



North Petherton Town Council

Town Council Office, Small Hall, North Petherton Community Centre

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Town Clerk: Miss Joy Norris MSc, ACG

Minutes of the Finance and Strategic Development Committee held on Monday 9th June 2025 starting at 19:15hrs in The Small Hall, Fore Street, North Petherton, TA6 6QA

Present:

Chair: Councillor Brown

Town Councillors: Baker, Bradford, Herbert, Hyde, Spelman-Ives

In attendance

Miss J Norris (Town Clerk)

1 member of the public attended the meeting.

The Mayor opened the meeting and called for nominations for the Chair

R1/2025 Election of Chair

RESOLVED that Councillor T Brown be elected as Chair of the Resources Committee for the civic year 2025 / 2026.

Councillor Brown took the Chair.

R2/2025 Appointment of Vice-Chair

RESOLVED that Councillor Baker be appointed Vice-Chair of the Resources Committee for the civic year 2025 / 2026.

R3/2025 Chairs Announcements

On behalf of the Committee the Chair expressed appreciation and said thank you to Councillor Spencer for his work over a number of years chairing the committee and particularly for the effort and guidance he has given regarding budget preparation, setting and monitoring.

R4/2025 Apologies for absence

An apology for absence was received from Councillor Spencer.

R5/2025 Declarations of Interest

No declarations of interest were made at this stage of the meeting.

R6/2025 Minutes

Consideration was given to the draft minutes of the meeting held on 14 April 2025.

RESOLVED to confirm the draft minutes of the meeting held on 14 April 2025 as a correct record.

R7/2025 Community Time

This agenda item provides an opportunity for members of the public to speak on matters relevant to the work of the Committee.

No matters were raised.

R8/2025 Grant applications

Consideration was given to grant applications which were deferred from the April for additional information to be collected:

- (i) North Petherton Rugby Club
- (ii) North Petherton Community Gym

Committee discussion included:

- The gym is owned by the rugby club through shares and operated as a limited company
- The application from the Rugby Club seems to be for operational maintenance not a new project
- Information supplied by the rugby club including accounts

RESOLVED

- (i) not to give a grant to North Petherton Community Gym as according to the Companies House website, "North Petherton RFC Gym Limited" is a wholly owned subsidiary of the Rugby Club and this was not made clear on the application
- (ii) not to give a grant to North Petherton Rugby Club as the majority of the work for which the grant was requested is operational maintenance and the documents submitted do not comply with the grants policy as only 1 quotation for the fencing and 1 quotation for the toilet refurbishment was supplied.

The Town Clerk was asked to inform the rugby club that they will be advised when the next funding round is open and that they may apply for a grant but that they should submit the documentation that meets the Town Council's grant policy.

R9/2025 Grant to North Petherton Playing Fields Charitable Trust

Consideration was given to making a recommendation to Council that the annual grant is paid to North Petherton Playing Fields Charitable Trust. The budget provision in the Town Council's 2025/2026 budget is £15,000 general expenditure plus £15,000 for repairs and maintenance of equipment.

RESOLVED TO RECOMMEND To Council that the grant is paid to North Petherton Playing Fields Charitable Trust as provided in the Town Council's 25/26 budget, that is £15,000 general expenditure plus £15,000 for repairs and maintenance of equipment."

R10/2025 Financial Monitoring

- (i) To receive the financial monitoring report for the end of the 24-25 financial year
- (ii) To receive the financial monitoring report for the first two months of the 25-26 financial year.

It had not been possible to prepare reports for this agenda item as the figures for the end of year accounts had not been finalised.

R11/2025 Annual Governance And Accounting Statement 2024-2025 (AGAR)

To review the draft annual accounting statement before consideration by Council

It had not been possible to prepare reports for this agenda item as the figures for the end of year accounts had not been finalised and agreed with the internal auditor.

R12/2025 Exclusion of the Press and Public

RESOLVED to exclude the press and public during consideration of

- Agenda No 13 ICT on the grounds that publicity would be prejudicial to the public interest by reasons of its confidential nature (commercial information & items subject to negotiation)
- Agenda No 14 printing / copying equipment on the grounds that publicity would be prejudicial to the public interest by reasons of its confidential nature (commercial information & items subject to negotiation)

R13/2025 ICT Equipment, Security and Support

- (i) To consider the purchase of new laptops and monitors etc for office staff.

RESOLVED to purchase 2No 16" laptops with carry cases, 2no 27" LED monitors and the PC Standard Deployment package for each computer.

- (ii) To consider the procurement of business email & cloud services with computer security, back-up and support services.

RESOLVED

- (i) To move to Office365 business
- (ii) To have the secure cloud standard bundle for the office computers
- (iii) To purchase 1.5hours per month essentials helpdesk computer support

- (iii) To consider exploring the provision of laptops / notebooks / tablets for Councillors.

RESOLVED To RECOMMEND to Council

- (i) that all councillors should be provided with computer capability in the form of a 12" notebook or equivalent with HDMI slot and touchscreen,
- (ii) that once the notebooks are purchased training be provided for Councillors
- (iii) roll – out may be at intervals if that is easier from a training and support perspective.
- (iv) The Town Clerk to seek 3 prices for the computer procurement

R14/2025 Printing / Copying equipment

Consideration was given to a quotation for purchasing or leasing a printer / copier for the Town Council office.

RESOLVED to defer a decision on this agenda item to enable collection of information on printing levels.

The meeting closed at 21:16hrs

DRAFT