

Minutes of the Finance and Resources Committee
Held on TUESDAY 15th April 2025 at 7.30pm to be held in Bruton Community Hall.

Present: Cllrs Anderton, Buckland, Coulter, Fradley, Hood, Robinson and Jones

In the Chair: Cllr Jones

Officers Present: Assistant Town Clerk (ATC).

Members of the Public: 0

Public session started: Not required.

The meeting started at: 7.30pm.

MINUTES

FR24/46: Election of Chair.

It was proposed that Cllr Jones is elected as Chair.

It was RESOLVED [for-against-abstain][7 0-0] that Cllr Jones is elected as Chair of the Finance and Resources Committee.

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

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

None required.

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).

Cllr Jones and Robinson both declared interests in Item 57b by virtue of their employment.

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.

It was RESOLVED [7-0 0] to adopt the minutes from the meeting on 13 January 2025 as a true and accurate record of that meeting.

The minutes were signed by Cllr Jones.

FR24/50: Clerk's Report.

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

Noted by all in the meeting papers.

FR24/51: Risk Register.

- a. To review the Town Council Risk Register, and consider if any changes are required (last reviewed in January 2025).

It was raised that the colour coding is not appearing the same as the Risk Management Scheme guide (next agenda item) if it is to be adopted, for example item 2a should be orange not red according to the document. Town Clerk to check this on her return, but otherwise no issues.

- b. To review the Risk Management Scheme.

As a result of the ATC CiLCA training it became evident that a risk management Policy is required.

It was suggested that it is renamed “Risk Management Policy”.

The colour coding needs to be in-line with the risk register as mentioned in item 51a, and this will need amending if adopted.

It was RESOLVED [7-0-0] to recommend this policy, with the amendment to the colour coding as appropriate, to full council.

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.

Suggested amendments by the Town Clerk were discussed and approved as follows:

1. Page 21, item 17c – Updated legislation Procurement Act 2023, the value remains unchanged at £30,000 including VAT.
2. Page 21, item 17f – The Public Contracts Regulations 2015 has been superseded by the Procurement Act 2023 (Feb 2025)

It was RESOLVED [7-0-0] to recommend the amendments to the Town Council Standing Orders as listed above to full council.

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.

Suggested amendments by the Town Clerk were discussed and approved as follows:

1. Page 7, item 5.4, 5.7, and 5.11 will require updating when the financial regulations are available. The Procurement Act 2023 came into force in February 2025, updated model financial regulations are not currently available (02.04.25).
2. Page 7, item 5.7 – The £30,000 value is unchanged although the Procurement Act 2023 will alter regulations in due course.
3. Page 10, item 6.9 iv – The internal auditor recommended increasing this threshold to £25,000.
4. Page 11, item 7.4 – This wording to be changed from “service administrator” to “officers” since the assistant clerk is setting up payments after full council meetings.
5. Page 11, item 7.5 – Following the 7.4 amendment, this has no relevance.
6. Page 13, item 11.6 – Currently the salary summary is submitted to Bank Signatories when the payments are set up on the bank account and require

authorising. Suggested that “Finance and Resources Committee” is replaced with “Bank Signatories”.

It was RESOLVED [7-0-0] to recommend the above listed amendments to the Town Council Financial Regulations to full council.

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)

The proposed policy was reviewed and noted by all. An observation was made that this does not include specification for town council devices, however, it does cover requirements for using any devices.

It was RESOLVED [7-0-0] to recommend adopting the Town Council IT Usage Policy to full council.

FR24/55: End of Year 2024/2025

- a. To review the bank reconciliation as at 31 March 2025

Reviewed and noted that they had been signed by Cllr Robinson.

- b. To view the draft Annual Governance and Accountability Return and associated end of year documents.

Reviewed and noted. Thanks go to the Town Clerk for excellent preparation.

It was RESOLVED [7-0-0] to recommend the draft AGAR to full council.

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.

It was RESOLVED [7-0-0] to recommend transfer to Earmarked Reserves from 2024/25 budget as listed on the report circulated to councillors to full council.

- 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).

It was RESOLVED [7-0-0] to recommend transfer to Earmarked Reserves any project amounts from the 2025/26 budget (rather than at the end of the financial year) to full council.

- c. To review the recommendations in the short report provided regarding transfers into the BruBowl Restricted Earmarked Reserve.

It was RESOLVED [7-0-0] to recommend transfers into the BruBowl Restricted Earmarked Reserve as directed in the report to full council.

Cllr Jones and Robinson left the room at 7:50pm

FR24/57: Regular Payments and Subscriptions.

- a. To review and agree the current direct debits and regular payments made by the Town Council.

Reviewed and noted.

It was RESOLVED [5-0-0] to agree the regular payments and subscriptions as a true and accurate record.

- b. To review and agree the current subscriptions for 2025/26.

Reviewed. There is an increase in the SALC affiliation fees and a report to detail these cost increases is to be provided in the meeting papers for full council. It was further noted that SALC membership is an excellent service that all agreed should be continued.

It was RESOLVED [5-0-0] to recommend the approval of the current direct debits and regular payments made by the Town Council.

Cllr Jones and Robinson returned at 8:00pm

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

It was RESOLVED [7-0-0] to recommend contractor B for website hosting and ongoing support to full council.

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.

The current schedule of works and the proposal for the review process provided by the town clerk was noted.

Following discussion, it was agreed that both the Climate and Ecological Emergency Working Group and Town Committee will review the schedule of works at the next meetings and begin the review process as recommended by the Town Clerk.

The Abbey Ponds Working Group will also begin the review of its ground maintenance schedule as a separate tender process.

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.

It was RESOLVED [7-0-0] to recommend the appointment of the current Internal Auditor for a further 12 months to full council.

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.

Congratulations to the Assistant Town Clerk.

It was RESOLVED [7-0-0] to recommend the increase of salary by one scale point for the Assistant Town Clerk, with effect from 1st April, to full council.

- 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.

Congratulations to the Town Clerk for an outstanding year.

It was RESOLVED [7-0-0] to recommend an increase of salary by one scale point for the Town Clerk, with effect from 1st April 2025, to full council.

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.

Meeting ended at 8:14pm.

END OF MINUTES