

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 23 October 2024**

Present Councillor S Abbott (In the Chair)
Councillors J Brook, A Brown and A Jones

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

In Attendance online Councillor R Hopkinson

F&A 19/24 Apologies

Apologies were received from Councillor H Belcher OBE and G Ward.

F&A 20/24 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 21/24 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 *Agenda Item - 5 Grant Application for Souper Friday* as a trustee of Rudloe Community Association which has a project with Corsham Baptist Church. He stayed in the room during the discussion and decision on the item.

F&A 22/24 Matters Arising from the Minutes of the Finance and Administration Committee meeting held on 21 August 2024

Minute F&A 14/24 - IT Infrastructure Refresh Proposal - The Chief Executive updated Councillors on a meeting that he and Councillors Abbott and Ward had had with Excalibur regarding the IT infrastructure. A new proposal was due any day.

F&A 23/24 Grant Applications (Fourth Round)

Five grant applications were considered.

Resolved

- i) That The Pound Arts be awarded £379 towards a new amplifier to power the sound system in one of the community spaces at The Pound Arts Centre.
- ii) That Souper Friday be awarded £685.10 towards hiring equipment for a Christmas Party for around eighty people from the Corsham area.

Section 137 Grant

- i) That The Brightwell (West of England MS Therapy Centre) grant application be deferred to the December meeting. The Chief Executive would contact the organisation and ask them to clarify questions that Councillors had in relation to their grant application and further encourage them to attend the meeting.
- ii) That Prospect Estate Community Defibrillator be awarded £750 towards a new pole and connection to an electric power supply to enable the existing defibrillator cabinet to be moved and connected.

Requested for 2025/26 and 2026/27

- i) Corsham Windband Association had requested £5,000 per year for two years towards becoming the Corsham Music Association which would enable the group to expand provision to all Corsham primary schools. This would double the number of children participating in instrumental music making.

A discussion took place, and it was agreed that the amount requested should be reduced as Councillors had reservations in granting £5,000 for two years. The Chief Executive would contact Corsham Windband and ask them to come back with a proposal at a reduced cost.

F&A 24/24 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.

F&A 25/24 Appointment of Internal Auditors 2025/26

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 are familiar with the Town Councils processes and procedures.

Resolved

That Auditing Solutions Ltd be appointed as the Council's Internal Auditors for 2025/26.

F&A 26/24 Annual Insurance Review

The Chief Executive had completed the Annual Insurance Review and no issues or concerns had been identified. The insurance cover had been 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.

The update was noted.

The meeting commenced at 7.00pm and closed at 8.32pm. There were three members of the public present at the start of the meeting and none at the end.

CHAIR

DATE