

**Minutes of the Meeting of the Finance and Administration Committee  
held in the Town Hall on Wednesday 30 April 2025**

**Present** Councillor S Abbott (In the Chair)  
Councillors H Belcher OBE, J Brook, A Brown, T Ellis and  
R Hopkinson

**In Attendance** Mrs K Gilby (Head of Finance and Administration)  
D Martin (Chief Executive)

**F&A 47/24 Apologies**

Apologies were received from Councillor G Ward.

**F&A 48/24 Public Question Time and Petitions**

A representative of Leafy Lane Playing Fields attended the meeting online and asked the Committee to support their grant application.

A representative of the Peacock Arts Trail attended the meeting online and asked the Committee to support their grant application.

A representative of Fairtrade Corsham attended the meeting in person and asked the Committee to support their grant application.

A representative of Read Easy North and West Wiltshire attended the meeting in person and asked the Committee to support their grant application.

**F&A 49/24 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 50/24 Matters Arising from the Minutes of the Finance and Administration  
Committee meeting held on 26 February 2025**

There were no matters arising.

## **F&A 51/24 Grant Applications (First Round)**

Four grant applications were considered.

### **Resolved**

- i) That Leafy Lane Playing Fields be awarded £750 towards the cost of a new 3G artificial floodlit football pitch. This grant would be paid along with the previously approved grant of £750 (EMR 349) once the balance of funds had been raised.
- ii) That the Peacock Arts Trail be awarded £750 towards the 2025 arts trail. The funds would be taken from the earmarked reserve (EMR 347) and is in addition to a previous allocation of £750.
- iii) That Fairtrade Corsham be awarded £120 towards the set up costs of creating a Fairtrade chocolate bar for Corsham.

### **Section 137 Grant**

- iv) That Read Easy North and West Wiltshire be awarded £250 towards helping adults' reading and writing skills.

## **F&A 52/24 Annual Report on Grants**

The Annual Report on Grants was considered. It was felt that the report was a useful overview for the year.

### **Resolved**

That the Annual Report on Grants report be noted.

## **F&A 53/24 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.

The Earmarked Reserves list for 2025/26 was agreed.

## **F&A 54/24 Annual Review of the Risk Management Strategy**

The Risk Management Strategy and Strategic Risk Register had been reviewed and updated.

### **Resolved**

- i) That the updated Risk Management Strategy and Strategic Risk Register be approved.
- ii) That for clarity, future reports on the Risk Management Strategy and Register highlight any changes.

**F&A 55/24 Annual Finance Report**

The annual report on Council Finance was considered.

**Resolved**

That the Annual Finance Report be approved.

**F&A 56/24 Annual Training and Development Report**

The Annual Report showing the training and development activity carried out during the past financial year was considered. It was highlighted that training for new Councillors would take place once vacancies had been filled.

**Resolved**

That the Annual Training and Development Report be noted.

**F&A 57/24 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 58/24 Staffing Update (*Minute F&A 46/24 and others*)**

The Chief Executive gave an update on staffing matters including future planning and cover for posts within Technical Services and Community Services. It was reported that HR advice was being sought in certain areas and that Councillors' guidance would be helpful in some cases.

**Resolved**

That a group comprised of the Town Council Chair and Vice-Chair, Committee Chair and Vice-Chair, be re-formed to support and advise the Chief Executive on a current confidential staffing matter.

The meeting commenced at 7.00pm and closed at 8.19pm. There were two members of the public present at the start of the meeting and none at the end.

---

CHAIR

---

DATE