

**DRAFT Minutes of the Finance and General Purposes Committee Meeting held in the Community Office, Bruton on Tuesday 19 November 2019 at 7.30pm.**

**Present:** Councillors Justin Robinson, Ewan Jones, Steve Hall, Jocelyn Crawford, Lisa Pickering, Stuart Anderton and James Hood

**In attendance:** Town Clerk

**19/25. Apologies for Absence**

There were no apologies.

**19/26. Declarations of Interest**

Cllr Hall declared a Disclosable pecuniary interest; a relative works for SLR, re item 19/31, although the Agenda item is not specific to SLR and generally relating to the Grounds Maintenance contract.

Cllr Pickering declared a Disclosable pecuniary interest, as her husband is Chair of Museum.

Cllr Crawford, Hall and Hood declared personal interest in Durslade Community Gardens.

Cllr Hood declared personal interest as his wife is a Director of One Planet Bruton.

Cllr Hood and Crawford declared personal interests as members of the Choral Society.

Cllr Pickering declared personal interest in Man on Bench.

Cllr Hood declared personal interest as a Director of Man on Bench.

Cllr Robinson declared personal interest in the Grounds Maintenance contract.

Cllr Robinson declared personal interest Bruton Festival of Arts and Growing Space.

**19/27. Minutes of the previous meeting held on 18<sup>th</sup> September 2019**

It was Proposed and Seconded that the minutes of meeting 18<sup>th</sup> September 2019 were agreed as a true and accurate record.

**Resolved 7-0-0**

[For-against-abstain]

**19/28. Christmas Preparations 2019**

Councillors heard an update from the Town Clerk advising that SLR had been commissioned to provide Christmas Trees with lights, that the Town Council had paid the event organiser's cost of events insurance and will pay for the road closure.

**19/29. Station Road Car Park Investigatory Works**

Councillors considered the condition of the Station Road car park and the proposed investigatory works to establish the structural integrity of the car park substructure.

Members agreed to investigate prior to entering into new lease. Members agree to commission the investigatory works at c. £1,250 +VAT.

**Resolved 7-0-0**

**19/30. Q2 19/20 Financial Report**

Councillors considered the Q2 2019/20 financial report to end September 2019.

Members noted that Salary costs and Grounds Maintenance spend seem low.

Expenditure of £43,279 to end September 2019 seems low at this stage so expecting a significant underspend overall. Q2 19/20 financial report will be circulated to Full Council next week.

*Cllr Hall left the meeting*

**19/31. Grounds Maintenance Contract 2019/22**

Members considered the Tenders which had been received by the due time/date and decided to recommend Contractor B to Full Council. Retain £11.5k budget.

**Resolved 6-0-0**

*Cllr Hall returned to the meeting*

**19/32. Durslade Community Gardens Water Supply**

Councillors considered implications arising from the proposal to provide a new water supply connection to the Durslade community garden and any cost contribution. Prices from Hauser & Wirth (H&W) quoted at c. £8.5k to £9k. A problem seems to focus on water pressure at the bungalow. Members queried if other connections are creating poor water pressure or leakage. Members queried how much water is used for the pumpkins patch; H&W may relocate more of its growing to Durslade; the potential other water supply was discussed. Grants may be available from the National Allotment Society for water supply to allotments. BTC needs to meet again with H&W to discuss to understand vision for the area and the water supply problem; Cllr Jones and Town Clerk to meet with H&W and report back.

**19/33. Grant Applications 2020/21**

Councillors considered the Grant applications that had been received. The CAT Bus is not included but third year of agreement should be included at £1k. Library is not expected to bid for a Grant 20/21 but may do so in other years. The following decisions will be Recommendations to Full Council.

*Cllr Pickering left the meeting*

Bruton Museum. Currently operating at loss. A BTC representative on the Museum Board will be added to Agenda for Full Council to consider. BTC should include a condition requiring additional other funding. Recommended £3k Grant.

**Resolved 6-0-0**

Bruton Festival of Arts requested £3k; there will be no Packhorse Fair next year but other events are planned. Agree to Grant £3k.

**Resolved 6-0-0**

*Cllr Pickering returned to the meeting*

Jubilee Park Pavilion: Agreed at £1k

**Resolved 7-0-0**

BUFC applied for £2k: for hot water tanks and pitch improvements

It is expected that the Cubis development S106 contribution will contribute to pitch upgrade and improvement to changing facilities. Agreed £2k for use of pitches (not Pavilion).

**Resolved 7-0-0**

Mini Day Centre: £500 agreed

**Resolved 7-0-0**

Bruton Choral Society: £450 agree

**Resolved 7-0-0**

Man on Bench: £400 agree

**Resolved 7-0-0**

Cycle path CIC, Wincanton – Bruton: £4,500 requested and £1,000 agreed subject to other LA funding being secured. Members are supportive of the project and would be interested what other contributions will be forthcoming.

**Resolved 5-2-0**

Friends of Bruton Railway Station: £150 agreed

**Resolved 7-0-0**

Growing Spaces: requested £1k pa for three years  
No accounts provided; that information is needed before a decision can be made;  
subject to receiving accounts agree £1k for 3 years

**Resolved 7-0-0**

Age UK Somerset; a bid has not been received

SWERDA: no accounts attached; more information is needed. £250 Earmarked

**Resolved 7-0-0**

Play Days: £500 provision will be made in 20/21 budget.

Christmas: £2,500 provision will be included in 20/21 budget.

Works to trees could be paid from maintenance budget at say £200.

#### **19/34. Budget Implications of Resources**

Members considered the budget implications arising from Committees' proposals for budget 2020/21 including implications arising from a Neighbourhood Plan (NP), communications, volunteering and grant applications.

##### **Transport Committee:**

a) Some money is already in Earmarked Reserves:

- £3k to Plox/Silver Street;
- £1k St Catherine's Hill; and
- £3k for purchase of SID.

b) Some money to be transferred to EMR for:

- Library Junction;
- Improved signage at £1k; and
- Ongoing £500 for SID operation.

c) New funding:

- Increase Library Junction fund by £2.5k;
- New transport allocation of £1k for Safer Walking/Cycling of OPB; and
- Purchase of replacement/new Grit Bins at £1k.

##### **Communications Committee:**

- £1k rental of server plus purchase of website add-ons;
- £1,500 2x Additional Noticeboards; and
- £500 promotions budget Social media publication costs.

##### **Land & Property Committee:**

- Unionist Hall: not expecting to spend on Unionist Hall 2020/21 Revenue budget;

Station Road Car Park: already £10k in Revenue budget and £10k in Earmarked Reserve: proposal to add £15k into Revenue budget 2020/21 (in addition to £10k – total becomes £25k);

County Fields already has £5k in Earmarked reserve; therefore, nothing further proposed;

Add £10k pa to Revenue budget for Walls repairs only in longer term (eg 2021/22); initially £10k in Earmarked reserve so add £5k for Walls for 2020/21; and

There may be further CIL funds becoming available dependent upon rate of development.

**Human Resources Committee:**

Agreed to Earmark £10k for additional resources for NP, communications, volunteering and grant applications.

**Services & Amenities Committee:**

- £17.5k already in Reserve for Jubilee Park Development Programme;
- £6k S106 income received from SSDC for playground repair to be used for repairs; and
- £2k to reconfigure the Engine Shed to be added to Revenue budget.

**Additional costs considered by Committee:**

Climate Emergency budget: agreed to £5k pending further information

**Resolved 7-0-0**

**19/35. Review of Earmarked Reserves**

Members considered the previously agreed Earmarked Reserves. It was agreed to only add any underspends on 19/20 Revenue Budget to Earmarked Reserves.

<b>Earmarked reserve</b>	<b>2019/20</b>
<b>Jubilee Park Youth Area</b>	<b>£12,133.73</b>
<b>Jubilee Park Development Programme</b>	<b>£17,500</b>
<b>County Fields</b>	<b>£5,000</b>
<b>MUGA Sinking Fund</b>	<b>£2,000</b>
<b>Speed Indicator Device (SID)</b>	<b>£3,000</b>
<b>Walls Maintenance</b>	<b>£10,000</b>
<b>Silver Street / Plox</b>	<b>£3,000</b>
<b>St Catherine's Hill</b>	<b>£1,000</b>
<b>Station Road Car Park</b>	<b>£10,000</b>
<b>Project Fund</b>	<b>£5,000</b>

**19/36. Draft Budget 2020/21**

Members considered the implications for the draft budget 2020/21 and agreed that the income budget seems sufficient; staff costs are sufficient and have been discussed at HR Committee; office costs to remain same; some figures need further investigations; Council Admin costs seems sufficient; Rates are likely to slightly change; toilet scheme should continue at c. £750 pa; Grounds Maintenance budget seems sufficient; Grants budget to remain same; Repairs & Contingency Funds retain at £6k; Legal Fees reduce legal budget to £2,500.

**19/37. Presentation to Full Council November 2019**

Members considered the format of the budget presentation and discussion for Full Council 26 November 2019 and agreed that there should be a presentation on the budget and discussion on the prioritisation of initiative. Cllr Robinson will prepare and present.

*Members of Committee considered these matters in the exercise of their functions: Equal opportunities (race, gender, sexual orientation, marital status and any disability): Crime and Disorder, Health and Safety and Human Rights. Copies of plans reports, and correspondence mentioned above may be inspected at the Council Office during opening hours or by appointment.*

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