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15 October 2020

To: All Councillors

Dear Councillor

An informal meeting of the Finance and Administration Committee will be held remotely on Microsoft Teams on Wednesday 21 October 2020 commencing at 2.00pm. All Members of the Council are invited to participate online or via telephone.

Yours sincerely

David J Martin
CHIEF EXECUTIVE

AGENDA

1. Apologies.
2. 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.

3. Matters Arising from the Notes of the Finance and Administration Committee Meeting held on 19 August 2020 – *for information only*.
4. Grant Applications (Fourth Round) – The grants scheme for 2020/21 is being publicised and one grant application has been received for consideration at this meeting. Copies of the completed application form 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) £3,050*; 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 and £500 has been awarded to Corsham Cricket Club.

**An additional grant of £6,883.92 has been awarded from earmarked reserves for energy efficiency improvements.

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).

Details of the grant applications are as follows:

Awarded 2019/20	Requested 2020/21	Applicant & Purpose
General Applications		
£0	£500	Corsham Wlaking Festival - Towards the 2021 walking festival.

5. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review*.
6. Appointment of Internal Auditors 2021/22 – Formal note of an appointment of internal auditors is required. Auditing Solutions Ltd has provided a satisfactory 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 2021/22.

7. Annual Insurance Review (*Minute F&A 21/19*) – The Chief Executive has completed the Annual Insurance Review and no issues or concerns have been identified. The insurance cover was re-tendered in 2016 and the cover is reviewed monthly to ensure that any significant new assets or risks are covered. An insurance claim was settled in April 2020 regarding a Town Council vehicle which hit a parked vehicle in November 2019. This has not affected the current premium – *for information/comment*.
8. Draft Budget 2020/21 (*Minute SP 06/20*) – Further to the Strategic Planning Working Group meeting on 24 September, the attached income and expenditure report (*DRAFT for 2021/22 column*) shows the draft budget for next year. Wiltshire Council is likely to issue draft Council Tax Base figures in November. This will enable us to calculate the percentage difference per Band D Equivalent property, as it is different to the percentage increase in the Precept. The draft budget for 2021/22 currently indicates an increase in the

precept of 4.02% but there is scope to refine the figures. The budget process is ongoing and will be presented in more detail at the December Committee meeting – *for information and comment*.

9. Staffing Review Group (*Minute SP 07/20*) – At the Strategic Planning Working Group meeting on 24 September the Chief Executive highlighted that certain duties, roles and responsibilities had altered through the Covid-19 emergency and that it would be a good time to review the staff structure and some job descriptions. This coincides with the retirement of a member of staff. It is recommended that a review be carried out by the Chief Executive and Senior Management Team in conjunction with the Chairman, Vice-Chairman and Chair of the Finance and Administration Committee – *for consideration*.