



Town Hall, High Street, Corsham, Wiltshire SN13 0EZ

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14 April 2016

To: All Members of the Finance and Administration Committee – Councillors S Abbott, P Anstey, J Fraser, Mrs R Hopkinson, M Jackson, D Jones, P Pearson, M Simpkins, R Taylor.

All other Members of the Council for information.

Dear Councillor

The next meeting of the Finance and Administration Committee will be held on Wednesday 20 April 2016 in the Town Hall at 7.30pm.

Yours sincerely

David J Martin
CHIEF EXECUTIVE

AGENDA

1. Apologies
2. Public Question Time and Petitions
3. 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.

4. Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 17 February 2016 - *for information only*.
5. Grant Applications (First Round) – The grants scheme for 2016/17 is being publicised and seven grant applications have been received for the new financial year. The applications can be viewed in the Town Hall during office hours and will also be available half-an-hour prior to the meeting.

The balances of the grants budgets for 2016/17 are as follows: Grants General (budget heading 102/1260) £6,000; Methuen Hall (budget heading 102/1261) £22,000; Arts

Centre (budget heading 102/1265) £5,000; Community/Village Halls (budget heading 102/1271) £1,000; Tourism/CADT (budget heading 102/1272) £2,500. There is also a provisional earmarked Grant Reserve Fund (budget heading EMR 347) £4,462 plus up to a further £6,039 (total £10,501)

Details of the grant applications are as follows:

Awarded 2015/16	Requested 2016/17	Applicant & Purpose
£0	£300	Carer Support Wiltshire – towards travelling expenses of volunteers and refreshments at volunteer carers meetings.
£0	£500	Springfield Art Group – towards room hire for the ‘art on prescription’ group.
£350	£350	Wiltshire County Cricket Club – Towards staging a minor counties cricket match in Corsham.
£0	£425	Corsham Regis Primary Academy – Towards tidying up playgrounds and creating a better environment for children.
£0	£500	Corsham Youth Zone – towards making sport more accessible to young people and purchasing branded hoodies to create an identity.
£150	£250	Corsham Gardeners Society – Towards staging the annual flower show.
£0	£500	Splitz Support Service – Towards the Buddy scheme which recruits and trains volunteers to provide support to those suffering from domestic abuse.

- *for consideration and decision.*

6. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*
7. Annual Finance Report – Following adoption of NALC’s Model Standing Orders, an annual report on Council Finance is attached. The report highlights a number of items which require Committee approval – *for consideration and approval.*
8. Annual Training and Development Report (*Minute F&A 45/15*) – Further to the previous meeting, an updated Annual Report (*copy attached*) has been produced which shows the training and development activity carried out during the past financial year – *for consideration.*

9. Apprentice Post (Assistant Groundsperson - Amenities) – Since the apprentice post was reviewed in April 2015 there has been one apprentice appointed. He left in November 2015. There have been difficulties in attracting interest in the position which is advertised through Wiltshire College and the National Apprentice Scheme. This process is ongoing but the Committee is asked to agree that, if recruitment of an apprentice is unsuccessful, the post be changed to a temporary position for the summer months. The cost would be kept within the overall apprentice budget – *for approval*.
10. Annual Review of the Risk Management Strategy – The Risk Management Strategy and Strategic Risk Register have been reviewed and updated (see attached). No concerns arise – *for approval*.
11. Strategic Plan Monitoring and Evaluation (*Minute F&A 46/15 and others*) – The attached Monitoring and Evaluation sheet provides 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 for information) – *for information and comment*.
12. Internal Audit Report (Interim Update) 2015-16 – A copy of the latest report from the internal auditor is attached. There are no new recommendations since the previous report – *to note*.