

**Minutes of the Meeting of the Finance and Administration Committee
held in the Town Hall on Wednesday 26 February 2025**

Present Councillor G Ward
Councillors S Abbott, H Belcher, J Brook, A Brown, T Ellis and
R Hopkinson

In Attendance D Martin (Chief Executive)

F&A 36/24 Apologies

There were none.

F&A 37/24 Public Question Time and Petitions

A representative of Leafy Lane Playing Fields attended the meeting in person and asked the Committee to support their grant application.

F&A 38/24 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 Leafy Lane Playing Fields* as he had family members who used the playing fields. He stayed in the room during the discussion and decision on the item.

F&A 39/24 Matters Arising from the Minutes of the Finance and Administration Committee meeting held on 11 December 2024

There were no matters arising.

F&A 40/24 Grant Applications (Sixth Round)

One grant application was considered. The Committee discussed whether such grants could be classed as Community Wellbeing Grants. It was felt that this should be reviewed when the next Strategic Plan is produced.

Resolved

That Leafy Lane Playing Fields be awarded £750 towards the cost of a new 3G artificial floodlit football pitch. This grant would be paid once the balance of funds had been raised.

F&A 41/24 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 42/24 Update of Accounts Signatories

A list of current and proposed signatories for the CCLA, Lloyds Bank and Unity Trust accounts was considered by the Committee.

Resolved

That the updated the list of accounts signatories for all Town Council accounts be approved.

F&A 43/24 Internal Audit Report (Interim Update) 2024/25

A copy of the report from the interim visit was considered. There were two recommendations arising from the report, which related to miscoding of allotment rent to hanging basket income, and an error with the petty cash account:

‘R1 – Whilst not of significant value, one further identified miscoding should be corrected by journal’

‘R2 – Whilst not significant in value terms, the apparent cash shortfall (or unsupported payment of £2.45) should be appropriately adjusted to bring the value of cash and expenditure awaiting re-imburement to £300.00.’

Officers have prepared the following responses:

R1 – ‘This miscode has been corrected via journal transfer.’

R2 – ‘The petty cash level has been adjusted to bring the balance to £300.00. The internal procedure has been simplified to reduce the number of petty cash transactions and minimise the risk of further errors.’

Resolved

That the draft responses to the Internal Audit Report 2024/25 (Interim Update) be endorsed.

F&A 44/24 Annual Review of Standing Orders, Financial Regulations and Terms of Reference

The annual review has been completed by the Chief Executive. The most recent review was carried out in July 2024 when the Financial Regulations were updated (*Minute 73/24*).

No further updates were recommended at this time. A further review would be carried out after the local elections and when the National Association of Local Councils make any changes to its model documents.

Resolved

That the review be noted.

F&A 45/24 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 to consider confidential personal information covered by the Data Protection Act 2018.

F&A 46/24 Staffing Update (*Minute F&A 35/24*)

The Chief Executive gave a verbal update on staffing matters including the recent recruitment of a Finance and Administration Officer to fill the vacancy arising from the promotion of the current postholder, and an update on sickness absence.

The meeting commenced at 7.00pm and closed at 8.24pm. There was one member of the public present at the start of the meeting and none at the end.

CHAIR

DATE