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11 February 2021

To: All Members of the Finance and Administration Committee: Councillors S Abbott, P Anstey, H Belcher, T Ellis, R Hopkinson, M Jackson, R LeVar, S Moysey, G Sanders.

All other Members of the Council for information.

Dear Councillor

The next meeting of the Finance and Administration Committee will be held online via MS Teams on Wednesday 17 February 2021 commencing at 7.30pm. To take part in the meeting, click [here](#) or email [dmartin@corsham.gov.uk](mailto:dmartin@corsham.gov.uk) for joining instructions.

Yours sincerely



David J Martin  
CHIEF EXECUTIVE

Press and Public – To observe the meeting online, please click [here](#) or email [dmartin@corsham.gov.uk](mailto:dmartin@corsham.gov.uk) for instructions. If you have any questions or wish to petition the Town Council as per Agenda Item 2, please refer to the guidance on our website (<https://www.corsham.gov.uk/meetings/fullcouncil.php>).

### 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 16 December 2020 – *for information only*.
5. Grant Applications (Sixth Round) – The grants scheme for 2020/21 is being publicised and two grant applications have been received for consideration at this meeting. Copies of the completed application forms are being sent to all Councillors.

The balances of the grants budgets for 2020/21 are as follows: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £2,080\*; Methuen Hall (budget heading 102/1261) £0\*\*; Arts Centre (budget heading 102/1265) £2,000; Corsham Youth Zone (budget heading 102/1266) £3,500; Peacock Arts Trail (budget heading 102/1267) £750; There is also an earmarked reserve: Grant Tourism/CADT £1,967 (budget heading EMR 361).

\*£5,000 was awarded to Corsham Rugby Club (*Minute F&A 28/19*) which can be funded from general reserves if the current year grants budget is insufficient. A conditional grant of £500 from the balance has been awarded to Rewired Counselling.

\*\*An additional grant of £12,384.92 has been awarded from earmarked reserves for energy efficiency improvements and roof repairs.

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 2020/21 is £8.32 per registered elector, which equates to over £85,000. The Council is highly unlikely to reach this figure in any given year and spent £500 on Section 137 expenditure in 2019/20. 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 £10,000 which is also classed as Section 137 expenditure.

Details of the grant applications are as follows:

<b>Awarded 2019/20</b>	<b>Requested 2020/21</b>	<b>Applicant &amp; Purpose</b>
£0	£500	The Corsham School – Towards a laser cutter for school and community use. They are requesting a further £500 from the 2021/22 budget.
£0	£500	Corsham ASC – Towards training of young people as qualified coaches and lifeguards.

- *for consideration and decision.*

6. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*
7. Annual Review of Standing Orders, Financial Regulations and Terms of Reference (*Minute F&A 39/19*) – The annual review has been completed and only one change is proposed, which is to Part One: Standing Orders. The change is in response to the introduction of Find a Tender by the Cabinet Office from 31 December 2020. This means notices will have to be published for some larger contracts on the new Find a Tender e-notification service. It is recommended that a sentence be added to Standing Order 18.3 stating 'Where high value contracts (usually above £118,000) are being let, they will also be published on the Find a Tender e-notification service'.

*Recommendation:* That the Full Council be recommended to update the Financial Regulations to specify the introduction of the Find a Tender service.