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20 February 2025

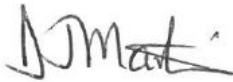
To: All Members of the Finance and Administration Committee: Councillors S Abbott, H Belcher, N Brakspear, J Brook, A Brown, T Ellis, R Hopkinson and G Ward.

All other Members of the Council for information.

Dear Councillor

The next meeting of the Finance and Administration Committee will be held on Wednesday 26 February 2025 in the Town Hall at 7.00pm.

Yours sincerely



David J Martin  
CHIEF EXECUTIVE

Press and Public – To observe the meeting online or take part in Agenda Item 2 - Public Question Time and Petitions, please click [here](#) or email [dmartin@corsham.gov.uk](mailto:dmartin@corsham.gov.uk) for instructions.

### **AGENDA**

1. Apologies.
2. Public Question Time and Petitions.
3. 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.

4. Matters Arising from the Minutes of the Finance and Administration Committee Meeting held on 11 December 2024 – *for information only*.
5. Grant Applications (Sixth Round) – The grants scheme for 2024/25 is being publicised and one grant application has been received for consideration at this meeting. The balances of

the grants budgets for 2024/25 are as follows: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £961.67; Methuen Hall (budget heading 102/1261) £0\*; Arts Centre (budget heading 102/1265) £0; Peacock Arts Trail (budget heading 102/1267) £750; Corsham Town Bowls Club (budget heading 102/1268) £0 and Gastard Village Hall (budget heading 102/1269) £0. There are earmarked reserves as follows: Grant Reserve (Peacock Arts Trail) £750 (budget heading EMR 347) and Grant Tourism/CADT £867 (budget heading EMR 361). There is a separate earmarked reserve for Twinning £1,889.33 (budget heading EMR 363), which is used as a grant alongside the twinning budget of £500 (balance £0) in 2024/25 (Community Services Committee budget heading 301/3101 Twinning Costs).

There is a limit to how much the Council can spend where it has no specific power. This is known as Section 137 expenditure and must be recorded separately in the Town Council's accounts. The limit for 2024/25 is £10.81 per registered elector, which equates to just under £110,000. The Council is highly unlikely to reach this figure in any given year and, overall, spent £5,771 (subject to year-end work and audit) on Section 137 expenditure in 2023/24. Where grant applications are for activities funded through Section 137, they are identified below (none for this meeting). The Community Services Committee has a Health and Wellbeing Grants Budget of £7,500 and Health and Wellbeing earmarked reserve of £21,451 (budget heading EMR 346), part of which are also classed as Section 137 expenditure. From 2024/25 it holds the Corsham Youth Zone budget of £9,000.

\*Methuen Hall – This includes the additional £50,000 grant towards secondary glazing.

Details of the grant applications are as follows:

<b>Awarded 2023/24</b>	<b>Requested 2024/25</b>	<b>Applicant &amp; Purpose</b>
<b>General Grants</b>		
£0	£750	Leafy Lane Playing Fields – Towards a new 3G artificial floodlit football pitch.

**Section 137**

None for this meeting.

– *for consideration and decision.*

6. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review.*
7. Update of Accounts Signatories – To review and update the list of accounts signatories for all Town Council accounts (CCLA, Lloyds Bank and Unity Trust). A list of current and proposed signatories will be provided to committee members at the meeting – *for consideration and approval.*
8. Internal Audit Report (Interim Update) 2024/25 – A copy of the report from the interim visit is attached. There are two recommendations arising from the report, which relate 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.'

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

9. 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 are recommended at this time – *for information.*

10. Staffing Update (*Minute F&A 35/24*) – The Chief Executive will give 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 – *for information.*