



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

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11 April 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 19 April 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 15 February 2017 - *for information only*.
5. Grant Applications (First Round) – The grants scheme for 2017/18 is being publicised and nine new grant applications have been received for consideration at this meeting, along with one deferred from the February Committee 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 grants budgets for 2017/18 are as follows: Grants General (budget heading 102/1260) £6,000; Methuen Hall (budget heading 102/1261) £22,500; Arts Centre

(budget heading 102/1265) £5,000. There are also earmarked reserves: Grant Reserve Fund (budget heading EMR 347) £9,800, and Grant Tourism/CADT (£2,500) (new code to be created for 2017/18).

Details of the grant applications are as follows:

Awarded 2016/17	Requested 2017/18	Applicant & Purpose
£0	£500	KIK Radio – Towards KIK Radio Intro courses and a Community Streaming project.
£350	£350	Wiltshire County Cricket Club – Towards staging a minor counties cricket match in Corsham.
£0	£500	The Corsham Band – Towards new music stands for public performances in Corsham.
£100	£200	Corsham Gardeners Society – Towards staging the Annual Flower Show.
£0	£180	Corsham Primary School – Towards extending gardening activities at the two primary school sites.
£250	£250	Springfield Art Group – Towards rent to support Art and Health and Well-Being activities.
£0	£300	Wiltshire Sight – Towards running peer support events in the Corsham area for people living with sight loss.
£0	£500	The Peacock Arts Trail – Towards the cost of producing the brochure for the 2017 Trail.
£0	£500	Pickwick Association – Towards the Prettying Of Pickwick campaign including a mobile water carrier.
<i>Deferred from previous meeting:</i>		
£0	£500	Wiltshire Wood Recycling – Towards new extraction equipment for the workshop.

- *for consideration and decision.*

6. Review of Grants Policy and Annual Report on Grants (*Minute F&A 22/16 and others*) – Further to previous meetings, changes have been made to the way that Grants are

explained and promoted on the website to make the policy and process clearer for applicants (see <http://www.corsham.gov.uk/community/grants.html>). The Annual Report of the Grants awarded in 2016/17 is attached – *for consideration*.

7. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review*.
8. Annual Finance Report – The annual report on Council Finance has been completed (*see attached*). It contains an item on Ethical Investments – *for consideration and approval*.
9. Annual Training and Development Report (*Minute F&A 55/15*) – 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*.
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 47/16 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*.
12. 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.

13. Terms and Conditions of the Senior Management Team (*Minute F&A 49/16*) – Further to the previous meeting and subsequent meetings of the review panel, the Committee is asked to consider the panel's recommendations. Further details will be available at the meeting – *for consideration*.