
**Notes of the Informal Finance and Administration Committee
held remotely on MS Teams Wednesday 20 April 2022**

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

In Attendance Councillor A Morris
Councillor G Ward
Mrs M Jones (Head of Finance and Administration)
D Martin (Chief Executive)

1. Apologies

Apologies were received from Councillor J Brook.

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 9 February 2022

There were no matters arising.

4. Grant Applications (First Round)

No grant applications had been received.

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

The Committee reviewed and noted the Income and Expenditure Accounts and Financial Report. A further finance training session would be arranged later in the year.

6. Annual Training and Development Report

The Annual Report had been produced which set out the Staff and Councillor training and development activity carried out during the past financial year.

Agreed

That the Annual Training and Development Report be noted.

7. Annual Report on Grants

The Annual Report of the Grants awarded in 2021/22 was considered. There was a good spread of grants across the Town Council's strategic priorities.

Agreed

That the Annual Report of the Grants be noted.

8. Annual Finance Report

The Annual Report on Council Finance had been completed.

Agreed

That the Annual Council Finance Report be endorsed.

9. Annual Review of the Risk Management Strategy

The Risk Management Strategy and Strategic Risk Register had been reviewed and updated. No concerns arose. In light of the situation in Ukraine, the additional risk associated with war in a European country had been added to the risk register.

Agreed

That the annual review of the Risk Management Strategy be endorsed.

10. Internal Audit Report 2021/22 (Interim Update)

A copy of the report from the interim update was considered. The internal auditor had not raised any further issues or made any additions to the previous recommendations.

Agreed

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

11. 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.

12. Staffing Review

The Committee considered a specific review of a post in order to bring it into line with comparable posts. The Chief Executive highlighted recent experience with recruitment to fill certain vacancies. Whilst good members of staff had

been recruited, the number of applicants had reduced noticeably from a few years ago. This issue was not limited to local councils, but it was felt the matter should be explored in the coming months.

Agreed

- i) That the salary scale for post no. 59 be brought in line with other comparable posts within the team.
- ii) That the advertising and recruitment procedures for new staff be reviewed to highlight the benefits of working for the Town Council, such as annual leave and the local government pension scheme.
- iii) That wider issues around staff recruitment and retention be explored by the Chief Executive and Head of Finance and Administration in consultation with the Chairs and Vice-Chairs of the Finance and Administration Committee and Council. This activity would include gathering data from comparable councils.

The meeting commenced online at 7.30pm and closed at 8.24pm. There were no members of the public present.