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14 August 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 20 August 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](mailto: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 18 June 2025 – *for information only*.
5. Grant Applications (Third Round) – The grants scheme for 2025/26 is being publicised and three grant applications have 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) £10,665\*; 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).

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

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 and Health and Wellbeing earmarked reserve of £21,451 (budget heading EMR 346).

Details of the grant applications are as follows:

<b>Awarded 2024/25</b>	<b>Requested 2025/26</b>	<b>Applicant &amp; Purpose</b>
<b>General Grants</b>		
£500	£750	Company for Christmas – Towards meals and gifts for local residents who don't see friends or family on Christmas Day.
£800	£750	Corsham Community Club – Towards the cost of coach hire to take the group from Corsham to Salisbury for Christmas lunch.
£750	£2,000**	Corsham Twinning Association – Towards a twinning visit to Jargeau, France by members of the Twinning Association in October 2025.

\*\*Note: This could be met from the Community Services budget and earmarked reserves (EMR 363 – Twinning).

### **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. 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.

8. Staffing Update (*Minute F&A 09/25 and others*) – The Chief Executive will give a verbal update on staffing matters including recruitment of a Temporary Technical Assistant (Maternity Cover) and Tourism and Events Officer – *for information*.