

Town Hall, High Street, Corsham, Wiltshire SN13 0EZ

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11 April 2024

To: All Members of the Finance and Administration Committee: Councillors S Abbott, H Belcher, J Brook, T Ellis, R Hopkinson, 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 17 April 2024 in the Town Hall at 7.00pm.

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 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 28 February 2024 – *for information only*.
5. Grant Applications (First Round) – The grants scheme for 2024/25 is being publicised and three grant applications have been received for consideration at this meeting. The balances of the grants budgets for 2024/25 are as follows: Grants General/Section 137 (budget

heading 102/1260 and 102/1262) £9,495 (this takes into account the Fairtrade Corsham Grant of £504.33 agreed at the previous meeting); Methuen Hall (budget heading 102/1261) £69,200; Arts Centre (budget heading 102/1265) £5,000; Peacock Arts Trail (budget heading 102/1267) £750. There are earmarked reserves as follows: Grant Reserve (Peacock Arts Trail) £750 (budget heading EMR 347) and Grant Tourism/CADT £867 (budget heading EMR 361).

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 2024/25 is £10.81 per registered elector, which equates to just under £110,000. The Council is highly unlikely to reach this figure in any given year and, overall, spent £5,771 (subject to year-end work and audit) on Section 137 expenditure in 2023/24. 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 Grants Budget of £7,500 and Health and Wellbeing earmarked reserve of £20,288 (budget heading EMR 346), part of which are also classed as Section 137 expenditure. From 2024/25 it holds the Corsham Youth Zone budget of £9,000, which does not include funds for the grant applied for below.

Details of the grant applications are as follows:

Awarded 2023/24	Requested 2024/25	Applicant & Purpose
General Grants		
£5,000	£750*	Pound Arts – towards repairing and improving toilets at the Arts Centre.
*this in addition to the £5,000 annual grant.		
£750	£490	Wiltshire Air Ambulance – towards sound equipment to improve communication at the dog show at Springfield Recreation Ground.
£8,200	£750**	Corsham Youth Zone – towards running mindful and meditation sessions for young people attending CYZ evenings.

*this in addition to the £9,000 grant for 2024/25 in the Community Services budget.

Section 137

None for this meeting.

- *for consideration and decision.*

- 6. Annual Report on Grants – The Annual Report of the Grants awarded in 2023/24 is attached – *for consideration.*

7. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review*.
8. Annual Review of the Risk Management Strategy – The Risk Management Strategy and Strategic Risk Register have been reviewed and updated (*see attached*). No concerns arise – *for approval*.
9. Annual Finance Report – The annual report on Council Finance has been completed (*see attached*) – *for consideration and approval*.
10. Annual Training and Development Report – The Annual Report (*copy attached*) has been produced which shows the training and development activity carried out during the past financial year – *for information and comment*.
11. Exclusion of Press and Public

Recommendation: That the press and public (including anyone attending online) be excluded from the meeting for the next item of business in order to consider a matter of a commercially confidential nature.
12. Town Hall Secondary Glazing Quotations – to consider a report containing commercially confidential information regarding quotations for the secondary glazing of the Town (Methuen) Hall (issued separately to the agenda) – *for consideration*.