
Town Hall, High Street, Corsham, Wiltshire SN13 0EZ

Tel: 01249 702130

Email: towncouncil@corsham.gov.uk

www.corsham.gov.uk

14 April 2022

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 20 April 2022 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 9 February 2022 – *for information only*.
4. Grant Applications (First Round) – The grants scheme for 2022/23 is being publicised but no grant applications have been received for consideration at this meeting. The grants budgets for 2022/23 are as follows: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £10,300; Methuen Hall (budget heading 102/1261) £27,765; Arts

Centre (budget heading 102/1265) £5,000; Corsham Youth Zone (budget heading 102/1266) £3,500 (note agreement to pay £8,200 in 2022/23); Peacock Arts Trail (budget heading 102/1267) £750; Corsham Bowls Club £2,000. 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 2022/23 is £8.82 per registered elector, which equates to almost £90,000. The Council is highly unlikely to reach this figure in any given year and, overall, spent £3,303 on Section 137 expenditure in 2021/22. 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 £15,000 which is also classed as Section 137 expenditure – *for information*.

5. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review*.
6. Annual Training and Development Report – The Annual Report (*copy attached*) has been produced which shows the training and development activity carried out during the past financial year – *for information and comment*.
7. Annual Report on Grants – The Annual Report of the Grants awarded in 2021/22 is attached – *for consideration*.
8. Annual Finance Report – The annual report on Council Finance has been completed (*see attached*) – *for consideration and approval*.
9. Annual Review of the Risk Management Strategy – The Risk Management Strategy and Strategic Risk Register have been reviewed and updated (*see attached*). No concerns arise – *for approval*.
10. Internal Audit Report 2021/22 (Interim Update) - A copy of the report from the interim update visit is attached. The internal auditor has not raised any further issues or made any additions to the two previous recommendations.

Recommendation

That the Internal Audit Report 2021/22 (Interim Update) be noted.

11. 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.

12. Staffing Review – To consider a specific salary review request and receive an update on the recruitment of candidates for recent posts. The Chief Executive will provide details at the meeting – *for discussion*.