



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
BA20 1PQ

Mayor : Cllr M Lock, 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 26<sup>th</sup> January 2016 7.00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ**

**Present:** Cllrs T Lock (Chairman), W Read (Vice-Chairman), M Lock (Mayor of Yeovil), D Shutler (Deputy Mayor of Yeovil), P Gubbins, T Ledlie, D Recardo, M Roper and R Stickland.

**In Attendance:** A Card (Town Clerk) and Cllr J Conway.

There were no members of the public and no members of the press present.

**7.00pm - Public Question Time.** There were no members of the present at this time.

**7.00pm - Meeting commenced.**

### **9/57. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

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

Apologies were received from Cllr P Lock – Ill and Cllr K Castle – Conflicting meeting

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

### **9/58. 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).

Declarations of interest were received from:

Cllr M Lock – Personal and prejudicial – Agenda Item 9/71 – formally involved in bidding process.

There were no other Declarations made at this time.

#### **9/59. MINUTES**

To approve as a correct record the Minutes of the meeting held on 24<sup>th</sup> November 2015.

**RESOLVED:** That the minutes of the meeting held on 24<sup>th</sup> November 2015 were signed and dated as a correct record.

#### **9/60. EXCLUSION OF PRESS AND PUBLIC**

Due to the confidential nature of the business of items 9/69, 9/70 and 9/71 under the Public Bodies (Admission to Meetings) Act 1960 s3, it is likely a motion to exclude members of the public and press during discussion of this item will be considered by the Councillors. [Public Bodies \(Admission to Meetings\) Act 1960 s3](#)

**RESOLVED:** That Agenda Item 9/69, 9/70 and 9/71 be heard with the Public and Press excluded.

#### **9/61. NOTICE OF MOTION FROM CLLR JOE CONWAY**

An amendment was made by Cllr P Gubbins to the original motion: “Yeovil Town Council deplores the escalation of compulsory zero hour contracts, estimated to be nearing one million, and predominately assigned to the younger generation. Therefore Yeovil Town Council adopts a policy no zero hour contracts for all its employees. Furthermore Yeovil Town Council encourages all other local authorities connected to this council and local businesses to follow this policy.”

Seconded by: Cllr R Stickland

**RESOLVED:** to adopt the above-mentioned policy.

#### **9/62. ESTIMATES (BUDGETS) 2016/17**

The Chairman highlighted the key elements of the report for the Committee to consider when making their recommendations on setting the precept.

**RESOLVED:** To note the report and recommend the precept to be set at £878,640 meaning an increase on a Band D charge of £1.91 (2%), increasing from £95.57 to £97.48.

#### **9/63. CHANGES TO MAYOR MAKING PROCEDURES**

The Committee discussed the changes to the Mayor Making Procedures and it was felt that the changes would enable the event to run smoother. Some amendments were made to 6 and 7.

“6. There will be no committee reports presented - there will still be written reports and questions can be asked at the reconvened meeting

7. The Financial Statements for 2015/16 will be submitted and questions can be asked at the reconvened meeting.”

**RESOLVED:** To adopt the new procedures for Mayor Making as amended above.

#### **9/64. AMENDMENT TO GRANTS POLICY**

**RESOLVED:** To approve and adopt the amendments to the final paragraph of the Town Council’s grants policy as “*In addition, a policy be adopted that grants can only be paid for a single year and a second application is not allowed within 3 years of the organisation having previously received financial assistance from the Town Council.*”

*Cllr Joe Conway left the meeting 7:52 pm.*

#### **9/65. APPLICATION FOR GRANT AID**

Applications received from:

**a) Yeovil Division Guide Headquarter** – New application (£3,250)

**RESOLVED:** To award a grant of £1,000 only, on the proviso that Yeovil Division Guide Headquarters receive the £4,000 from South Somerset District Council.

**b) Sutton Bingham & District Canoe Club** – New Application (£1,000)

**RESOLVED:** That this application be deferred to the next meeting and that Sutton Bingham & District Canoe Club apply to Dorset Council’s for grant aid.

**c) St James Church** – New Application (£5,000)

**RESOLVED:** That this application be refused.

The Committee commended the Town Clerk for the summary of grants that she provided.

#### **9/66. RISK ASSESSMENT**

The Town Clerk presented her report on the risk strategy and the risk assessment.

The Committee considered the risk assessment on a risk by risk basis.

The Town Clerk offered to provide training to enable a thorough understanding of the budgets delegated to each Committee. The Committee accepted this offer.

**RESOLVED:** 1) To consider and approve the risk strategy; 2) To review the assessment of the risks for completeness and agree the level of risk assigned to each risk; and 3) To request that full Council specifically review the minutes of the risk assessment.

**9/67. CAPITAL AND REVENUE RESERVES**

Members reviewed the statement of Capital & Revenue reserves as at 30<sup>th</sup> November 2015.

**RESOLVED:** To note the level of the Capital and Revenue Reserves.

**9/68. FINANCIAL STATEMENT – OCTOBER/NOVEMBER 2015.**

Members reviewed the Financial Statements for the months of October/November 2015.

**RESOLVED:** To note the Financial Statement for the months of October/November 2015.

**Public Comment (at the Chairman’s discretion up to 15 minutes)**

There were no members of the public present.

**9/69. STAFF IN CONFIDENCE**

*The Committee will consider a resolution (see item 9/60) 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 would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

The Town Clerk presented the report regarding re-grading the post of Assistant Town Clerk to Deputy Town Clerk with the appropriate remuneration with effect from February 2016.

**RESOLVED:** To re-grade the post of Assistant Town Clerk to Deputy Town Clerk with the appropriate remuneration with effect from February 2016.

**9/70. COMMERCIAL IN CONFIDENCE - MAYORS CHAINS AND PENDANT**

**RESOLVED:** 1) To note the report; 2) To approve the required work; and 3) To have available the Mayor’s Chain and pendant, once the work had been scheduled.

**9/70. COMMERCIAL IN CONFIDENCE - VALUATION OF SITES**

**RESOLVED:** 1) To note the report; and 2) To defer how the Council wishes to progress to the next meeting.

Meeting closed at 8.32pm

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