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23 August 2023

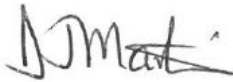
To: All Members of the Finance and Administration Committee: Councillors S Abbott, H Belcher, J Brook, T Ellis, R Hopkinson, M Jackson, G Ward and R Williams.

All other Members of the Council for information.

Dear Councillor

The next meeting of the Finance and Administration Committee will be held on Wednesday 30 August 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 28 June 2023 – *for information only*.
5. Grant Applications (Third Round) – The grants scheme for 2023/24 is being publicised and two 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) £3,060; 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 (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:

Awarded 2022/23	Requested 2023/24	Applicant & Purpose
General Grants		
£0	£655.63	Souper Friday - Towards hiring banqueting tables and crockery for a Christmas Party for isolated and lonely people in Corsham.
£0	£500.00	Crimestoppers Trust - Towards a social media awareness campaign aimed at Corsham's 13-17 year-olds to help keep themselves safe from exploitation by criminals.

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. Arnold House Tenancy at Will, Corsham Area Development Trust (CADT) (*Minute F&A 16/22*) – Further to the February Committee meeting, the Chief Executive has met with the CADT to discuss the current tenancy agreement in view of rising energy and maintenance costs. There have been a number of minor changes in the use of the property since the original agreement was signed in 2013. These changes include use of the kitchen and back room, alterations to the garden, fixtures and fittings, minor repairs and maintenance, use by third parties, storage space and contributions towards electricity, water and drainage charges. It is recommended that the Tenancy at Will be brought up to date to formalise

current arrangements and to increase the Town Council's contribution to electricity costs from 50% to 60%. The termination period would remain at one month by either party – *for consideration*.

8. Staffing Matters (*Minutes F&A 07/23 and F&A 21/22*) – At the previous meeting it was resolved to formally consult staff on suggested flexibilities to see if they are worth introducing wholly or in part.

All staff were consulted on the points below. The responses are summarised, and recommendations made:

1. Carrying forward annual leave – Support for carrying forward up to 10 days' leave for up to 12 months. *Recommendation:* That this flexibility be implemented.
2. Time off in lieu – Support for carrying forward up to 30 hours lieu. *Recommendation:* That this flexibility be implemented.
3. Buying and selling annual leave – No objection but would seldom be used. *Recommendation:* That this be permitted on an ad hoc basis rather than producing a detailed policy and scheme.
4. Compressed hours – There was support for this provided an effective scheme could be introduced. *Recommendation:* To develop and offer a scheme and implement it for a trial period.
5. Working from home – Mixed response but most people supported the option provided it was made more flexible than the current arrangements. *Recommendation:* That the current arrangements be amended to make them more flexible to provide increased office cover.
6. Other flexible working practices – Suggestions included:
 - i) being able to work more remotely on occasions e.g. from locations other than home. *Recommendation:* That remote working be considered on a case-by-case basis,
 - ii) flexible working to allow catching up hours by starting early/working late in the same week, *Recommendation:* That this flexibility be permitted,
 - iii) offering some jobs as job share. *Recommendation:* That job share not be introduced as a matter of course but if a request or application was received to fulfil a role through job share, it would be considered.

The top suggestions which respondents said would be most beneficial were increasing the amount of time off in lieu, followed by compressed hours – *for consideration*.