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4 December 2025

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 10 December 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 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 22 October 2025 – *for information only*.
5. Grant Applications (Fifth Round) – The grants scheme for 2025/26 is being publicised and two grant applications have been received for consideration at this meeting, one of which is

for the 2026/27 financial year. The balances of the grants budgets for 2025/26 are as follows: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £7,965*; Methuen Hall (budget heading 102/1261) £0; Arts Centre (budget heading 102/1265) £0; Peacock Arts Trail (budget heading 102/1267) £0 and Corsham Windband Association (budget heading 102/1276) £0. There are earmarked reserves as follows: Grant Reserve (Peacock Arts Trail) £750 (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 (the balance for 2025/26 is £0).

*Note: Balance after approved grants have been deducted. There is an additional £231 available following a refund of the balance of a grant previously awarded to Corsham Civic Society towards Heritage Open Days.

At its first meeting following the local elections in May 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 - the balance for 2025/26 is £5,625) and Health and Wellbeing earmarked reserve of £21,451 (budget heading EMR 346).

Details of the grant applications are as follows:

| Awarded 2024/25 | Requested 2025/26 | Applicant & Purpose |
|------------------------------|------------------------------|---|
| General Grants | | |
| £0 | £750 | Corsham Petanque Club – Towards improving the playing surface and providing lighting for the petanque facility. |
| Section 137 | | |
| None for this meeting. | | |
| Requested for 2026/27 | | |
| £5,000 | | Leafy Lane Playing Fields – Towards a new full-sized 3G artificial floodlit football pitch at Leafy Lane <i>(This is in the draft 2026/27 budget and is in addition to £750 in earmarked reserves and £750 awarded conditionally in 2025/26).</i> |

– *for consideration and decision.*

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

7. Draft Budget 2026/27 – Further to previous meetings the Committee is asked to consider the attached budget report and make a recommendation on the 2026/27 budget and precept to the Full Council – *for consideration*.
8. Internal Audit Report (First Interim) 2025/26 – A copy of the report from the first interim visit is attached. There is one recommendation arising from the report, which relates to the recording of hanging basket income:

‘R1 – The apparent shortfall in income as recorded in the relevant Omega nominal account in relation to hanging baskets should be investigated’

Officers have prepared the following response:

R1 – ‘This relates the hanging baskets at Arnold House and the Town Hall where no invoices are required. This has now been made clear on the hanging basket spreadsheet. The original invoice for hanging baskets was correctly split between the Town Council and the Town Hall. A journal has been made in respect of the hanging baskets at Arnold House.’

Recommendation: That the draft responses to the Internal Audit Report (First Interim) 2025/26 be endorsed.

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 29/25 and others*) – The Chief Executive will give a verbal update on staffing matters including vacancies, recruitment, flexible working requests and future staffing requirements – *for discussion*.