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3 June 2021

To: All Members of the Finance and Administration Committee: Councillors S Abbott, H Belcher, J Corbett, T Ellis, R Hopkinson, M Jackson, A White.

All other Members of the Council for information.

Dear Councillor

An informal meeting of the Property and Amenities Committee will be held online via MS Teams on Wednesday 9 June 2021 commencing at 7.30pm. To take part in the meeting, click [here](#) or email 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 for instructions.

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 Minutes of the Finance and Administration Committee Meeting held on 28 April 2021 – *for information only*.

4. Grant Applications (Second Round) – The grants scheme for 2021/22 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 2021/22 are as follows: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £7,500; Methuen Hall (budget heading 102/1261) £10,907; Arts Centre (budget heading 102/1265) £2,000; Corsham Youth Zone (budget heading

102/1266) £3,500; Peacock Arts Trail (budget heading 102/1267) £0; There is also an earmarked reserve: Grant Tourism/CADT £1,967 (budget heading EMR 361).

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 2021/22 is £8.41 per registered elector, which equates to over £80,000. The Council is highly unlikely to reach this figure in any given year and, overall, spent £3,510 on Section 137 expenditure in 2020/21. 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:

Awarded 2020/21	Requested 2021/22	Applicant & Purpose
£0	£500	The Last Baguette Theatre Company – To support hire of rehearsal space at Corsham Rugby Club for a family production of King Arthur.

- *for consideration and decision.*

5. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*
6. Internal Audit Report 2020/21 (Final Update) - A copy of the report from the final update visit is attached. The internal auditor has made one further recommendation. R3 relates to claiming back VAT on a petty cash purchase. The recommended response is: *'We were unable to recover the VAT of £1.99 on this occasion as the VAT invoice was not addressed to the Town Council. The purchase was made by an employee and reclaimed via petty cash.'*

Recommendation

That the draft response to the Internal Audit Report 2020/21 (Final Update) be endorsed.

7. Update of Standing Orders and Financial Regulations

Public Procurement thresholds: The thresholds under Public Procurement Regulations have been updated and it is recommended that the Town Council's Standing Orders 18.6 and 18.7 be updated to reflect the new figures. The thresholds are currently a) For public supply and public service contracts £189,330) and b) For public works contracts £4,733,252.

Tenders: The Covid pandemic has resulted in contractors and suppliers requesting the ability to submit tenders electronically rather than using sealed envelopes. Many local councils allow electronic submission of tenders and have updated their Standing Orders and Financial Regulations to accommodate this. It is recommended that the Town Council amends its policy as follows: Standing Order 18.4 iv. and Financial Regulation 11.1 (e) Add 'Alternatively, with prior approval of the Chief Executive, tenders shall be submitted electronically via email to the Chief Executive and copied to the Head of Finance and Administration, stating *Tender* and the nature of the works or services in the title bar'. Financial Regulation 11.1 (f) Delete 'sealed'.

- *For consideration and recommendation for approval by the Full Council.*