

To all members of the Town Council

You are **SUMMONED** to attend the **ANNUAL MEETING** of the **TOWN COUNCIL** on **Tuesday 28th May 2024 at 7.30pm** to be held in **the Community Hall**. The press and public are also invited to attend.

Councillors are reminded that as office holders they are expected to comply with the Nolan Principles and the Council's Code of Conduct as well as showing respect for others in accordance with the law.

Before the start of the meeting, in accordance with Standing Order 3 (e) there will be an opportunity for members of the public to comment on agenda items (at the discretion of the Chair of that meeting).

In accordance with Standing Order 3 (f) the question/comment time is limited to 3 minutes each, and the session should not exceed 15 minutes (unless directed by the Chair of that meeting). Contributions from members of the public do not form part of the official meeting and will not normally be included in the official minutes unless they are deemed helpful in explaining subsequent Council decisions.

Please be aware that the proceedings may be filmed or recorded.

LNewby

Lisa Newby
Town Clerk
21st May 2024

AGENDA

24/01: Election of Chair and Town Mayor for the year 2024/25.

To nominate and elect a councillor to the office of Chair and Town Mayor. The newly elected Chair will sign a Declaration of Acceptance of Office.

24/02: Election of Vice Chair and Deputy Town Mayor for the year 2024/25.

To nominate and elect a councillor to the office of Vice Chair and Deputy Town Mayor.

24/03: Apologies for Absence (LGA 1972 s85(1)).

24/04: Declarations of Interest.

Members to declare any interests, including disclosable pecuniary interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any written requests from members for dispensations that accord with the Localism Act 2011 s33 (b-e) (This does not preclude any later declaration).

24/05: Minutes of the previous meeting (LGA 1972 sch 12 para 41 (1)).

To receive, approve and sign [the minutes of the last Town Council meeting](#) held on 30th April 2024.

24/06: Reports from Somerset Councillors:

- a. Lucy Trimmell
- b. Tom Power.

24/07: Minutes and Recommendations from Committees and from those Working Groups that report to the Full Council:

- a. Planning & Consultation Committee – [to receive the minutes](#) from the meeting held on 8th May 2024 if available, and to note or approve any recommendations and decisions as required.
- b. Events Committee – to receive [the minutes from the meeting](#) held on 7th May 2024 (if available), and to note and approve any recommendations and decisions as required and also below:
- c. Town Committee. To receive the minutes from the meeting held on 21st May 2024 (if available) and to note and approve any recommendations and decisions, in particular as listed below:
 - i. Urgent Tree Work in Station Road Car Park. To accept the quote from Contractor A, to carry out urgent tree works (£2600) and to fund the works from the 24/25 budget by: projected underspend in Car Park rent (£2416.11) and other maintenance (£189.99).
- d. Strategic Planning. To receive [the minutes from the meeting](#) held on 23rd April 2024 (these were not available for the last full council meeting).
- e. Climate and Ecological Emergency Working Group – to receive an update from the last meeting (if held and the meeting notes are available).
- f. BruBowl Working Group. To receive an update after the completion of the Field Investigations.
- g. Bruton Play Area Working Group. To receive a short verbal report about the first meeting which took place on 22nd May 2024.

24/08: To review Bruton Town Council Committee and Working Group Terms of Reference.

To review the Terms of Reference for committees and working groups and adopt any recommendations.

24/09: To appoint Councillors to Committees, Working Groups and as representatives to outside bodies.

The list of current committee and working group members and representatives to outside bodies has been circulated for consideration.

- a. To appoint councillors to committees and as representatives to outside bodies.
- b. To appoint councillors (and members of the public as appropriate) to working groups.

24/010: To confirm the proposed meeting schedule for the next 12 months.

A proposed schedule of meetings (Full Council and Committees) for the next 12 months, as circulated.

24/011: To review and agree Bruton Town Council Standing Orders.

To review the [current town council Standing Orders](#).

24/012: To review and agree Bruton Town Council Financial Regulations.

There are new model Financial Regulations published in April 2024. The new regulations need to be thoroughly reviewed before adopting. The recommendation is to review and agree the [current Financial Regulations](#), as on the Town Council website, and to delegate the review of the new model Financial Regulations to Finance and Resources Committee, and to Full Council for formal adoption.

24/013: To review and agree Bruton Town Council's Code of Conduct.

Bruton Town Council subscribe to the [Somerset Code of Conduct](#). To review this, agree to any changes recommended, and adopt.

24/014: To review and agree Bruton Town Council Complaints Procedure.

To review the [current Complaints Procedure](#), agree to any changes recommended, and adopt.

24/015: Bruton Town Council Insurance renewal.

To review and agree the Town Council insurance which is due to renew on 1st June 2024.

24/016: To review subscriptions to organisations, previously circulated.

To note that the current subscriptions were reviewed at the last Finance and Resources Committee meeting on 16th April 2024.

24/017: Clerk's Report.

To receive a short report from the Town Clerk to update on ongoing matters.

24/018: Community Grant Applications. To receive the additional information for grant applications recently received, and to consider approval payment of the funding request.

- a. Bruton Festival of Arts. Additional accounting information received.
- b. Friends of Sexeys School. Further information received regarding delivery of the drugs awareness programme.

24/019: To receive the Internal Audit report

To receive the internal auditor's report following a visit on 9th May 2024, and to note any recommendations within.

24/020: Annual Governance and Accountability Return

To agree the Annual Governance and Accountability Return (AGAR) for 2023/24.

- a. To agree section 1 (page 4) of the AGAR- Annual Governance Statement
- b. To agree section 2 (page 5) of the AGAR – Accounting Statements 2023/24
- c. To note details of variances information for 2023/24.

24/021: Bank Reconciliations.

- a. To approve the bank reconciliations for the current and deposit accounts and credit card for the period 1st April 2024 to 2nd May 2024.
- b. To note that Cllr Cullen attended the Community Office on 13th May to sign off the bank reconciliation for 31st March 2024.

24/022: Accounts for Payment.

- a. To approve payments for May 2024.
- b. To note that funds totalling £270,000 have been transferred to the town council CCLA account (three amounts, £25,000, £125,000 and £120,000).

24/023: Staffing matters.

- a. In the absence of an annual review, to agree to increase the salary scale of the Town Clerk by 1SCP as per the contract of employment, with effect from 1st April 2024.

24/024: Reports - to receive reports from:

- a. Members representing the Council on outside bodies.
- b. Town Councillors.
- c. Chair.

24/025: Date of the next meeting of the Full Council: The next full council meeting is Tuesday 25th June 2024, 7.30pm at the Community Hall.

24/026: EXCLUSION OF PRESS AND PUBLIC - To consider the exclusion of press and public for the remainder of the meeting under the Public Bodies Admissions to Meetings Act 1960, Section 1 (2) on the grounds that discussion of agenda item 24/027 Somerset Council Chairs Community Awards is sensitive.

24/027: Somerset Council Chairs Community Awards.

To discuss and decide any nomination for the Somerset Council Chairs Community Awards.

Please note agenda items to the clerk for consideration by Friday 14th June 2024.

END OF AGENDA