

**Notes of the Informal Finance and Administration Committee
held Remotely on MS Teams Wednesday 9 June 2021**

Present Councillor R Hopkinson (Chair)
Councillors H Belcher, J Corbett, T Ellis, M Jackson and A White

In Attendance Cllr A Brown
T Green (The Last Baguette Theatre Company)
Mrs M Jones (Head of Finance and Administration)
D Martin (Chief Executive)
S Robb (The Last Baguette Theatre Company)

1. Apologies

There were none.

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.

There were none.

3. Matters Arising from the Minutes of the Finance and Administration Committee meeting held on 28 April 2021

There were no matters arising.

4. Grant Applications (Second Round)

One grant application was considered.

Resolved

That The Last Baguette Theatre Company be awarded £500 towards hire of rehearsal space at Corsham Rugby Club for a family production of King Arthur.

5. Detailed Income and Expenditure Accounts (including the Town Hall)

The Committee reviewed and noted the Income and Expenditure Accounts and Financial Report.

The Chief Executive highlighted that the list of earmarked reserves would be updated to reflect the current financial year as per the statement of accounts.

A discussion on members allowance took place and it was decided to refer the discussion to a future Council meeting.

6. Internal Audit Report 2020/21 (Final Update)

A copy of the report from the final update had been circulated. The internal auditor had 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'*.

Agreed:

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 had 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 had 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 had updated their Standing Orders and Financial Regulations to accommodate this.

Agreed:

- i) That Standing Orders 18.6 and 18.7 be updated to reflect the updated Public Procurement thresholds;
- ii) That the Town Council amends its policy as follows: Standing Order 18.4 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'.

The meeting commenced at 7.30pm and closed at 7.58pm. There were two members of the public present at the start of the meeting and none at the end.

CHAIRMAN

DATE