



Minutes of the meeting of Policy, Resources & Finance Committee of Yeovil Town Council held on Tuesday 24th September 2019 at 7.00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ

Present: Cllrs G Oakes (Chairman), D Gubbins; A Kendall; E Potts-Jones; W Read; D Recardo; A Soughton and R Stickland.

Also Present: Cllr K Gill (Yeovil College Ward).

In Attendance: A Card (Town Clerk).

7.00pm - Public Comment.

There were no members of the public or press present.

10/37 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)*

Apologies were received from: Cllrs T Ledlie (family emergency); S Lowery (conflicting engagement); M Lock (conflicting engagement) and P Lock (conflicting engagement).

RESOLVED: to accept the apologies with the reasons given.

10/38 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).

There were no declarations.

10/39 MINUTES

To approve as a correct record the Minutes of the meetings held on 30th July 2019.

RESOLVED: that the minutes of the meetings held on 30th July 2019 were signed and dated as a correct record.

10/40 CAPITAL AND REVENUE RESERVES

Members considered the statement of Capital & Revenue Reserves as at 31st August 2019.

RESOLVED: to approve the statement of Capital & Revenue Reserves as at 31st August 2019.

10/41 FINANCIAL STATEMENT – JUNE 2019 / JULY 2019

Members considered the financial statement for the months of June 2019 and July 2019.

RESOLVED: to approve the financial statement for the months of June 2019 and July 2019.

10/42 BANK RECONCILIATION

Members considered the formal bank reconciliation as at 31st August 2019. The Town Clerk confirmed that the figure on the bank reconciliation matched the figures contained within the Capital and Revenue Reserves. The Town Clerk highlighted that she thought it would be prudent that the Council had an Investment Strategy. Members asked several questions relating to investments and the reserves.

RESOLVED: (1) to approve the formal bank reconciliation as at 31st August 2019; (2) that the Town Clerk draft an Investment Strategy to be discussed at a future meeting of this Committee.

10/43 REVIEW OF SOCIAL MEDIA POLICY

Members reviewed the Social Media Policy.

RESOLVED: (1) to agree that Social Media Policy continues to be fit for purpose, subject to a change in wording in paragraph 37; and (2) to agree that the next review date be September 2024 (subject to changes in legislation, recommended practice and operations).

10/44 REVIEW OF COMPLAINTS HANDLING PROCEDURE

Members reviewed the Complaints Handling Procedure.

RESOLVED: (1) to agree that Complaints Handling Procedure continues to be fit for purpose; and (2) to agree that the next review date be September 2024 (subject to changes in legislation, recommended practice and operations).

10/45 REVIEW OF DIGNITY AT WORK POLICY

Members reviewed the Dignity at Work Policy. The Town Clerk agreed to look at the definition of harassment within in paragraph 2.1 and make necessary amendments if appropriate.

RESOLVED: (1) to agree that Dignity at Work Policy continues to be fit for purpose (subject to the definition of harassment being amended if necessary) ; and (2) to agree that the next review date be September 2024 (subject to changes in legislation, recommended practice and operations).

10/46 REVIEW OF FINANCIAL REGULATIONS

Members reviewed the Financial Regulations. The Town Clerk explained the highlighted amendments.

RESOLVED: (1) to agree that Financial Regulations continues to be fit for purpose with the highlighted amendments; and (2) to recommend to Town Council the amended Financial Regulations.

10/47 POLICY REVIEW SCHEDULE

Members considered the Policy Review Schedule and whether other policies needed to be added. It was suggested that a Safeguarding Policy be added and that some form of GDPR (General Data Protection Regulations) training, specific to Yeovil Town Council was delivered.

RESOLVED: (1) to agree that Policy Review Schedule; (2) that a Safeguarding Policy be written; and (3) that some GDPR training specific to Yeovil Town Council be delivered.

10/48 CLIMATE CONTROL ACTION PLAN PROGRESS

Members considered the report of the Town Clerk regarding the Climate Control Action Plan progress.

RESOLVED: (1) to note the report; (2) to agree the Action Plan as recommended by the Climate Control Working Party; (3) that the Town Clerk be authorised to progress Initiatives CC02; CC03; CC04 and CC13 as detailed within the report; and (4) to note the invitation of Project Climate Control.

10/49 COUNCIL PROCUREMENT CARD

The Town Clerk gave a verbal report highlighting the need for the Council to consider a procurement card for the purchase of goods and services. She highlighted that a procurement card is a payment card and not a credit card which would be sourced under the Crown Commercial Services Government Procurement Card framework.

RESOLVED: (1) to note the verbal report; (2) to authorise the Town Clerk to source the appropriate Government Procurement Card utilising the Crown Commercial Services Government Procurement Card framework; and (3) to submit a "Prompt Payment" report to a future meeting of this Committee.

10/50 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.

10/51 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 items 10/52 and 10/53 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

10/52 MAYOR'S PENDANT REPAIR (COMMERCIAL IN CONFIDENCE)

The Town Clerk reported the recent emergency repair to the Mayor's Pendant, at this stage the costs for the repair were unknown but would be fed back at a future meeting of this Committee.

RESOLVED: to note the verbal report..

10/53 STAFFING (STAFF IN CONFIDENCE)

Discussions were held regarding the annual appraisal of the Town Clerk.

RESOLVED: that Cllr G Oakes as Chair of the Policy, Resources and Finance Committee and Leader of the Council, would carry out the annual appraisal of the Town Clerk.

Meeting closed at 7:58pm.

Signed: (Chairman) Date