

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 7 December 2022**

Present Councillor G Ward (Vice Chair)
Councillors S Abbott, H Belcher, J Brook, T Ellis and M Jackson

In Attendance Councillor A Mackie (online)
Mrs M Jones (Head of Finance and Administration)
D Martin (Chief Executive)

01/22 Apologies

Apologies were received from Councillors R Hopkinson and D Jarman.

02/22 Public Question Time and Petitions

Representatives from Corsham Walking Netball, Company for Christmas, Corsham Walking Festival and Corsham Cycling Club asked the Committee to support their grant applications (*see Minute F&A 04/22*).

03/22 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.

04/22 Matters Arising from the Notes of the Finance and Administration Committee meeting held on 19 October 2022

There were no matters arising.

05/22 Grant Applications (Fifth Round)

Four grant applications were considered.

Resolved

- i) That Wessex Community Action on behalf of Corsham Walking Netball be awarded £250 towards new netballs, a pump and marketing material.
- ii) That Company for Christmas be awarded £250 towards meals and gifts for Corsham residents who do not see friends or family on Christmas Day.

- iii) That Corsham Walking Festival be awarded £500 towards the 2023 festival brochure and additional publicity.
- iv) That Corsham Cycling Club be awarded £500 towards equipment for the Club's Bike Access Scheme.

06/22 Grants Policy

The Committee discussed a revised draft grants policy which took into account the priorities in the Strategic Plan 2022-26. It was suggested that the £500 limit for general grants be increased to £750 from April 2023. It was further suggested that the policy be reviewed alongside the health and wellbeing budget to provide clarity over the process for awarding grants. Other possible changes included whether 50% match funding was necessary for all grants and when year-on-year grants may be acceptable.

Resolved

- i) That, from April 2023, the limit for in-year grants be increased from £500 to £750.
- ii) That the draft grants policy be reviewed alongside the health and wellbeing budget to ensure a clear and consistent grants scheme was in place.

07/22 Detailed Income and Expenditure Accounts (including the Town Hall)

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

08/22 Draft Budget 2023/24

The Committee considered a report by the Chief Executive on the draft budget and precept proposals for 2023/24. Further to recent Committee meetings, the draft budget proposals for 2023/24 had been incorporated into the 'Annual Budget by Committee' report (*Agenda item 7*). The draft budget figures were listed in the 'DRAFT for 2023/24' column.

A few budget items had been reduced or removed as they were no longer required. There were some new/increased budgets, which were aimed towards delivery of the Strategic Plan 2022-2026. The main budget changes, service developments and projects included in the draft budget were as follows:

Committee/Item	Proposed 2023/24
Finance and Administration/General	
<i>Revenue</i>	
Strategic Plan Delivery	£10,000
Environmental Projects	£20,000
Grants – General	£10,000
Grant – Methuen Hall	£42,265
Corsham Youth Zone	£8,200

<i>Capital</i>	
Strategic Plan Delivery (Capital)	£10,000

Property and Amenities Committee

Item	2023/24
<i>Revenue</i>	
Parking Initiatives	£80,000
Service Delegation and Asset Transfer*	£30,000
<i>Capital</i>	
Springfield Improvements	£5,000
Play Area Improvements	£10,000
Ground Maintenance Equipment (vehicles/plant)	£5,000
Building Contingency	£10,000
Asset Management Plan	£10,000
New Workshop	£20,000
Public Realm Improvements**	£70,000
Transport Schemes	£5,000
Cycle Network	£15,000

Methuen Hall

<i>Revenue</i>	
Town Hall Improvements	£7,000
Repairs and Maintenance	£6,300

Community Services Committee

<i>Revenue</i>	
Health/Wellbeing Initiatives	£12,000
Music Therapy	£2,948
Fete/Events	£11,330
Destination Marketing	£10,300
StoryTown Events/Activities	£4,000
Youth Activities	£16,000
<i>Capital</i>	
Public Art Strategy	£10,000
Total	£440,343

The Committee discussed and agreed to reduce the Service Delegation and Asset Transfer* budget and Public Realm Improvement** budget by £13,000 and £12,000 respectively, which would bring down the increase on a Band D equivalent property to below 3%.

Resolved

That the provisional budget proposals and precept for 2023/24 were considered and a recommendation be made for approval by the Full Council, with a budget of £1,274,615 and a precept of £1,126,728.

09/22 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 was considered.

Resolved

That the draft Sustainable Procurement and Investment Policy be approved.

10/22 Internal Audit Report 2022/23 (First Interim)

A copy of the report from the interim visit was considered. No issues warranting comment or recommendations arose from the report.

Resolved

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

The meeting commenced at 7.30pm and closed at 9.00pm. There were four members of the public present at the start of the meeting and none at the end.

CHAIRMAN

DATE