

**Minutes of the Meeting of the Finance and Administration Committee  
held in the Town Hall on Wednesday 22 October 2025**

**Present** Councillor S Abbott (Chair)  
Councillors N Brakspear, J Brook, A Brown and J Coward

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

**In Attendance Online** Councillors H Belcher OBE, T Ellis and G Ward.

**F&A 18/25 Apologies**

Apologies had been received from Councillor R Hopkinson.

**F&A 19/25 Public Question Time and Petitions**

A representative of Souper Friday attended the meeting and asked the Committee to support their grant application.

A representative of Corsham Windband Association attended the meeting and asked the Committee to support their request for funds to be allocated in the 2026/27 budget towards the cost of concerts to celebrate the group's 45<sup>th</sup> anniversary.

Three representatives of Gastard Village Hall attended the meeting and asked the Committee to support their request for funds to be allocated in the 2026/27 budget towards the cost of creating a hardstanding area at the rear of the hall to enable greater use of the facility.

**F&A 20/25 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 21/25 Matters Arising from the Minutes of the Finance and Administration Committee meeting held on 20 August 2025**

There were no matters arising.

## **F&A 22/25 Grant Applications (Fourth Round)**

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

### **Resolved**

- i) That the decision to grant We Hear You £500 towards providing specialist counselling for residents of Corsham affected by cancer and other life-threatening illnesses, be delegated to the Chief Executive in consultation with the Chair and Vice Chair of the Committee.
- ii) That Souper Friday be awarded £700 towards equipment hire to run a Christmas Party for around 80 people at Corsham Baptist Church.

### **Requested for 2026/27**

Corsham Windband Association had requested £2,000 towards events and activities to celebrate CWA's 45 years of service in 2026. This is in addition to £2,500 allocated for expanding the association's work in primary schools.

### **Resolved**

- iii) That £2,000 be included in the 2026/27 draft budget towards the cost of celebrating Corsham Windband Association's 45-year anniversary.

Gastard Village Hall had requested £5,000 towards the creation of an accessible hard outside area for tables, chairs and children's play.

### **Resolved**

- iv) That £5,000 be included in the 2026/27 draft budget towards the cost of the creation of an accessible hard outside area at Gastard Village Hall.

## **F&A 23/25 Detailed Income and Expenditure Accounts (including the Town Hall)**

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

*Budget heading 2714 – Parking initiatives* – The cost for the two-hour free parking in the town centre car parks would be kept the same for 2026/27 but would be reviewed following that. The cost implication of this was unknown at present.

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

**F&A 24/25 Wiltshire Pension Fund, Employer Discretions Policy**

The Town Council's Discretions Policy required updating as it was over three years' old. The recommended policy was attached along with the existing one.

**Resolved**

That the recommended Town Council Discretions Policy be approved.

**F&A 25/25 Appointment of Internal Auditors 2026/27**

Formal note of an appointment of internal auditors was required. Auditing Solutions Ltd had provided an effective service since being appointed several years ago and were familiar with the Town Councils processes and procedures.

**Resolved**

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

**F&A 26/25 Annual Insurance Review**

The Chief Executive had completed the Annual Insurance Review and no issues or concerns had been identified. The insurance cover was re-tendered in spring 2021 for a five year period. The cover was reviewed monthly to ensure that any significant new assets or risks were managed appropriately. It was recommended that the current contract be extended for a further year.

**Resolved**

That the current contract be extended for a further year.

**F&A 27/25 Cybersecurity and Risk Management**

Further to the October Full Council meeting when the risk management strategy was considered, the Chief Executive provided an overview of the Town Council's cybersecurity management, threat prevention, monitoring and reporting. A cybersecurity checklist was being created.

**Resolved**

That the Town Council's Cyber security and risk management arrangements be noted.

**F&A 28/25 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 29/25 Staffing Update (*Minute F&A 17/25 and others*)**

The Chief Executive gave a verbal update on staffing matters.

**Resolved**

The update was noted.

The meeting commenced at 7.00pm and closed at 8.08pm. There were five members of the public present in the room at the start of the meeting and none at the end.

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CHAIR

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DATE