

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 20 April 2016**

Present Councillor D Jones (In the Chair)
Councillors S Abbott, J Fraser and R Taylor

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

F&A 48/15 Apologies

Apologies were received from Councillors M Jackson, Mrs R Hopkinson and P Pearson.

F&A 49/15 Public Question Time and Petitions

Two members of the public spoke in support of their grant applications (Agenda item 6).

F&A 50/15 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 51/15 Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 17 February 2016

There were no matters arising.

F&A 52/15 Grant Applications (First Round)

Seven grant applications were considered. The policy on awarding grants to groups for in excess of four years was discussed and it was agreed to review the policy wording at the next Committee meeting.

Resolved

- i) That the following grants be awarded:

Carer Support Wiltshire – £300 towards travelling expenses of volunteers and refreshments at volunteer carers meetings.

Springfield Art Group – £250 towards room hire for the ‘art on prescription’ group.

Wiltshire County Cricket Club – £350 towards staging a minor counties cricket match in Corsham.

Corsham Youth Zone – £500 towards making sport more accessible to young people and purchasing branded hoodies to create an identity.

Corsham Gardeners Society – £100 towards staging the annual flower show.

Splitz Support Service – £250 towards the Buddy scheme which recruits and trains volunteers to provide support to those suffering from domestic abuse.

ii) That the following grant application be refused:

Corsham Regis Primary Academy – towards tidying up playgrounds and creating a better environment for children.

F&A 53/15 Detailed Income and Expenditure Accounts (including the Town Hall)

The detailed Income and Expenditure of Accounts, including the draft list of earmarked reserves for 2016/17, were reviewed and noted.

F&A 54/15 Annual Finance Report

Following adoption of NALC’s Model Standing Orders, the annual report on Council finance was considered. The report highlighted a number of items which require Committee approval.

Resolved

That the Annual Finance Report be approved.

F&A 55/15 Annual Training and Development Report (*Minute F&A 08/15*)

Further to the previous meeting, an updated Annual Report had been produced which shows the training and development activity carried out during the past financial year.

Resolved

That the Annual Training and Development Report updates be noted.

F&A 56/15 Apprentice Post (Assistant Groundsperson - Amenities)

Since the apprentice post was reviewed in April 2015 there had been one apprentice appointed. He left in November 2015. There had been difficulties in attracting interest in the position which was advertised through Wiltshire College and the National Apprentice Scheme. The process was ongoing but the Committee was 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.

Resolved

That if recruiting an apprentice is not successful the post could be changed to a temporary position for the summer months.

F&A 57/15 Annual Review of the Risk Management Strategy

The Risk Management Strategy and Strategic Risk Register was reviewed and updated. No concerns arose.

Resolved

That the updated Risk Management Strategy be approved.

F&A 58/15 Strategic Plan Monitoring and Evaluation (*Minute F&A 46/15 and others*)

The Monitoring and Evaluation sheet 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 for information).

Resolved

The updated Strategic Plan Monitoring and Evaluation sheet be noted.

F&A 59/15 Internal Audit Report (Interim Update) 2015-16

A copy of the latest report from the internal auditor was reviewed. There were no new recommendations since the previous report.

Resolved

That the Internal Audit Report be noted.

The meeting commenced at 7.30pm and closed at 8.35pm. There were four members of the public present at the start of the meeting and none at the close.

CHAIRMAN

DATE