

# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
BA20 1PQ



Mayor : Cllr D Recardo  
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## Minutes of the meeting of Policy, Resources & Finance Committee of Yeovil Town Council held on Tuesday 26<sup>th</sup> November 2019 at 7.00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ

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

**Also Present:** Cllr T Lock (Lyde Ward).

**In Attendance:** A Card (Town Clerk).

### 7.00pm - Public Comment.

There were no members of the public or press present.

### **10/54 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 (conflicting engagement); S Lowery (conflicting engagement); P Lock (conflicting engagement) and D Recardo (conflicting engagement).

**RESOLVED:** to accept the apologies with the reasons given.

### **10/55 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.

### **10/56 MINUTES**

To approve as a correct record the Minutes of the meetings held on 24<sup>th</sup> September 2019.

**RESOLVED:** that the minutes of the meetings held on 24<sup>th</sup> September 2019 were signed and dated as a correct record.

### **10/57 APPLICATION FOR GRANT AID**

Applications received from:

- The Good Fellowship (£2,200)
- Yeovil Shop Mobility (£2,500)
- Multiple Sclerosis Therapy Centre (£300 - £500)

**RESOLVED:** (1) that £2,200 be awarded to the Good Fellowship subject to the securing of funding for the full cost of the transport costs (voting: unanimous); (2) that the application for Yeovil Shop Mobility be deferred pending further information regarding how the projected income has been calculated (to include the scale of charges and the projected frequency of use) (voting: 7 for; 1 against); and (3) that £500 be awarded to Multiple Sclerosis Therapy Centre (voting: unanimous).

#### **10/58 CAPITAL AND REVENUE RESERVES**

Members considered the statement of Capital & Revenue Reserves as at 30<sup>th</sup> September 2019.

**RESOLVED:** to approve the statement of Capital & Revenue Reserves as at 30<sup>th</sup> September 2019.

#### **10/59 FINANCIAL STATEMENT – AUGUST 2019 / SEPTEMBER 2019**

Members considered the financial statement for the months of August 2019 and September 2019.

**RESOLVED:** to approve the financial statement for the months of August 2019 and September 2019.

#### **10/60 BANK RECONCILIATION**

Members considered the formal bank reconciliation as at 30<sup>th</sup> September 2019. The Town Clerk confirmed that the figure on the bank reconciliation matched the figures contained within the Capital and Revenue Reserves.

**RESOLVED:** to approve the formal bank reconciliation as at 30<sup>th</sup> September 2019.

#### **10/61 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 10/62 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](#)

#### **10/62 SIDNEY GARDEN FOUNTAIN**

Cllr M Lock explained the work that had been carried out to date on the Sidney Garden fountain (which was just one element to the restoration of Sidney Gardens). Work had been carried out by the Specialist (Horticultural with Operation Management at South Somerset District Council) with the Friends of Sidney Gardens who would be applying for a Heritage

Grant for restoring Sidney Gardens. As part of the application, it would be necessary to demonstrate that other funding had been secured.

**RESOLVED:** (1) to support the restoration project in principle; and (2) to include the sum of £12,600 within the budget for 2020/21.

**10/63 DRAFT BUDGET 2020/21**

Members considered the report of the Town Clerk regarding the draft budget for 2020/21.

**RESOLVED:** (1) that the Policy, Resources and Finance Committee recommend to Council the Grounds and General Maintenance Committee budget for 2020/21, including the following: (a) allotments rents to remain at 40p per m<sup>2</sup> with effect from 1st January 2021; (b) Play Area Repairs/Enhancements; Play Area Upgrade; and Play and Landscape Officers have an inflation linked uplift of 2% in 2020/21 to £12,190, £2,660, £12440 respectively; (c) that the Holiday Playscheme contribution have an inflation linked uplift of 2% in 2020/21 to £9,080; (d) that a budget allocation of £5,000 contribution be added for improvement to the John O'Donnell pavilion building at Yeovil Recreation Centre; and (e) that a budget allocation of £12,600 contribution be added for the renovation of the Sidney Gardens Fountain; (2) that the Policy, Resources and Finance Committee recommend to Council the Promotions and Activities Committee budget for 2020/21, including a budget allocation of £35,000 for VE Day Celebrations; (3) that the Policy, Resources and Finance Committee recommend to Council the Buildings and Civic Matters Committee budget for 202/21, including the following:

<b>Milford and Monmouth Community Halls and Town Council Chamber – Hire Charges</b>		
<i>Type of Hire</i>	<i>Current Rate of Hire 2019/20 (per hall/room per hour or part thereof)</i>	<i>Proposed Rate of Hire 2020/21 (per hall/room per hour or part thereof)</i>
<i>Rate for commercial organisations/persons</i>	£17.00	£17.00
<i>Private Functions</i>	£8.00	£8.00
<i>Damage Deposit for Private Functions (returnable if hall left in a satisfactory condition)</i>	£120.00	£125.00
<i>Non-profit making Organisations</i>	£7.00	£7:00

<i>Milford and Monmouth Halls: Use of Main Hall Kitchen</i>	<i>£11.00 per hire (included in hall/room hire charge for non- profit making organisations)</i>	<i>£11.050 per hire (included in hall/room hire charge for non- profit making organisations)</i>
<i>Town House Council Chamber: Provision of tea/coffee</i>	<i>£7.00</i>	<i>£7.00</i>
<i>Town House Council Chamber: Provision of tea/coffee</i>	<i>£10.00</i>	<i>£10.00</i>
<i>Town House Council Chamber: Use of kitchen</i>	<i>£5.00</i>	<i>£5.50</i>

(4) that the Policy, Resources and Finance Committee recommend to Council the Planning budget for 2020/21; (5) that the Policy, Resources and Finance Committee, recommend to Council for the Crematorium and Cemetery Committee budget for 2020/21, including the following: (a) the proposed draft budget deficit for 2020/21 is estimated to be £80,303 – Yeovil Town Council’s share being £61,525; (b) the budget deficit share for Yeovil Town Council will be finalised at the Crematorium & Cemetery Committee meeting held on 8<sup>th</sup> January 2019; and (6) that the Policy, Resources and Finance Committee, recommend to Council, it’s budget for 2020/21, including a budget allocation of a contribution to a Hospice/IPU of £25,000 for the next three financial years.

#### **10/64 CLIMATE CONTROL ACTION PLAN PROGRESS**

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

**RESOLVED:** to note the progress of the Climate Control Action Plan.

#### **10/65 FIRST AID TRAINING FOR COUNCILLORS**

Members considered the correspondence from Yeovil Without Parish Council relating to first aid training for councillors; and taking part in a joint training event with Yeovil Without Parish Council and Brympton Parish Council.

**RESOLVED:** (1) that the Town Clerk and two Deputy Town Clerk be nominated to attend this training event; and (2) that the Town Clerk write to the Clerk at Yeovil Without Parish Council with the aforementioned nominations.

**8:44pm** – *Cllr W Read and M Lock left the room. Cllr W Read did not return.*

**8:49pm** – *Cllr M Lock returned.*

#### **10/66 REVIEW OF THE DISCIPLINARY POLICY AND PROCEDURES**

Members reviewed the Disciplinary Policy and Procedures. The Town Clerk explained that the items highlighted in yellow were required to make the Disciplinary Policy and Procedures fit for purpose.

**RESOLVED:** (1) to agree the changes recommended by the Town Clerk in the Disciplinary Policy and Procedures; and (2) to agree that the next review date be November 2024 (subject to changes in legislation, recommended practice and operations).

#### **10/67 REVIEW OF THE GREIVANCE POLICY AND PROCEDURES**

Members reviewed the Grievance Policy and Procedures.

**RESOLVED:** (1) to agree that the Grievance Policy and Procedures subject to a change; and (2) to agree that the next review date be November 2024 (subject to changes in legislation, recommended practice and operations).

#### **10/68 YOUTH SERVICES UPDATE**

Members considered the Youth Services Update by YMCA Mendip regarding Youth Services in Yeovil.

**RESOLVED:** to note the Youth Services update.

#### **10/69 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.

#### **10/70 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 10/71 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](#)

#### **10/71 STAFFING (STAFF IN CONFIDENCE)**

Members considered the report of the Town Clerk.

**RESOLVED:** to agree all recommendations within the report.

(voting: unanimous).

Meeting closed at 9:10pm.

Signed: ..... (Chairman)      Date .....