Corsham
TOWN COUNCIL

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

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15 October 2026

To: All Members of the Finance and Administration Committee: Councillors S Abbott, H Belcher, N Brakspear, J Brook, A Brown, J Coward, 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 21 October 2026 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 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 19 August 2026 – *for information only.*

5. Grant Applications (Fourth Round) – The grants scheme for 2026/27 is being publicised. Three grant applications have been received for consideration at this meeting. The balances of the grants budgets for 2026/27 are as follows: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £9,800; Methuen Hall (budget heading 102/1261) £0 (second instalment paid October 2026); Arts Centre (budget heading 102/1265) £0 (second instalment paid October 2026); Gastard Village Hall (budget heading 102/1269) £0; Corsham Windband Association (budget heading 102/1276) £0; Leafy Lane Playing Field (budget heading 102/1277) £0.

   There are earmarked reserves as follows: Grant Reserve (Peacock Arts Trail) (budget heading EMR 347) £750; Grant General (budget heading EMR 350) £6,165); Grant Tourism/CADT (budget heading EMR 361) £867. There is a separate earmarked reserve for Twinning (budget heading EMR 363) £981, which is used as a grant alongside the twinning budget of £500 (Community Services Committee budget heading 301/3101).

   At its first meeting following the local elections in May 2025 the Town Council adopted the General Power of Competence. This means the Council rarely needs to rely on Section 137 Powers to use its resources (there is a limit on how much can be spent each year using Section 137 Powers).

   The Community Services Committee has a Health and Wellbeing Grants Budget of £7,500 (budget heading 301/3114) and Health and Wellbeing earmarked reserve of £13,951 (budget heading EMR 346).

   Details of the grant applications are as follows:

Awarded 2025/26	Requested 2026/27	Applicant & Purpose
General Grants		
£750	£750	Company for Christmas – Towards providing company and a meal on Christmas Day for those living locally, to reduce social isolation.
£0	£700	Corsham Area Development Trust – Towards relacement window blinds for the tourist information office and craft outlet in Arnold House, improving energy efficiency and appearance.
£0	£284	Corsham Climate Action – Towards a whetstone sharpening wheel and DC bench power supply for the Corsham Repair Café.

   Section 137
   None for this meeting.

   – *for consideration and decision.*

6. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*

7. Appointment of Internal Auditors 2027/28 – 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. A copy of the letter of engagement from 2026/27 onwards is attached. It has been updated since previous letters to clarify that the company has total independence from the Council's decision-making processes and maintenance of accounting and other records. This point was highlighted in the 2025/26 Annual Governance and Accountability Return.

   Recommendation

   That Auditing Solutions Ltd be appointed as the Council's Internal Auditors for 2026/27.

8. Annual Insurance Review – The Chief Executive has completed the Annual Insurance Review. No issues or concerns have been identified. The review includes checking that: the policy is up to date and covers appropriate areas; policy exclusions are acceptable; queries from the insurer have been dealt with; the Town Council's asset register is being updated, and that a financial risk assessment has been carried out.

   The insurance cover was extended in 2026 for a three-year period *(Minute F&A 56/25).* The cover is reviewed monthly to ensure that any significant new assets or risks are managed appropriately – *for review.*

9. 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.

10. Staffing Update *(Minute F&A 17/26 and others)* – The Chief Executive will give an update on staffing matters – *for information.*