

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 25 February 2026**

Present Councillor S Abbott (Chair)
Councillors A Brown, H Belcher OBE, J Brook, T Ellis
and G Ward.

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

In Attendance Online Councillor R Hopkinson

F&A 40/25 Apologies

Apologies had been received from Councillor J Coward.

F&A 41/25 Public Question Time and Petitions

Representatives from Corsham Blossoms Cricket Team attended the meeting and asked the Committee to support their grant application for funds towards sending seven members of the cricket team to Malta for an international tournament.

A representative of Corsham Climate Action attended the meeting and asked the Committee to support their grant application for funds to purchase a shed to store tools.

A representative of Wessex MS Therapy Centre attended the meeting online and asked the Committee to support their application for funds towards supporting specialist neuro-physiotherapy for Corsham residents with Multiple Sclerosis and other neurological conditions.

F&A 42/25 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.

Councillor S Abbott declared a non-pecuniary interest in the grant application by Corsham Blossoms as his son is the treasurer of Corsham Cricket Club and he himself assists with the accounts. He left the room during the discussion and decision on the item. Councillor G Ward Chaired the meeting for that application.

Councillor R Hopkinson declared a non-pecuniary interest in the grant application by Wessex MS Therapy Centre as her daughter previously worked for the MS Society. She remained in the meeting during the discussion and decision on the item. As she was online, she was unable to vote.

F&A 43/25 Matters Arising from the Minutes of the Finance and Administration Committee meeting held on 10 December 2025

There were no matters arising.

F&A 44/25 Grant Applications (Sixth Round)

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

Resolved

- i) That the application for funding from Corsham Blossoms (Women's Cricket Team) towards sending seven members of the cricket team to Malta for an international tournament be refused. Councillors were keen to support the Corsham Blossoms but did not feel they could support this application. The Blossoms were encouraged to consider applying for funds towards the provision of kit and other items which could benefit the entire team. This could be considered at a Full Council Meeting if time was an issue.
- ii) That Corsham Climate Action be awarded £300 to purchase a storage shed with foundations for the storage of community garden equipment.
- iii) That Wessex MS Therapy Centre be awarded £750 towards supporting specialist neuro-physiotherapy for Corsham residents with Multiple Sclerosis and other neurological conditions.

F&A 45/25 Detailed Income and Expenditure Accounts (including the Town Hall)

The Chief Executive presented a report on the accounts.

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

The situation with the VAT partial exemption certificate would be reviewed once the quantity surveyor had provided costs to improve Arnold House and the Guide Hut.

F&A 46/25 Internal Audit Report (Interim Update) 2025/26

A copy of the report from the second interim audit visit was considered. The internal auditor had not raised any issues or made any recommendations.

Resolved

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

F&A 47/25 Annual Review of Standing Orders, Financial Regulations and Terms of Reference

The annual review had been completed by the Chief Executive.

The most recent previous review had been 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 appeared in the Town Council's Standing Orders or Financial Regulations (*copy attached*), which were based on the model produced by the National Association of Local Councils.

There were no updates recommended at this time.

Resolved

That the annual review of Standing Orders, Financial Regulations and Terms of Reference be noted and would be presented to the Full Council for approval.

F&A 48/25 Exclusion of Press and Public

Resolved

That the press and public 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 49/25 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 confidential report. Notes of the meeting presented to the Committee included a number of proposals. The proposals outlined in the report were supported.

Resolved

To approve the employment of a Neighbourhood Services Technician (full-time) and an Administration Officer (part-time up to 22 hours per week).

The meeting commenced at 7.00pm and closed at 8.20pm. There were six members of the public present in the room at the start of the meeting and none at the end.

CHAIR

DATE