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22 April 2021

To: All Members of the Finance and Administration Committee: Councillors S Abbott, P Anstey, H Belcher, T Ellis, R Hopkinson, M Jackson, R LeVar, S Moysey, G Sanders.

All other Members of the Council for information.

Dear Councillor

The next meeting of the Finance and Administration Committee will be held online via MS Teams on Wednesday 28 April 2021 commencing at 7.30pm. To take part in the meeting, click [here](#) or email dmartin@corsham.gov.uk for joining instructions.

Yours sincerely



David J Martin
CHIEF EXECUTIVE

Press and Public – To observe the meeting online, please click [here](#) or email dmartin@corsham.gov.uk for instructions. If you have any questions or wish to petition the Town Council as per Agenda Item 2, please refer to the guidance on our website (<https://www.corsham.gov.uk/meetings/fullcouncil.php>).

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 17 February 2021 – *for information only*.

5. Grant Applications (First Round) – The grants scheme for 2021/22 is being publicised and three grant applications have been received for consideration at this meeting. Copies of the completed application forms are being sent to all Councillors.

The balances of the grants budgets for 2021/22 are as follows: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £10,000; Methuen Hall (budget heading 102/1261) £21,815; Arts Centre (budget heading 102/1265) £5,000; Corsham Youth Zone (budget heading 102/1266) £3,500; Peacock Arts Trail (budget heading 102/1267) £750; There is also an earmarked reserve: Grant Tourism/CADT £1,967 (budget heading EMR 361).

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 2021/21 is £8.41 per registered elector, which equates to over £80,000. The Council is highly unlikely to reach this figure in any given year and, overall, spent £3,510 on Section 137 expenditure in 2020/21. 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 £10,000 which is also classed as Section 137 expenditure.

Details of the grant applications are as follows:

Awarded 2020/21	Requested 2021/22	Applicant & Purpose
£0	£1,500*	The Peacock Arts Trail – Towards setting up and running the biennial Peacock Arts Trail online, and training artists.
£5,000**	£2,000	Corsham Rugby Football Club – Towards the final phase of the sewerage plant and shower facilities upgrade.
£0	£500	Lost and Rambling Collective – Towards facilitation training and set up costs for a Mothers Who Make hub.

*Peacock Arts Trail - £750 is allocated in each year's budget and drawn down in alternate years when the trail is being run.

**Corsham RFC – Approved in 2019/20 for the 2020/21 financial year.

- *for consideration and decision.*

6. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*
7. 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.*

8. Annual Report on Grants – The Annual Report of the Grants awarded in 2020/21 is attached – *for consideration*.
9. Annual Finance Report – The annual report on Council Finance has been completed (*see attached*) – *for consideration and approval*.
10. 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*.
11. Internal Audit Report 2020/21 (Interim Update) - A copy of the report from the interim update visit is attached. The internal auditor has not raised any further issues or made any additions to the two previous recommendations.

Recommendation

That the Internal Audit Report 2020/21 (Interim Update) be noted.