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19 February 2026

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 25 February 2026 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 10 December 2025 – *for information only*.
5. Grant Applications (Sixth 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) £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 £7,000 (budget heading 301/3114 - the balance for 2025/26 is £3,625) 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	£750	Corsham Blossoms (Women’s Cricket Team) – Towards sending seven members of the cricket team to Malta for an international tournament.
£0	£300	Corsham Climate Action – Towards purchasing a storage shed and foundations for community garden equipment.
£0	£750	Wessex MS Therapy Centre – Towards supporting specialist neuro-physiotherapy for Corsham residents with Multiple Schlerosis and other neurological conditions.

**Section 137**

None for this meeting.

– *for consideration and decision.*

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

7. Internal Audit Report (Interim Update) 2025/26 – A copy of the report from the second interim audit visit is attached. The internal auditor has not raised any issues or made any recommendations.

*Recommendation*

That the Internal Audit Report 2025/26 (Interim Update) be noted.

8. Annual Review of Standing Orders, Financial Regulations and Terms of Reference – The annual review has been completed by the Chief Executive.

The most previous review was carried out in July 2025 (*Minute 81/25*). Whilst procurement threshold amounts for public contracts increased from 1 January 2026, the exact figures no longer appear in the Town Council's Standing Orders or Financial Regulations (*copy attached*), which are based on the model produced by the National Association of Local Councils.

There are no updates recommended at this time – *for information and comment*.

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 39/25 and others*) – At the Committee meeting on 10 December 2025, the Chief Executive gave a verbal update on staffing matters including vacancies, recruitment, flexible working requests and future staffing requirements. It was *Resolved: i) That a Staffing Review Working Group comprising Councillors S Abbott, A Brown, T Ellis and G Ward be established to consider proposed and potential staffing changes and ii) That the Chief Executive and Head of Finance and Administration prepare a report, including financial implications, for the group to consider.*

The Review Group met on 2 February 2026 to consider the report. Notes of the meeting (*attached*) include a number of proposals. The proposals outlined in the report were supported.

*Recommendation:* The Review Group recommends that the Finance and Administration Committee approves the employment of a Neighbourhood Services Technician (full-time) and an Administration Officer (part-time up to 22 hours per week).