

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 14 December 2016**

Present Councillor P Anstey (Chairman)
Councillors S Abbott, J Fraser, Mrs R Hopkinson, D Jones, P Pearson
and R Taylor.

In Attendance Mrs M Jones (Head of Finance and Administration)
D Martin (Chief Executive)

F&A 31/16 Apologies

Apologies were received from Councillor M Jackson and D Jarman.

F&A 32/16 Public Question Time and Petitions

A representative of HELP Counselling Services asked the Committee to support their grant application (*see Minute F&A 35/16*).

F&A 33/16 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.

There were no Declarations of Interest.

F&A 34/16 Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 10 August 2016

There were no matters arising.

F&A 35/16 Grant Applications (Fifth Round)

Four grant applications were considered.

Resolved

That the following grants be awarded:

Wessex Multiple Sclerosis Therapy Centre – £75 towards a new rehabilitation exercise bike.

HELP Counselling Services - £250 towards volunteer expenses.

The Corsham Walking Festival - £500 towards mini-bus support, advertising, opening ceremony and insurance.

Victim Support Wiltshire – £100 towards purchasing emergency personal alarms and security cameras for victims of crime and special toys for children.

F&A 36/16 Detailed Income and Expenditure of Accounts (including the Town Hall)

The report on the detailed Income and Expenditure of Accounts was considered and noted.

F&A 37/16 Draft Budget 2017/18 (*Minutes P&A 57/16 and CS 38/16*)

The Committee considered a report by the Chief Executive on the draft budget and precept proposals for 2017/18 (copy attached to these minutes).

It was explained that the Government was considering introducing referendum principles (effectively a cap) from 2017/18 which would limit any increase the Town Council could make. The impact of the Community Governance Review, which would reduce the number of Band D equivalent properties, and Wiltshire Council's decision not to pass on any Council Tax Support Grant would also affect the Town Council's budget for 2017/18.

A number of budget items have been reduced or removed as they were no longer required. There were some new items which were aimed at continuing the delivery of the Strategic Plan. The main budget changes, service developments and projects included in the draft budget were as follows:

Committee/Item	2017/18
Finance and Administration/General	
<i>Revenue</i>	
Office Equipment (replacement server)	£9,000
Strategic Plan Delivery	£12,000
Neighbourhood Planning	£7,000
Election costs	£6,000
<i>Capital</i>	
Strategic Plan Delivery (Capital)	£12,000
Property and Amenities Committee	
<i>Revenue</i>	
Service Delegation/Asset Transfer	£5,000
<i>Capital</i>	
Springfield Improvements	£12,000
Asset Management Plan	£7,500
Building Contingency	£7,500
Play Area Improvements	£20,000
Transport Schemes	£10,000
Grounds Maintenance Equipment	£5,000

Methuen Hall

Town Hall Improvements	£5,000
------------------------	--------

Community Services Committee*Revenue*

Retail/Town Centre Support (inc Free Pkg Days)	£4,500
--	--------

Destination Marketing	£10,000
-----------------------	---------

Total	£132,500
--------------	-----------------

Resolved

That the draft budget proposals be approved for consideration by the full Council, with a budget of £756,309 and a precept of £667,717 for 2017/18.

F&A 38/16 Strategic Plan Monitoring and Evaluation (*Minute F&A 17/16 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 7.30pm and closed at 8pm. There was one member of the public present at the start of the meeting and none at the end.

 CHAIRMAN

 DATE