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20 April 2023


To: All Members of the Finance and Administration Committee: Councillors S Abbott, H Belcher, J Brook, T Ellis, R Hopkinson, M Jackson, D Jarman, S Senior and G Ward.

All other Members of the Council for information.

Dear Councillor

The next meeting of the Finance and Administration Committee will be held on Wednesday 26 April 2023 in the Town Hall at 7.30pm.

Yours sincerely



David J Martin  
CHIEF EXECUTIVE

Press and Public – To observe the meeting online or take part in Agenda Item 2 - Public Question Time and Petitions, please click [here](#) or email [dmartin@corsham.gov.uk](mailto:dmartin@corsham.gov.uk) for instructions.

### **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 22 February 2023 – *for information only*.
5. Grant Applications (First Round) – The grants scheme for 2023/24 is being publicised and seven grant applications have been received for consideration at this meeting, including one

deferred from the previous meeting. The grants budgets for 2023/24 are as follows: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £10,000; Methuen Hall (budget heading 102/1261) £42,265; Arts Centre (budget heading 102/1265) £5,000; Corsham Youth Zone (budget heading 102/1266) £8,200; Peacock Arts Trail (budget heading 102/1267) £750. There are earmarked reserves as follows: Grant Reserve (Peacock Arts Trail) £1,500 (budget heading EMR 347); Grant Tourism/CADT £867 (budget heading EMR 361), and Grants – General £1,930 (budget heading £1,930).

There is a limit to how much the Council can spend where it has no specific power. This is known as Section 137 expenditure and must be recorded separately in the Town Council's accounts. The limit for 2023/24 is £9.93 per registered elector, which equates to just over £100,000. The Council is highly unlikely to reach this figure in any given year and, overall, spent £6,577 on Section 137 expenditure in 2022/23. Where grant applications are for activities funded through Section 137, they are identified below. The Community Services Committee has a Health and Wellbeing Budget of £12,000 and Health and Wellbeing earmarked reserve of £20,288 (budget heading EMR 346), part of which are also classed as Section 137 expenditure.

Details of the grant applications are as follows:

| <b>Awarded<br/>2022/23</b> | <b>Requested<br/>2023/24</b> | <b>Applicant &amp; Purpose</b>  |
|----------------------------|------------------------------|---|
| <b>General Grants</b>      |                              |   |
| £0                         | £500                         | Lark and Light – Towards a participatory arts experience for families including play day, art exhibition and workshops.   |
| £500                       | £500                         | Corsham Windband Association – Towards maintaining and insuring musical instruments.  |
| £0*                        | £1,500                       | The Peacock Arts Trail – Towards brochure costs for the 2023 trail (*There is £1,500 in an earmarked reserve plus £750 in the current budget for the Trail).                                      |
| £500                       | £750                         | Wiltshire Air Ambulance – Towards gazebo, toilets, microphone and other expenses to run a family fun day with dog show at Springfield Recreation Ground which raises funds for the air ambulance. |
| £0                         | £750                         | Corsham Civic Society – Towards participating in Heritage Open Days 2023, including design and printing of brochure, printed guides, photographs and ticketing.                                   |
| <b>Section 137</b>         |                              |   |
| £0                         | £500                         | Wessex MS therapy Centre – Towards the cost of a neuro-physiotherapist for people with MS ( <i>deferred from previous meeting</i> ).  |

£0      £440

Alzheimer's Support – Towards the Home Support service which provides support for residents with dementia and respite for their carers.

*- for consideration and decision.*

6. Annual Report on Grants – The Annual Report of the Grants awarded in 2022/23 is attached – *for consideration.*
7. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*
8. 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.*
9. Annual Finance Report – The annual report on Council Finance has been completed (*see attached*) – *for consideration and approval.*
10. Internal Audit Report 2022/23 (Interim Update) - A copy of the report from the interim update visit is attached. The internal auditor has not raised any issues or made any recommendations. The final visit for the financial year will take place on 15 May 2023.

*Recommendation*

That the Internal Audit Report 2022/23 (Interim Update) be noted.

11. Annual Training and Development Report – The Annual Report (*copy attached*) has been produced which shows the training and development activity carried out during the past financial year – *for information and comment.*