

**Notes of the Informal Finance and Administration Committee
held Remotely on MS Teams Wednesday 20 October 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)
Councillor A Morris

1. Apologies

Apologies were received from Councillor J Corbett.

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 18 August 2021

There were no matters arising.

4. Grant Applications (Fourth Round)

Six grant applications were considered.

Agreed

- i) That the Corsham Windband Association be awarded £500 towards hall hire for concerts.
- ii) That Inclusive Intergenerational Dance (iID) be awarded £500 towards Movement and Wellbeing Workshops for teenagers.
- iii) That Company for Christmas be awarded £500 towards a Christmas Day meal and associated costs for those on their own.
- iv) That Corsham Walking Festival be awarded £500 towards publicity for the 2022 Festival.

Section 137 Expenditure

- v) That Families Out Loud be awarded £500 towards one-to-one and group support for adults who are affected by another person's addiction.

Requested for the 2022/23 Budget

- vi) That Corsham Bowls Club be awarded £2,000 towards preservation treatment to the exterior of the clubhouse.

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

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

The Chief Executive reported to the Committee that the Methuen (Town) Hall lift had broken down and required repair and refurbishment. A quote of around £30,000 + VAT from the present lift company had been received. Hall bookings had to be cancelled as many hirers needed to use the lift. There were insufficient funds in the Methuen Hall budget for the work and an additional grant would be required.

Agreed

That an additional grant of £30,000 be paid to the Methuen Hall Trust to enable the lift to be brought back into use.

6. Initial Draft Budget 2022/23

The initial draft budget for 2022/23 was discussed. The figures did not take into account in any detail the outcome of the first Strategic Planning Session held on 30 September, although funds were included in the revenue and capital budgets. How this is allocated could be agreed later in the process. Wiltshire Council was due to issue draft Council Tax Base figures in November. This would enable the Chief Executive to calculate the percentage difference per Band D Equivalent property, as it is different to the percentage increase in the Precept. The draft budget for 2022/23 indicated an increase in the precept of 6.07% but there was scope to refine the figures. The budget process was ongoing and would be presented in more detail at the December Committee meeting.

7. Appointment of Internal Auditors 2022/23

Formal note of an appointment of internal auditors was required. Auditing Solutions Ltd had provided an effective service since being appointed several years ago and were familiar with the Town Council's processes and procedures.

Resolved

That Auditing Solutions Ltd be appointed as the Council's Internal Auditors for 2022/23.

8. Annual Insurance Review

It was reported that the Chief Executive had completed the Annual Insurance Review and no issues or concerns had been identified. The insurance cover was re-tendered in spring 2021 for a five-year period. The cover is reviewed monthly to ensure that any significant new assets or risks are covered.

The review was noted.

The meeting commenced at 7.30pm and closed at 9.05pm. There were six members of the public present at the start of the meeting and none at the end.