



Yeovil Town Council

Town House
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Mayor : Cllr D Recardo. Town Clerk : Amanda Card BA (Hons), CPFA
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Minutes of the meeting of Policy, Resources & Finance Committee of Yeovil Town Council held on Tuesday 29th January 2019 at 7.00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ

Present: Cllrs T Lock (Chairman), K Gill; T Ledlie; M Lock; P Lock; G Oakes; E Potts-Jones; F Purbrick; W Read; D Recardo; M Roper; A Soughton and R Stickland.

Also Present: Cllrs J Conway (South Ward).

In Attendance: A Card (Town Clerk).

7.00pm - Public Comment.

There was one member of the public and no press present.

James Fison, Honorary Treasurer to the Yeovil Archaeological and Local History Society summarised the work of the Society and the detail for the grant request – agenda item 9/370 – Application for Grant Aid.

9/367 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Committee to receive apologies for absence and to consider the reasons given. *LGA 1972 s85(1)*

There were no apologies.

9/368 DECLARATIONS OF INTEREST

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).

Cllrs T Lock and F Purbrick both declared a personal interest in item 9/370 – Application for Grant Aid – Youth Opportunity Group in that they were both Somerset County Councillors who were the main sources of funders for this group.

No other declarations were given at that time.

9/369 MINUTES

To approve as a correct record the Minutes of the meeting held on 27th November 2018.

RESOLVED: that the minutes of the meeting held on 27th November 2018 were signed and dated as a correct record.

9/370 APPLICATION FOR GRANT AID

Applications received from:

- a) Yeovil Archaeological and Local History Society (£360)

At 7:10pm James Fison left the room and did not return.

- b) Yeovil Opportunity Group (£2,500)

RESOLVED: (1) that an award be made of £360 to Yeovil Archaeological and Local History Society (*voting: unanimously in favour*); and (2) that an award be made of £2,500 to Yeovil Opportunity Group (*voting: unanimously in favour*).

9/371 LOVE YEOVIL ACCEPTANCE OF GRANT OFFER

Members considered the report of the Town Clerk regarding the request for additional wording to the conditions of grant offer of £5,000 made to Love Yeovil, so that it read as follows: "... that an elected Member from Yeovil Town Council be appointed to Love Yeovil *in the capacity of observer only, without voting rights, and for the duration of the project (12 months from the appointment of the successful applicant) for which the funding was obtained;...*".

RESOLVED: (1) to note the report; and (2) that the wording within the conditions of the Acceptance of Grant Offer should not be changed (*voting: 12 for; 1 abstention*).

9/372 CAPITAL AND REVENUE RESERVES

Members considered the statement of Capital & Revenue Reserves as at 30th November 2018.

RESOLVED: to approve the statement of Capital & Revenue Reserves as at 30th November 2018.

9/373 FINANCIAL STATEMENT – OCTOBER 2018 / NOVEMBER 2018

Members considered the financial statement for the months of October 2018 and November 2018.

RESOLVED: to approve the financial statement for the months of October 2018 and November 2018.

9/374 STANDING ORDERS

Members considered the report and the draft Standing Orders. The Town Clerk explained she had used the NALC model Standing Orders as a template which she had amended so that the Standing Orders were specific to Yeovil Town Council. The Town Clerk sought direction on some parameters to be used within the Standing Orders.

RESOLVED: (1) to note the report; (2) to agree that the Standing Orders Relating to Contracts are no longer required; and (3) to agree and recommend the adoption of the Standing Orders to Town Council.

9/376 SCHEME OF DELEGATION

Members considered the amended Scheme of Delegation. Some amending to the wording was suggested and agreed upon.

RESOLVED: to agree and recommend the adoption for the amended Scheme of Delegation (subject to the wording changes highlighted by this Committee) to Town Council.

9/376 DRAFT BUDGET 2019/20

Members considered the report and the draft Budget for the financial year 2019/20 by the Town Clerk. The Town Clerk answered questions raised by Members. The Members debated how the budget gap of £76,710 should be funded and discussed various combinations of increases in Council Tax and the Use of unallocated General Fund Balances.

RESOLVED: (1) to note the report; (2) to agree and recommend to Town Council the Budget Requirement of £1,033,517 for the financial year 2019/20 (*voting: unanimously in favour*); and (3) to agree and recommend a precept for 2019/20 of £995,079 – this would result in an increase on a Band D Charge of £4.20 per year (8p per week), an increase from £105.05 to £109.25 (*voting: 9 for; 4 against*).

9/377 INTERNAL AUDIT REPORT

Members considered the Internal Audit Report. There was one low level priority recommendation.

RESOLVED: that the Internal Audit Report and the Management Response be noted.

At 8:25pm Cllr G Oakes left the room and did not return.

9/378 APPROVAL OF MINUTES OF 29TH MAY 2018

Members approved that the minute 9/297 (from 29th May 2018) be amended to show the correct date.

RESOLVED: that the minute 9/297 (from 29th May 2018) be amended to show the correct date now reading – “the minutes of the meeting held on 27th March 2018 and 8th May 2018 were signed and dated as a correct record”.

9/379 RISK STRATEGY AND RISK ASSESSMENT

Members considered the Risk Strategy and Risk Assessment. The Town Clerk highlighted the additional risk which was the Breach of Personal Data. It was agreed to add that CCTV

that recorded both visual and audio was in the reception area and that adequate notice was in situ.

RESOLVED: (1) to approve the risk strategy and risk assessment with the amendment above mentioned and (2) to recommend the adoption of the Risk Strategy and Risk Assessment to Town Council.

9/380 FORWARD PLAN

To approve the forward plan as detailed within the agenda.

RESOLVED: to approve the forward plan.

Public Comment.

There was no public comment.

9/381 EXCLUSION OF PRESS AND PUBLIC

Resolved: to exclude the press and public from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity of agenda item 9/382 would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. [Public Bodies \(Admission to Meetings\) Act 1960 s3](#)

9/365 TENDER FOR IT HARDWARE, SOFTWARE AND SUPPORT (COMMERCIAL IN CONFIDENCE)

The Town Clerk gave a verbal update regarding the procurement of IT hardware, software and support provision. The working group shortlisted the 18 proposals submitted to 4. The short listing was based on a number of variables which the Town Clerk explained. The organisations shortlisted were invited to Yeovil Town Council to give a presentation. The panel consisted of Cllrs P Lock; T Lock; D Recardo; R Stickland and the Town Clerk. The panel unanimously agreed that the preferred supplier should be “Taurus Clearer Communications”. The next steps are that the panel will visit the preferred supplier’s offices.

RESOLVED: to note the verbal report.

Meeting closed at 8:35pm.

Signed: (Chairman) Date