

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

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22 June 2023

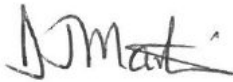
To: All Members of the Finance and Administration Committee: Councillors S Abbott, H Belcher, J Brook, T Ellis, R Hopkinson, M Jackson, D Jarman and G Ward.

All other Members of the Council for information.

Dear Councillor

The next meeting of the Finance and Administration Committee will be held on Wednesday 28 June 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 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 26 April 2023 – *for information only*.
5. Grant Applications (Second Round) – The grants scheme for 2023/24 is being publicised and four grant applications have 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) £6,060; Methuen Hall (budget heading 102/1261) £21,132; 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 (one 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:

Awarded 2022/23	Requested 2023/24	Applicant & Purpose
General Grants		
£500	£750	Wiltshire Citizens Advice - Towards resources to provide online and telephone support regarding life problems, to residents of Corsham.
£0	£750	Corsham Orcas – Towards swim hats for each member, to celebrate the club's 50 th anniversary.
£0	£750	Corsham Badminton Club – To expand the number of club sessions to meet demand.
Section 137		
£0	£750	Carer Support Wiltshire – Towards Corsham based Care Cafes to support local unpaid carers.

- for consideration and decision.

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

7. Staffing Matters (*Minute F&A 21/22*) –

- i) Further to previous meetings, the Chief Executive and Head of Finance and Administration have explored suggestions to attract and retain staff, such as flexible working, compressed hours, job applications via CVs, the amount of leave which could be carried forward, selling back annual leave and training. Many of these measures are in place in other local councils, with some working more successfully

than others. There are currently two officer vacancies and the advertising and recruitment packs have been updated to reflect some of the opportunities and advantages of working for the Town Council. The next step will be to consult staff more formally on the flexibilities suggested above to see if they are worth introducing wholly or in part. Further details will be available at the meeting – *to note*.

- ii) Technical Assistant Vacancy – The current part-time vacancy is for 27 hours per week. It is recommended the hours be increased to deal with the growing workload within the team. Several large projects are underway or about to start and these require additional staff time. The projects include Biodiversity Action Plan implementation, new workshop, carbon reduction, asset management plan, review of the grounds maintenance contract, and service delegation/asset transfer. It is recommended that the hours be increased by up to 10 per week depending on the applicant (37 hours is full-time). The post can be advertised on that basis. The additional cost would range from £1,200 to £8,800 plus employers' NI and pension contributions, depending on the hours and starting salary scale point. (The increase is likely to be under £6,000 in the first 12 months). In the current year this can be funded from savings made while the post is vacant, with any shortfall coming from the Service Delegation/Asset Transfer budget. As a temporary measure, all staff have been invited to help cover part of the role through secondment – *for consideration*.