

**Minutes of the Meeting of the Finance and Administration Committee  
held in the Town Hall on Wednesday 29 June 2016**

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

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

**F&A 01/16 Apologies**

Apologies were received from Councillor R Taylor.

**F&A 02/16 Public Question Time and Petitions**

There were none.

**F&A 03/16 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.

Councillors P Anstey and P Pearson declared non-pecuniary interests in agenda item 5 as they both had grandchildren who attend the Wiltshire School of Gymnastics.

**F&A 04/16 Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 20 April 2016**

There were no matters arising.

**F&A 05/16 Grant Applications (Second Round)**

Five grant applications were considered.

**Resolved**

That the following grants be awarded:

AFC Corsham – £500 towards 11-a-side youth goals.

The Wiltshire Bobby Van Trust - £500 towards home security checks and fire risk assessments for local residents.

The Wiltshire School of Gymnastics - £262.50 towards Push On mats for trampolining and other gymnastics activities.

Age UK Wiltshire - £220 towards new Indoor Kurling game, fitness equipment and instructor fees.

The Last Baguette Theatre Company - £460 towards outreach work and workshops in Corsham and a new play.

**F&A 06/16 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 had not been fully reviewed since 2009, although the criteria, application form and guidance had been reviewed and updated to reflect the objectives of the Strategic Plan.

Councillors expressed a range of views on how the policy should be changed to ensure it remained simple and effective. Councillor Jarman volunteered to look through past grant awards to help establish the nature of any proposed changes and make proposals.

**Resolved**

That the grants policy be reviewed at a future meeting of the Finance and Administration Committee.

**F&A 07/16 Review of Training and Development Policy**

The Annual Training and Development Report, which was considered at the previous Finance and Administration Committee meeting, had demonstrated that the policy was being implemented successfully.

**Resolved**

That the Annual Training and Development Report be noted.

**F&A 08/16 Detailed Income and Expenditure Accounts (including the Town Hall)**

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

**F&A 09/16 Strategic Plan Monitoring and Evaluation (*Minute F&A 58/15 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 for information, was noted.

The meeting commenced at 7.30pm and closed at 8.28pm. There were no members of the public present.

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CHAIRMAN

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DATE