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1 December 2022

To: All Members of the Finance and Administration Committee: Councillors S Abbott, H Belcher, J Brook, T Ellis, R Hopkinson, M Jackson, D Jarman and G Ward.

All other Members of the Council for information.

Dear Councillor

The next meeting of the Finance and Administration Committee will be held on Wednesday 7 December 2022 in the Town Hall at 7.30pm.

Yours sincerely

David J Martin  
CHIEF EXECUTIVE

Press and Public – To observe the meeting online or take part in Agenda Item 2 - Public Question Time and Petitions, please click [here](#) or email [dmartin@corsham.gov.uk](mailto:dmartin@corsham.gov.uk) for instructions.

## **AGENDA**

1. Apologies.
2. Public Question Time and Petitions.
3. 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.

4. Matters Arising from the notes of the informal Finance and Administration Committee Meetings held on 19 October 2022 and 2 November 2022 – *for information only*.
5. Grant Applications (Fifth Round) – The grants scheme for 2022/23 is being publicised and four grant applications have been received for consideration at this meeting. The balance of the grants budgets for 2022/23 are as follows: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £4,930; Methuen Hall (budget heading 102/1261) £0;

Arts Centre (budget heading 102/1265) £2,000; Corsham Youth Zone (budget heading 102/1266) £0 (Paid £8,200 in 2022/23 as per agreement); Peacock Arts Trail (budget heading 102/1267) £750; Corsham Bowls Club £0. There is also an earmarked reserve: Grant Tourism/CADT £1,467 (budget heading EMR 361). This is the balance after £500 was paid to the CADT towards energy costs at the Tourist Information Centre, as agreed at the November meeting.

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 2022/23 is £8.82 per registered elector, which equates to almost £90,000. The Council is highly unlikely to reach this figure in any given year and, overall, spent £3,303 on Section 137 expenditure in 2021/22. 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 £15,000 which is also classed as Section 137 expenditure.

Details of the grant applications are as follows:

<b>Awarded 2021/22</b>	<b>Requested 2022/23</b>	<b>Applicant &amp; Purpose</b>
<b>General Grants</b>		
£0	£250	Wessex Community Action on behalf of Corsham Walking Netball – Towards new netballs and marketing material.
£500	£250	Company for Christmas – Towards meals and gifts for Corsham residents who don't see friends or family on Christmas Day.
£500	£500	Corsham Walking Festival – Towards the 2023 festival brochure and some additional publicity.
£0	£500	Corsham Cycling Club – Towards equipment for the Club's Bike Access Scheme.

- *for consideration and decision.*

6. Grants Policy – The *attached* grants policy has been revised to take into account the priorities in the Strategic Plan 2022-26. It is suggested that the £500 limit for grants exceeding £500 be increased to £750 from April 2023 – *for consideration.*
7. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*
8. Draft Budget 2023/24 – Further to previous meetings the Committee is asked to consider the attached budget report and make a recommendation on the 2023/24 budget and precept to the Full Council – *for consideration.*

9. Sustainable Procurement and Investment Policy – In line with the Town Council’s commitment to reaching Net Zero Carbon Emissions by 2030, a draft Sustainable Procurement and Investment Policy is *attached – for consideration*.
10. Internal Audit Report 2022/23 (First Interim) – A copy of the report from the interim visit is attached. No issues warranting comment or recommendations arise from the report.

*Recommendation*

That the Internal Audit Report 2022/23 (First Interim) be noted.