

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 21 August 2024**

Present Councillor G Ward (Chair)
Councillors S Abbott, H Belcher, J Brook, A Brown A Jones and T Ellis.

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

F&A 11/24 Apologies

Apologies were received from Councillor R Hopkinson.

F&A 12/24 Public Question Time and Petitions

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

F&A 13/24 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 14/24 Matters Arising from the Minutes of the Finance and Administration Committee meeting held on 19 June 2024

Minute F&A 07/24 - IT Infrastructure Refresh Proposal - The Chief Executive updated Councillors on the meeting with Excalibur regarding the IT infrastructure. A new proposal was due any day.

F&A 15/24 Grant Applications (Third Round)

Four grant applications were considered.

Resolved

- i) That Golden Oldies Charity be awarded £300 towards monthly Sing & Smile sessions at The Pound Arts Centre, including session leader, donation for room and flyers.

- ii) That Wiltshire Rural Music be awarded £690 towards Keep Music in Mind sessions in the Corsham area, including musicians, travel and overheads.
- iii) That Wiltshire Bobby Van Trust be awarded £490 towards installing video doorbells for vulnerable people in Corsham.

Section 137 Grant

- iv) That Carer Support Wiltshire be awarded £750 towards monthly Care Cafes for unpaid carers, including refreshments, promotion, project management, staffing, training and DBS checks. The Group would be asked to consider holding its monthly activities at The Pound.

F&A 16/24 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.

F&A 17/24 Exclusion of Press and Public

Resolved

That the press and public (including anyone attending online) be excluded from the meeting for the next item of business to consider confidential personal information covered by the Data Protection Act 2018.

F&A 18/24 Staffing

The Chief Executive provided Councillors with details of a suggested approach aimed at ensuring good levels of business continuity and effective recruitment and development of the Town Council team. This was particularly related to Finance and Administration functions. The approach was agreed in principle along with minor changes and updates to one of the Community Services Officer's roles.

The meeting commenced at 7pm and closed at 9pm. There were four members of the public present at the start of the meeting and none at the end.

CHAIR

DATE