

**Minutes of the FINANCE AND RESOURCES COMMITTEE meeting
held at the Community Hall, on Tuesday 21st June 2022**

Present: Councillors Buckland, Fradley, Hood and Jones.

In attendance: Jo Swift (locum Town Clerk).

There was one member of the public present at the start of the meeting.

It was agreed that Councillor Jones be the Chairman for this meeting only.

FR22/01 Election of Chairman

Resolved – that Councillor Robinson is elected Chairman of the Finance and Resources committee for 2022/2023.

FR22/02 Vice Chairman

It was agreed to put this back on the agenda for the next Finance and Resources committee meeting.

FR22/03 Apologies for absence

Apologies were received and approved from Councillors Anderton and Robinson.

FR22/04 Declarations of interest

There were none.

FR22/05 Notes of the last Finance and Resources committee meeting

Resolved – that the notes from the last Finance and Resources committee meeting, held virtually, were noted.

It was mentioned that it was agreed to invite Promise Works to the Annual Town meeting but not sure if this happened so could they be invited to the Annual Town meeting in 2023.

It was agreed to change the order on the agenda and to take item 9 at this point of the meeting.

FR22/06 Grant request

A representative from the library spoke about the library's finances and works that are needed, it has been advised that a new roof will be needed, and reserves are being built up in the library's finances for this.

Councillors thanked library Volunteers for all of their work, wished them success in their Fundraising, and encouraged them to submit another Grant application in October for the 2022/23 Financial Year"

Councillor Buckland arrived (7.38).

Resolved – that a **recommendation** to the full Council is approved for a grant of £1,500 requested from Bruton Library towards the cost of its proposed extension to be taken from the - Project and Grant Fund earmarked reserve.

FR22/07 End of Year 2021/22 finances

Resolved – that the end of year finances for 2021/2022 were noted.

FR22/08 Earmarked reserves 2022/2023

Questions were asked and answered.

- The locum RFO to check if all the movements were actioned as stated in the August 2021 minutes.
- The locum RFO reported that the payment for the playground had not yet been paid. The payment will be paid from the S106 and the Jubilee Park Play Area earmark reserve.

Resolved – to **recommend** to the full Council that the earmarked reserves were approved with no changes, subject to the movements being verified, as mentioned above.

FR22/09 Virements

The locum RFO suggested not to do any virements at this time in the finance year, as only at month 2, and recommended that due to the general reserves being healthy to take the money from the general reserves.

Resolved – to increase the budget by £1,300 to bring the remaining amount available to £2,000 for expenditure on legal fees.

FR22/10 Subscriptions and memberships

Resolved – that the following subscriptions and memberships were approved for 2022/23:

- SALC/NALC
- Ashtav
- Somerset Playing Field Association

FR22/11 Membership of the Rural Market Town Group

Resolved – the annual membership of £72.00 was approved.

FR22/12 Volunteers and staffing in office

Resolved – that unless a volunteer wants someone in the office with them there will be no requirement for staff and volunteers to be in the office at the same time for the next 6 months or until such time permanent staff are recruited when the position can be reviewed.

It was also agreed that the Town Committee to produce the volunteer agreement asap. An inside bolt is purchased for the office door. Staff working alone, in the back office, must keep doors locked.

FR22/13 Complaints policy
Resolved – that the Councils Complaints Policy was approved with no changes.

FR22/14 Confidential
Resolved – that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – to consider commercial and staffing matters.

FR22/15 Internal Audit
Resolved – to **recommend** to the full Council that quote 2 is approved as the Councils internal auditor for 2022/23.

FR22/16 Council Staffing
Resolved – that the following **recommendation** is to be taken back to the full Council as agreed:

That the Project Officer along with Councillors Ewan, Hood, James and Robinson put an advert together and that the recruitment is delegated to this group. The hours for the Town Clerk role is advertised for up to 30 hours a week and that the role is advertised as flexibly as possible offering the role as joint Clerk and RFO but with the option to separate.

Councillor Buckland left the room due to having an interest.

FR22/17 SLR increase
Resolved – that it agreed to **recommend** to the full Council to pay an additional £189 per month, from 1st July 2022, to cover the increased fuel costs.

FR22/18 Dovecote Building
Resolved – that the **Project Officer contacts** Batters for legal advice to investigate the Councils investment in the building.

The meeting ended at 20:50