

Finance and Resources Committee

Committee members, you are SUMMONED to attend a MEETING of the FINANCE AND RESOURCES COMMITTEE on **Tuesday 15th April 2025 at 7.30pm to be held in **Bruton 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
8th April 2025**

AGENDA

FR24/46: Election of Chair.

FR24/47: Apologies for absence (LGA 1972 s85(1)).

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

FR24/48: Declarations of interest.

Declarations of Interests Members to declare any interests, including disclosable pecuniary interests, 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).

FR24/49: [Minutes of the last meeting held on 13th January 2025](#) (LGA 1972 sch 12 para 41 (1)).

To agree the minutes from the meeting on 13th January 2025 as a true and accurate record of the meeting.

FR24/50: Clerk's Report.

To receive a [short oral report from the clerk](#) which is also available on the town council website.

FR24/51: Risk Register.

- a. To review the Town Council Risk Register, and consider if any changes are required (last reviewed in January 2025).
- b. To review the Risk Management Scheme. To recommend to full council to note that the Risk Management Scheme is reviewed with amendments if required.

FR24/52: Town Council Standing Orders.

To review the Town Council standing orders and make any recommendations to full council for consideration at the Annual Town Council Meeting in May 2025.

FR24/53: Town Council Financial Regulations.

To review the Town Council financial regulations and make any recommendations to Full Council for consideration at the Annual Town Council Meeting in May 2025.

FR24/54: To consider a Town Council IT Usage Policy.

The policy introduces guidance for accessing information by all users (councillors, officers and guest users). An IT Usage Policy is a recommendation in the 2025 Practitioners' Guide (previously Joint Panel of Annual Governance, JPAG)

FR24/55: End of Year 2024/2025

- a. To review the bank reconciliation as at 31 March 2025.
- b. To view the draft Annual Governance and Accountability Return and associated end of year documents.

FR24/56: To review Earmarked Reserves.

- a. To recommend to Full Council to transfer to Earmarked Reserves from the 2024/25 budget as listed on the report circulated to councillors.
- b. To recommend to Full Council to agree to transfer to Earmarked Reserves any project amounts from the 2025/26 budget (rather than at the end of the financial year).
- c. To review the recommendations in the short report provided regarding transfers into the BruBowl Restricted Earmarked Reserve.

FR24/57: Regular Payments and Subscriptions.

- a. To review and agree the current direct debits and regular payments made by the Town Council.
- b. To review and agree the current subscriptions for 2025/26.

FR24/58: To consider quotes received to outsource the town council website hosting and ongoing support.

FR24/59: Grounds Maintenance contract, due to be renewed March 2026.

To consider the process to review the Grounds Maintenance Contract due for renewal in March 2026.

FR24/60: Appointment of Internal Auditor for 2025/26.

To recommend to Full Council to appoint the current Internal Auditor for a further 12 months.

FR24/61: Annual Review.

- a. To note the successful annual review of the Assistant Clerk and to recommend the increase of salary by one scale point (as per contract of employment) with effect from 1st April 2025.
- b. To note the successful annual review of the Town Clerk and to recommend the increase of salary by one scale point (as per contract of employment) with effect from 1st April 2025.

FR24/62: Date of next meeting.

The next meeting is scheduled for Tuesday 17th June 2025, in Bruton Community Hall.

Agenda items to the clerk by 6th June please.

END OF AGENDA