

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 17 April 2024**

Present Councillor R Hopkinson (Chair)
Councillors S Abbott, H Belcher OBE, A Jones, G Ward and R Williams

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

F&A 45/23 Apologies

Apologies were received from Councillors J Brook and T Ellis.

F&A 46/23 Public Question Time and Petitions

Representatives of three organisations attended the meeting in person and online and asked the Committee to support their grant applications.

F&A 47/23 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 Brown declared a non-pecuniary interest in (*Agenda Item 5 Grant Applications*) as a Trustee of Corsham Youth Zone. He stayed in the room during the discussion and decision on the item.

Councillor S Abbott declared a non-pecuniary interest in (*Agenda Item 5 Grant Applications*) as a Trustee of Corsham Youth Zone. He stayed in the room during the discussion and decision on the item.

F&A 48/23 Matters Arising from the Minutes of the Finance and Administration Committee meeting held on 28 February 2024

There were no matters arising.

F&A 49/23 Grant Applications (First Round)

Three grant applications were considered.

Resolved

That The Pound Arts be awarded £750 towards repairing and improving toilets at the Arts Centre.

That Wiltshire Air Ambulance be awarded £490 towards sound equipment to improve communication at the dog show at Springfield Recreation Ground.

That Corsham Youth Zone be awarded £750 towards running mindful and meditation sessions for young people attending CYZ evenings.

F&A 50/23 Annual Report on Grants

The Annual Report of the Grants awarded in 2023/24 was discussed.

Resolved

That the Annual Report of Grants be noted.

F&A 51/23 Detailed Income and Expenditure Accounts (including the Town Hall)

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

The Earmarked Reserves list for 2024/25 was agreed.

F&A 52/23 Annual Review of the Risk Management Strategy

The Risk Management Strategy and Strategic Risk Register had been reviewed and updated. There were no concerns.

Resolved

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

F&A 53/23 Annual Finance Report

The annual report on Council Finance had been completed.

Resolved

That, with the addition of any future changes made in the report be highlighted for clearer identification, the report on Council Finance be approved.

F&A 54/23 Annual Training and Development Report

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

The report was noted.

F&A 55/23 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 in order to consider a matter of a commercially confidential nature.

F&A 56/23 Town Hall Secondary Glazing Quotations

A report containing commercially confidential information regarding quotations for the secondary glazing of the Town (Methuen) Hall was considered.

A discussion took place about the different methods of secondary glazing that could be used and listed building requirements. Enquiries would be made about the life expectancy of the magnetic tapes used in the Mitchell & Dickinson system. The payback period for the works would be adjusted and the project would be funded from the 2024/25 budget, using earmarked reserves where needed.

Resolved

That, subject to positive responses regarding Listed Building Consent and the life expectancy of the secondary glazing system, Mitchell & Dickinson be commissioned to install secondary glazing throughout the Town Hall.

The meeting commenced at 7pm and closed at 8.30pm. There were two members of the public present and one online at the start of the meeting and none at the end.

CHAIR

DATE