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15 August 2024

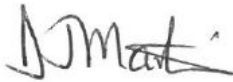
To: All Members of the Finance and Administration Committee: Councillors S Abbott, H Belcher, N Brakspear, J Brook, A Brown, T Ellis, R Hopkinson, A Jones and G Ward.

All other Members of the Council for information.

Dear Councillor

The next meeting of the Finance and Administration Committee will be held on Wednesday 21 August 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](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 19 June 2024 – *for information only*.
5. Grant Applications (Third Round) – The grants scheme for 2024/25 is being publicised and four 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) £6,255.67; Methuen Hall (budget heading 102/1261) £34,600\*; Arts Centre (budget heading 102/1265) £2,000; Peacock Arts Trail (budget heading 102/1267) £750; Corsham Town Bowls Club (budget heading 102/1268) £0 and Gastard Village Hall (budget heading 102/1269) £0. 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 separate earmarked reserve for Twinning £2,071 (budget heading EMR 363), which can be used as a grant alongside the twinning budget of £500 in 2024/25 (Community Services Committee budget heading 301/3101 Twinning Costs).

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 (one for this meeting). The Community Services Committee has a Health and Wellbeing Grants Budget of £7,500 and Health and Wellbeing earmarked reserve of £21,451 (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.

\*Methuen Hall – This includes the additional £50,000 grant towards secondary glazing.

Details of the grant applications are as follows:

<b>Awarded 2023/24</b>	<b>Requested 2024/25</b>	<b>Applicant &amp; Purpose</b>
<b>General Grants</b>		
£0	£300	Golden Oldies Charity – Towards monthly Sing & Smile sessions at The Pound Arts Centre, including session leader, donation for room and flyers.
£0	£690	Wiltshire Rural Music – Towards Keep Music in Mind sessions in the Corsham area, including musicians, travel and overheads.
£0	£490	Wiltshire Bobby Van Trust – Towards installing video doorbells for vulnerable people in Corsham.
<b>Section 137</b>		
£750	£750	Carer Support Wiltshire – Towards monthly Care Cafés for unpaid carers, including refreshments, promotion, project management, staffing, training and DBS checks.

– for consideration and decision.

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

7. 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 to consider confidential personal information covered by the Data Protection Act 2018.

8. Staffing – To discuss a suggested approach to ensuring good levels of business continuity and effective recruitment and development of the Town Council team for the future. The Chief Executive will provide details at the meeting – *for discussion*.