

Council Committee Minutes
Minutes of a meeting of Langport Town Council's

Finance and Personnel Committee

Held on **Wednesday 12th November 2025** at 7.00pm

| Present: | |
|----------------------|----------------|
| Cllr M Crumb (Chair) | Cllr Donald |
| Cllr Glas | Cllr Dromgoole |
| Cllr Wilson | Cllr Peterkin |

Also present: Gerard Tucker – Town Clerk, Morag Kelly Deputy Town Clerk. Cllr Arwyn Harris (Finance HEPC) by invitation.

FP2025/27 To receive Apologies for Absence and to approve the reasons given.
(LGA 1972 s85 (1) None received – all present

FP2025/28 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 prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). *(NB this does not preclude any later declarations)*

No declarations of interest were identified

FP2025/29 To approve and sign as a correct record the minutes of the meeting held on Wednesday 10th September 2025 (LGA 1972 sch 12, para 41 (1))

The minutes of the meeting held on 10th September 2025 were considered correct and were duly signed by the Chair.

Grants – A total of £9,124 has been included in the 2025-26 budget for grants. To date, £3,675 has been committed. Therefore £5,449 remains. Applications for grants received amount to £14,950

**FP2025/30 To receive requests for Grant Awards:
Regular Funding of amounts /less than £1,000**

- a. Transition Langport – a request for a £450 towards projection equipment has been received. The application received is for the specific purpose of purchasing projection equipment to enable them to host film nights. Huish Episcopi Parish Council have been approached for £450 also. Proposed by Cllr Wilson, seconded by Cllr Dromgoole and unanimously **AGREED** to support the request in full.

FP2025/31 To Receive requests for Grant Awards:

Funding amounts of *more than £1,000*

- b. Langport and Huish Episcopi Memorial Field Committee request £6,000 as a contribution towards their general running costs.

The Chair referred to an article in a recent edition of The Clerks magazine explaining the amount of funding that is permitted to spend for a council that does not have the General Power of Competence. A cap of £2,000 is the guidance, providing the purpose of the funding is recorded and appropriately monitored. On numerous occasions the restriction has been shared with the Memorial Field Committee, suggesting that the way to proceed would be to enter into a Service Level Agreement (SLA). Unfortunately, the Memorial Field Committee seem reluctant to enter into this agreement and therefore, it was proposed by Cllr Wilson, seconded by Cllr Dromgoole and unanimously **AGREED** that £2,000 is provided to the Memorial Field in support of this application. It was further unanimously **RESOLVED** that unless the Memorial Field enter into a SLA in the future, no further funding will be forthcoming.

- c. The Angel – a request has been received for a £7,500 contribution towards the employment of a Community Connector based at The Angel. This application is considered too large for consideration by the council with the limited amount of grant funding available. The application was refused. The clerk was asked to respond with a suggestion that capital items may be supported.
- d. Huish Primary School – A request for £1,000 has been received for educational enrichment activities. The application received is to enable all pupils to engage with additional activities over and above the curriculum. Some pupils have been restricted from attending additional activities due to the cost and accessibility to sufficient finance. The school has recently been awarded an Excellent rating in its OFSTED inspection. Cllr Glas proposed, Cllr Peterkin seconded and it was unanimously **AGREED** to award the school with the full amount of their application - £1,000

FP2025/32 To request the movement of earmarked reserves

- a. To consider viring £15,000 (the full amount) from the Cocklemoor Path earmarked reserve to the Cocklemoor Maintenance budget to offset costs incurred.

Following a discussion on the reason for this request, it was **RESOLVED** to move this money from the earmarked reserve to the appropriate budget heading

- b. To consider viring £10,000 (the full amount) from the Cemetery Wall earmarked reserve to the Cemetery budget to cover the costs of wall maintenance.

Following a discussion on the reason for this request, it was **RESOLVED** to move this money from the earmarked reserve to the appropriate budget heading

FP2025/33 To receive the Income and Expenditure for October, together with the balances of all accounts.

The balance of all accounts was presented to the committee. At 31st October 2025

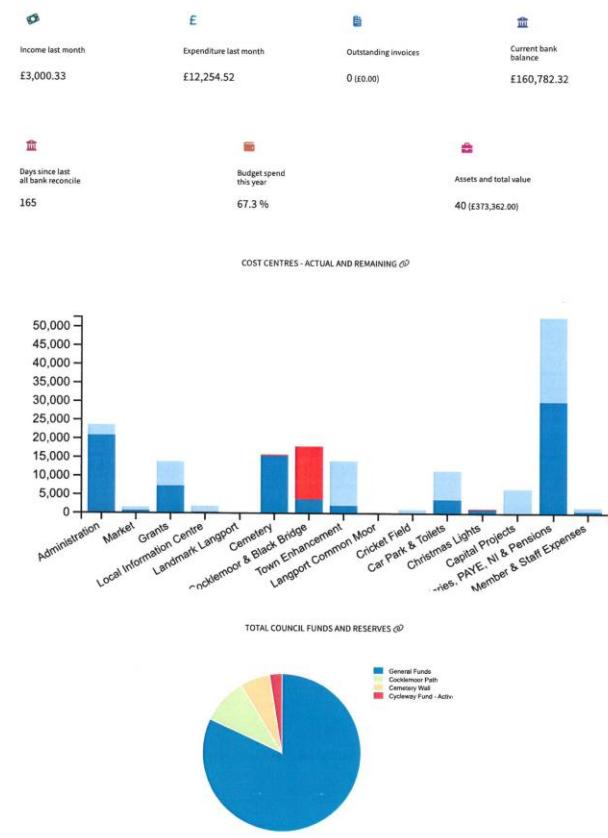
Nat West Current Account £ 10,851.88

Nat West Business Reserve £ 19, 951.91

CCLA £129, 978.53

FP2025/34 To receive a budget monitoring summary for the financial year to date.

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The clerk explained that the items in red which indicate the heading as being over budget are:

1. Cocklemoor – The virement of earmarked reserves will correct this through the transfer of funds.
2. Cemetery – Again the virement of funds will correct this through the transfer of funds.
3. Christmas lights – an application to HEPC for a contribution to the new lights if approved will correct this over spend.

FP2025/35 To receive the draft budget for the year 2026/27

The draft budget for the year 2026/27 was presented to the committee. This is a transitional year where funds are likely to be required to prepare for the merger of the two councils. The committee requested that a sum of 50% of three month's salary at 30 hours per week is included in a re-draft, together with 50% of the estimated costs associated to recruitment, training and the purchase of additional equipment. A contribution from HEPC is to be requested for some of the 'bigger items of expenditure' in anticipation that if received, the amount requested through the precept can be kept at a reasonable level. Small contributions to the Cemetery, Cocklemoor and a new path on Northmoor have been included. The budget as presented would raise the precept by 7.75%. The revised budget will be prepared and presented to the next Full Council meeting on 18th November.

FP2025/36 Personnel matters

To receive any matters relating to the employment of council staff. The council reserves the right to follow correct procedures and if required enter in to confidential session.

Public Bodies (Admissions to Meetings) Act 1960. Local Government Act 1972, sections 100 and 102

The clerk left the meeting at this stage, as the committee was to discuss a letter sent by him to the Chair of the Finance and Personnel Committee, Cllr M Crumb.

A concern has been expressed that the correct procedures for recruiting a clerk to the newly formed merged council have not been followed correctly. The current clerk at HEPC

considers that she has been appointed. Cllr M Crumb proposed, seconded by Cllr Dromgoole and unanimously **AGREED** that the meeting entered into confidential session.

FP2025/37 Internal Audit recommendations:

- a. To review the Financial Regulations policy

The revised financial regulations had not been circulated early enough to allow councillors time to absorb, digest and therefore comment on the revised policy. It was suggested that this becomes an item on the next meeting of the Full Council

There being no other business, the meeting was closed at 9.00pm

Signed

Date

DRAFT

