

**Minutes of the Meeting of the Finance and Administration Committee
held Remotely on Wednesday 28 April 2021**

Present Councillor S Moysey (Chair)
Councillors S Abbott, P Anstey, T Ellis, R Hopkinson, M Jackson,
R LeVar and G Sanders

In Attendance Cllr A Brown
Cllr A Crockford
Mrs M Jones (Head of Finance and Administration)
D Martin (Chief Executive)

F&A 18/20 Apologies

There were none.

F&A 19/20 Public Question Time and Petitions

Representatives from Corsham Rugby Football Club and Lost and Rambling Collective joined the meeting remotely and asked the Committee to support their grant applications and answer questions (*see Minute F&A 22/20*).

F&A 20/20 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 A Crockford declared a non-pecuniary interest in the Peacock Arts Trail grant application as one of the artists involved.

The Head of Finance and Administration declared a non-pecuniary interest in the Corsham Rugby Club grant application as a relative of the Club President.

F&A 21/20 Matters Arising from the Minutes of the Finance and Administration Committee meeting held on 17 February 2021

There were no matters arising.

F&A 22/20 Grant Applications (First Round)

Three grant applications were considered.

Resolved

- i) That the Peacock Art Trail be awarded £1,500 towards setting up and running the biennial Peacock Arts Trail online, and training artists.
- ii) That Corsham Rugby Football Club be awarded £2,000 towards the final phase of the sewerage plant and shower facilities upgrade.
- iii) That Lost and Rambling Collective be awarded £500 towards facilitation training and set up costs for Mothers Who Make hub.

It was noted that, should the grant budget be insufficient towards the end of the financial year, general reserves could be used to help support groups.

F&A 23/20 Detailed Income and Expenditure Accounts (including the Town Hall)

The Committee reviewed and noted the Income and Expenditure Accounts and Financial Report and update on the new cemetery costs, which were well within budget.

Resolved

That the listed earmarked reserves be approved, subject to any necessary adjustments during the year-end closedown process.

F&A 24/20 Annual Training and Development Report

The Annual Report which shows the training and development activity carried out during the past financial year had been issued.

Resolved

That the Annual Training and Development Report be noted.

F&A 25/20 Annual Report on Grants

The Annual Report of the Grants awarded in 2020/21 was considered.

Resolved

That the Annual Report of the Grants be noted.

F&A 26/20 Annual Finance Report

The annual report on Council Finance had been completed.

Resolved

That the annual Council Finance report be approved.

F&A 27/20 Annual Review of the Risk Management Strategy

The Risk Management Strategy and Strategic Risk Register had been reviewed and updated. No concerns arise.

The Chairman of the Council and Councillors asked that the Chief Executive and Officers be thanked for their team effort during the Covid-19 pandemic and how they handled the crisis within the community.

Resolved

That the annual review of the Risk Management Strategy be approved.

F&A 28/20 Internal Audit Report 2020/21 (Interim Update)

A copy of the report from the interim update was considered. The internal auditor had not raised any further issues or made any additions to the two previous recommendations.

Councillors thanked the Finance team for their continued work in this area.

Resolved

That the Internal Audit Report 2020/21 (Interim Update) be noted.

The meeting commenced at 7.30pm and closed at 8.52pm. There were three members of the public present at the start of the meeting and none at the end.

CHAIRMAN

DATE