

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 26 April 2023**

Present Councillor R Hopkinson (Chair)
Councillors S Abbott, J Brook, T Ellis, M Jackson and G Ward

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

F&A 22/22 Apologies

Apologies were received from Councillors H Belcher and D Jarman.

F&A 23/22 Public Question Time and Petitions

Representatives of seven organisations attended the meeting in person or online and asked the Committee to support their grant applications (*see Minute F&A 27/22*).

F&A 24/22 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 G Ward declared a non-pecuniary interest in *Agenda Item 5 Grant Application Corsham Civic Society* as a trustee of The Almshouses. He remained in the room during the discussion and decision on the item.

F&A 25/22 Matters Arising from the Notes of the Finance and Administration Committee meeting held on 22 February 2023

There were no matters arising.

F&A 26/22 Grant Applications (First Round)

Seven grant applications were considered.

Resolved

- i) Lark and Light – be awarded £750 towards a participatory arts experience for families including play day, art exhibition and workshops.

- ii) Corsham Windband Association – be awarded £750 towards maintaining and insuring musical instruments.
- iii) The Peacock Arts Trail – be awarded £1,500 towards brochure costs for the 2023 trail (There was £1,500 in an earmarked reserve plus £750 in the current budget for the Trail).
- iv) Wiltshire Air Ambulance – be awarded £750 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.
- v) Corsham Civic Society – be awarded £750 towards participating in Heritage Open Days 2023, including design and printing of brochure, printed guides, photographs and ticketing.

Section 137

- i) Wessex MS therapy Centre – be awarded £500 towards the cost of a neuro-physiotherapist for people with MS (*deferred from previous meeting*).
- ii) Alzheimer’s Support – be awarded £440 towards the Home Support service which provides support for residents with dementia and respite for their carers.

F&A 27/22 Annual Report on Grants

The Annual Report of the Grants awarded in 2022/23 had been circulated. Councillors asked if the Grant Evaluation Forms from grant applicants could be available for Councillors to assess.

Resolved

That Grant Evaluation Forms be made available to Councillors and that the Annual Report of the Grants be noted.

F&A 28/22 Detailed Income and Expenditure Accounts (including the Town Hall)

The Committee reviewed and noted the Income and Expenditure Accounts and Financial Report.

Resolved

- i) That the annual Community Infrastructure Levy (CIL) report be forwarded to all Committee members.
- ii) That an analysis of the Earmarked Reserves be prepared for consideration at the next Committee meeting.

F&A 29/22 Annual Review of the Risk Management Strategy

The Risk Management Strategy and Strategic Risk Register had been reviewed and updated. Councillors asked if the Risk Management Strategy could be reviewed in more detail at a separate meeting so they could get a clearer understanding of the process.

Resolved

- i) That the Risk Management Strategy and Risk Register be approved.
- ii) That a training event/workshop be arranged to explain how the Risk Management Strategy and Register is compiled and used.

F&A 30/22 Annual Finance Report

The annual report on Council Finance had been completed.

Resolved

That the report on Council Finance be approved.

F&A 31/22 Internal Audit Report 2022/23 (Interim Update)

A copy of the report from the interim update visit had been circulated. The internal auditor had not raised any issues or made any recommendations. The final visit for the financial year would take place on 15 May 2023.

Resolved

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

F&A 32/22 Annual Training and Development Report

The Annual Report had been produced which set out the Staff and Councillor training and development activity carried out during the past financial year.

Agreed

That the Annual Training and Development Report be noted.

The meeting commenced at 7.30pm and closed at 8.37pm. There were five members of the public present and two members of the public online at the start of the meeting and none at the end.

CHAIRMAN

DATE