

DRAFT Minutes of the FINANCE AND RESOURCES COMMITTEE meeting held at the Community Hall, on Tuesday 18th January 2023

Present: Councillors Buckland, Fradley and Robinson (Chair)
In attendance: Locum Accounts Officer

There were no members of the public present at the start of the meeting.

The meeting started at 19:35.

FR22/41 Apologies for absence (LGA 1972 s85(1)).

To receive and approve any apologies of absence and to approve the reasons given.

Apologies had been received from Councillors Anderton, Cullen, Hood and Jones.

RESOLVED: It was proposed and unanimously agreed to accept the reasons for absence as reported.

FR22/42 Declarations of interest

There were no declarations of interest.

FR22/43 [Minutes of the meeting held on 10th January 2023](#) (LGA 1972 sch 12 para 41 (1)).

RESOLVED: It was proposed and unanimously agreed to approve the minutes as presented and that they would be signed at the next meeting.
Action FR22/43: Town Clerk/Locum Accounts Officer

FR22/44 Car Park Lease Rent Review

To note the increase as rent as received for Station Road Car Park. To discuss the comments concerning the numbers of parked cars frequently breaching the contractually agreed limit, and actions that can be taken to mitigate this continuing, with recommendation to Full Council.

The Chair reported that the increase was as stipulated in the lease. Councillors **noted** the increase of £2903.33 for the year.

Regarding the number of excess cars parking in the car park, the Chair reported that the Town Clerk had approached Somerset Council to request a quote for enforcement services and was awaiting a response. Quotes for signage to ask drivers to park only in the marked bays were also being sought. In addition, the Chair reminded Councillors that the planning permission for the site stipulated that no cars should be allowed to

park alongside the river to the west of the car park. It was suggested that, after forthcoming tree works had been completed, resulting branches could be placed along the western side of the car park to prevent drivers from parking there. The branches could easily be moved to enable access to the river when required and would blend into the surrounding natural environment.

RESOLVED: It was proposed an unanimously agreed to recommend that Full Council considers the quote from Somerset Council for enforcement services when received; that the Town Clerk is instructed to obtain quotes for signage asking drivers not to park along the western edge of the car park next to the river; to consult with the tree contractor regarding the use of branches to prevent parking along the western edge of the car park alongside the river; and to instruct the Town Clerk to communicate these decisions to the landowner.

Action FR22/44: Town Clerk

FR22/45 to review the electricity supply for the Community Office and at the pavilion at Jubilee Park.

To delegate to the Clerk's office the review of electricity supply for the Community Office and the pavilion at Jubilee Park, to obtain

The Chair noted that quotes obtained for energy supplies were usually only valid for 24 or 48 hours and that electricity prices were predicted to drop in the near future. Contracts for electricity supply to both the Community Office and the Pavilion were due to expire in September 2023.

RESOLVED: It was proposed and unanimously agreed that prices for electricity for the Community Office should be obtained in time for consideration at the August Full Council meeting.

Action FR22/45 (a): Town Clerk

Regarding the electricity contract for the Pavilion, the Chair reminded councillors that it had been previously agreed with the Pavilion Trust that the Town Council would pay the electricity bill for the Pavilion in lieu of one third of the usual grant requested by the Trust. This agreement had been made because the floodlights for the MUGA ran from the same supply and it had not been possible to determine how much electricity was being used by the floodlights and how much by the Pavilion building itself.

RESOLVED: It was proposed and unanimously agreed that quotes should be obtained for the installation of a separate electricity meter for the floodlights, so that the Town Council could pay only for the electricity used by the floodlights. It was further agreed that quotes should be obtained for the repair of the timer, installation of a pay-as-you-go system for users of the floodlights, as well as for general maintenance, as some bulbs already needed to be replaced.

Action FR22/45 (b): Town Clerk

FR22/46 Cemetery.

To consider an annual subscription to the Institute of Cemetery and Crematorium Management, £95 per year, recommendation to Full Council.

It was noted that ICCM membership would provide access to advice and support regarding cemetery matters.

RESOLVED: It was proposed and unanimously agreed that the Town Clerk could subscribe, as requested.

Action FR22/46: Town Clerk

FR22/47 Allotments

To consider requesting a deposit from new allotment plot tenants.

The matter was discussed and it was **unanimously agreed** that deposits from new allotment holders were not needed at this time.

FR22/48 Asset Register.

To review the asset register/property register, as revised, and to confirm the current register for the end of year.

RESOLVED: It was proposed and unanimously agreed to approve the asset register as presented. The Committee conveyed its thanks to the Town Clerk for her hard work.

FR22/49 Town Council Insurance.

To review the Town Council insurance provision, due for renewal at the beginning of June 2023. To clarify responses to the information required for quotes to be obtained, and confirm assets on the asset register to be covered by the insurance provision,

The Committee **unanimously agreed** that the Town Clerk should be instructed to ensure that the contents of the Engine Shed, namely the food bank stock, was covered by the Town Council's insurance policy.

Action FR22/49: Town Clerk

It was further **unanimously agreed** that the Town Clerk could liaise with the Chair of the Committee regarding any specific questions regarding information needed for insurance quotes.

FR22/50 To agree payments (if required).

To agree payments as listed.

RESOLVED: It was proposed and unanimously agreed to approve the payment of £3,120.00 to SLR for materials required for fencing work at the Eastfields site.

FR22/51 To agree that the Town Council finances remain as Receipts and Payments Accounting basis.

The Chair explained that, the switch to Income and Expenditure was required when the Council had exceeded turnover of £200,000 for three consecutive years. Bruton Town Council's turnover had exceeded £200,000 in the 2022-23 financial year due to the receipt of several grants.

RESOLVED: It was proposed and unanimously agreed that the Council should continue to use the receipts and payments method because it was unlikely that turnover would exceed £200,000 in the coming years.

FR22/52 Budget

To consider the current budget position. To consider a setting a budget for the Jubilee Park Development, and also for repairs and maintenance to the play area, with recommendations to Full Council.

It was **unanimously agreed** that, because the end of year budget position was not yet available, these matters should be brought before a future meeting of the Finance and Resources Committee.

FR22/53 Non payment of invoices issued by the Town Council.

There are currently a couple of invoices that remain unpaid (Retrofit). To consider the action to be taken, and make a recommendation to Full Council. To consider introducing a policy to cover bad-debts.

RESOLVED: It was proposed and unanimously agreed that the two invoices in question, amounting to £20 in total, could be written off.

Action FR22/53: Locum Accounts Officer

FR22/54 Draft finance page for the Town Council website.

To review the content of the draft Finance webpage, suggest any required amendments and make a recommendation to Full Council to approve the webpage, subject to any amendments.

RESOLVED: It was proposed and unanimously agreed to instruct the Locum Accounts Officer to add information to the webpage to detail grants awarded by Bruton Town Council and that, once this addition had been made, the finance page could be published.

Action FR22/54: Locum Accounts Officer

Thanks were conveyed to the Locum Accounts Officer for her work on the web page.

FR22/55 Date of next meeting

To note that the date of the next Finance and Resources committee meeting.

It was **unanimously agreed** that the next meeting of the Finance and Resources Committee would take place on Tuesday 20th June, with the venue to be confirmed.

The meeting ended at 20:27

Zoe Godden

Locum Accounts Officer

19th April 2023

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