

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

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17 October 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 23 October 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 21 August 2024 – *for information only*.
5. Grant Applications (Fourth Round) – The grants scheme for 2024/25 is being publicised and five grant applications have been received for consideration at this meeting including

one for the 2025/26 and 2026/27 budgets. The balances of the grants budgets for 2024/25 are as follows: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £4,025.67; 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 (two 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:

Awarded 2023/24	Requested 2024/25	Applicant & Purpose
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General Grants

£750*	£379	Pound Arts – To provide a new amplifier to power the sound system in one of the community spaces at The Pound Arts Centre.
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**£750 was awarded in April 2024 towards improving the toilets. The Town Council is currently exploring how it can further help The Pound, including a review of future funding.*

£655.63	£685.10	Souper Friday – Towards hiring equipment for a Christmas Party for around 80 people from the Corsham area.
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Section 137

£0	£200	The Brightwell (West of England MS Therapy Centre) – Towards the cost of subsidised oxygen therapy for Corsham residents with neurological conditions.
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£0

£750

Prospect Estate Community Defibrillator – Towards a new pole and connection to an electric power supply to enable the existing defibrillator cabinet to be moved and connected.

**Requested for
2025/26 and 2026/27**

£5,000 per year for two years

Corsham Windband Association – Towards becoming Corsham Music Association which would enable the group to expand provision to all Corsham primary schools, doubling the number of children participating in instrumental music making.

– 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 2025/26 – 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 2025/26.

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 managed appropriately – *for information/comment.*