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9 December 2021

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

All other Members of the Council for information.

Dear Councillor

An informal meeting of the Finance and Administration Committee will be held online via MS Teams on Wednesday 15 December 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 notes of the informal Finance and Administration Committee Meeting held on 20 October 2021 – *for information only*.

4. Grant Applications (Fifth Round) – The grants scheme for 2021/22 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 2021/22 are as follows: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £3,100; Methuen Hall (budget heading 102/1261) £0; Arts Centre (budget heading 102/1265) £2,000; Corsham Youth Zone (budget heading 102/1266) £3,346; 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	Sea Squad Explorer Scout Unit – Towards stand up paddle board equipment to enable regular sessions to be run.
£500*	£500	Rewired Counselling – Towards a full day mental, physical and emotional health event for over 200 students at The Corsham School, in conjunction with Pound Arts.

**This was awarded but not paid as Covid prevented the event being run.*

- *for consideration and decision.*

5. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*
6. Draft Budget 2022/23 – Further to previous meetings the Committee is asked to consider the attached budget report and make a recommendation on the 2022/23 budget and precept to the Full Council – *instructions requested.*
7. Internal Audit Report 2021/22 (First Interim) - A copy of the report from the interim visit is attached, along with a draft response. The internal auditor has made one recommendation. Recommendation 1 relates to asking our contract accountants to advise on resolving an apparent anomaly in relation to potential interest receivable by the Town Council (funds received in 2020/21 also appears as an accrual in 2021/22). This has been raised with the accountants but they have not been able to resolve the issue or suggest a solution. The auditor has been informed and the matter will be discussed at the next audit visit.

Recommendation

That the Chief Executive discusses the anomaly regarding accounting for interest received, with the Internal Auditor at the next interim visit.

8. Exclusion of Press and Public

Recommendation: That the press and public be excluded from the meeting for the next item of business in order to consider confidential personal information covered by the Data Protection Act 2018.

9. Staffing Update – Further to meetings of the Property and Amenities Committee and the Strategic Planning sessions, the Chief Executive will update members on staff resources including a review of the current Community Services Officer (Tourism and Events) vacancy; and additional street cleaning/litter picking requirements connected to Service Delegation and Asset Transfer – *for discussion*.