

To all members of the Town Council

You are SUMMONED to attend the ANNUAL MEETING of the TOWN COUNCIL on Tuesday 27th May 2025 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
20th May 2025.**

AGENDA

25/01: Election of Chair and Town Mayor for the year 2025/26.

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.

25/02: Election of Vice Chair and Deputy Town Mayor for the year 2025/26.

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

25/03: Apologies for Absence (LGA 1972 s85(1)).

25/04: 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).

25/05: Minutes of the previous meeting (LGA 1972 sch 12 para 41 (1)).

To receive, approve, including slight amendment, and sign [the minutes of the last Town Council meeting](#) held on 29th April 2025.

25/06: Reports from Somerset Councillors:

- a. Lucy Trinnell
- b. Tom Power.

25/07: 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 30th April 2025 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 6th May 2025 (if available), and to note and approve any recommendations and decisions as required.
- c. Strategic Planning 'Future Bruton' Committee – to receive the [minutes from the meeting](#) held on 22nd April 2025.
- d. Climate and Ecological Emergency Working Group – to receive an update from the last meeting (if held and the meeting notes are available).

25/08: 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.

25/09: 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.

25/010: General Power of Competence.

To confirm (by resolution) that Bruton Town Council remains eligible to exercise the General Power of Competence (GPoC), as members are minimum of two thirds elected and the Town Clerk holds the Certificate in Local Council Administration.

25/011: 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.

25/012: To review and agree Bruton Town Council Standing Orders.

To review the [current town council Standing Orders](#), as reviewed by Finance and Resources on 15th April 2025.

25/013: To review and agree Bruton Town Council Financial Regulations.

To review and agree the [current Financial Regulations](#), as reviewed by Finance and Resources on 15th April 2025

25/014: 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.

25/015: To review and agree Bruton Town Council Complaints Procedure.

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

25/016: Bruton Town Council Insurance renewal.

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

25/017: Clerk's Report.

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

25/018: GWR Grant for upgrading gateway access, footpath and other improvements at Abbey Ponds.

- a. To review the project funding front sheet, and to delegate to Council Officers to sign the funding agreement on behalf of the town council.
- b. To agree that the grant funding is placed into the Abbey Ponds Earmarked Reserves, once the funding is received.

25/019: To receive the Internal Audit report

To receive the internal auditor's report following a visit on 15th May 2025, and to note any recommendations within.

25/020: Annual Governance and Accountability Return

To agree the Annual Governance and Accountability Return (AGAR) for 2024/25.

- a. To agree section 1 (page 4) of the AGAR- Annual Governance Statement 2024/25.
- b. To agree section 2 (page 5) of the AGAR – Accounting Statements 2024/25.
- c. To note details of variances information for 2024/25, and any other supporting paperwork to be submitted to the external auditor with the AGAR 2024/25.
- d. To confirm the dates for the Exercise of Public Rights and Publication of Unaudited Accounts – 3rd June 2025 to 14th July (inclusive).

25/021: Bank Reconciliations.

- a. To approve the bank reconciliations for the current and deposit accounts and credit card for the period 1st April 2025 to 1st May 2025.

25/022: Accounts for Payment.

- a. To approve [payments for May 2025](#).
- b. To note that funds totalling £225,000 have been transferred to the town council CCLA account (two amounts, £125,000 and £100,000).
- c. To note that a transfer of £15,000 has been made to the town council deposit account with Unity Trust.

25/023: Bank Signatories.

- a. To review the current signatories on bank accounts (Unity Trust and CCLA). To decide whether to add or remove any signatories.

25/024: Reports - to receive reports from:

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

25/025: Date of the next meeting of the Full Council: The next full council meeting is Tuesday 25th June 2025, 7.30pm at the Community Hall.

END OF AGENDA