



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

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23 June 2016

To: All Members of the Finance and Administration Committee – Councillors S Abbott, P Anstey, J Fraser, Mrs R Hopkinson, M Jackson, D Jarman, 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 29 June 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 20 April 2016 - *for information only*.
5. Grant Applications (Second Round) – The grants scheme for 2016/17 is being publicised and five grant applications have been received for consideration. 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) £4,250; Methuen Hall (budget heading 102/1261) £16,500; Arts

Centre (budget heading 102/1265) £2,000; Community/Village Halls (budget heading 102/1271) £1,000; Tourism/CADT (budget heading 102/1272) £2,500. There is also an earmarked Grant Reserve Fund (budget heading EMR 347) £9,800.

Details of the grant applications are as follows:

Awarded 2015/16	Requested 2016/17	Applicant & Purpose
£0	£500	AFC Corsham – Towards 11-a-side youth goals.
£500	£500	The Wiltshire Bobby Van Trust – Towards home security checks and fire risk assessments for local residents.
£0	£500	The Wiltshire School of Gymnastics – Towards Push On mats for trampolining and other gymnastic activities.
£0	£499.58	Age UK Wiltshire – Towards new Indoor Kurling game, fitness equipment and instructor fees.
£0	£460	The Last Baguette Theatre Company – Towards outreach work and workshops in Corsham and a new play.

- *for consideration and decision.*

6. Review of the Grants Policy (*Minutes F&A 52/15 and F&A 21/15*) – At the previous meeting it was agreed to review the wording of the grants policy, in particular, reference to organisations requesting a commitment of funds over a period of years. The grants policy has not been fully reviewed since 2009, although the criteria, application form and guidance have been reviewed and updated to reflect the objectives of the Strategic Plan. Copies of the Grants Policy and Grant Application Form are attached – *for review and comment.*
7. Review of Training and Development Policy – The current Training and Development Policy is attached for review. The Annual Training and Development Report which was considered at the previous Finance and Administration Committee meeting (*Minute F&A 55/15*) demonstrated that the policy is being implemented successfully – *for review.*
8. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*
9. Strategic Plan Monitoring and Evaluation (*Minute F&A 58/15 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.*