

**Minutes of the Finance and Resources Committee on Tuesday 18<sup>th</sup> November  
held at Bruton Community Hall.**

**Councillors present: Cllrs Anderton (Chair), Buckland, Fradley, Hood, Jones, Robinson and Wright.**

**In the Chair: Cllr Anderton.**

**Officers present: Town Clerk.**

**Public Session started: Not required.**

**Meeting started: 7.30pm.**

**MINUTES**

**FR25/34: 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 Cllr Coulter.

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

**FR25/35: 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).

Grant applications.

Non-pecuniary interests were declared in agenda item Fr25/45 Grant Applications, Cllr Anderton: Bruton Library and Bruton Unionist Club.

Cllr Hood: Bruton Choral Society.

Cllr Jones: Bruton Museum.

Cllr Wright: Bruton Museum.

**FR25/36: [Minutes of the last meeting](#) held on 14<sup>th</sup> October 2025 (LGA 1972 sch 12 para 41 (1)).**

To agree the minutes from the meeting on 14<sup>th</sup> October 2025 as a true and accurate record of the meeting.

**It was RESOLVED [5-0-1][for-against-abstain] to receive, approve and sign the minutes of the Finance and Resources Committee meeting on 14<sup>th</sup> October 2025 as a true and accurate record of that meeting.**

Cllr Anderton signed the minutes.

Cllr Buckland arrived at 7.34pm.

**FR25/37: Clerk's Report.**

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

Noted.

**FR25/38: Risk Register.**

To review the Risk Register.

The 'Likelihood' column was discussed, and that the matrix to indicate the likelihood of some of these occurring would benefit from being reviewed. Cllr Hood offered to liaise with the clerk to discuss the ratings of some of the risks; the clerk is to arrange to review the matrix and the weightings.

**It was RESOLVED [7-0-0] to agree the Risk Register as presented.**

The clerk pointed out that the Risk Register would be reviewed again in January 2026, and would then be agreed at Full Council before the end of the financial year.

**FR25/39: Internal Audit.**

To receive the interim Internal Audit report, and consider any recommendations.

The interim internal audit report was presented by the clerk. There are no formal recommendations, however a few comments were made by the auditor which were noted by the committee.

The clerk has moved all interest received for the restricted CCLA account for Brubowl, in the current financial year, to a separate cost code, which is linked to the Brubowl earmark reserve (restricted).

**There was a Vote of Thanks [7-0-0] for the clerk and the work involved with the audit process.**

**FR25/40: Earmarked Reserves.**

To review Earmarked Reserves, as part of the ongoing budget process.

The recent guidance from Somerset Council regarding election charges suggested that for a small to medium sized council could be in the region of £1250 for a planned local election (Cllr Robinson suggested £1.75 per elector). Councillors discussed creating an earmarked reserve for Elections, with £2,000 in the 2026/27 budget, a similar amount the following year for the local election scheduled in May 2027, and then a smaller amount annually thereafter.

**It was RESOLVED [7-0-0] to add an Earmarked Reserve budget line for elections, with an amount of £2,000 for the 2026/27 budget.**

**FR25/41: Funding larger projects within parish boundary.**

To receive any information collated, regarding funding of larger projects within the parish boundary.

The clerk had no further information at this meeting. To move to the January Finance and Resources Committee meeting to provide feedback.

**FR25/42: Business case for additional staff hours.**

To receive a business case report supporting the provision of additional staff hours.

Cllr Hood commented that consideration of building in officer time to deal with large projects is required. IT systems that have been introduced to save officer time, consequently increase staff time spent on the management of the IT system.

The proportion of staff costs to the entire budget was discussed, along with various elements of officer time usage. The report circulated was well received by councillors.

It was proposed that the extra hours were recommended.

**It was RESOLVED [7-0-0] that an additional 8 hours per week of staff time to be added to the draft budget, for consideration by full council when the budget is finalised.**

**FR25/43: Town Meeting, 12<sup>th</sup> November 2025.**

To consider any feedback from the Town Meeting held on 12<sup>th</sup> November 2025.

Although there were no members of the public attending, it was recognised that it would be useful for residents to have access to the supporting papers.

A window display in the Community Office was suggested, with the possibility of an electronic display on a monitor in the window.

This could be explored further at town committee.

**FR25/44: Printer and Printing Contract Community Office.**

To consider a quote received for a more cost efficient printer solution, which will also facilitate A3, for the Community Office.

The clerk overviewed the proposed contract, and the possibility of obtaining further quotes was discussed.

**It was RESOLVED [7-0-0] that the contract value is included in the draft budget, and a recommendation to full council to agree to enter the contract as per the proposal received, when the budget is finalised.**

**FR25/45: Community Grant applications for 2026-2027 financial period.**

To consider the Community Grant applications received, to support the setting of the Grants budget for 2026-2027.

- Bruton Chamber of Commerce, for the Christmas Event, £5000. It was agreed to recommend £3500. It was further suggested that the Chamber of Commerce has a separate budget line under 'Grants', and that the 'Christmas Event' is now renamed 'Event Management'.
- Bruton Community Hall £1000. It was agreed to recommend approval.
- Memory café £300. This is a Good Company provision, and can be funded by Good Company.
- Bruton Mini Day £100. It was agreed to recommend approval.

Cllrs Jones and Wright left the meeting at 8.18pm.

- Bruton Museum £2000. It was agreed to recommend approval.

Cllrs Jones and Wright returned at 8.23pm.

- Bruton United Football Club £1900. After some discussion, it was agreed to recommend awarding the same amount as awarded last year £1500.
- Citizens Advice Bureau £1077. It was agreed to recommend approval.
- Jubilee Park Pavilion and Youth Club Trust £2000. After some discussion it was agreed to recommend approval.
- SSCAT Bus £1750. The application was discussed, and it was agreed to recommend approval.
- The Growing Space £1100, with a three year commitment. The service was commended, and that they are contributing to a number of projects around the town. It was agreed to recommend approval.

Cllr Anderton left the meeting at 8.32pm, and Cllr Jones led the next two grant application items as chair.

- Bruton Unionist Club £400. The Unionist is not a charity, but an affiliated organisation that cannot be supported directly by the town council. Councillors are keen to support the Fund Day, but further discussion is required as to how funding can be provided by the town council.
- Bruton Library: £1500 to support general costs. Cllr Wright, having come from a meeting of the management committee, was able to supply more details. The library is registered as a designated warm space, the entire service is valuable. It was agreed to recommend approval.

Cllr Anderton returned 8.40pm, and resumed as chair.

Cllr Hood left the meeting at 8.40pm.

- Bruton Choral Society £500. There is a large concert planned next year which will require additional funding. Councillors commented on the lack of arts grants in general. It was agreed to recommend approval.

Cllr Hood returned to the meeting at 8.42pm.

The grants agreed will be included in the budget for approval at the January full council meeting.

#### **FR25/47: Addition of Bank Signatories to CCLA account.**

To consider adding Cllr Wright, and Assistant Clerk Sam Mainstone as signatories on the CCLA accounts (Bruton Town Council and BruBowl restricted).

Signatories on the CCLA accounts are able to initiate transfers both in and out of the CCLA using one nominated account only, which is the Town Council Current Account with Unity Trust Bank.

The Unity Trust Current Account (the nominated account) requires the authorisation of two councillors to make any payments.

By becoming signatories, both Cllr Wright and the Assistant Clerk can make transfers into and out of the CCLA account to Unity Trust, but cannot solely access funds in the Unity Trust account.

**It was RESOLVED [7-0-0] to recommend to full council to approve adding both Cllr Wright and the Assistant Clerk Sam Mainstone as signatories to the CCLA accounts to facilitate transfers in and out using the nominated Town Council bank account.**

**FR25/46: Budget, 2026-2027.**

To continue the budget process for the 2026-2027 budget. To consider the updated budget after the observations and suggestions made in the Finance and Resources meeting in October, and the Town Meeting in November.

The draft budget was discussed line by line.

- There needs to be separate budget lines for the Software cost code (45) under Council administration, for the proposed printer contract, and also council systems such as the asset management Civic.ly.
- Consumables (47) needs to be reduced, as a result of considering the proposed printer contract (suggested £300).
- Events. Christmas Event Management (34) to be renamed as Event Management and separate budget line for the Christmas Event grant under the Grant cost centre, with the recommended amount of £3500.
- Patwell Pump and Engine Shed cost codes moved from Heritage Assets cost centre to Reserves cost centre.
- Income. A separate budget line is required for the BruBowl Interest.
- Electricity for the MUGA floodlights (24) is to be remove budget as the grant application for the Jubilee Park Pavilion and Youth Club Trust has been recommended for approval.
- Repairs and contingency (29) to be removed. This cost code historically was used for additional works on trees and other elements in the town. Separate budgets and cost codes have been introduced which not makes this budget line not relevant.
- The Town Ranger needs to have a separate cost centre.
- Additional staff hours. Include those figures within the main cost codes for staffing, rather than one line for the proposed increase.
- Elections cost code (75) to be moved to Reserves cost centre.

**It was RESOLVED [7-0-0] to incorporate the above changes into the draft budget, for further consideration at the January Finance and Resources Committee meeting.**

**FR25/48: Date of next meeting.**

The next meeting is scheduled for Tuesday 13<sup>th</sup> January 2026, 7.30pm, in Bruton Community Hall.

Agenda items to the clerk by 5<sup>th</sup> January 2026 please.

Meeting closed at 9.19 pm.

**END OF MINUTES**