

**Minutes of the Meeting of the Finance and Administration Committee
held Remotely on Wednesday 17 February 2021**

Present Councillor S Moysey (Chair)
Councillors S Abbott, P Anstey, H Belcher, T Ellis, R Hopkinson,
M Jackson, R LeVar and G Sanders

In Attendance Councillor A Brown
Mrs M Jones (Head of Finance and Administration)
D Martin (Chief Executive)

F&A 11/20 Apologies

There were none.

F&A 12/20 Public Question Time and Petitions

Representatives from the Corsham School and Corsham ASC joined the meeting remotely and asked the Committee to support their grant applications and answer questions (*see Minute F&A 15/20*).

F&A 13/20 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.

There were none.

F&A 14/20 Matters Arising from the Minutes of the Finance and Administration Committee meeting held on 16 December 2020

There were no matters arising.

F&A 15/20 Grant Applications (Sixth Round)

Two grant applications were considered.

Resolved

- i) That the Corsham School be awarded £500 towards a laser cutter for school and community use. A further £500 would be awarded from the 2021/22 budget. Councillors asked for a record of the other organisations that are funding the project prior to the second payment being made.

- ii) That Corsham ASC be awarded £500 towards training of young people as qualified coaches and lifeguards.

F&A 16/20 Detailed Income and Expenditure Accounts (including the Town Hall)

The Committee reviewed and noted the Income and Expenditure Accounts and Financial Report and update on the new cemetery costs, which were well within budget.

F&A 17/20 Annual Review of Standing Orders, Financial Regulations and Terms of Reference (*Minute F&A 39/19*)

The annual review had been completed and only one change was proposed, which was to Part One: Standing Orders. The change was in response to the introduction of Find a Tender by the Cabinet Office from 31 December 2020. This meant notices would have to be published for some larger contracts on the new Find a Tender e-notification service.

It was 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'.

Resolved

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

The meeting commenced at 7.30pm and closed at 8.17pm. There were two members of the public present at the start of the meeting and none at the end.

CHAIRMAN

DATE