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9 February 2017

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 15 February 2017 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 14 December 2016 - *for information only*.
5. Grant Applications (Sixth Round) – The grants scheme for 2016/17 is being publicised and four grant applications have been received for consideration at this meeting. 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) £0; Methuen Hall (budget heading 102/1261) £0; Arts

Centre (budget heading 102/1265) £2,000; Community/Village Halls (budget heading 102/127

1) £1,000; Tourism/CADT (budget heading 102/1272) £2,500. There is also an earmarked Grant Reserve Fund (budget heading EMR 347) £9,778.

Details of the grant applications are as follows:

<b>Awarded 2015/16</b>	<b>Requested 2016/17</b>	<b>Applicant &amp; Purpose</b>
£0	£500	Wiltshire Mind – Towards running the Chippenham Peer Support Group.
£0	£200	Corsham Youth FC – Subsidising subscriptions for training and playing.
£500	£500	The Brunel Shed – Towards restoration of an historic stone mine trolley to go on public display.
£0	£500	Wiltshire Wood Recycling – Towards new extraction equipment for the workshop.

- *for consideration and decision.*

6. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*
7. Annual Review of Standing Orders, Financial Regulations and Terms of Reference – The annual review has been completed and no changes are proposed to the Town Council's Standing Orders or Financial Regulations. A minor amendment to the Terms of Reference is recommended as follows:

#### *Recommendation*

*That the Finance and Administration Committee recommends to the Full Council that the Strategic Planning Working Group comprises of the Chairman and Vice-Chairman of the Council, and Chairmen of Committees along with other Councillors as agreed by the Council.*

In effect, this removes the automatic right or obligation of Committee Vice-Chairmen to be members of the Working Group and formalises the current situation whereby non-Chairmen and Vice-Chairman have been appointed to the Group – *for consideration.*

8. Internal Audit Report 2016/17 (Interim Update) - A copy of the report from the second interim visit is attached, along with the draft response to the recommendations.

#### *Recommendation*

That the draft response to the Internal Audit Report 2016/17 (Interim Update) be endorsed.

9. Strategic Plan Monitoring and Evaluation (*Minute F&A 38/16 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.*
  
10. Exclusion of Press and Public  
  
*Recommendation:* That the press and public be excluded from the meeting for the next item of business in order to consider confidential personal information covered by the Data Protection Act 1998 as updated.
  
11. Terms and Conditions of the Senior Management Team – To consider a confidential report by the Chief Executive (*issued separately*).