

# Yeovil Town Council



Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

Phone 01935 382424  
Fax 01935 382429  
E-mail [town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk)

## Policy, Resources and Finance Committee

The Meeting... **Policy, Resources and Finance Committee**

The Time... **7.00pm**

The Date... **Tuesday 29 March 2016**

The Place... **Town House, 19 Union Street, Yeovil**

If you need this information in large print, Braille, audio or another language, please ring 01935 382424



Amanda Card  
Town Clerk

21 March 2016

To: All Members of the Policy, Resources and Finance Committee:

Kris Castle

Graham Oakes

Peter Gubbins

Wes Read (Vice-Chairman)

Terry Ledlie

David Recardo

Mike Lock (Ex-Officio)

Manny Roper

Pauline Lock

Darren Shutler (Ex-Officio)

Tony Lock (Chairman)

Rob Stickland

### **Equality Act 2010**

The *general* public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Disability	Religion or Belief
Gender Reassignment	Sex
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

### **Recording of Council Meetings**

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. Please refer to our Policy on audio/visual recording and photography at Council meetings at [www.yeovil.gov.uk](http://www.yeovil.gov.uk) This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

**PUBLIC COMMENT (at the Chairman's discretion up to 15 minutes)**

## **A G E N D A**

### **9/72. 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)*

### **9/73. 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).

### **9/74. MINUTES**

To approve as a correct record the Minutes of the meeting held on 26 January 2016.

### **9/75. EXCLUSION OF PRESS AND PUBLIC**

Due to the confidential nature of the business of item 9/82 to 9/88, 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*

### **9/76. APPLICATION FOR GRANT AID**

Applications received from: (Circulated Separately)

- a) Yeovil Division Guide Headquarters (£3,250) – Deferred application.**  
Resolved at Policy, Resources and Finance Committee on 26<sup>th</sup> January 2016 to award grant of £1,000 on proviso that they receive £4,000 from South Somerset District Council. £2,000 awarded by South Somerset District Council.
- b) Sutton Bingham & District Canoe Club (£1,000) – Deferred application.**  
Resolved at Policy, Resources and Finance Committee on 26<sup>th</sup> January 2016 to defer pending Sutton Bingham & District Canoe Club apply to Dorset Council's for grant aid. Verbal update to be given.
- c) Incredible Tuesday Youth Group (£5,000)**
- d) Yeovil College (£15,000)**
- e) Yeovil Twinning Association (£4,950)**

### **9/77. FINANCIAL STATEMENT – DECEMBER 2015/ JANUARY 2016**

Members to review Financial Statement for the months of December 2015 and January 2016 attached at pages 4 to 29.

**9/78. CAPITAL AND REVENUE RESERVES**

Members review statement of Capital & Revenue reserves as at 31<sup>st</sup> January 2016 attached at page 30.

**9/79. ANNUAL CIVIC SERVICE START TIME**

See attached report by the Town Clerk at page 31.

**9/80. RECOMMENDATIONS FROM BUILDINGS AND CIVIC MATTERS COMMITTEE**

Buildings and Civic Matters Committee are meeting on Tuesday 22 March 2016. Following the outcome of the meeting, the Policy, Resources and Finance Committee may be asked to approve recommendations from that meeting.

**9/81. MEETING DATES**

The Programme of Meetings of Council and Committees for 2016/17 was reviewed and adopted at Town Council subject to discussion and recommendation from the Policy, Resources and Finance Committee (concerning the Policy, Resources and Finance Committee dates of meetings). Members are to consider whether to move Policy, Resources and Finance Committee meetings to Mondays instead of Tuesdays.

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

*The Committee will consider a resolution (see item 9/75) 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.*

**9/82. YOUTH SERVICES UPDATE (COMMERCIAL IN CONFIDENCE)**

To consider a verbal update on the Youth Services Review

**9/83. INSURANCE RENEWAL (COMMERCIAL IN CONFIDENCE)**

See attached report by the Town Clerk at page 32.

**9/84. TOWN CLERK UPDATE (STAFF IN CONFIDENCE)**

The Town Clerk will give a verbal update.

**9/85. DEPUTY TOWN CLERK HOURS (STAFF IN CONFIDENCE)**

See attached report by the Town Clerk at page 33.

**9/86. REPAIR OF MAYOR'S CHAINS AND PENDANT (COMMERCIAL IN CONFIDENCE)**

See attached report by the Town Clerk at page 34.

**9/87. YEOVIL VISION (CONFIDENTIAL)**

To follow under separate cover.

**9/88. GOLDCROFT (COMMERCIAL IN CONFIDENCE)**

A verbal report will be given at the meeting.

*Confidential Reports to Members only.*

## **9/79. ANNUAL CIVIC SERVICE START TIME**

As per the scheme of delegation, policy 25 reads:

“As a matter of policy, the Annual Civic Service be held at 6.00pm each year and the future setting of the date of the event be delegated to the Town Clerk in consultation with the Mayor and the Deputy Mayor. (Minute 8/123, Town Council – 07/02/12)”.

The date of the Civic Services has been set by the Town Clerk in consultation with the Mayor Elect and the Deputy Mayor Elect for 5<sup>th</sup> June 2016. It is preferential to the nominated Mayor and Deputy Mayor for the municipal year 2016/17 that the Annual Civic Service be held at 3.00pm.

The Committee is **RECOMMENDED** to note the report and to recommend to Town Council that the Civic Service be held at 3.00pm.

***(Amanda Card, Town Clerk – 01935 382424)***