

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 29 April 2026**

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

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

F&A 50/25 Apologies

Apologies had been received from Councillors J Brook and J Coward.

F&A 51/25 Public Question Time and Petitions

There were none.

F&A 52/25 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 53/25 Matters Arising from the Minutes of the Finance and Administration Committee meeting held on 25 February 2025

There were no matters arising.

F&A 54/25 Grant Applications (First Round)

The grants scheme for 2026/27 was being publicised. No grant applications had been received for consideration at the meeting. The grants budgets for 2026/27 were: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £12,000; Methuen Hall (budget heading 102/1261) £51,200; Arts Centre (budget heading 102/1265) £20,000; Gastard Village Hall (budget heading 102/1269) £5,000; Corsham Windband Association (budget heading 102/1276) £4,500; Leafy Lane Playing Field (budget heading 102/1277) £5,000.

There were earmarked reserves as follows: Grant Reserve (Peacock Arts Trail) (budget heading EMR 347) £750; Grant Reserve (Leafy Lane) (budget heading EMR 349) £1,500; Grant General (budget heading EMR 350) £6,165; Grant

Tourism/CADT (budget heading EMR 361) £867. There was a separate earmarked reserve for Twinning (budget heading EMR 363) £1,731, which was used as a grant alongside the twinning budget of £500 (Community Services Committee budget heading 301/3101).

At its first meeting following the local elections in May 2025 the Town Council adopted the General Power of Competence. This meant the Council rarely needed to rely on Section 137 Powers to use its resources (there was a limit on how much can be spent each year using Section 137 Powers).

The Community Services Committee had a Health and Wellbeing Grants Budget of £7,500 (budget heading 301/3114) and Health and Wellbeing earmarked reserve of £13,951 (budget heading EMR 346).

Resolved

That the grants update be noted.

F&A 55/25 Annual Report on Grants

The Annual Report of the Grants awarded in 2025/26 was considered. Future reports would include an explanation where the amount requested differed from the amount awarded.

Resolved

That the Annual Report on Grants be noted.

F&A 56/25 Detailed Income and Expenditure Accounts (including the Town Hall)

The Chief Executive presented a report on the accounts. The Chief Executive explained that some funds from the CCLA account had been transferred to cover expenditure in April but that these funds would be replenished in May as the first instalment of the precept had been received. It was noted that the amount held in general reserves had reduced and that the closing balance was quite low. Funds could be transferred from earmarked reserves to the general reserve if this was felt to be desirable. As the Year End Close Down had already taken place it was more difficult to see movements to and from the earmarked reserves. The Town Council's insurance cover and renewal were discussed. Renewing for a period of three years rather than one may be more cost effective.

Resolved

- i) That, subject to the Chief Executive providing members of the committee a report which details the earmarked reserve movements, the Income and Expenditure Accounts, Financial Report and the breakdown of Earmarked Reserves be approved.
- ii) To proceed with a three-year renewal of the Town Council's insurance if it proved to be more cost-effective.

F&A 57/25 Annual Review of the Risk Management Strategy

The reviewed and updated Risk Management Strategy and Strategic Risk Register were considered

Resolved

That the Risk Management Strategy and Strategic Risk Register be approved.

F&A 58/25 Annual Finance Report

The annual report on Council Finance was considered

Resolved

- i) That the annual Finance Report be approved.
- ii) That details of the national pay award be included in the notes to the accounts report once settled.

F&A 59/25 Annual Training and Development Report and Update Policy

The Annual Report had been produced which showed the training and development activity carried out during the past financial year. Councillor training sessions were planned for 18 May and 26 October 2026. The Training and Development Policy had been reviewed and updated.

Resolved

- i) That the Annual Training and Development Report be approved.
- ii) That the revised Training and Development Policy be approved.

The meeting commenced at 7.00pm and closed at 7.55pm. There were no members of the public present at the meeting.

CHAIR

DATE