

**Minutes of the Meeting of the Finance and Administration Committee  
held in the Town Hall on Wednesday 20 August 2025**

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

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

**In Attendance Online** Councillor R Hopkinson

**F&A 10/25 Apologies**

Apologies had been received from Councillor G Ward.

**F&A 11/25 Public Question Time and Petitions**

A representative of Company for Christmas attended the meeting online and asked the Committee to support their grant application.

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

Three representatives of Corsham Twinning Association attended the meeting and asked the Committee to support their grant application.

**F&A 12/25 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 13/25 Matters Arising from the Minutes of the Finance and Administration Committee meeting held on 18 June 2025**

There were no matters arising.

## **F&A 14/25 Grant Applications (Third Round)**

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

### **Resolved**

That Company for Christmas be awarded £750 towards meals and gifts for local residents who don't see friends or family on Christmas Day.

That Corsham Community Club be awarded £750 towards the cost of coach hire to take the group from Corsham to Salisbury for Christmas lunch.

That Corsham Twinning Association be awarded £500 towards a twinning visit to Jargeau, France by members of the Twinning Association in October 2025. That this amount be met from the Community Services budget and earmarked reserves (EMR 363 – Twinning).

## **F&A 15/25 Detailed Income and Expenditure Accounts (including the Town Hall)**

The Chief Executive presented a report on the accounts and highlighted the following items:

CCLA – Subject to regulatory approval, CCLA was being acquired by Jupiter Investment Management Group Limited, a European investment manager. CCLA states that it should not affect clients. The change would be monitored to ensure high levels and security and liquidity, as well as yield.

VAT Partial Exemption Calculation 2024/25 – The Town Council's accountants had completed the partial exemption calculation and the analysis indicated that the Town Council breached its De-Minimus Limit of £7,500 for the year. A significant proportion of this was attributed to Arnold House due to the exceptional repair costs. If the Council breached the limited for a second time in a seven-year period, it would be liable to repay the input VAT attributable for exemption income for all the years during which the breach occurred. This would be closely monitored with the Council's accountants, especially when planning expenditure on applicable projects.

The Pound Arts Trust would be attending the Council Meeting in September to give a presentation to include an update on its financial position. They would be asked to quantify the economic benefit to the town and provide information on the cost of maintaining their listed building.

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

**F&A 16/25 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 17/25 Staffing Update (*Minute F&A 09/25 and others*)**

The Chief Executive gave a verbal update on staffing matters including recruitment of the temporary Technical Assistant (Maternity Cover), who would start on 26 August, and the Tourism and Events Officer would start on 29 September. The Committee was also updated on insurance claims. One had been successfully resolved and one was ongoing.

**Resolved**

The update was noted.

The meeting commenced at 7.00pm and closed at 8.06pm. There were four members of the public present in the room at the start of the meeting and one online. There were no members of the public present at the end of the meeting.

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CHAIR

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DATE