

**Notes of the Informal Finance and Administration Committee  
held Remotely on MS Teams Wednesday 15 December 2021**

**Present** Councillor R Hopkinson (Chair)  
Councillors S Abbott, J Brook, H Belcher, T Ellis and A White

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

**1. Apologies**

Apologies were received from Councillor M Jackson and A Morris.

**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 Notes of the Finance and Administration  
Committee meeting held on 20 October 2021**

There were no matters arising.

**4. Grant Applications (Fifth Round)**

Two grant applications were considered.

**Agreed**

- i) That the Sea Squad Explorer Scout Unit be awarded £500 towards stand-up paddle board equipment to enable regular sessions to be run.
- ii) That Rewired Counselling be awarded £500 towards a full day mental, physical and emotional health event for over 200 students at The Corsham School, in conjunction with Pound Arts.

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

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

**6. Draft Budget 2022/23**

Further to previous meetings, the Committee considered the budget report and recommendation on the 2022/23 budget and precept to the Full Council.

**Agreed**

That the draft budget proposals be agreed for consideration by the Full Council, with a budget of £1,228,776 and a precept of £1,093,192 for 2022/23.

**7. Internal Audit Report 2021/22 (First Interim)**

A copy of the report from the interim visit, along with a draft response were discussed. The internal auditor had made one recommendation which related 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 had been informed and the matter would be discussed at the next audit visit.

**Agreed**

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**

**Agreed**

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 updated 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.

The committee were supportive of the additional street cleaning/litter picking post and the Community Services Officer post being full-time.

The meeting commenced at 7.30pm and closed at 8.35pm. There were two members of the public present at the start of the meeting and none at the end.