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

Tel: 01249 702130

Email: towncouncil@corsham.gov.uk

www.corsham.gov.uk

22 February 2024

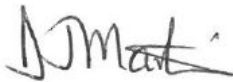
To: All Members of the Finance and Administration Committee: Councillors S Abbott, H Belcher, J Brook, T Ellis, R Hopkinson, A Jones, G Ward and R Williams.

All other Members of the Council for information.

Dear Councillor

The next meeting of the Finance and Administration Committee will be held on Wednesday 28 February 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 13 December 2023 – *for information only*.
5. Grant Applications (Sixth Round) – The grants scheme for 2023/24 is being publicised and one grant application has been received for consideration at this meeting. The balances of the grants budgets for 2023/24 are as follows: Grants General/Section 137 (budget heading

102/1260 and 102/1262) £0; Methuen Hall (budget heading 102/1261) £0; Arts Centre (budget heading 102/1265) £0; 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 £245.67 (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 grant for 2023/24 requested at this meeting is for up to £750. The balance of the current grants budget is just £245.67 (Grants EMR). This is the last Finance and Administration Committee of the current financial year.

Details of the grant application are as follows:

Awarded 2022/23	Requested 2023/24	Applicant & Purpose
General Grants		
£0	£750	Fairtrade Corsham – towards activities to celebrate the 30 th Anniversary of Fairtrade in the UK, including hosting a visit by a Fairtrade Tea Farmer in Kenya.

Section 137

None for this meeting.

- for consideration and decision.

6. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*
7. Internal Audit Report 2023/24 (Interim Update) – A copy of the report from the second interim visit is attached. There are two new recommendations arising from the report, which relate to hanging basket income and the burial register:

‘R2 - ...an effective cross-referencing of the receipt of hanging basket fees due should be implemented by inclusion of the invoice numbers in both the control spreadsheet and Omega nominal income code.’

'R3 - To reduce the risk of any recording oversight in the official Burial Register, interment details should be recorded on or as soon as possible thereafter the date the interment occurs, rather than await receipt of the fees due to the Council.'

The Chief Executive and Head of Finance and Administration have prepared the following responses:

R2 – *'From April 2024, the invoice numbers will be entered against the payments on the Omega accounting system.'*

R3 – *'This procedure has now been implemented.'*

Recommendation: That the draft responses to the Internal Audit Report 2023/34 (Interim Update) be endorsed.

8. Annual Review of Standing Orders, Financial Regulations and Terms of Reference – The annual review has been completed. Changes incorporated since the previous review are:

- i) Changing Chairman to Chair throughout the documentation
- ii) SO 5.3 – Change of meeting time from 7.30pm to 7.00pm
- iii) SO 18.6.1 and 18.6.2 – Thresholds updated to reflect SI 2023 No. 1117

Recommendation: That the Full Council be recommended to note the recent changes to the Town Council's Standing Orders and Financial Regulations.

9. Mileage Allowance for Using a Bicycle for Business Journeys – As part of the Town Council's commitment to reducing carbon emissions, it has been suggested that a rate of 20p per mile be introduced for using a personal bicycle instead of a car for work purposes. The rate is in line with HMRC's guidance on expenses and benefits. Any higher rate would be taxable – *for consideration*.

10. 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 confidential personal information covered by the Data Protection Act 2018.

11. Staffing Update – To consider confidential staffing matters. The Chief Executive will provide details at the meeting – *for discussion*.