

**Minutes of the Meeting of the Finance and Administration Committee  
held in the Town Hall on Wednesday 18 October 2017**

**Present** Councillor P Anstey (Chairman)  
Councillors S Abbott, Mrs T Alberga, Mrs R Hopkinson, M Jackson and  
R Le-Var

**In Attendance** Mrs K Gilby (Administration Officer)  
Mrs M Jones (Head of Finance and Administration)

**F&A 20/17 Apologies**

Apologies were received from Councillor D Jones.

**F&A 21/17 Public Question Time and Petitions**

Representatives from Corsham Rugby Club and Pound Arts Trust asked the committee to support their grant applications (*see minute F&A 24/17*).

**F&A 22/17 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 Mrs T Alberga declared a pecuniary interest in The Pound Arts Trust grant application (*Agenda item 5 – Grant Applications*) as she is a trustee. She left the room during the discussion and decision on the item.

Councillor P Anstey declared a non-pecuniary interest in The Pound Arts Trust grant application (*Agenda item 5 – Grant Applications*) as he occasionally carries out paid work at The Pound Arts Centre.

Chairman Mrs R Hopkinson declared a non-pecuniary interest in The Pound Arts Trust grant application (*Agenda item 5 – Grant Applications*) as she is an acquaintance of one of the speakers involved in the TEDx Corsham event.

**F&A 23/17 Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 16 August 2017**

There were no matters arising.

**F&A 24/17 Grant Applications (Fourth Round)**

Three grant applications were considered.

## **Resolved**

That the following grant applications be awarded:

Corsham RFC – £500 towards an extraction canopy and ducting system as part of a kitchen upgrade.

The Pound Arts Trust – £500 towards TEDx Corsham event.

Corsham Chamber of Commerce – £500 towards marketing the 2018 Corsham Business Show.

### **F&A 25/17 Detailed Income and Expenditure Accounts (including the Town Hall)**

The detailed Income and Expenditure Accounts were reviewed. Councillors found the additional financial reports informative and would like them included in the future.

### **F&A 26/17 Investments (*Minute F&A 09/17*)**

Since the Committee meeting on 14 June when it was resolved: *'That the Town Council invests up to £50,000 in the CCLA Public Sector Deposit Fund'*, the remaining HSBC bond of £49,999 matured on 4 October 2017. The Public Sector Deposit Fund is AAA rated and has same-day liquidity.

The Fund declares a daily yield which averaged 0.1865% for July - September 2017 and it has good ethical values. Further details are available at [www.ccla.co.uk](http://www.ccla.co.uk). The Town Council invests in CCLA's Local Authority Property Fund for longer-term investments.

## **Resolved**

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

### **F&A 27/17 The 2018-19 Local Government Finance Settlement, Technical Consultation Paper (DCLG)**

The Committee considered a Government consultation on proposals for the local government finance settlement for 2018-19. Section 4.2 covered Council Tax Referendum Principles for town and parish councils and stated: 'Last year, the Government issued a challenge to town and parish councils to demonstrate restraint when setting precept increases that are not a direct result of taking on additional responsibilities, and to make precept decisions more transparent to local tax-payers. The continuation of this position in 2018-19 is contingent upon the Government receiving clear evidence of how the sector is responding to this challenge. The Government expects parishes, in setting their precepts, to consider all available options to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for particular purposes or for "invest to save" projects which will lower on-going revenue costs. Any revised proposals will be set out at the time of the provisional local government finance settlement later in the year.'

## **Resolved**

That the Chief Executive responds to the consultation, highlighting the following concerns:

- i) Precept decisions are already transparent and always made in public.
- ii) The lack of methodology for showing the impact of taking over additional responsibilities would make it difficult to determine the exact level of increase.
- iii) The use of reserves to reduce council tax increases is not financially sustainable.

### **F&A 28/17 Disqualification Criteria for Councillors and Mayors**

The Committee considered a DCLG consultation on Updating Disqualification Criteria for Local Authority Members. In particular the consultation looked at:

- the notification requirements set out in the Sexual Offences Act 2003 (commonly referred to as ‘being on the sex offenders register’);
- a civil injunction granted under section 1 of the Anti-Social Behaviour, Crime and Policing Act 2014; or
- a Criminal Behaviour Order made under Section 22 of the Anti-Social Behaviour, Crime and Policing Act 2014.

## **Resolved**

That the Town Council responds to the consultation highlighting that they agreed with questions 1, 3 and 4, did not agree with question 2 and had no comments to make about questions 5 and 6.

### **F&A 29/17 Internal Audit Report 2017/18 (Interim)**

The report from the interim internal audit visit was considered. The internal auditor had not raised any issues or made any recommendations.

## **Resolved**

That the Internal Audit Report 2017/18 (Interim) be noted.

### **F&A 30/17 Appointment of Internal Auditors 2018/19**

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 was familiar with the Town Council’s processes and procedures.

## **Resolved**

That Auditing Solutions Ltd be appointed as the Council’s Internal Auditors for 2018/19.

**F&A 31/17 Annual Insurance Review (Minute F&A 30/16)**

The Chief Executive had completed the Annual Insurance Review and no issues or concerns had been identified. The insurance cover had been re-tendered in 2016 and the cover was reviewed monthly to ensure that any significant new assets or risks were covered. There was still one pending insurance claim relating to Meriton Recreation Ground which was due to go to court in early 2018. The Council's insurers and their solicitors were supporting the Town Council over the matter.

**Resolved**

That the Annual Insurance Review was noted.

**F&A 32/17 Strategic Plan Monitoring and Evaluation (Minute F&A 11/17 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.

**Resolved**

The updated Strategic Plan Monitoring and Evaluation sheet was noted.

The meeting commenced at 7.32pm and closed at 8.43pm. There were no members of the public present.

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CHAIRMAN

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DATE