

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 30 August 2023**

Present Councillor R Hopkinson (Chair)
Councillors S Abbott, H Belcher, J Brook and R Williams

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

In Attendance Online B Simpson (Crimestoppers Trust)
Councillor G Ward

F&A 08/23 Apologies

Apologies were received from Councillor T Ellis.

F&A 09/23 Public Question Time and Petitions

A representative from Souper Friday attended the meeting in person and a representative from Crimestoppers Trust attended online and asked the Committee to support their grant applications (*see Minute F&A 12/23*).

F&A 10/23 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 11/23 Matters Arising from the Minutes of the Finance and Administration Committee meeting held on 28 June 2023

There were no matters arising.

F&A 12/23 Grant Applications (Third Round)

Two grant applications were considered.

Resolved

- i) That Souper Friday be awarded £655.63 towards hiring banqueting tables and crockery for a Christmas Party for isolated and lonely people in Corsham.

- ii) That Crimestoppers Trust be awarded £500 towards a social media awareness campaign aimed at Cosham's 13–17-year-olds to help keep themselves safe from exploitation by criminals. Councillors asked for feedback on the impact the campaign had in Corsham and that they also engage with Corsham Youth Zone.

Section 137

There were none for this meeting.

F&A 13/23 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 had recommended that, where suitable, unallocated CIL funds be used for eligible capital and revenue projects to avoid the risk of missing CIL deadlines. Where appropriate, the original budgets would be returned to general or earmarked reserves. There was one CIL deadline in the current financial year and three deadlines early in the 2024/25 financial year.

Resolved

That, where suitable, unallocated CIL funds are used for eligible capital and revenue projects to avoid the risk of missing CIL deadlines.

F&A 14/23 Arnold House Tenancy at Will, Corsham Area Development Trust (CADT) (Minute F&A 16/22)

Further to the February Committee meeting, the Chief Executive had met with the CADT to discuss the tenancy agreement in view of rising energy and maintenance costs. There had been a number of minor changes in the use of the property since the original agreement was signed in 2013. These changes included use of the kitchen and back room, alterations to the garden, fixtures and fittings, minor repairs and maintenance, use by third parties, storage space and contributions towards electricity, water and drainage charges.

It was recommended that the Tenancy at Will be brought up to date to formalise arrangements and to increase the Town Council's contribution to electricity costs from 50% to 60%. The termination period would remain at one month by either party.

Resolved

That the Tenancy at Will be updated.

F&A 15/23 Staffing Matters (Minutes F&A 07/23 and F&A 21/22)

At the previous meeting it had been resolved to formally consult staff on suggested working flexibilities to see if they are worth introducing wholly or in part.

All staff had been consulted on the points below. The responses were summarised, and recommendations made:

- i) Carrying forward annual leave – Support for carrying forward up to 10 days' leave for up to 12 months.

Resolved

That this flexibility be implemented.

- ii) Time off in lieu – Support for carrying forward up to 30 hours lieu.

Resolved

That this flexibility be implemented.

- iii) Buying and selling annual leave – No objection but would seldom be used.

Resolved

That this be permitted on an ad hoc basis rather than producing a detailed policy and scheme.

- iv) Compressed hours – There was support for this provided an effective scheme could be introduced.

Resolved

To develop and offer a scheme and implement it for a trial period.

- v) Working from home – Mixed response but most people supported the option provided it was made more flexible than the current arrangements.

Resolved

That the current arrangements be amended to make them more flexible to provide increased office cover.

- vi) Other flexible working practices – Suggestions included:

- a) Being able to work more remotely on occasions e.g. from locations other than home.

Resolved

That remote working be considered on a case-by-case basis.

- b) Flexible working to allow catching up hours by starting early/working late in the same week.

Resolved

That this flexibility be permitted.

- c) Offering some jobs as job share.

Resolved

That job share not be introduced as a matter of course but if a request or application was received to fulfil a role through job share, it would be considered.

The meeting commenced at 7.30pm and closed at 8.28pm. There was one member of the public present and one member of the public online at the start of the meeting and neither at the end.

CHAIR

DATE