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23 April 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 29 April 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 25 February 2026 – *for information only*.
5. Grant Applications (First Round) – The grants scheme for 2026/27 is being publicised. No grant applications have been received for consideration at this meeting. The grants

budgets for 2026/27 are as follows: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £12,000; Methuen Hall (budget heading 102/1261) £51,200; Arts Centre (budget heading 102/1265) £20,000; Gastard Village Hall (budget heading 102/1269) £5,000; Corsham Windband Association (budget heading 102/1276) £4,500; Leafy Lane Playing Field (budget heading 102/1277) £5,000.

There are earmarked reserves as follows: Grant Reserve (Peacock Arts Trail) (budget heading EMR 347) £750; Grant Reserve (Leafy Lane) (budget heading EMR 349) £1,500; Grant General (budget heading EMR 350) £6,165; Grant Tourism/CADT (budget heading EMR 361) £867. There is a separate earmarked reserve for Twinning (budget heading EMR 363) £1,731, which is used as a grant alongside the twinning budget of £500 (Community Services Committee budget heading 301/3101).

At its first meeting following the local elections in May 2025 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) and Health and Wellbeing earmarked reserve of £13,951 (budget heading EMR 346).

– *for information.*

6. Annual Report on Grants – The Annual Report of the Grants awarded in 2025/26 is attached – *for consideration.*
7. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*
8. Annual Review of the Risk Management Strategy – The Risk Management Strategy and Strategic Risk Register have been reviewed and updated (*see attached, with updates in italics*) – *for approval.*
9. Annual Finance Report – The annual report on Council Finance has been completed (*see attached*) – *for consideration and approval.*
10. Annual Training and Development Report and Update Policy – The Annual Report (*copy attached*) has been produced which shows the training and development activity carried out during the past financial year. Councillor training sessions are planned for 18 May and 26 October 2026. The Training and Development Policy (*attached*) has been reviewed and updated – *for consideration.*