



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
BA20 1PQ

Mayor : Cllr D Shutler. Town Clerk : Amanda Card BA (Hons), CPFA  
T-01935 382424, F-01935 382429, W - [www.yeovil.gov.uk](http://www.yeovil.gov.uk)  
E-Town.Clerk@yeovil.gov.uk

## **Minutes of the meeting of Policy, Resources & Finance Committee of Yeovil Town Council held on Tuesday 27<sup>th</sup> September 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, W Read, D Recardo (from 7:15pm), 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.**

### **9/127. 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 (holiday), F Purbrick (work commitments) and G Oakes (conflicting engagement).

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

### **9/128. 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).

### **9/129. MINUTES**

To approve as a correct record the Minutes of the meeting held on 26<sup>th</sup> July 2016

**RESOLVED:** that the minutes of the meeting held on 26<sup>th</sup> July 2016 were signed and dated as a correct record.

### **9/130. EXCLUSION OF PRESS AND PUBLIC**

Due to the confidential nature of the business of items 9/136 and 9/141 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 9/136 to 9/141 be heard with the Public and Press excluded.

### **9/131. APPLICATION FOR GRANT AID**

Applications received from:

#### **a) Multiple Sclerosis Therapy Centre (Wessex) Limited (£125)**

**RESOLVED:** To award a grant of £125 but a letter be sent informing the applicants that future applications will not be considered within the next 3 years.

### **9/132. WORKING GROUP POLICY**

Members reviewed the amended Working Group Policy for Yeovil Town Council.

*“Working Groups are set up from time to time to review, analyse and progress projects.*

*Any working group that is set up must have agreed terms of reference which is set at the first meeting. It does not have decision making authority and must make recommendations either to Town Council or to the Committee that established it. An officer must be in attendance at all meetings to take notes and provide advice as required.”*

**RESOLVED:** To agree and adopt the above mentioned policy.

### **9/133. FINANCIAL STATEMENT – JUNE 2016 / JULY 2016**

Members reviewed the Financial Statements for the months of June 2016 and July 2016.

**RESOLVED:** to note the Financial Statement for the months of June 2016 and July 2016.

### **9/134. CAPITAL AND REVENUE RESERVES**

Members reviewed the statement of Capital & Revenue reserves as at 31<sup>st</sup> July 2016.

**RESOLVED:** to note the level of the Capital and Revenue Reserves as at 31<sup>st</sup> July 2016.

### **9/135. 2017/18 LOCAL GOVERNMENT FINANCE SETTLEMENT CONSULTATION**

The Committee considered the report by the Town Clerk and discussion took place regarding the Local Government Finance Settlement Consultation.

**RESOLVED:** (1) to note the report and the consultation paper; (2) to note the implications for the proposal, in particular those relating to the extension of the referendum principles; and (3) to delegate to the Town Clerk, in consultation with the Chairman, to respond to the consultation on behalf of the Council.

*The Committee passed a resolution (see item 9/130 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.*

### **9/136. INTERNAL AUDIT (COMMERCIAL IN CONFIDENCE)**

The Committee considered the report by the Town Clerk.

**RESOLVED:** (1) to note the report; (2) to waive the Standing Orders with Respect to Contracts and accept the proposal for Internal Audit from Rosie Darkin-Miller and she be appointed as Internal Auditor for the financial year 2016/17; and (3) to undergo a tender process to procure Internal Audit for the three financial years from 2017/18 to 2020/21.

### **9/137. YOUTH SERVICES PROVISION (COMMERCIAL IN CONFIDENCE)**

The Committee considered the report by the Town Clerk.

**RESOLVED:** (1) to note the report; (2) to accept the managed withdrawal of the service provided by the current provider, with closure at Christmas 2016; and (3) to agree to run another procurement process to procure Youth Services in Yeovil.

### **9/138. GOLDCROFT UPDATE REPORT (COMMERCIAL IN CONFIDENCE)**

The Town Clerk gave a verbal update regarding Goldcroft.

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

### **9/139. 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.

### **9/140. TOWN CLERK CONTRACT OF EMPLOYMENT (STAFF IN CONFIDENCE)**

*7:27pm – The Town Clerk left the meeting.*

The Committee considered the report by the Town Clerk and the contract of employment.

7:48pm – The Town Clerk returned to the meeting.

**RESOLVED:** (1) to approve the Contract of Employment with the agreed amendments; and (2) to authorise the Chairman of Policy, Resources and Finance Committee to sign the amended Contract of Employment for and on behalf of Yeovil Town Council.

**9/141. TOWN CLERK UPDATE REPORT (STAFF IN CONFIDENCE)**

The Town Clerk gave a verbal update relating to staff, their development and achievements. She also announced that she had successfully achieved CiLCA) Certificate in Local Council Administration).

**RESOLVED:** to note the verbal update.

Meeting closed at 8:06pm

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