



Town Hall, High Street, Corsham, Wiltshire SN13 0EZ

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10 December 2020

To: All Members of the Finance and Administration Committee: Councillors S Abbott, P Anstey, H Belcher, T Ellis, R Hopkinson, M Jackson, R LeVar, S Moysey, G Sanders.

All other Members of the Council for information.

Dear Councillor

The next meeting of the Finance and Administration Committee will be held online via MS Teams on Wednesday 16 December 2020 commencing at 7.30pm. To take part in the meeting, click [here](#) or email dmartin@corsham.gov.uk for joining instructions.

Yours sincerely

David J Martin
CHIEF EXECUTIVE

Press and Public – To observe the meeting online, please click [here](#) or email dmartin@corsham.gov.uk for instructions. If you have any questions or wish to petition the Town Council as per Agenda Item 2, please refer to the guidance on our website (<https://www.corsham.gov.uk/meetings/fullcouncil.php>).

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 Notes of the Finance and Administration Committee Meeting held on 21 October 2020 – *for information only*.
5. Grant Applications (Fifth Round) – The grants scheme for 2020/21 is being publicised and two grant applications have been received for consideration at this meeting. Copies of the completed application forms are being sent to all Councillors.

The balances of the grants budgets for 2020/21 are as follows: Grants General/Section 137 (budget heading 102/1260 and 102/1262) £2,550*; Methuen Hall (budget heading 102/1261) £0**; Arts Centre (budget heading 102/1265) £2,000; Corsham Youth Zone (budget heading 102/1266) £3,500; Peacock Arts Trail (budget heading 102/1267) £750; There is also an earmarked reserve: Grant Tourism/CADT £1,967 (budget heading EMR 361)

*£5,000 was awarded to Corsham Rugby Club (*Minute F&A 28/19*) which can be funded from general reserves if the current year grants budget is insufficient. A conditional grant of £500 from the balance has been awarded to Rewired Counselling.

**An additional grant of £12,384.92 has been awarded from earmarked reserves for energy efficiency improvements and roof repairs.

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 2020/21 is £8.32 per registered elector, which equates to over £85,000. The Council is highly unlikely to reach this figure in any given year and spent £500 on Section 137 expenditure in 2019/20. Where grant applications are for activities funded through Section 137, they are identified below (none for this meeting).

Details of the grant applications are as follows:

Awarded 2019/20	Requested 2020/21	Applicant & Purpose
General Applications		
£0	£500	The Rhythm Practice - Towards equipment to help convert a room at The Pound Arts Centre into a studio to deliver music therapy.
£0	£470	Bleeding Nora – Towards audience development costs and promotional material for a show about mental health, in conjunction with Pound Arts.
-		<i>for consideration and decision.</i>

6. Detailed Income and Expenditure Accounts (including the Town Hall) – To consider the financial report – *for review*.
7. Draft Budget 2021/22 (*Minute F&A 8, 21/10/20 and others*) – Further to previous meetings the Committee is asked to consider the attached budget report and make a recommendation on the 2020/21 budget and precept to the Full Council – *instructions requested*.

8. Internal Audit Report 2020/21 (First Interim) - A copy of the report from the interim visit is attached, along with a draft response. The internal auditor has made two recommendations. Recommendation 1 relates to asking our contract accountants to help amend the opening balances and Recommendation 2 relates to a cremation certificate. Both of these matters have been addressed.

Recommendation

That the draft response to the Internal Audit Report 2020/21 (First Interim) be endorsed.

9. Exclusion of Press and Public

Recommendation: That the press and public be excluded from the meeting for the next item of business in order to consider confidential personal information covered by the Data Protection Act 2018.

10. Staffing Review Update (*Minute SP 07/20 and F&A 9, 21/10/20*) – Further to the previous meeting, the Staffing Review Group has met online to consider proposals and discuss the review. The Committee is asked to consider a confidential report by the Chief Executive (issued to Committee members separately) – *for consideration*.