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

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12 June 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 18 June 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 30 April 2025 – *for information only*.
5. Grant Applications (Second Round) – The grants scheme for 2025/26 is being publicised and one grant application has been received for consideration at this meeting. The balances of the grants budgets for 2025/26 are as follows: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £10,880*; Methuen Hall (budget heading 102/1261) £31,725; Arts Centre (budget heading 102/1265) £4,000; 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).

*Balance after Leafy Lane approved grant of £750 in 2025/26 deducted.

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 (none 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.

Details of the grant applications are as follows:

Awarded 2024/25	Requested 2025/26	Applicant & Purpose
General Grants		
£0	£215	Corsham ASC – Towards producing high quality programmes for Open Swim Meets in June and December.
Section 137		
None for this meeting		
<i>– for consideration and decision.</i>		

6. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*
7. Updates to Standing Orders, Financial Regulations, Terms of Reference and Scheme of Delegation (*Minute 250/24, F&A 44/24 and others*) – Further to previous meetings, the National Association of Local Councils (NALC) has made revisions to its Model Standing Orders and Financial Regulations to comply with new procurement legislation, ensure consistency and to better reflect Code of Conduct requirements. The documents have also been updated to be gender neutral. The Town Council's Terms of Reference and Scheme of Delegation have been updated to reflect the work of the Council and Committees. The changes are marked red on the attached documents – *for consideration prior to Council approval.*
8. 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.
9. Staffing Update (*Minute F&A 58/24 and others*) – The Chief Executive will give a verbal update on staffing matters including recruitment – *for information.*