Corsham
TOWN COUNCIL

Minutes of the Meeting of the Finance and Administration Committee held in the Town Hall on Wednesday 19 August 2026

Present	Councillor S Abbott (Chair) Councillors N Brakspear, A Brown, J Coward, T Ellis, R Hopkinson and G Ward
In Attendance	D Martin (Chief Executive) Mrs L Moor (Finance and Planning Officer)

F&A 09/26 Apologies

Apologies had been received from Councillors H Belcher OBE and J Brook.

F&A 10/26 Public Question Time and Petitions

Representatives of Neston Allotments attended the meeting and asked the Committee to support their grant application for funds towards a sensory garden and 'Portaloo' toilet.

Representatives of Corsham Cricket Club attended the meeting and asked the Committee to support their grant applications for funds towards relaying and renovation of the Club's cricket square.

F&A 11/26 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.

Councillor S Abbott declared a non-pecuniary interest in the grant application by Corsham Cricket Club as he is a member of the Club and his son is the Treasurer. He left the room during the discussion and decision on the item. Councillor G Ward chaired the meeting for that application.

Councillor G Ward declared a non-pecuniary interest in the grant application by Corsham Cricket Club as he lives opposite the Club and is the Treasurer of Corsham Almshouse which is also opposite the Club. He remained in the room during the discussion and decision on the item.

F&A 12/26 Matters Arising from the Minutes of the Finance and Administration Committee meeting held on 17 June 2026

There were no matters arising.

F&A 13/26 Grant Applications (Third Round)

The grants scheme for 2026/27 had been publicised. Three grant applications had been received for consideration at this meeting.

Resolved

i) That Neston Allotments be awarded £750 towards a sensory garden and 'Portaloo' toilet.

ii) That Corsham Cricket Club be awarded £750 towards the relaying and renovation of the cricket square.

iii) That £5,000 be included in the 2027/28 draft budget towards the cost of stage two of relaying the cricket square at Corsham Cricket Club.

F&A 14/26 Review of the Grants Scheme

Officers had commenced a review of the grants scheme as one of the actions identified in the Strategic Plan 2026-2030. An initial meeting had identified a number of areas which could be updated and improved. Suggested changes included: moving Health and Wellbeing Grants from the Community Services Committee to the Finance and Administration Committee; increasing all in-year grants from £750 to a £2,000 maximum; creating a web-based application form alongside a paper version; improving clarity over the grant criteria and information to be provided by applicants; promoting the grants scheme more widely to increase take up, and creating a 'Business Events Grants' scheme targeted at supporting the town centre. The aim was to introduce changes from April 2027.

The Committee discussed the proposed changes, including which Committees should oversee each of the grants and the differences between one-off type grants and the commissioning of ongoing service-type conditional grants.

Resolved

That, from 2027/28,

i) the maximum value for all in-year grants be increased from £750 to £2,000;

ii) the Finance and Administration Committee be responsible for the consideration and awarding of all grants;

iii) the Council be recommended to amend Standing Orders so that Committee Chairs are automatically appointed to the Finance and Administration Committee;

iv) the budget towards the Pound Arts Centre be transferred to the Community Services Committee;

v) That the eligibility criteria for grant applications be revised to allow local businesses to apply for funds towards town centre events.

F&A 15/26 Detailed Income and Expenditure Accounts (including the Town Hall)

The Chief Executive presented a report on the accounts, which included several newly designed pages introduced following a review of the reporting format.

Resolved

i) That the Income and Expenditure Accounts be noted.

ii) That future accounts presented at the Committee include a Summary by Committee report and a Detailed Income and Expenditure report including the percent spent.

F&A 16/26 Exclusion of Press and Public

Resolved

That the press and public be excluded from the meeting for the next item of business to consider confidential personal information covered by the Data Protection Act 2018.

F&A 17/26 Staffing Update *(Minute F&A 08/26 and others)*

The Chief Executive gave a verbal update on staffing matters including a flexible working request, annual pay increases and extension of a temporary contract. The proposals were noted and supported.

The meeting commenced at 7.00pm and closed at 8.28pm. There were five members of the public present at the start of the meeting and none at the end.

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CHAIR DATE