

Yeovil Town Council

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Mayor : Cllr D Recardo
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Minutes of the meeting of Policy, Resources & Finance Committee of Yeovil Town Council held on Tuesday 30th July 2019 at 7.00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ

Present: Cllrs G Oakes (Chairman), D Gubbins; A Kendall; T Ledlie; S Lowery; E Potts-Jones; W Read; D Recardo; 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.

10/21 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 M Lock (conflicting engagement) and P Lock (conflicting engagement).

RESOLVED: to accept the apologies with the reasons given.

10/22 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 D Gubbins; A Kendall; T Lock; G Oakes; W Read; D Recardo; A Soughton and R Stickland declared an interest in 10/35 – Service Level Agreements as they were all Councillors at South Somerset District Council; and there was mention of South Somerset District Council within the report.

Cllr S Lowery declared a personal interest in 10/35 – Service Level Agreements as she is an employee of the Octagon Theatre; and there was mention of the Octagon Theatre within the report.

No other declarations were given at that time.

10/23 MINUTES

To approve as a correct record the Minutes of the meetings held on 25th June 2019.

RESOLVED: that the minutes of the meetings held on 25th June 2019 were signed and dated as a correct record.

10/24 GRANT POLICY REVIEW

Members reviewed the Grant Policy. Discussions were held regarding the 3-year timeframe when organisations awarded grants could make another application. Members also agreed that they would like a report (such as a letter or a presentation) to explain how the grant had been used, and that failure to produce a report could be detrimental to future applications.

RESOLVED: that subject to the amendments agreed, that the Grants Policy be approved.

10/25 APPLICATION FOR GRANT AID

Applications received from:

- The Golden Oldies Charity (£448)

RESOLVED: (1) that the application be deferred subject to the applicant providing evidence that funding has been sought from other sources (in accordance with the Grants Policy; and that the Town Clerk request whether there are simple financial statements for the Yeovil branch of the Golden Oldies Charity (*voting: unanimous*); and (2) that a simple checklist be used for each application to confirm that the application had met the requirements of the Grant Policy.

10/26 CAPITAL AND REVENUE RESERVES

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

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

10/27 FINANCIAL STATEMENT – APRIL 2019 / MAY 2019

Members considered the financial statement for the months of April 2019 and May 2019.

RESOLVED: to approve the financial statement for the months of April 2019 and May 2019.

10/28 BANK RECONCILIATION

Members considered the formal bank reconciliation as at 30th June 2019. One Councillor asked if the figure on the bank reconciliation matched the figures contained within the Capital and Revenue Reserves. The Town Clerk has since reported back that it does.

RESOLVED: to approve the formal bank reconciliation as at 30th June 2019.

10/29 COMMUNITY INFRASTRUCTURE LEVY POLICY

Members considered the Community Infrastructure Levy Policy. There was one amendment – 4.5 should read “CIL monies will be kept in an earmarked reserve”.

RESOLVED: to agree and adopt the Community Infrastructure Levy Policy.

10/30 DATA PROTECTION FEE

Members considered the report of the Town Clerk regarding the Data Protection Fees.

RESOLVED: (1) to note the report; and (2) to note that Yeovil Town Council have been certified as an organisation that processes personal data until 6th June 2020.

10/31 PAPERLESS

Members considered the report of the Town Clerk regarding going “paperless”.

Discussions were held to consider the issues of Members not having adequate devices to read agendas and reports prior to the meeting, and to have agendas and reports available at the meeting. It was also highlighted that the e-mailing of summons, agendas, reports and minutes was a temporary solution and that a longer term and future proof solution would need to be considered for the possible provision of devices. In light of this, it was agreed to amend the “Electronic Service of Summons Consent Form” to request whether the Member believed they had an adequate device, and should they not, they should not give consent to receive summons and agendas electronically. A statement should also be added stating that Members should notify the Town Clerk should there be a change in circumstance.

RESOLVED: (1) to note the report; (2) to formally agree to allow for electronic summons and agendas via e-mail to be implemented; (3) that an electronic service of summons consent form be circulated to all Councillors for completion (subject to the amendments discussed); (4) to accept that once the Town Clerk is in receipt of all completed electronic service of summons consent form, that summons, and agendas will be e-mailed; and (5) a report be submitted to this Committee regarding the options for a longer-term solution.

10/32 CLIMATE CONTROL ACTION PLAN

RESOLVED: (1) to establish a Climate Control Working Party; and (2) that the following Members be appointed to serve on working party: Cllrs D Gubbins; G Hunting; A Kendall; A Soughton and D Recardo.

10/33 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.

10/34 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 10/35 and 10/36 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](#)

10/34 SERVICE LEVEL AGREEMENTS (COMMERCIAL IN CONFIDENCE)

Members considered the report of the Town Clerk regarding Service Level Agreements and the 2 template documents which could be used for the different types of Service Level Agreement: Service Provider (where Yeovil Town Council are directly receiving a service from the organisation and Sponsorship (where Yeovil Town Council make a financial contribution towards an activity of an organisation).

RESOLVED: (1) to note the verbal report; and (2) to agree the suggested templates for Service Level Agreements including the mechanism for reviewing.

10/35 MONMOUTH HALL (COMMERCIAL IN CONFIDENCE)

The Town Clerk gave a verbal update regarding the recommendations from the meeting of the Buildings and Civic Matters Committee held on 16th July 2019.

RESOLVED: (1) to note the report; (2) to agree in principle to the recommendations from the meeting of the Buildings and Civic Matters Committee held on 16th July 2019.

Meeting closed at 8:25pm.

Signed: (Chairman) Date