



Yeovil Town Council

Town House
19 Union Street
Yeovil
BA20 1PQ

Mayor : Cllr D Shutler. 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 26th July 2016 7.00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ

Present: Cllrs T Lock (Chairman), T Ledlie, P Lock, S Lowery, E Potts-Jones, F Purbrick, D Recardo, M Roper and R Stickland.

In Attendance: A Card (Town Clerk)

There were 0 members of the public and 0 member of the press present.

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

7.00pm - Meeting commenced.

9/114. 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 Cllrs P Gubbins, W Read and D Shutler (conflicting engagement) and G Oakes (holiday).

RESOLVED: to accept the apologies with the reasons given.

9/115. 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).

Cllr S Lowery declared a personal interest in 9/118 (d) Application for Grant Aid: Octagon Theatre. No other declarations were made at this time.

9/116. MINUTES

To approve as a correct record the Minutes of the meeting held on 10th May and 28th June 2016.

RESOLVED: that the minutes of the meeting held on 10th May and 28th June were signed and dated as a correct record.

9/117. EXCLUSION OF PRESS AND PUBLIC

Due to the confidential nature of the business of items 9/123 and 9/126 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 9/123 to 9/126 be heard with the Public and Press excluded.

9/118. APPLICATION FOR GRANT AID

Applications received from:

a) Golden Oldies (£408)

RESOLVED: To award a grant of £408 but a letter be sent informing the applicants that future applications will not be considered within the next 3 years.

b) South Somerset Mind (£432)

RESOLVED: To award a grant of £432, payable upon production of an invoice or a receipt for the shed.

c) Yeovil Men's Shed (£1,000)

RESOLVED: To award a grant of £1,000, on the conditions (1) that once established a business case is produced detailing how the group will become self-sufficient; and (2) to deliver a presentation at Town Council at the meeting on 7th February 2017.

d) Octagon Theatre – Summer School (£1,000)

RESOLVED: To award a grant of £1,000, on the conditions (1) that a Service Level Agreement is set up for a 3 year period, resulting in a separate budget line for 2017/18 onwards; and (2) to deliver a presentation at Town Council at the meeting on 6th December 2016.

9/119. FINANCIAL STATEMENT – APRIL 2016 / MAY 2016

Members reviewed the Financial Statements for the months of April 2016 and May 2016.

RESOLVED: to note the Financial Statement for the months of April 2016 and May 2016.

9/120. CAPITAL AND REVENUE RESERVES

Members reviewed the statement of Capital & Revenue reserves as at 31st May 2016.

RESOLVED: to note the level of the Capital and Revenue Reserves as at 31st May 2016.

9/121. LONE WORKING POLICY

Members reviewed the Lone Working Policy for Yeovil Town Council and made some recommendations for amendments.

RESOLVED: (1) that the Lone Working Policy be amended as appropriate; (2) to approve and adopt the Lone Working Policy for Yeovil Town Council; and (3) to circulate the amended Lone Working Policy to all Members and Officers.

9/122. TRAINING AND DEVELOPMENT POLICY

Members reviewed the Training and Development Policy relating to both Members and Officers for Yeovil Town Council and made some recommendations for amendments.

RESOLVED: (1) that the Training and Development Policy be amended as appropriate; (2) to approve and adopt the Training and Development Policy for Yeovil Town Council; and (3) to circulate the amended Training and Development Policy to all members and employees.

The Committee passed a resolution (see item 9/117 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.

9/123. YOUTH SERVICE GRANT AGREEMENT (COMMERCIAL IN CONFIDENCE)

RESOLVED: (1) to note the report; (2) to accept the provisions as laid out in the 3 year grant agreement and (3) to authorise the Town Clerk to complete the Grant Acceptance Declaration.

9/124. THE PUBLIC SECTOR DEPOSIT FUND (COMMERCIAL IN CONFIDENCE)

RESOLVED: (1) to note the report; (2) to invest an initial £25,000 into the CCLA – Public Sector Fund (with a view of possibly increasing this amount at a later date); (3) that the Town Clerk investigate other counterparties for investments.

9/125. YEOVIL SKI LODGE (COMMERCIAL IN CONFIDENCE)

The Town Clerk gave a verbal update regarding Yeovil Ski Lodge.

RESOLVED: (1) to note the verbal report; and (2) that a further update be given at the next Policy, Resources and Finance Committee meeting.

9/126. RE-GRADING OF THE ADMINISTRATION OFFICERS' POST (STAFF IN CONFIDENCE)

RESOLVED: (1) to note the report; and (2) to regrade the Administration Officers' as detailed within the report.

Meeting closed at 8:02pm

Signed: (Chairman) Date