

**Minutes of the Finance and Resources Committee Tuesday 16th September
2025 at 7.30pm held in Bruton Community Hall.**

**Councillors present: Anderton (Chair), Buckland, Coulter, Fradley, Jones,
Wright.**

In the Chair: Cllr Anderton.

Officers present: Town Clerk.

**Members of the Public: 0.
The Public Session wasn't required.**

Meeting started at: 7.30pm.

MINUTES

FR25/15: Apologies for absence (LGA 1972 s85(1)).

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

Apologies were received from Cllrs Hood and Robinson.

**It was RESOLVED [6-0-0] [for-against-abstain] that the apologies submitted
were received and approved.**

FR25/16: 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 declared a non-pecuniary interest in agenda item FR25/21c, in the event that training providers are discussed as part of this agenda item.

FR25/17: [Minutes of the last meeting](#) held on 17th June 2025 (LGA 1972 sch 12 para 41 (1)).

To agree the minutes from the meeting on 17th June 2025 as a true and accurate record of the meeting.

It was RESOLVED [5-0-1] to receive, approve and sign the minutes of the Finance and Resources Committee meeting as at true and accurate record of that meeting.

FR25/18: Clerk's Report.

To receive a short oral report from the clerk, [a summary](#) of which can be found on the town council website.

Received and noted.

FR25/19: Review of Risk Register.

Regular review of the [Town Council Risk Register](#).

The risk register was reviewed and a few items clarified. There was nothing to add at this time.

FR25/20: Review of the Town Council Scheme of Delegation.

To review the town council [Scheme of Delegation](#).

It was suggested that a separate item to delegate to the clerk, in consultation with the Chair and Vice Chair, may cancel a full council meeting, be introduced in order to cancel a meeting if it is deemed as not required (similar to point 3d for committees).

The clerk is to clarify the situation with standing orders and amend to present to full council to be agreed, at the full council meeting on 23rd September.

FR25/21: Conclusion of Audit.

- a. To note that the [Conclusion of Audit](#) has been received.
Noted.
- b. To consider any action points.
None.
- c. Introduction of Assertion 10 in the audit process for 2025/26.

The clerk provided an overview of Assertion 10, the addition of which is a change to the Annual Governance and Accountability Return in the 2025/26 audit, and what

would be involved. There is training available for councillors and officers, from multiple providers.

The key changes involve the Transparency Code, the town council website, data protection, and email domain. The website was discussed, and it was noted that an Accessibility Statement is required to be published on the town council website.

Cllr Jones mentioned the Practitioners Guide which provides further information for councillors. The Practitioners Guide is available on the internet, or a copy of the current edition is on the town council Sharepoint site, including a summary of the changes to the Guide in 2025.

The clerk is not aware currently of any budget implications, but stated that this could change.

FR25/22: Funding request received from Yeovil Town Council

To consider a funding request from Yeovil Town Council for the Octagon Theatre.

A request for funding was received from Yeovil Town Council to support the Octagon Theatre, with a suggested donation amount of £25,000.

Councillors discussed the request. The location of the theatre in Yeovil was discussed, and also recognised as perhaps not being a priority for Bruton residents.

It was suggested that a response was sent politely declining to contribute, including best wishes that their venture goes well.

It was RESOLVED [6-0-0] that the clerk sends a letter to Yeovil Town Council conveying the response by this committee.

FR25/23: Review of Earmarked Reserves as part of the Budget setting process.

- a. To review the Reserves Policy.

There are a few minor changes to the policy. The policy is fine as is, but will be subject to change if councillors decide to recommend to full council to create new earmarked reserves. The policy is to be reviewed again in the November Finance and Resources Committee meeting, to take into account any budget changes that suggest new Earmarked Reserves are required.

- b. To review Earmarked Reserves.

The Earmarked Reserves were reviewed and agreed by the committee. It was suggested that a separate Church Yard earmarked fund will be required, to

allow for the headstone maintenance, and to consider the works required on the perimeter walls.

FR25/24: Budget, 2026-2027.

To commence the budget process for the 2026-2027 budget.

Heritage Assets: discussed at length and to how to build into the budget to cover the required works as highlighted by the condition reports undertaken in the last 12 months..

The items that were deferred from last year's budgets (bus shelters and picnic benches) need to be quantified to consider inclusion for this year. Officers are in the process of obtaining quotes for both of these items.

Each budget line was considered in turn, cost code by cost code. Comments are noted about cost codes discussed in detail.

Legal Fees: The current budget is £2000, and this figure was used as a starting point for the 26/27 budget. The expected devolution of assets from Somerset Council within the next few years prompted a discussion as to whether this budget line should be increased.

It was proposed that a separate budget line was introduced, Somerset Council Asset Devolution, under the Reserves cost code, and that the budget should be listed as £5000 as a starting point. Legal fees in Council Administration should be reduced to £1000.

It was noted that the current Grounds Maintenance contract information is visible in the current budget format. The Grounds maintenance is due for review this autumn, and it is important that care to be taken when publishing budget material, in order to ensure that the tender process is fair.

Grass Keep: Arrangements for the Dovecote needs to be reviewed. A suggestion from the Climate and Ecological Emergency Working Group is to consider grazing sheep in the future.

Walls: budget was discussed, looking at the proposed expenditure for the walls that was highlighted in the condition surveys. It would be useful to consider total expenditure that is required over the next five years, to make sure there is sufficient being raised in the precept to support the repair and maintenance.

Youth Project: There may be a shortfall for year 3. In the original negotiations for the Youth Project, the youth provision contractor intended to seek further grant funding that would cover the year 3 shortfall. The clerk is to raise this with the youth provision contractor.

Elections: A budget was discussed, predominantly to address potential costs for the local elections due in May 2027. It is hoped that further information will be available from Somerset Council regarding the costs for a local election (either a by-election or a full local election) to help with setting this budget amount. To remain at £4000 for the time being and to be reconsidered when more information is available.

FR25/25: Date of next meeting.

The next meeting is scheduled for Tuesday 14th October 2025, 7.30pm, in Bruton Community Hall.

Agenda items to the clerk by 3rd October 2025 please.

Meeting ended at 8.57pm.

END OF MINUTES