

**Minutes of the Meeting of the Finance and Administration Committee  
held in the Town Hall on Wednesday 19 April 2017**

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

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

**F&A 50/16 Apologies**

Apologies were received from J Fraser and M Jackson.

**F&A 51/16 Public Question Time and Petitions**

Representatives of KIK Radio, Springfield Art Group, The Peacock Arts Trail and Pickwick Association asked the Committee to support their grant applications (see *Minute F&A 54/16*).

**F&A 52/16 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.

Councillor D Jarman declared a non-pecuniary interest in the Peacock Arts Trail grant application as his wife was involved in the event. Councillor Mrs R Hopkinson declared a non-pecuniary interest in the Corsham Primary School grant application as a former employee of the school.

**F&A 53/16 Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 17 February 2017**

There were no matters arising.

**F&A 54/16 Grant Applications (First Round)**

Nine grant applications were considered.

**Resolved**

- i) That the following grants be awarded:

KIK Radio – £500 towards KIK Radio Introduction courses and a Community Streaming project.

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

The Corsham Band – £500 towards new music stands for public performances in Corsham.

Corsham Gardeners Society – £50 towards staging the Annual Flower Show. The Society would be informed that they would not be awarded a grant in the 2018/19 financial year.

Corsham Primary School – £180 towards extending gardening activities at the two primary school sites.

Springfield Art Group – £250 towards rent to support Art, Health and Well-Being activities.

Wiltshire Sight – £300 towards running peer support events in the Corsham area for people living with sight loss. The organisation would be informed that it should not expect to receive Town Council grants annually.

The Peacock Arts Trail – £500 towards the cost of producing the brochure for the 2017 Trail. The group would be informed that any unspent grant must be refunded or set aside for the next Arts Trail.

Pickwick Association – £500 towards the Prettying of Pickwick campaign including a mobile water carrier on condition that the rest of the project is funded and carried out.

ii) That the following grant be refused:

Wiltshire Wood Recycling – towards new extraction equipment for the workshop.

**F&A 55/16 Review of Grants Policy and Annual Report on Grants (*Minute F&A 22/16 and others*)**

Further to previous meetings, changes had been made to the way that Grants were 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 was discussed. Future reports would include the total amount requested and total amount awarded for the year.

**Resolved**

The Grants Policy and Annual Report on Grants be noted.

**F&A 56/16 Detailed Income and Expenditure of Accounts (including the Town Hall)**

The detailed Income and Expenditure of Accounts, including the draft list of earmarked reserves for 2017/18, were reviewed and noted.

**F&A 57/16 Annual Finance Report**

The annual report on Council Finance had been completed. It contained an item on Ethical Investments which was considered.

**Resolved**

That the Chief Executive and Head of Finance and Administration investigate more ethical branded products. Security, liquidity and yield would remain the highest priorities with ethical considerations being explored when investments are reviewed or renewed.

**F&A 58/16 Annual Training and Development Report (*Minute F&A 55/15*)**

Further to the previous meeting, an updated Annual Report had been produced which showed the training and development activity carried out during the past financial year. In future years, the activity table within the report would include a record of the previous year's training carried out by Councillors.

**Resolved**

The Annual Training and Development Report was noted.

**F&A 59/16 Annual Review of the Risk Management Strategy**

The Risk Management Strategy and Strategic Risk Register was reviewed and updated.

**Resolved**

That with the amendment to R11 to include 'insurance', the updated Risk Management Strategy be approved.

**F&A 60/16 Strategic Plan Monitoring and Evaluation (*Minute F&A 47/16 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.

**F&A 61/16 Exclusion of Press and Public**

**Resolved**

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.

**F&A 62/16 Terms and Conditions of the Senior Management Team**

Further to the previous meeting and subsequent meetings of the review panel, the Committee considered the panel's recommendations.

**Resolved**

That the panel's recommendations of the Senior Management Team's Terms and Conditions be approved.

The meeting commenced at 7.30pm and closed at 8.20pm. There were five members of the public present at the start of the meeting and none at the end.

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CHAIRMAN

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DATE