

**Notes of the Informal Finance and Administration Committee  
held remotely on MS Teams Wednesday 19 October 2022**

**Present** Councillor R Hopkinson (Chair)  
Councillors S Abbott, H Belcher, J Brook, T Ellis and D Jarman

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

**1. Apologies**

Apologies were received from Councillors M Jackson and G Ward.

**2. 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.

**3. Matters Arising from the Notes of the Finance and Administration  
Committee meeting held on 17 August 2022**

The Hub of Creative Arts Therapists had sent further information as requested by Councillors. They had approached five Corsham Care Homes who were very keen to book their Christmas interactive performances. The £500 grant would fund events at two Care Homes.

**Agreed**

That The Hub of Creative Arts Therapists be awarded £500 and that they give feedback on the performances.

**4. Grant Applications (Fourth Round)**

Due to a technical issue the applicants had not been able to join the meeting. It was agreed that the four grants be deferred until Wednesday 2 November.

**5. Detailed Income and Expenditure Accounts (including the Town Hall)**

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

A discussion took place about investing further funds in the CCLA Deposit Fund as it provided a reasonable level of interest. The Chief Executive would make enquiries with a view to transferring up to £1M from the Santander Account into the CCLA Account in accordance with the Town Council's Investment Strategy.

The Chief Executive informed the Committee that Wiltshire Council had updated its Service Delegation and Asset Transfer Policy making it an 'all or nothing policy'. This could have significant financial implications for the Town Council. This issue would be discussed further at the next Property and Amenities Committee meeting.

**6. Information Security Policy (Minute 35/22, 13/06/22)**

One of the recommendations on the data protection compliance report earlier in the year was to produce an Information Security Policy. A draft policy, based on the model provided by our Data Protection Officer service, *One West*, had been circulated.

**Agreed**

That the Information Security Policy be adopted and circulated to all staff and Councillors.

**7. Appointment of Internal Auditors 2023/24**

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 were familiar with the Town Council's processes and procedures.

**Agreed**

That Auditing Solutions Ltd be appointed as the Council's Internal Auditors for 2023/24.

**8. Option to Opt Out of the SAAA Central External Auditor Appointment Arrangements**

With reference to an email received from Smaller Authorities' Audit Appointments Limited (SAAA) smaller local councils (less than £6.5m income or expenditure) must be given the opportunity to opt out of the central scheme and appoint their own external auditors for the next five-year appointment period. During the last five-year period, no smaller authorities opted out.

It was recommended that the Town Council remains in the central scheme, which it had been in since it was originally established.

**Agreed**

That the Town Council remains in the central scheme.

**9. 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 is being fully reviewed in 2022/23 following the appointment of new accountants.

**10. Exclusion of Press and Public**

**Agreed**

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.

**11. Staffing Review (Note 12. F&A 20/04/2022)**

The Chief Executive had contacted eight local councils and received responses from seven on their processes of recruiting new staff, the pay percentages they were using and highlighting the benefits of working for a Town Council.

The Chief Executive was preparing a report on the wider issues around staff recruitment and retention for discussion with the Chairs and Vice-Chairs of the Finance and Administration Committee and Council.

The update was noted.

The meeting commenced online at 7.30pm and closed at 8.34pm. There were no members of the public present.