

**Notes of the Informal Finance and Administration Committee  
held Remotely on MS Teams Wednesday 9 February 2022**

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

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

**1. Apologies**

There were no 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.

There were none.

**3. Matters Arising from the Notes of the Finance and Administration Committee meeting held on 15 December 2021**

There were no matters arising.

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

Two grant applications were considered.

**Agreed**

- i) That Corsham Climate Action (formerly Transcoco) be awarded £500 towards the creation of a community garden at The Pound.

**Section 137 Application**

- ii) That Wiltshire Digital Drive be awarded £500 towards administration and marketing costs of recycling and redistributing old laptop computers to those who cannot afford or access the technology.

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

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

*Budget heading 102/1266 Grant – Corsham Youth Zone* - A discussion took place over future funding of CYZ following a meeting with the group on 1 February. Whilst the grant for 2021/22 was being paid, the Group did not have sufficient funds for 2022/23. CYZ had prepared a financial business case which demonstrated a requirement for £8,200 in 2022/23 for paid youth workers. The Town Council had approved a budget of £3,500, leaving a shortfall of £4,700 in 2022/23. Councillors were supportive of making up the shortfall from the Strategic Plan earmarked reserve (EMR 357) via a conditional grant or service level agreement. Details of the grant or SLA would be considered by the Community Services Committee in the coming months as part of a wider review of youth activities for Corsham. The budget for subsequent years would be considered during the normal budget setting process.

## **6. Annual Review of Standing Orders, Financial Regulations and Terms of Reference**

The annual review had been completed and the only changes proposed were to Part One: Standing Orders (paras 18.6 and 18.7). The change was to the thresholds for contracts, which increased from 1 January, and updating OJEC to OJEU. The recommended new paragraphs were:

18.6.1 A public contract regulated by the Public Contracts Regulations 2015, with an estimated value in excess of £213,477 for a public service or supply contract or in excess of £5,336,937 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)), shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contract Finders website and in OJEU.

18.6.2 A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of, gas oil or solid fuel, with an estimated value in excess of £426,955 for a supply, services or design contract; or in excess of £5,336,937 for a works contract; or £884,720 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

### **Agreed**

That the Full Council be recommended to update the Town Council's Standing Orders to reflect the new thresholds for contracts and change from OJEC to OJEU.

The meeting commenced at 7.30pm and closed at 8.26pm. There were two members of the public present at the start of the meeting and none at the end.