

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

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24 April 2025

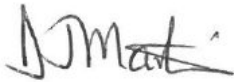
To: All Members of the Finance and Administration Committee: Councillors S Abbott, H Belcher, N Brakspear, J Brook, A Brown, T Ellis, R Hopkinson and G Ward.

All other Members of the Council for information.

Dear Councillor

The next meeting of the Finance and Administration Committee will be held on Wednesday 30 April 2025 in the Town Hall at 7.00pm.

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 Minutes of the Finance and Administration Committee Meeting held on 26 February 2025 – *for information only*.
5. Grant Applications (First Round) – The grants scheme for 2025/26 is being publicised and four grant applications have been received for consideration at this meeting. The grants

budgets for 2025/26 are as follows: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £12,000; Methuen Hall (budget heading 102/1261) £63,450; Arts Centre (budget heading 102/1265) £10,000; Peacock Arts Trail (budget heading 102/1267) £750 and Corsham Windband Association (budget heading 102/1276) £2,500 (approved and paid). There are earmarked reserves as follows: Grant Reserve (Peacock Arts Trail) £1,500 (budget heading EMR 347); Grant Reserve (Leafy Lane) £750 (budget heading EMR 349), and Grant Tourism/CADT £867 (budget heading EMR 361). There is a separate earmarked reserve for Twinning £1,889.33 (budget heading EMR 363), which is used as a grant alongside the twinning budget of £500 (Community Services Committee budget heading 301/3101 - Twinning Costs).

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 2025/26 is £11.10 per registered elector, which equates to over £113,000. The Council is highly unlikely to reach this figure in any given year and, overall, spent £10,202 (subject to year-end work and audit) on Section 137 expenditure in 2024/25. 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 Grants Budget of £7,500 and Health and Wellbeing earmarked reserve of £21,451 (budget heading EMR 346), part of which are also classed as Section 137 expenditure. From 2024/25 it holds the Corsham Youth Zone budget of £9,000.

Details of the grant applications are as follows:

<b>Awarded 2024/25</b>	<b>Requested 2025/26</b>	<b>Applicant &amp; Purpose</b>
<b>General Grants</b>		
£750	£750	Leafy Lane Playing Fields – Towards a new 3G artificial floodlit football pitch.
£750	£750	Peacock Arts Trail – Towards the October 2025 Trail.
£0	£120	Fairtrade Corsham – Towards set up costs of creating a Fairtrade chocolate bar for Corsham.
<b>Section 137</b>		
£0	£250	Read Easy North and West Wiltshire – Towards helping adults' reading and writing skills.

– *for consideration and decision.*

6. Annual Report on Grants – The Annual Report of the Grants awarded in 2024/25 is attached – *for consideration.*
7. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*

8. Annual Review of the Risk Management Strategy – The Risk Management Strategy and Strategic Risk Register have been reviewed and updated (*see attached*). No concerns arise – *for approval*.
9. Annual Finance Report – The annual report on Council Finance has been completed (*see attached*) – *for consideration and approval*.
10. Annual Training and Development Report – The Annual Report (*copy attached*) has been produced which shows the training and development activity carried out during the past financial year – *for information and comment*.
11. Exclusion of Press and Public

*Recommendation:* That the press and public (including anyone attending online) be excluded from the meeting for the next item of business to consider confidential personal information covered by the Data Protection Act 2018.

12. Staffing Update (*Minute F&A 46/24 and others*) – The Chief Executive will give a verbal update on staffing matters including the creation of a part-time post within the Community Services team – *for information*.