

**Minutes of the Meeting of the Finance and Administration Committee  
held in the Town Hall on Wednesday 18 June 2025**

**Present** Councillor S Abbott (Chair)  
Councillors H Belcher OBE, N Brakspear, A Brown, T Ellis and G Ward

**In Attendance** Mrs K Gilby (Head of Finance and Administration)  
D Martin (Chief Executive)

**F&A 01/25 Apologies**

Apologies had been received from Councillor R Hopkinson.

**F&A 02/25 Public Question Time and Petitions**

A representative of Corsham Amateur Swimming Club attended the meeting online and asked the Committee to support their grant application.

**F&A 03/25 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.

There were none.

**F&A 04/25 Matters Arising from the Minutes of the Finance and Administration Committee meeting held on 30 April 2025**

There were no matters arising.

**F&A 05/25 Grant Applications (Second Round)**

The grants scheme for 2025/26 was being publicised and one grant application had been received for consideration at the meeting.

**Resolved**

That Corsham Amateur Swimming Club (ASC) be awarded £215 towards producing high quality programmes for its Open Swim Meets in June and December 2025.

**F&A 06/25 Detailed Income and Expenditure Accounts (including the Town Hall)**

The Committee reviewed and noted the Income and Expenditure Accounts, Financial Report and the breakdown of Earmarked Reserves.

**F&A 07/25 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) had 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 had also been updated to be gender neutral. The Town Council's Terms of Reference and Scheme of Delegation had been updated to reflect the work of the Council and Committees. The changes were marked red on the attached documents.

**Resolved**

That, subject to the following minor amendments, the changes be recommended to the Full Council for approval:

- i) Part One: Standing Order - 3.2 - Amend so that the sentence reads 'The minimum three clear days public notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a bank holiday or a public holiday.'
- ii) Part Two: Financial Regulations - Page 23, 5.7 - Change 'be over' to 'exceed'. 5.8 change 'greater than' to 'exceeding'
- iii) Part Three: Terms of Reference, Section 4. Amend Community Services Committee Terms of Reference to say 'Health *and wellbeing* promotion'.

**F&A 08/25 Exclusion of Press and Public**

**Resolved**

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.

**F&A 09/25 Staffing Update (*Minute F&A 58/24 and others*)**

The Chief Executive gave a verbal update on staffing matters including recruitment for the Community Services Officer vacancy, maternity cover, a potential parish steward type role and insurance claims.

The update was noted.

The meeting commenced at 7.00pm and closed at 8.08pm. There was one member of the public present online at the start of the meeting and none at the end.

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CHAIR

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DATE