

Minutes of the Finance and Resources Committee held on Tuesday 13th January 2026 at 7.30pm in Bruton Community Hall.

Councillors present: Cllrs Anderton (Chair), Coulter, Hood and Jones.

In the Chair: Cllr Anderton.

Officers present: Town Clerk.

Public session started: not required.

Meeting started at: 7.30pm.

MINUTES

FR25/49: 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 Buckland, Fradley, Robinson and Wright.

It was RESOLVED [4-0-0][for-against-abstain] that the apologies and the reasons submitted were received and approved.

FR25/50: 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 Hood declared a non-pecuniary interest in agenda item FR25/56 a allotment fees.

FR25/51: [Minutes of the last meeting](#) held on 18th November 2025 (LGA 1972 sch 12 para 41 (1)).

To agree the minutes from the meeting on 18th November 2025 as a true and accurate record of the meeting.

It was RESOLVED [3-0-1] to receive, approve and sign the minutes of the Finance and Resources Committee meeting on 18th November 2025 as a true and accurate record of that meeting.

FR25/52: Clerk's Report.

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

The clerk did not have any updates to report to this committee for this meeting.

FR25/53: Risk Register.

To review the Risk Register.

An overview of the proposed changes to the layout and the risk scoring matrix was provided by the clerk. A suggestion of an additional column to say that 'council has considered these items and the rating will remain the same' would be a good addition. Councillors felt that less is more and therefore not required. The clerk pointed out that the Risk Register is reviewed by this committee at least quarterly, and by full council annually. The level of reviewing suggested that this columns was not required.

A line has been added to cover the flooding at Abbey Ponds. The Risk Register is to be reviewed at full council, with the recommended changes to take place from the next financial year.

FR25/54: Reserves Policy.

To review Reserves Policy, with recommendations to full council as appropriate.

The clerk overviewed the possible additions that have been presented.

Library junction to be reworded as 'enhancement of library junction area'.

It was [4-0-0] to recommend to full council to agree the reviewed Reserves Policy with amendments and the rewording above.

FR25/55: Review of Town Council Investment Policy.

To review the Investment Policy, with recommendations to full council as appropriate.

The policy was reviewed. It was recommended to remove points 4.3 as is no longer relevant. To merge points 3.3, 3.4 and 3.5 to read:

'If on a term/notice deposit, to retain liquidity' with the three points merged and listed in 3.3.

It was RESOLVED [4-0-0] to recommend the Investment Policy to be reviewed as amended.

FR25/56: Review of Town Council fees and charges.

- a. Allotment plot fees.
- b. Cemetery fees.

It was proposed that the fees for the cemetery are reviewed in line with surrounding burial authorities, and reviewed every three years. Therefore will be revised to be considered at the January 2027 Finance and Resources Committee meeting.

Cllr Hood left the meeting at 7.51pm.

Allotment fees will be reviewed in January 2027, and at that time a decision will be made to increase the fees if required. This means that any increase will be applied to allotment rents from the renewals in January 2029, to ensure that the appropriate notice of a rent increase is observed.

Cllr Hood returned to the meeting at 7.54pm.

FR25/57: Town Council credit card.

To consider increasing the town council credit card limit from £1000 to £2000.

It was RESOLVED [4-0-0] to recommend to full council to agree to the requested increase in credit limit.

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FR25/58: Community Grant applications for 2026-2027 financial period.

To consider any additional Community Grant applications received after the previous Finance and Resources Committee meeting, to support the setting of the Grants budget for 2026-2027.

It was RESOLVED to recommend to full council to approve the grant application for PROMISEworks for £800.

FR25/59: Grounds Maintenance Contract.

To review the tenders received for the Grounds Maintenance Contract, 2026-2029, and make recommendations to Full Council for consideration.

The scoring matrix and assessment process was discussed at length. It was proposed to not include Contractor F. It was further proposed to reduce those contractors who had successfully passed Phase 1 down to two contractors, Contractor B and Contractor D.

Councillors comments covered, in no particular order:

- Locality of the team.
- Response time to any extra works.
- Is there a dedicated person to contact if we need to speak with them?
- Is logging extra works by direct contact or would it be via a helpdesk system?
- Local knowledge, approachability, and a flexible way of working were also important considerations.

The next actions are for officers to take up references, and pose extra questions to the chosen contractors.

It was proposed that contractors B and D are the shortlisted contractors, and for further questions to be posed. If this is not possible for full council next week then, for budget and precept setting purposes, to put the higher of the two remaining tenders in the recommended budget to be considered, as a guide.

It was RESOLVED [4-0-0] that the two contractors (B and D), with the answers to questions posed and references obtained, are recommended to full council for consideration for the Grounds Maintenance Contract at the next full council meeting.

FR25/60: Budget, 2026-2027.

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

The draft budget (current version 6) was considered, as in previous meetings.

The Abbey Ponds Working Group met last night and the proposed budget amount for grounds maintenance is £1500.00

It was further recommended to increase the Abbey Ponds Development budget up to £2500, to incorporate the remedial works required to the footpath and ramp after heavy rainfall.

It was proposed to increase County fields to £7000 (to ensure that the lease fees are covered).

The traffic management for Remembrance Day increased to £500.

The Station Road Car Park rent figure needs to be calculated exactly using the December 2025 RPI all items figure (latest available at this meeting was November 2025).

- a. To consider the updated draft budget and make recommendations for agreement of the budget at the January 26 Full Council meeting.
- b. To consider the precept demand for 2026-2027, and to make recommendations for consideration at the January 26 Full Council meeting.

It was RESOLVED [4-0-0] to recommend to full council to approve the budget and associated precept with the changes as suggested.

FR25/61: Date of next meeting.

The next meeting is scheduled for Tuesday 14th April 2026, 7.30pm, in Bruton Community Hall.

Agenda items to the clerk by 7th April 2026 please.

Meeting closed at 8.35pm.

END OF MINUTES.