

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 18 October 2023**

Present Councillors S Abbott, J Brook, T Ellis, M Jackson and A Jones.

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

In Attendance Online Councillor R Hopkinson (Chair)
Councillor G Ward

F&A 16/23 Apologies

Apologies were received from Councillor H Belcher and R Williams.

F&A 17/23 Public Question Time and Petitions

Representatives of three organisations attended the meeting in person or online and asked the Committee to support their grant applications.

F&A 18/23 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 none.

F&A 19/23 Matters Arising from the Minutes of the Finance and Administration Committee meeting held on 30 August 2023

There were no matters arising.

F&A 20/23 Grant Applications (Fourth Round)

Two grant applications were considered.

Resolved

- i) That the Stay Safe Initiative CIC be awarded £725 towards The Digital Empowerment Programme to educate and protect young people and keep them safe on and offline.

- ii) That Gastard Village Hall be awarded £750 towards energy efficient replacement windows. Councillors suggested that they apply for further grant funding from Corsham Area Board and apply for funding from the Town Council for the 2024/25 budget.

Section 137

There were none for this meeting.

Requested for 2024/25

Resolved

- iii) That Corsham Bowls Club be allocated £2,000 in the draft 2024/25 budget towards replacement of internal fluorescent lights with energy efficient LED lights and fittings.

F&A 21/23 Detailed Income and Expenditure Accounts (including the Town Hall)

The Committee reviewed and noted the Income and Expenditure Accounts, Financial Report and the breakdown of Earmarked Reserves. The Chief Executive would email the Committee with details of the expenditure on EMR's *344 – Transport and Highways* and *353 – Environmental Projects*, along with planned expenditure on budget heading *301/3108 – Health and Wellbeing Initiatives*.

F&A 22/23 Appointment of Internal Auditors 2024/25

Formal note of an appointment of internal auditors was required. Auditing Solutions Ltd had provided an effective service since being appointed several years ago and are familiar with the Town Councils processes and procedures.

Resolved

That Auditing Solutions Ltd be appointed as the Council's Internal Auditors for 2024/25.

F&A 23/23 Annual Insurance Review

The Chief Executive had completed the Annual Insurance Review and no issues or concerns had been identified. The insurance cover had been re-tendered in spring 2021 for a five year period. The cover was reviewed monthly to ensure that any significant new assets or risks were covered. The Town Council's asset register was fully reviewed in 2022/23 following the appointment of new accountants. The Asset Inventory now forms part of the Council's Rialtas Suite financial system. This was a worthwhile development and was useful in recording assets in greater detail and ensuring appropriate insurance cover was in place and being regularly updated.

The update was noted.

F&A 24/23 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 2018.

F&A 25/23 Staffing Update

The Committee considered extending a temporary part-time contract or making it permanent. The Chief Executive explained that the 12-hour per week role in the Grounds Team was working well and helping towards the town's cleanliness, as well as freeing up other staff for more technical tasks. The work was funded from the Service Delegation/Asset Transfer budget.

Resolved

That the temporary part-time contract be made permanent.

The meeting commenced at 7.30pm and closed at 8.32pm. There were three members of the public present and one member of the public online at the start of the meeting and none at the end.

CHAIR

DATE