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16 October 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 22 October 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 20 August 2025 – *for information only*.
5. Grant Applications (Fourth Round) – The grants scheme for 2025/26 is being publicised and three grant applications have been received for consideration at this meeting, two of

which are for the 2026/27 financial year. The balances of the grants budgets for 2025/26 (as of 30 September) are as follows: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £9,415\*; 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 (the balance for 2025/26 is £0).

\*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 (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:

<b>Awarded 2024/25</b>	<b>Requested 2025/26</b>	<b>Applicant &amp; Purpose</b>
<b>General Grants</b>		
£0	£500	We Hear You – Towards providing specialist counselling for adults, children and young residents of Corsham affected by cancer and other life-threatening illnesses.
£685	£700	Souper Friday – Towards equipment hire to run a Christmas Party for 80 people at Corsham Baptist Church.

**Section 137**

None for this meeting.

**Requested for 2026/27**

£2,000	Corsham Windband Association – Towards events and activities to celebrate CWA’s 45 years of service in 2026 (This is in addition to £2,500 allocated in next year’s budget for expanding the association’s work in primary schools).
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£5,000

Gastard Village Hall – Towards the creation of an accessible hard outside area for tables, chairs and childrens' play.

– *for consideration and decision.*

6. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*
7. Wiltshire Pension Fund, Employer Discretions Policy – The Town Council's Discretions Policy requires updating as it is over three years' old. The recommended policy is attached along with the existing one – *for approval.*
8. Appointment of Internal Auditors 2026/27 – Formal note of an appointment of internal auditors is required. Auditing Solutions Ltd has provided an effective service since being appointed several years ago and are familiar with the Town Councils processes and procedures.

#### *Recommendation*

That Auditing Solutions Ltd be appointed as the Council's Internal Auditors for 2026/27.

9. Annual Insurance Review – The Chief Executive has completed the Annual Insurance Review and no issues or concerns have been identified. The insurance cover was re-tendered in spring 2021 for a five year period. The cover is reviewed monthly to ensure that any significant new assets or risks are managed appropriately. Due to a complex ongoing insurance claim it is recommended that the current contract be extended for a further year – *for review.*
10. Cybersecurity and Risk Management – Further to the October Full Council meeting when the risk management strategy was considered, the Chief Executive will provide an overview of the Town Council's cybersecurity management, threat prevention, monitoring and reporting – *for discussion.*
11. 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.

12. Staffing Update (*Minute F&A 17/25 and others*) – The Chief Executive will give a verbal update on staffing matters – *for information.*