

**Notes of the Informal Finance and Administration Committee
held Remotely on MS Teams Wednesday 18 August 2021**

Present Councillor A White (In the Chair)
Councillors S Abbott, J Brook, J Corbett, T Ellis and M Jackson

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

1. Apologies

Apologies were received from Councillor H Belcher and R Hopkinson.

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 9 June 2021

There were no matters arising.

4. Grant Applications (Third Round)

Three grant applications were considered.

Agreed:

- i) That the Brunel Shed be awarded £500 towards the purchase of new cordless tools and replace worn equipment.
- ii) That Wiltshire Citizens Advice be awarded £500 towards additional IT equipment to continue to offer services and support clients.
- iii) That the Chief Executive, in consultation with the Committee Chair and Vice Chair, seek clarification from the Golden-Oldies Charity with regards to their balances and the need to apply for a Town Council grant. Subject to a satisfactory explanation, a grant of up to £400 be awarded.

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

The Committee reviewed and noted the Income and Expenditure Accounts and Financial Report. It was reported that the Town Council's finances were in good order.

The Chief Executive proposed carrying out a finance training session for Councillors in the autumn. New Councillors expressed an interest in understanding the Town Council's financial procedures and the training session would be arranged, with all Councillors being invited to attend.

The meeting commenced at 7.30pm and closed at 8pm. There was one member of the public present at the start of the meeting and none at the end.