

---

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

Tel: 01249 702130      Email: [towncouncil@corsham.gov.uk](mailto:towncouncil@corsham.gov.uk)      [www.corsham.gov.uk](http://www.corsham.gov.uk)

12 October 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 18 October 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 30 August 2023 – *for information only*.
5. Grant Applications (Fourth Round) – The grants scheme for 2023/24 is being publicised and two 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) £1,904; Methuen Hall (budget heading 102/1261) £0; Arts Centre (budget heading 102/1265) £2,000; Corsham Youth Zone (budget heading 102/1266) £4,100; 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.

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>		
£750*	£725	The Stay Safe Initiative CIC - Towards The Digital Empowerment Programme to educate and protect young people and keep them safe on and offline.
£450	£750	Gastard Village Hall – Towards energy efficient replacement windows.

### **Section 137**

None for this meeting.

### **Requested for 2024/25**

£2,000	Corsham Bowls Club – Towards replacement of internal fluorescent lights with LED lights and fittings.
--------	---

\*Funded from Community Services Youth Activities budget before the grants scheme changed. £750 was approved in January 2023. Only £725 was needed and was paid in May 2023.

- *for consideration and decision.*

6. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*

7. Appointment of Internal Auditors 2024/45 – Formal note of an appointment of internal auditors is required. Auditing Solutions Ltd has provided an effective service since being appointed several years ago and are familiar with the Town Councils processes and procedures.

*Recommendation*

That Auditing Solutions Ltd be appointed as the Council's Internal Auditors for 2024/25.

8. Annual Insurance Review – The Chief Executive has completed the Annual Insurance Review and no issues or concerns have been identified. The insurance cover was re-tendered in spring 2021 for a five year period. The cover is reviewed monthly to ensure that any significant new assets or risks are covered. The Town Council's asset register was fully reviewed in 2022/23 following the appointment of new accountants. The Asset Inventory now forms part of the Council's Rialtas Suite financial system. This was a worthwhile development and is useful in recording assets in greater detail and ensuring appropriate insurance cover is in place and regularly updated – *for information/comment*.

9. Exclusion of Press and Public

*Recommendation:* 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.

10. Staffing Update – To consider extending a temporary part-time contract or making it permanent. The Chief Executive will provide details at the meeting – *for discussion*.