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7 December 2023

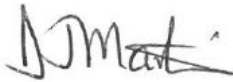
To: All Members of the Finance and Administration Committee: Councillors S Abbott, H Belcher, J Brook, T Ellis, R Hopkinson, M Jackson, A Jones, G Ward and R Williams.

All other Members of the Council for information.

Dear Councillor

The next meeting of the Finance and Administration Committee will be held on Wednesday 13 December 2023 in the Town Hall at 7.30pm.

Yours sincerely



David J Martin  
CHIEF EXECUTIVE

Press and Public – To observe the meeting online or take part in Agenda Item 2 - Public Question Time and Petitions, please click [here](#) or email [dmartin@corsham.gov.uk](mailto:dmartin@corsham.gov.uk) for instructions.

### **AGENDA**

1. Apologies.
2. Public Question Time and Petitions.
3. 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.

4. Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 18 October 2023 – *for information only*.
5. Grant Applications (Fifth Round) – The grants scheme for 2023/24 is being publicised and three grant applications have been received for consideration at this meeting along with a

request to budget for a larger grant in 2024/25. The balances of the grants budgets for 2023/24 are as follows: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £429.37; Methuen Hall (budget heading 102/1261) £0; Arts Centre (budget heading 102/1265) £2,000; Corsham Youth Zone (budget heading 102/1266) £0; Peacock Arts Trail (budget heading 102/1267) £0. There are earmarked reserves as follows: Grant Reserve (Peacock Arts Trail) £750 (budget heading EMR 347); Grant Tourism/CADT £867 (budget heading EMR 361), and Grants – General £1,930 (budget heading EMR 370).

There is a limit to how much the Council can spend where it has no specific power. This is known as Section 137 expenditure and must be recorded separately in the Town Council's accounts. The limit for 2023/24 is £9.93 per registered elector, which equates to just over £100,000. The Council is highly unlikely to reach this figure in any given year and, overall, spent £6,577 on Section 137 expenditure in 2022/23. Where grant applications are for activities funded through Section 137, they are identified below (none for this meeting). The Community Services Committee has a Health and Wellbeing Budget of £12,000 and Health and Wellbeing earmarked reserve of £20,288 (budget heading EMR 346), part of which are also classed as Section 137 expenditure.

The grants for 2023/24 requested at this meeting total £2,113.70. The balance of the current grants budget (£429.37) plus the Grants EMR (£1,930) comes to £2,359.37. There is one more Finance and Administration Committee in the current financial year.

Details of the grant applications are as follows:

<b>Awarded 2022/23</b>	<b>Requested 2023/24</b>	<b>Applicant &amp; Purpose</b>
<b>General Grants</b>		
£0	£750	Corsham Cricket Club under 18 Academy – Towards cricket training equipment.
£0	£613.70	Jaqueline Abbott (not for profit) – To run workshops for older adults using drawing and movement.
£0	£750	Neston Memorial Hall – Towards lightweight folding chairs for older adults to use.

**Section 137**

None for this meeting.

**Requested  
for 2024/25**

£2,000	Gastard Village Hall – Towards the cost of replacing the windows in the village hall.
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- for consideration and decision.

6. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*
7. Draft Budget 2024/25 – Further to previous meetings the Committee is asked to consider the attached budget report and make a recommendation on the 2024/25 budget and precept to the Full Council – *for consideration.*
8. Internal Audit Report 2023/24 (First Interim) – A copy of the report from the interim visit is attached. There is one recommendation arising from the report, which relates to allotment income: *'R1 - To ensure that a clear audit trail is in place between the allotment registers and Omega accounts, the site and plot reference numbers should be recorded when income is received and recorded in the Omega accounts.'*

The Chief Executive and Head of Finance and Administration have prepared the following response: *'This will be carried out from April 2024 when the next allotment rents are due.'*

*Recommendation*

That the draft response to the Internal Audit Report 2023/34 (First Interim) be endorsed.