

**Minutes of the Finance and Resources Committee, on Tuesday 14<sup>th</sup>  
April 2026 at 7.30pm held in Bruton Community Hall.**

**Councillors present: Cllrs Anderton, Coulter, Fradley, Hood, Jones.**

**In the Chair: Cllr Anderton.**

**Officers present: Town Clerk.**

**Members of the public present: 0.**

**Public Session started: Not required.**

**Meeting started: 7.30pm.**

**MINUTES**

**FR25/62: Apologies for absence (LGA 1972 s85(1)).**

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

No apologies received.

**FR25/63: 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 pecuniary interest in agenda item 25/69b, annual subscriptions.

**FR25/64: [Minutes of the last meeting](#) held on 13<sup>th</sup> January 2026 (LGA 1972 sch 12 para 41 (1)).**

To agree the minutes from the meeting on 13<sup>th</sup> January 2026 as a true and accurate record of the meeting.

**It was RESOLVED [5-0-0][for-against-abstain] to receive, approve and sign the minutes of the Finance and Resources Committee on 13<sup>th</sup> January 2026 as a true and accurate record of that meeting.**

Cllr Anderton signed the minutes.

**FR25/65: 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.**

**FR25/66: Risk Register**

To review and agree the following:

- a. Risk Management Policy.

**It was RESOLVED [5-0-0] to review the Risk Management Policy and recommend approval to full council.**

- b. Risk Register (new format). The new format is much more accessible. The clerk had highlighted a couple of the items on the risk register that may require the risk to be reclassified. Each was considered in turn.
  - 3-d: over zealous risk management -the risk rating to remain unchanged.
  - 4-e: loss of key staff – the risk rating likelihood is to be increased to 'possible' (change from 2 to 3), impact is 'severe' (change from 4 to 5). This increases the risk rating to 15, which is High Risk rather than Medium Risk.
  - 6-a: bus shelter -the risk rating remains unchanged, but to be considered within a maintenance regime to ensure no physical risk to the public.
  - 6-d: safety of trees - the risk rating is to remain unchanged.
  - 7-b: headstones and memorials – the risk rating is to remain unchanged.
  - 10-f: Wall collapse – the risk rating for likelihood to be raised from 'possible' to 'likely' (change from 3 to 4), which changes the risk rating to 16, which is High Risk rather than Medium Risk.

10-g Abbey Ponds Flooding. The current risk rating was discussed at length. It was proposed to not change the risk rating of the Abbey Ponds Flooding.

**It was RESOLVED [4-1-0] to leave the risk rating for Abbey Ponds, Flooding, unchanged.**

Reputational risk through the inaction of other parties was also discussed and considered.

**FR25/67: End of Year 2025-2026**

- a. To consider the transfers to and from Earmarked Reserves, and make appropriate recommendations to full council.

**It was RESOLVED [5-0-0] to recommend to full council the transfers into Earmarked Reserves for 2025/2026 as listed below:**

- **£9209.70 transfer into the Walls Maintenance.**
- **£725.17 transfer into Abbey Ponds.**
- **£22501.96 into a new Engine Shed Earmarked Reserve.**
- **£1254.00 into a new Litter/Dog bin Earmarked Reserve.**
- **£1560.83 into a new SALC Health and Wellbeing Grant Reserve.**
- **£1362.00 into a new Community Lottery Fund Grant Reserve for Cuckoo Hill allotments.**

**It was RESOLVED [5-0-0] to recommend to full council that Earmarked Reserves agreed in the budget are all transferred into the specific Earmarked Reserves at the beginning of the financial year of that budget.**

- b. To view the draft Annual Governance and Accountability Return, and associated documents, if available.  
Not discussed, this will be considered at the Annual Town Council Meeting in May.

**FR25/68: Asset Register.**

To review the Asset Register, and to consider any next steps to update any items on the register that may now not be relevant or have been disposed of.

The entry on the Asset Register referring to the Community Office for £10,000 was discussed. This is in connection to a payment of £10000 made by Bruton Town Council to South Somerset District Council towards the Dovecote Building in 1998. There was some debate as to whether this is actually a fixed asset, or whether it is a promissory note.

The concern for councillors is that if the item is removed from the Fixed Asset Register, the benefit detailed within the document may become lost. Councillors

recommended that the clerk discusses how best to manage this item on the Asset Register with the internal auditor, during the scheduled visit in May.

Whilst discussing the Asset Register, councillors proposed that there is an entry on the Risk Register, regarding the consideration of the Community Office being unavailable to the Town Council as a premises.

**It was RESOLVED [5-0-0] to make a new entry on the Risk Register, regarding the Town Council being without a premises, likelihood score of 3 and impact score of 5.**

It was noted that there are a couple of amendments to the Asset Register required; the printer, and a laptop that is not economically viable to repair need to be removed.

**It was RESOLVED [5-0-0] that the Asset Register is reviewed with the changes as listed.**

**FR25/69: Direct Debits and subscriptions.**

- a. To review and agree the Town Council regular payments made by direct debit (required at least every two years).

**It was RESOLVED [5-0-0] that the direct debit list , as circulated, is agreed.**

Cllr Jones left the meeting at 8.05pm.

- b. To review annual subscriptions.

**It was RESOLVED [4-0-0] that the subscription list, as circulated, is agreed.**

Cllr Jones returned to the meeting at 8.07pm.

**FR25/70: Youth Contract.**

To discuss the youth contract, which is entering into the final year, and consider the next steps.

The youth provision is in the final year of a three year contract. Cllr Jones overviewed how the youth provision has had a very positive impact in Bruton. He provided a recent example of how the youth workers have supported a local business who had concerns about a group of young people. Cllr Jones recommended that the town council canvasses the other councils that are party to the contract, and

consider extending to councils in a wider area, with a view to tendering the entire contract.

Councillors are minded to continue the contract, but would like to continue discussions to understand in more detail how it would work.

**FR25/71: County Fields.**

- a. To discuss the Heads of Terms of lease.  
The Heads of Terms of the lease have not been received from Somerset Council. The town clerk has reminded the Somerset Council surveyor, in February 26, and again at the end of March, with no update as yet.
- b. To consider the quotes from solicitors to manage the lease with Somerset Council.

The clerk recommended that the clerk works with two councillors to discuss the quotes obtained, in more detail, to consider and recommend best solicitor for the management of the lease.

Cllr Anderton and Cllr Hood offered to work with the clerk.

**FR25/72: Internal Auditor**

- a. To consider the quotes for an Internal Auditor, and make a recommendation to full council to appoint.

Three auditors were approached for quotes for the internal audit. Two quotes were received, for consideration.

**It was RESOLVED [5-0-0] to recommend that the Town Council appoints Contractor A, Paul Russell of Parish & Town Audit Services, to be the Internal Auditor for the next three years (2026/27, 2027/28 and 2028/29)**

**FR25/73: Review of policies for the Annual Town Council Meeting.**

- a. Standing Orders. (change the shapes of the colours section 3).
- b. Financial Regulations.

**It was RESOLVED [5-0-0] to recommend to full council at the Annual Town Council Meeting that these are reviewed and approved as circulated.**

**FR25/74: Local Government Pension Scheme.**

- a. To receive and note the 2025 Somerset Pension Fund valuation.
- b. To note that the employers pension contributions for this scheme have reduced from 22.3% to 17.9% from 1<sup>st</sup> April 2026.

**Noted.**

**FR25/75: Date of next meeting.**

The next meeting is scheduled for Tuesday 16<sup>th</sup> June 2026, 7.30pm, in Bruton Community Hall.

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

Meeting closed 8.20pm.

**END OF MINUTES**