
Town Hall, High Street, Corsham, Wiltshire SN13 0EZ

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14 October 2021

To: All Members of the Finance and Administration Committee: Councillors S Abbott, H Belcher, J Brook, J Corbett, T Ellis, R Hopkinson, M Jackson 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 20 October 2021 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 Minutes of the Finance and Administration Committee Meeting held on 18 August 2021 – *for information only*.

4. Grant Applications (Fourth Round) – The grants scheme for 2021/22 is being publicised and five grant applications have been received for consideration at this meeting. Copies of the completed application form 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) £5,600; 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 (none 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
£0	£500	Families Out Loud – Towards one-to-one and group support for adults who are affected by another person's addiction.
£0	£500	Corsham Windband Association – Towards hall hire for concerts.
£2,000*	£500	Inclusive Intergenerational Dance (iID) – Towards Movement and Wellbeing Workshops for teenagers.
£0	£500	Company for Christmas – Towards a Christmas Day meal and associated costs for those on their own.
£500	£500	Corsham Walking Festival – Towards publicity for the 2022 Festival.

Requested for the 2022/23 Budget

£500**	£2,000	Corsham Bowls Club – Towards preservation treatment to the exterior of the clubhouse.
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**Match funded with Corsham Area Board from the Health and Wellbeing Initiatives Budget.*

***Awarded April 2020.*

- *for consideration and decision.*

5. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review*.
6. Initial Draft Budget 2022/23 – The attached income and expenditure report (*DRAFT for 2022/23 column*) shows the initial draft budget for next year. It does not take into account in any detail the outcome of the first Strategic Planning Session held on 30 September, although funds are included in the revenue and capital budgets. How this is allocated can be agreed later in the process. Wiltshire Council is likely to issue draft Council Tax Base figures in November. This will enable us 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 currently indicates an increase in the precept of 6.07% but there is scope to refine the figures. The budget process is ongoing and will be presented in more detail at the December Committee meeting – *for information and comment*.
7. Appointment of Internal Auditors 2022/23 – Formal note of an appointment of internal auditors is required. Auditing Solutions Ltd has provided an effective service since being appointed several years ago and are familiar with the Town Councils processes and procedures.

Recommendation

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

8. Annual Insurance Review – The Chief Executive has completed the Annual Insurance Review and no issues or concerns have 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 – *for information/comment*.