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3 February 2022

To: All Members of the Finance and Administration Committee: Councillors S Abbott, H Belcher, J Brook, T Ellis, R Hopkinson, M Jackson, A Morris and A White

All other Members of the Council for information.

Dear Councillor

An informal meeting of the Finance and Administration Committee will be held online via MS Teams on Wednesday 9 February 2022 commencing at 7.30pm. To take part in the meeting, click [here](#) or email dmartin@corsham.gov.uk for joining instructions.

Yours sincerely



David J Martin
CHIEF EXECUTIVE

Press and Public – To observe the meeting online, please click [here](#) or email dmartin@corsham.gov.uk for instructions.

AGENDA

1. 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.

3. Matters Arising from the notes of the informal Finance and Administration Committee Meeting held on 15 December 2021 – *for information only*.

4. Grant Applications (Sixth Round) – The grants scheme for 2021/22 is being publicised and two grant applications have been received for consideration at this meeting. Copies of the completed application forms are being sent to all Councillors.

The balances of the grants budgets for 2021/22 are as follows: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £2,100; Methuen Hall (budget heading 102/1261) £0; Arts Centre (budget heading 102/1265) £2,000; Corsham Youth Zone (budget heading 102/1266) £3,346; Peacock Arts Trail (budget heading 102/1267) £0; There is also an earmarked reserve: Grant Tourism/CADT £1,967 (budget heading EMR 361).

There is a limit to how much the Council can spend where it has no specific power. This is known as Section 137 expenditure and must be recorded separately in the Town Council's accounts. The limit for 2021/22 is £8.41 per registered elector, which equates to over £80,000. The Council is highly unlikely to reach this figure in any given year and, overall, spent £3,510 on Section 137 expenditure in 2020/21. Where grant applications are for activities funded through Section 137, they are identified below (one for this meeting). The Community Services Committee has a Health and Wellbeing Budget of £10,000 which is also classed as Section 137 expenditure.

Details of the grant applications are as follows:

Awarded 2020/21	Requested 2021/22	Applicant & Purpose
General Grants		
£0	£500	Corsham Climate Action (formerly Transcoco) – Towards the creation of a community garden at The Pound.
Section 137 Applications		
£0	£500	Corsham Digital Drive – Towards administration and marketing costs of recycling and redistributing old laptop computers to those who cannot afford or access the technology.

- *for consideration and decision.*

5. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*
6. Annual Review of Standing Orders, Financial Regulations and Terms of Reference – The annual review has been completed and the only changes proposed are to Part One: Standing Orders (paras 18.6 and 18.7). The change is to the thresholds for contracts, which increased from 1 January 2021, and updating OJEC to OJEU. The recommended new paragraphs are:

18.6 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.

18.7 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.

Recommendation: 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.