review (Minute F&A 31/17)

The Chief Executive had completed the Annual Insurance Review and no issues or concerns had been identified. The insurance cover was re-tendered in 2016 and the cover is reviewed monthly to ensure that any significant new assets or risks were covered. The previously reported insurance claim relating to Meriton Recreation Ground which had been due to go to court in early 2018 was withdrawn. Other minor claims by or against the Town Council relate to vehicles and property damage rather than injury.

Resolved

That the Annual Insurance Review was noted.

F&A 25/18 Public Works Loan Board (PWLB) Loan Rates (Minute F&A 15/18)

Further to the previous meeting, the Chief Executive had explored PWLB loan rates and the application process. Examples of estimated repayment

costs were circulated. Interest rates fluctuated regularly and had increased between early September and early October.

Resolved

That the Public Works Loan Board loan rates be noted.

F&A 26/18 Indicative Budget Options Report (*Minute SP 22/18*)

Further to the Strategic Planning Working Group meeting on 1 October, the Chief Executive presented a draft budget report which gave an indication of the impact of different options on the 2019/20 budget. The budget process was ongoing and would be presented in more detail at the December Committee meeting.

Resolved

- i) That the draft budget allows for a total increase on a Band D equivalent property of up to 10%.
- ii) That the amount of money suggested from the General Purpose Fund towards the new cemetery be flexible.

F&A 27/18 Exclusion of Press and Public

Resolved

That the press and public be excluded from the meeting for the next item of business to consider confidential personal information covered by the Data Protection Act 1998 as updated.

F&A 28/18 Staffing Matters including a review of Administration Staff Terms and Conditions

The Chief Executive updated the Committee on current staffing matters. The Committee also considered a confidential report by the Chief Executive and Head of Finance and Administration.

Resolved

That the salary scales for the administration team posts be adjusted, as recommended in the confidential report to the Finance and Administration Committee.

The meeting commenced at 7.30pm and closed at 8.21pm. There were five members of the public present at the start of the meeting and none at the end.

CHAIRMAN

DATE