



Yeovil Town Council

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Yeovil Town Council

The Meeting... **Yeovil Town Council**

The Time... **7.30pm**

The Date... **Tuesday 30 June 2015**

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

The Town Council will be discussing all the items listed overleaf

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



Alan Tawse

Alan Tawse

Town Clerk

24 June 2015

Please contact Alan Tawse at the Town House for more information about this meeting

YEOVIL TOWN COUNCIL

Mike Lock - Mayor of Yeovil Town

Darren Shutler - Deputy Mayor of Yeovil Town

Vijay Adampalli

Pauline Lock

Nagaraja Akkisetty

Tony Lock

Kris Castle

Sarah Lowery

Philip Chandler

Graham Oakes

Tristan Cobb

Evie Potts-Jones

Joe Conway

Andrew Pugsley

Gail Freeman-Bell

Wes Read

Peter Gubbins

David Recardo

Kaysar Hussain

Manny Roper

Andrew Kendall

Alan Smith

Terry Ledlie

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 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.

A G E N D A

Grants Presentations

Public Comment (15 Minutes)

1. **MINUTES**

To confirm as a correct record the Minutes of the previous meetings held on 19 May (adjourned) and 26 May (reconvened) 2015.

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

4. **MAYOR AND DEPUTY MAYOR'S RECENT AND FORTHCOMING ENGAGEMENTS AND ANNOUNCEMENTS**

(attached at pages 5 to 7)

5. **CORRESPONDENCE**

6. **YEOVIL STREET PASTORS**

Steve Hart, Co-ordinator of the Yeovil Street Pastors will give a presentation on the aims and objectives of the Yeovil Street Pastors' project, their experiences to date and their plans for the future. He will be accompanied by Ali Berry, who serves on the Management Committee that oversees the initiative.

7. **ANNUAL ACCOUNTS 2014/15**

Attached to this report (pages 8 to 27) is a copy of the draft Statement of Accounts for the year ended 31 March 2015. Following changes introduced by the Accounts and Audit Regulations 2011, these are now produced as supporting evidence (in a format comparable to previous year's accounts) for the Accounting Statements of the Annual Return. This document includes the consolidated Revenue Account and Balance Sheet and the Cash Flow Statement, which ensures that Members are kept informed of the annual movements in these key area of the Council's finances.

A copy of the Annual Return, which includes key extracts from the accounts and which the Town Council is required to submit to the External Auditor, is also attached at page 28, along with the Annual Income and Expenditure Account at page 29, which gives a breakdown of the figures that need to be included in this statutory document. This approach is in line with advice from the Internal Auditor on the future presentation of financial information following the above legislative changes.

The Consolidated Revenue Account has been adjusted to reflect any appropriated expenditure arising from deferred charges (expenditure which does not result in or remain matched with tangible assets) and any adjustments arising from S.137 expenditure – which need to be identified separately.

An operating surplus of £77,157 has been achieved and added to the General Fund which, after taking other movements into account, has resulted in a closing balance of £536,425.

However, this balance includes a number of unforeseen variations, planned underspends, agreed savings and budget carry forwards as follows:

Item	Budget	Comments
Kingston View Play Area Upgrade	£7,500	Planned carry forward
Future Town Centre Environmental Improvements	£16,000	Planned carry forward
Customised Souvenirs	£351	Planned carry forward
Enhancement of Yeovil Town Centre CCTV	£9,760	Planned carry forward
Grants Provision	£15,291	Planned carry forward
Interactive Screen in Reception	£3,000	Planned carry forward
Freedom Parade (Contingencies)	£7,600	Planned carry forward
Provision of Bus Shelters	£4,380	Budget carry forward
Milford Park Outdoor Gym Initiative (in principle)	£10,000	Budget carry forward
Total	£73,882	

After taking these factors into consideration, the surplus amounts to £3,275, which equates to 0.35% of the Council's overall precept (including Council Tax Support Grant) for that financial year.

The Capital Fund stands at £22,495 and, at the year-end, was almost fully committed to new projects.

Six years ago a ten-year loan was taken out at a fixed-rate of 2.89% to meet the Town Council's agreed contributions towards the following capital projects, and revenue provision was made in the relevant budget to meet the repayments:

Construction of new public toilets in Peter Street	£100,000
Upgrade of Yew Tree Park play area	£80,000
Redevelopment of Milford Community Hall	£85,000

This Fund will in time be boosted by the capital receipts arising from the planned sale of the former Goldcroft Allotment Site and, depending on the final disposal arrangements, potentially from the former Ski and Activity Centre.

The Town Council's Asset Register has continued to be amended in line with the recommendation of the Audit Commission to include assets acquired in respect of Yeovil Cemetery – on the basis that the Town Council is the principal owner of the facility.

In line with a change in the Audit Regulations and at the request of the Internal Auditor, the total fixed assets and long-term assets listed in the Annual Return were restated in 2011 to reflect historic cost rather than book value. This approach has been continued this year with amendments made to reflect the capital expenditure incurred on play area enhancements.

Members are **RECOMMENDED:**

- (1) to note the position concerning the £77,157 operating budget surplus for the year ended 31 March 2015;
- (2) to note the position regarding the General Reserve, the Capital Fund and the Asset Register; and
- (3) to receive and approve the draft Statement of Accounts for 2014/15, and the draft Annual Return and Income and Expenditure Account for that period.

(Alan Tawse, Town Clerk – 01935 382424)

8. **ANNUAL GOVERNANCE STATEMENT**

As part of the intermediate audit arrangements, the Council is required to make an Annual Governance Statement regarding the preparation and approval of the Statement of Accounts and related matters. The draft Governance Statement is attached at page 30.

Members are **RECOMMENDED** to approve the attached draft Governance Statement for 2014/15.

(Alan Tawse, Town Clerk – 01935 382424)

9. **THE GUILD OF MACE-BEARERS**

The Guild of Mace-bearers has nominated Bruce Trigger - the Town Council's Mace-bearer - to the position of Prime Warden.

This position, which is the highest office of the Guild, will be conferred upon Bruce in February 2016 during a three-day conference in Yeovil, the cost of which will be met by the Guild and its members. The Town Council will be represented at the event by the Mayor.

Bruce will hold the position for a year and will lead the Guild in the work that it undertakes in the field of civic protocol and assisting civic heads to carry out their ceremonial duties in accordance with established custom and tradition.

The Promotions and Activities Committee have been informed of the matter and have **RECOMMENDED** that the Town Council note this development and send a letter of congratulations to Bruce on this prestigious honour.

(Alan Tawse, Town Clerk – 01935 382424)

10. **REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND OTHER MEETINGS**

(The Minutes of all of the following meetings are open for discussion. Where the Committee has made a recommendation, that will be listed under the Committee headings on the Agenda paper).

Planning and Licensing Committee

27 May 2015
15 June 2015

Grounds and General Maintenance Committee

1 June 2015

Promotions and Activities Committee

9 June 2015

Buildings and Civic Matters Committee

16 June 2015

Policy, Resources and Finance Committee

23 June 2015

11. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Minutes of the following meetings are attached:-

PAGES

• **Yeovil Youth Council**

20 April 2015

31 - 34

18 May 2015

35 - 37

• **South Somerset Countryside Steering Group**

21 May 2015

38 - 40

Members who represent the Town Council on outside bodies may wish to take this opportunity to report on any matters of interest.

Public Comment (15 minutes)

List of Engagements attended/to be attended by His Worship the Mayor of Yeovil, Councillor Mike Lock and the Deputy Mayor of Yeovil, Councillor Darren Shutler from 19 May to 1 September 2015

20/05/15	The Mayor of Yeovil, Councillor Mike Lock attended Mayor of Taunton Mayor Making
22/05/15	The Mayor of Yeovil, Councillor Mike Lock attended the Yeovil Foyer Healthy Action Project Celebration
27/05/15	The Mayor of Yeovil, Councillor Mike Lock attended a leaving function for Keith Weston, Site Operations Manager of Westland Sports and Leisure Complex
03/06/15	The Mayor of Yeovil, Councillor Mike Lock attended the Freedom Parade organised by the Town Council to commemorate the 70 th anniversary of VE and VJ Day
04/06/15	The Mayor of Yeovil, Councillor Mike Lock attended Yeovil District Hospital Journalists' Tasting Event
06/06/15	The Mayor of Yeovil, Councillor Mike Lock attended Gillingham's' Freedom Parade and Civic Day
11/06/15	The Mayor of Yeovil, Councillor Mike Lock attended the Yeovil College Construction Centre Grand Opening
12/06/15	The Mayor of Yeovil, Councillor Mike Lock attended Westfield Academy Personal Development Studies lesson
13/06/15	The Mayor of Yeovil, Councillor Mike Lock attended the Somerset Prostrate Support Association Free Blood Tests
13/06/15	The Mayor of Yeovil, Councillor Mike Lock attended the Somerset Folk Dance Festival
14/06/15	The Mayor of Yeovil, Councillor Mike Lock attended Poole Civic Service and Parade
16/06/15	The Mayor of Yeovil, Councillor Mike Lock attended the Mid-Somerset Music Spectacular
17/06/15	The Mayor of Yeovil, Councillor Mike Lock attended Preston School Creative Expression Showcase
19/06/15	The Mayor of Yeovil, Councillor Mike Lock attended the Grovelands National Care Home Open Day

20/06/15	The Mayor of Yeovil, Councillor Mike Lock attended the National Outdoor Tug of War Championships in Johnson Park, Yeovil
20/06/15	The Mayor of Yeovil, Councillor Mike Lock attended the West Abbey Care Centre National Care Home Open Day
21/06/15	The Mayor of Yeovil, Councillor Mike Lock attended South Somerset District Council's Fun Dog Show
22/06/15	The Mayor of Yeovil, Councillor Mike Lock attended the Mayor of Sherborne's Reception
25/06/15	The Mayor of Yeovil, Councillor Mike Lock attended the Sherborne Care Home National Care Home Open Day
25/06/15	The Mayor of Yeovil, Councillor Mike Lock attended the Year 7 – 10 Presentation Evening at Preston School
27/06/15	The Mayor of Yeovil, Councillor Mike Lock attended the opening of the Mace convenience store on St Johns Road
27/06/15	The Mayor of Yeovil, Councillor Mike Lock attended Sunningdale Lodge Summer Fete
27/06/15	The Mayor of Yeovil, Councillor Mike Lock attended the Peoples' Choir Summer Concert
28/06/15	The Mayor of Yeovil, Councillor Mike Lock attended Wareham Civic Service and Parade
29/06/15	The Mayor of Yeovil, Councillor Mike Lock attended Lytchett Minster and Upton Civic Day
03/07/15	The Mayor of Yeovil, Councillor Mike Lock will attend Yeovil College Further Education Awards
04/07/15	The Mayor of Yeovil, Councillor Mike Lock will attend Chickerell Civic Day
05/07/15	The Mayor of Yeovil, Councillor Mike Lock will attend St Margarets' Country Festival
05/07/15	The Mayor of Yeovil, Councillor Mike Lock will host the Town Councils' annual Civic Service

09/07/15	The Mayor of Yeovil, Councillor Mike Lock will attend Yeovil Opportunity Group Annual General Meeting
11/07/15	The Mayor of Yeovil, Councillor Mike Lock will attend the RNAS Yeovilton Air Day
12/07/15	The Mayor of Yeovil, Councillor Mike Lock will attend Westland Centenary Family Day
17/07/15	The Mayor of Yeovil, Councillor Mike Lock will attend Yeovil in Bloom Judging
17/07/15	The Mayor of Yeovil, Councillor Mike Lock will attend Ferndown Civic Service
18/07/15	The Mayor of Yeovil, Councillor Mike Lock will attend the Knoll Care Home Garden Party
25/07/15	The Mayor of Yeovil, Councillor Mike Lock will attend Radio Camelot Grand Fundraising Weekend
26/07/15	The Mayor of Yeovil, Councillor Mike Lock will attend Weymouth and Portland Civic Service
09/08/15	The Mayor of Yeovil, Councillor Mike Lock will attend the Yeovil Allotments Association Annual Show
15/08/15	The Mayor of Yeovil, Councillor Mike Lock will attend the Yeovil Amateur Radio Club event for V J Day
23/08/15	The Mayor of Yeovil, Councillor Mike Lock will attend Chard's Civic Service

YEOVIL TOWN COUNCIL

Draft Statement of Accounts for the year ended 31 March 2015

(prepared as working papers for the Accounting Statements)

Explanatory Foreword

The purpose of this document is to provide the supporting evidence (in a format comparable to previous year's accounts) for the Accounting Statements of Yeovil Town Council for the year ended 31 March 2015.

These accounts explain the calculation of the figures used in the completion of Section 1 – Accounting Statements of the Annual Return, which local councils in England whose annual turnover is below the new £6.5 million threshold are required to submit for approval to the External Auditor following their approval by the Town Council – in accordance with the Accounts and Audit Regulations 2011.

The document consists of:

- The Recital of Responsibilities for the Statement of Accounts – setting out the Council's and the Finance Officer's responsibilities for financial matters relating to the Council – including the preparation of the Statement of Accounts.
- Statement on the System of Internal Financial Control – outlining the arrangements that the Council has made for an effective system of internal financial control to be maintained and operated.
- Statement of Accounting Policies – outlining the accounting policies and conventions that have been followed in the preparation of the Statement of Accounts.
- The Consolidated Revenue Account – showing the income and expenditure on all the services for which the Council is responsible, and how the cost has been financed.
- The Consolidated Balance Sheet – setting out the financial position of the Council at 31 March 2015 with regard to its assets and liabilities.

- The Cash Flow Statement – summarising the inflows and outflows of cash arising from revenue and capital transactions with third parties.

These accounts have been drawn up in accordance with the Statement of Recommended Practice (SORP) issued by the Chartered Institute of Public Finance (CIPFA).

The accounts are supported by the Statement of Accounting Policies and various notes to the accounts.

YEOVIL TOWN COUNCIL

Accounts for the year ended 31 March 2015

Recital of Responsibilities for the Statement of Accounts

The Council's Responsibilities

The Council is required:-

- To make arrangements for the proper administration of its financial affairs;
- To appoint one of its officers as Responsible Finance Officer to administer those affairs. (In the case of Yeovil Town Council that Officer is the Town Clerk, although he delegates day-to-day responsibility to the Finance Administrator);
- To manage its affairs to secure economic, efficient and effective use of resources and safeguard assets.

The Finance Officer's Responsibilities

The Finance Officer is responsible for the preparation of the Council's statement of accounts which, according to the CIPFA/LASAAC Code of Practice on Local Authority Accounting in Great Britain (the Code), is required to present fairly the financial position of the Council at the accounting date and its income and expenditure for the year ended 31 March 2015.

In preparing this statement of account, the Finance Officer must have:

- Selected suitable accounting policies and then applied them consistently.
- Made judgements and estimates that were reasonable and prudent; and
- Complied with the Code.

The Finance Officer must also have:

- Kept proper accounting records which were up to date; and
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Finance Officer's Certificate

I hereby certify that the statement of accounts for the year ended 31 March 2015, which have been produced as supporting evidence for the preparation of the Accounting Statements of the Annual Return in accordance with the Accounts and Audit (England) Regulations 2011 are set out on the following pages.

Signed

Dated: 16 June 2015

Alan Tawse
Responsible Finance Officer

YEOVIL TOWN COUNCIL

STATEMENT ON THE SYSTEM OF INTERNAL FINANCIAL CONTROL

Statement on the System of Internal Financial Control

This statement is given in respect of the statement of accounts for Yeovil Town Council. I acknowledge my responsibility for ensuring that an effective system of internal financial control is maintained and operated in connection with the resources concerned.

The system of internal financial control can provide only reasonable and not absolute assurance that assets are safeguarded, that transactions are authorised and properly recorded and that material errors or irregularities are either prevented or would be detected within a timely period.

The system of internal financial control is based on a framework of regular management information, financial regulations, administrative procedures (including segregation of duties), management supervision, and a system of delegation and accountability. Officers within the Council undertake development and maintenance of the system. In particular, the system includes:

- Comprehensive budgeting systems;
- Regular reviews of periodic and annual financial reports which indicate financial performance against the forecasts;
- Setting targets to measure financial and other performance;
- The preparation of regular financial reports that indicate actual expenditure against the forecasts.

Rosie Darkin-Miller LLB (Hons) FCA – an independent qualified accountant specialising in the field of providing internal audit services to town and parish councils - has been appointed to carry out the function of internal audit. She assesses the effectiveness of management and financial control systems covering virtually all aspects of the Authority's work and her findings are reported to the Policy, Resources and Finance Committee.

My review of the effectiveness of the system of internal financial control is informed by:

- The work of officers with the Council;
- The work of the internal auditor as described above; and
- The external auditors in their annual audit letter and other reports.

Signed:

Dated: 16 June 2015

Alan Tawse
Responsible Finance Officer

YEOVIL TOWN COUNCIL

STATEMENT OF ACCOUNTING POLICIES

General

These accounts have been drawn up in accordance with the Statement of Recommended Practice (SORP) issued by the Chartered Institute of Public Finance (CIPFA).

Accounting Convention

The accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting in Great Britain (the code), which is recognised by statute as representing proper accounting practices. These practices are further set out in the Statement of Recommended Practice on Local Authority Accounting in Great Britain (the SORP), together with the Best Value Code of Accounting Practice (BVACOP) where applicable.

The accounts have been prepared under the historical cost convention as modified by the revaluation of land and buildings.

As the Town Council is below the £6.5 million turnover threshold, service revenue accounts no longer need to include capital charges for all fixed assets used in the delivery of services.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the Council and the services it provides for a period of more than one year.

Fixed assets, which were restated in 2011 at historic cost following the introduction of the Accounts and Audit Regulations 2011, are valued on the basis recommended by CIPFA and in accordance with the Statements of Asset Valuation Principles and Guidance Notes issued by the Royal Institution of Chartered Surveyors (RICS). In 2013, a revaluation of properties was carried out by Symonds and Sampson (Chartered Surveyors) and a revaluation of civic regalia by Bonhams (Fine Art Auctioneers and Valuers) for the purposes of insurance.

The closing balances are stated on the following basis:

- land and other operational properties are included in the balance sheet at the restated open market value for the existing use; and

- vehicles, plant, and equipment are included in the balance sheet at historic cost.

The surplus arising on the initial valuation of fixed assets has been credited to the Fixed Assets Restatement Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted as necessary in the interim period, should they occur. The next revaluation will take place in 2018.

A de minimis limit of £1,000 has been set for the capitalisation of expenditure.

In line with the new Regulations and on the advice of the Internal and External Auditor, depreciation is no longer charged on the assets of the Council.

Basis of Charges for Capital

The Council has a loan from the Public Works Loan Board. This was for £265,000 (£264,907 plus £93 arrangement fee) borrowed on 1 June 2009 at a fixed interest rate of 2.89%, to be repaid over 10 years. The loan was for a number of capital projects – the provision of public toilets in Peter Street; the upgrade of the Yew Tree Park Play Area and the redevelopment of Milford Community Hall. The repayment charged in the accounts for 2014/15 amounted to £26,410. The last payment on the loan is due on 1 June 2019.

Leases

The Council has no commitments under finance leases. Rentals payable under operating leases are charged to revenue on an accruals basis.

Debtors and Creditors

The revenue accounts of the Council are maintained on an accruals basis in accordance with the Code of Accounting Practice. The accounts include sums due to or from the Council, whether or not the cash has actually been received or paid during the year.

Pensions

The pension costs that are charged in the Council's accounts in respect of its employees are equal to the contributions paid to the funded pension scheme for these employees. These contributions are determined by the Fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the Superannuation Fund, in accordance with relevant Government regulations.

The 2003 SORP (FRS 17) has placed an obligation on larger local authorities to disclose the impact of their pension obligations in their final accounts.

In accordance with guidance issued by CIPFA, it is not expected that individual Local Government Pension Scheme (LGPS) Employer contribution rates will have been set for such authorities, as the Fund Actuary will not be able to separately identify the assets/liabilities in the Fund for such bodies on a consistent and reasonable basis. As a consequence, it is assumed that disclosures should be on a direct charge basis.

To make sure that the actuarial requirements are met, a contribution rate of 14.9% of employees' pensionable pay was set for town councils in 2014/15.

The Local Government Pension Scheme is under review and significant changes in contributions, benefits and entitlements were introduced in April 2014.

The main changes are a move from a final salary pension scheme based on 60th accrual and a retirement age of 65 to a career average revalued earnings pension scheme based on 49th accrual and a retirement equal to State Pension Age.

Interest

Interest is credited to the accounts on a cash received basis and taken initially to the General Fund. Interest is reallocated to the Revenue Account according to the Estimates.

Reserves

The Council maintains certain reserves to meet general and specific future expenditure. The purpose of the Council's reserves is listed in Note 15 to the balance sheet. The introduction of the system of capital accounting has required the establishment of two new reserve accounts in the consolidated balance sheet:

- the Fixed Assets Restatement Reserve, which represents principally the balance of the surpluses or deficits on the periodical revaluation of fixed assets; and
- the Capital Financing Reserve, which represents amounts set aside from revenue resources or capital receipts to finance expenditure on fixed assets or for the repayment of external loans and certain other capital financing transactions.

Yeovil Town Council

Consolidated Revenue Account for the year ended 31 March 2015

Item	2014/15		2013/14	
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
Grants (Non-Section 137 Expenditure)	£9,239	£0	£9,239	£20,050
Salaries	£164,971	-£2,939	£162,032	£159,884
General	£155,327	-£31,751	£123,576	£110,646
Planning and Licensing	£28,144	-£20,733	£7,411	£3,033
Grounds and General Maintenance	£245,809	-£15,336	£230,473	£228,550
Buildings and Civic Matters	£130,144	-£27,511	£102,633	£55,772
Promotions and Activities	£90,683	-£4,290	£86,393	£86,872
Cemetery	£99,624	-£824	£98,800	£96,956
Bottlebank	£452	-£982	-£530	-£566
Election Expenses	£10,709	£0	£10,709	£0
Loan Repayment	£26,410	£0	£26,410	£25,663
Section 137 Expenditure	<u>£0</u>	<u>£0</u>	<u>£0</u>	<u>£0</u>
Net Cost of Services	£961,512	-£104,366	£857,146	£786,860
Appropriations			£0	£0
Transfer from Asset Management Revenue Account			£4,293	£5,040
Transfer from Petty Cash			£0	£0
Interest Receivable			<u>-£3,299</u>	<u>-£5,020</u>
NET OPERATING EXPENDITURE			£858,140	£786,880
AMOUNT TO BE MET FROM PRECEPT/GRANT/BALANCES			£858,140	£786,880
Precept			£815,882	£801,462
Council Tax Support Grant			£119,415	£119,965
Balances			<u>£0</u>	<u>£0</u>
SURPLUS/DEFICIT			£77,157	£134,547
GENERAL FUND BALANCE				
Balance at 1 April			£469,268	£347,221
Less: Contributions to Revenue			£0	£0
Less: Contributions to Capital			£10,000	£12,500
Surplus/Deficit for the year			<u>£77,157</u>	<u>£134,547</u>
Balance at 31 March			£536,425	£469,268
CAPITAL FUND BALANCE				
Balance at 1 April			£10,690	£15,690
Plus: Receipts in the year			£1,805	£0
Plus: Loan Proceeds			£0	£0
Plus: Capital Debtor			£0	£1,500
Plus: Revenue Contribution to Capital			£10,000	£12,500
Less: Expenditure in the year			<u>£0</u>	<u>-£19,000</u>
Balance at 31 March			£22,495	£10,690

YEOVIL TOWN COUNCIL

NOTES TO THE CONSOLIDATED REVENUE ACCOUNT

1. Section 137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enables the Council to spend up to the product of £7.20 per head on the electoral roll in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers. The total amount available for this purpose in 2014/15 was £162,662.

In July 2013, the Town Council adopted the General Power of Competence, which is available to eligible local councils under the Localism Act 2011. This enables unlimited expenditure to be incurred on activities or projects not specifically authorised by other powers - such as Christmas lights. Grants to bodies such as Citizens Advice Bureau are made under other specific legal powers.

In light of these additional powers, no Section 137 expenditure was incurred by the Council in 2014/15.

2. Asset Management Revenue Account

	2014/15	2013/14
<i>Income</i>		
Capital Charges	(0)	(0)
<i>Expenditure</i>		
Provision for depreciation	0	0
External Interest charges	4,293	5,040
Balance to Consolidated Revenue Account	4,293	5,040

The Asset Management Revenue Account is maintained to convert the net cost of services (including notional capital charges where applicable) into net operating expenditure (which is the actual cost of providing services). It does this by replacing notional interest charges, intended to represent the cost of tying up resources in assets, with actual external loan repayments.

3. Interest and Investment Income

The interest figure arises principally from the investment of capital and revenue balances including reserves and provisions. During the year, the main investment was transferred back to Nationwide Treasury Reserve following a significant decrease in the interest rate payable by NatWest Direct Business Reserve.

4. Audit Fees

	2014/15	2013/14
	£	£
The Council is required to report and disclose the cost of services provided by its external auditors.		
These may be summarised as follows:		
Fees for Statutory Audit Services	2,000	2,000
	_____	_____
	2,000	2,000
	=====	=====

5. Publicity

Section 5 of the Local Government Act 1986 requires the Council to disclose expenditure on publicity. Details are shown under broad categories:

	2014/15	2013/14
	£	£
Recruitment Advertising	303	200
General Advertising	0	0
	_____	_____
	303	200
	=====	=====

6. Pension Costs

In 2014/15 the Council paid an employer's contribution of £26,666 representing 14.9% of employees' pensionable pay into Somerset County Council's pension fund, which provides members with defined benefits related to pay and service. The contribution rate is determined by the fund's actuary based on triennial actuarial valuations.

The last review was undertaken as at 31 March 2013 which indicated that the overall Fund was 75% funded (the value of the assets was estimated to cover 75% of the value required to meet all of the Fund's liabilities).

A valuation of the fund is currently being carried out using data from 31 March 2013 and will take account of the new career average scheme being introduced by the Government. The next valuation will take place as at 31 March 2016. This will set employers' contribution rates for the following three years and confirm the funding level.

In addition, the Council is responsible for all pension payments relating to added years benefits it has awarded, together with the related increases. In 2014/15 these amounted to £369 representing 0.25% of pensionable pay.

Statutory changes to the Local Government Pension Scheme (LGPS) were introduced on 1 April 2008, which resulted in an increase in the overall level of contributions by employees to the Scheme.

A new accounting standard, Financial Reporting Standard 17: "Retirement Benefits" has been introduced. For schemes such as Somerset County Council Pension Fund, paragraph 9(b) of FRS17 requires the Council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

7. Members' Allowances

	2014/15	2013/14
	£	£
Members of Council have been paid the following basic allowances for the year:	23,691	23,521
	<u>23,691</u>	<u>23,521</u>

8. Grants

During the year, the following grants were made to the Town Council by other local authorities and organisations to assist with the delivery of services in the Yeovil area:

	£
Youth Services	8,000
Christmas Lights	3,330
War Memorial Restoration	1,930
Flower and Gardeners' Market	500
	<u>13,760</u>

9. Further Information

Further information about the accounts is available from the Council Offices, Town House, 19 Union Street, Yeovil, BA20 1PQ. This is part of the Council's policy of providing full information about its affairs. Interested members of the public have a statutory right to inspect the accounts before the audit is completed. The availability of the accounts for inspection is advertised on the Town Council's official public noticeboard.

Yeovil Town Council

Consolidated Balance Sheet as at 31 March 2015

	31 March 2015	31 March 2014
FIXED ASSETS (RESTATED)		
Land and Buildings	£1,242,905	£1,242,905
Vehicles, Plant and Equipment	£501,603	£501,603
Community Assets	£84,065	£84,065
Total Long Term Assets	£1,828,573	£1,828,573
CURRENT ASSETS		
Nationwide Treasury Reserve	£628,238	£0
Nat West Business Direct Reserve	£67,790	£486,930
Bank of Scotland Treasury Reserve	£52,994	£52,592
Balances at Bank and in Hand	£250	£58,776
Debtors	£30,078	£39,572
Payments in Advance	£0	£0
Total Current Assets	<u>£779,350</u>	<u>£637,870</u>
Total Assets	£2,607,923	£2,466,443
CURRENT LIABILITIES		
Creditors	<u>£162,551</u>	<u>£100,033</u>
General Provisions		
Provision for Bad Debts		
Deposits		
TOTAL ASSETS LESS CURRENT LIABILITIES	£2,445,372	£2,366,410
Deferred Creditors: Long Term Borrowing	£128,689	£155,099
TOTAL ASSETS LESS LIABILITIES	£2,316,683	£2,211,311
Represented by		
Fixed Asset Restatement Reserve	£1,697,087	£1,697,087
Capital Financing Reserve	£60,675	£34,265
Major Projects Reserve	£22,495	£10,690
General Reserve	£536,426	£469,269
TOTAL EQUITY	£2,316,683	£2,211,311

YEOVIL TOWN COUNCIL

NOTES TO THE CONSOLIDATED BALANCE SHEET

1. Fixed Assets

Movements in fixed assets during the year are shown below:-

	Land and Buildings £	Vehicles, Plant and Equipment £	Community Assets £	Total £
Cost				
At 31 March 2013	1,242,905	501,603	84,065	1,828,573
Additions	0	0	0	0
Deferred charges	0	0	0	0
Disposals	0	0	0	0
Historic Value				
At 31 March 2014	1,242,905	501,603	84,065	1,828,573

The civic regalia is included in the fixed assets of the Council.

The Council agreed during a previous financial year to dispose of the Goldcroft Allotment Site to include affordable housing. As the land had not been sold by 31 March 2014, the value is not disclosed in the accounts as such disclosure could prejudice the sale price.

The unexpected closure of the Ski Centre in August 2007 led to the termination of the lease by the Town Council to the previous tenants. This development had an adverse impact on the revenue income and expenditure of the Town Council, as a result of lost rent, legal charges and security costs. The Town Council agreed a financial strategy to mitigate this impact on its finances, and has since taken steps to market the building and land along with an adjoining site, and sought the redevelopment of both sites in line with an adopted development brief.

Following the inability of a previous bidder to progress their proposal, which was supported in principle, the Council agreed that representations be made to the Planning Authority to seek the inclusion of the site in the emerging masterplan for the nearby urban village as part of the Core Strategy (preferred options). Representations have since been made and the site has now been included in the masterplan. Further feasibility work is planned, and further updates awaited on the progress of the future actions. The Town Council will be involved in the planned further feasibility work on the ski slope site.

In the meantime, the proposed development of Yeovil Summerhouse Urban Village has been identified as a strategic location in the emerging Local Plan (Policy YV4) which, if included in the adopted Plan, will strengthen the case for its future delivery at that location. The recently published Inspector's Report confirmed that the inclusion of Policy YV4 is justified, and supported the proposed location as an "urban regeneration area where there is significant potential to deliver environmental and other improvements".

2. Financing of Capital Expenditure

Capital expenditure during the year was financed as follows: -

	£
Fixed Assets purchased/expenditure on deferred charges	0
Was financed by:	
Capital Receipts/Contributions	0
Loan Proceeds	0
Capital Debtors	0
Revenue Contribution to Capital	0
	<hr/>
	0
	<hr/> <hr/>

3. Information on Assets Held

The Council's fixed assets include the following:

Operational Land and Buildings:

Council Offices
Community Hall
Workshop/Store
Former Ski Centre
Cemetery Lodge (joint owned)
Cemetery Chapel (joint owned)
Public Toilets

Motor Vehicles:

VW Caddy Van
Mechanical Excavator (joint owned)
Hydrostatic Dumper (joint owned)

Furniture and Equipment:

Computer equipment/software
Telephone system
Tools

Playground and related Equipment/Facilities:

Climbing Frames
Roundabouts/Swings
Doorstep Green

Community Assets:

Allotment Sites
Cemetery (joint owned)
Civic Regalia
Historic Plaques

4. Fixed Asset Valuation

Fixed assets, which were restated in 2011 at historic cost following the introduction of the Accounts and Audit Regulations 2011, are valued on the basis recommended by CIPFA and in accordance with the Statements of Asset Valuation Principles and Guidance Notes issued by the Royal Institution of Chartered Surveyors (RICS). In 2013, a revaluation of properties was carried out by Symonds and Sampson (Chartered Surveyors) and a revaluation of civic regalia by Bonhams (Fine Art Auctioneers and Valuers) for the purposes of insurance. All fixed assets will be revalued in 2018.

5. Deferred Charges

There were no deferred charges during 2014/15. These charges represent expenditure of a capital nature, which does not result in the acquisition of tangible assets by the Town Council. Hence they do not appear in the Consolidated Balance Sheet. For accounting purposes, this expenditure is treated as revenue expenditure and written off to the Consolidated Revenue Account.

6. Capital Commitments

At 31 March 2015 there were no significant contracts for future expenditure outstanding.

7. Assets Held under Finance Lease

The Council has no assets held under finance leases.

8. Cash Balances

The cash balance figure is made up of revenue and surplus capital balances – including earmarked allocations to fund various revenue and capital projects. The cash balances are invested on a short-term basis (ie repayable within one month) and are placed with recognised financial institutions.

The balance at the year-end can be analysed as follows:

	31/3/15	31/3/14
	£	£
Financial Institutions	749,272	598,298

9. Debtors

	31/3/15	31/3/14
	£	£
Other Local Authorities	1,559	3,000
VAT reclaimable	22,182	30,841
VAT element of current debtors	147	79
Sundry Debtors	6,190	5,652
	<u> </u>	<u> </u>
	30,078	39,572
	<u> </u>	<u> </u>

10. Creditors

	31/3/15	31/3/14
	£	£
Loans repayable within one year	0	0
Other Local Authorities	125,703	70,573
VAT element of current creditors	2,677	2,214
Sundry Creditors	34,171	27,246
	<u> </u>	<u> </u>
	162,551	100,033
	<u> </u>	<u> </u>

11. Long Term Borrowing

	31/3/15	31/3/14
	£	£
Public Works Loan Board	128,689	155,099
	31/3/15	31/3/14
	£	£
The above loans are repayable as follows:		
Within one year	0	0
From one to two years	0	0
From two to five years	155,099	0
From five to ten years	0	180,762
Arrangement fee	0	0
Total loan commitment	155,099	180,762
Less: Repayable within one year	(26,410)	(25,663)
	<u>128,689</u>	<u>155,099</u>

12. Fixed Asset Restatement Reserve

	£
Opening balance 1 April 2014	(1,697,087)
Revaluation of assets during year	0
	<u> </u>
Closing balance 31 March 2015	(1,697,087)

13. Capital Financing Reserve

	£
Opening Balance 1 April 2014	34,265
Loan Proceeds	0
Financing capital expenditure in the year:	
- using capital receipts	0
- using revenue balances	0
- using capital debts	0
Write-out of deferred charges	0
Reversal of depreciation	0
Loan repayment	26,410
	<u> </u>
Closing Balance 31 March 2015	<u>60,675</u>

The capital financing reserve represents revenue and capital resources applied to finance expenditure or for the repayment of external loans. It does not represent a reserve which the Council can use to support future expenditure.

14. Major Projects Reserve

	£
Opening Balance 1 April 2014	10,690
Capital Receipts/Contributions in 2014/15	1,805
Loan Proceeds	0
Capital Debtors	0
Capital Creditors	0
Revenue Contribution to Capital	10,000
Financing of Capital Expenditure	0
	<hr/> <hr/>
Closing Balance 31 March 2015	22,495
	<hr/> <hr/>

The Major Projects Reserve represents capital receipts available to finance capital expenditure in future years.

15. Recent Projects

The following capital projects were commissioned by the Council in 2014/15:-

Summerhouse View Play Area Upgrade £20,000 (estimated)

16. Future Projects

The following capital projects have been agreed for future funding by the Council:-

Yew Tree Park Play Area Upgrade (completion)
 Kingston View Play Area Upgrade*
 Sunningdale Doorstep Green
 Roundabout Enhancements

* to be funded from the General Reserve if anticipated capital receipt delayed

Capital Receipts set aside:

Yeovil Country Park Signage	£180
Sunningdale Doorstep Green	£2,415
Roundabout Enhancements	£334
Yew Tree Park Play Area Upgrade (completion)	£2,258

Yeovil Town Council

Cash Flow Statement for the year ended 31 March 2015

	31 March 2015		31 March 2014	
REVENUE ACTIVITIES				
Cash Outflows				
Cash paid to or on behalf of employees	£164,971		£163,252	
Other Operating Costs	£782,900		£840,378	
Agency Payments	<u>£0</u>	£947,871	<u>£0</u>	£1,003,630
Cash Inflows				
Precept	£815,882		£801,462	
Council Tax Support Grant	£119,415		£119,965	
Cash received for services	£187,647		£247,497	
Income in Advance	<u>£0</u>	<u>£1,122,944</u>	<u>£0</u>	<u>£1,168,924</u>
OPERATING NET CASH OUTFLOW		-£175,073		-£165,294
SERVICING OF FINANCE				
Cash Outflows				
Interest Paid		£4,293		£5,040
Cash Inflows				
Interest Received		<u>£3,299</u>	<u>£994</u>	<u>£5,020</u> <u>£20</u>
SERVICING NET CASH INFLOW		-£174,079		-£165,274
CAPITAL ACTIVITIES				
Expenditure				
Purchase of Fixed Assets		£0		£19,000
Repayment of Loan		£26,410		£25,663
Income				
Sale of Fixed Assets/Contributions		£3,305		£0
Loan Proceeds		£0		£0
Sale of Investments		<u>£0</u>		<u>£0</u>
INVESTING NET CASH OUTFLOW		<u>£23,105</u>		<u>£44,663</u>
Increase/Decrease in Cash		-£150,974		-£120,611

YEOVIL TOWN COUNCIL

NOTES TO THE CONSOLIDATED CASH FLOW STATEMENT

1. Reconciliation of Revenue Cash Flow

	31/3/15	31/3/14
Surplus/(Deficit) for the year	£77,157	£134,547
Add/(Deduct)		
Revenue contributions to capital	£10,000	£12,500
Interest paid	£4,293	£5,040
Interest and Investment Income	[£3,299]	[£5,020]
(Increase)/Decrease in debtors	£9,494	[£6,209]
Increase/(Decrease) in creditors	£62,518	£9,771
Asset Management Revenue Account	£4,293	£5,040
Capital charges	£0	£0
Deferred charges	£0	£0
Appropriations	£0	£0
Revenue activities net cash inflow/(outflow)	£164,456	£155,669

2. Movement in Cash

	31/3/15	31/3/14
	£	£
Balances at 1 April		
Cash with accounting officers	250	250
Cash at bank	598,048	477,437
	-----	-----
	598,298	477,687
	=====	=====
Balances at 31 March		
Cash with accounting officers	250	250
Cash at bank	749,022	598,048
	-----	-----
	749,272	598,298
	=====	=====
Net cash [inflow]/outflow	[150,974]	[120,611]
	=====	=====

3. Reconciliation of Net Funds/Debt

	31/3/15	31/3/14
	£	£
[Increase] / decrease in cash in the year	[150,974]	[120,611]
	_____	_____
Cash inflow from new borrowings	0	0
Cash outflow from repayment of debt	[26,410]	[25,663]
	_____	_____
Net cashflow arising from changes in debt	[26,410]	[25,663]
	_____	_____
Movements in net funds/debt in the year	[177,384]	[146,274]
	=====	=====
Cash at bank and In-hand	598,298	477,687
Total borrowings (including arrangement fee)	(155,069)	(180,762)
	_____	_____
Net funds at 1 April	443,199	296,925
	=====	=====
Cash at bank and In-hand	749,272	598,298
Total borrowings (including arrangement fee)	(128,689)	(155,099)
	_____	_____
Net funds at 31 March	620,583	443,199
	=====	=====

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

YEovil TOWN

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014	31 March 2015	
	£	£	

1 Balances brought forward	420,789	537,836	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	801,462	815,882	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	297,247	228,885	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	173,135	177,081	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	30,703	30,703	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	777,824	758,021	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	537,836	616,798	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	598,298	749,272	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	1,828,573	1,828,573	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	155,099	128,689	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)			The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Yeovil Town Council

Income and Expenditure Statement for the year ended 31 March 2015

	2013/14	2014/15
Balances brought forward (Box 1)	£420,789	£537,836
Income		
Annual Precept (Box 2)	£801,462	£815,882
Total Other Receipts (Box 3)		
General Grants	£0	£0
Council Tax Support Grant	£119,965	£119,415
Salaries	£2,910	£2,939
General	£56,871	£31,751
Planning and Licensing	£22,645	£20,733
Grounds and General Maintenance	£12,928	£15,336
Buildings and Civic Matters	£68,052	£27,511
Promotions and Activities	£5,458	£4,290
Cemetery	£808	£824
Bottlebank	£1,090	£982
Section 137 Income	£0	£0
Interest Received	£5,020	£3,299
Capital	£0	£1,805
Capital Debtor	£1,500	£0
	£297,247	£228,885
Total Income	£1,519,498	£1,582,603
Expenditure		
Staff Costs - including Licensing (Box 4)	£173,135	£177,081
Loan Interest/Capital Repayments (Box 5)	£30,703	£30,703
Total Other Payments (Box 6)		
Grants	£20,050	£9,239
General	£167,517	£155,327
Planning and Licensing	£15,337	£16,034
Grounds and General Maintenance	£241,478	£245,809
Buildings and Civic Matters	£123,824	£130,144
Promotions and Activities	£92,330	£90,683
Cemetery	£97,764	£99,624
Bottlebank	£524	£452
Election Expenses	£0	£10,709
Section 137 Expenditure	£0	£0
Capital	£19,000	£0
Adjustment for Deferred Charges	£0	£0
Adjustment for Capital Charges	£0	£0
	£777,824	£758,021
Total Expenditure	£981,662	£965,805
Balances Carried Forward (Box 7)	£537,836	£616,798
Other Movements		
Total Cash and Investments (Box 8)	£598,298	£749,272
Total Fixed and Long Term Assets (Box 9)	£1,828,573	£1,828,573
Total Borrowings (Box 10)	£155,099	£128,689

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

YEOVIL TOWN

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

	Yes/No	Explain what the statement
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓	prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	✓	has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓	during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓	considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	✓	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓	responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	✓	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	✓	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

YEOVIL TOWN COUNCIL

Minutes of the Meeting of **Yeovil Youth Council** held in the Town House, 19 Union Street, Yeovil, on **Monday 20 April 2015**.

(7.00pm – 9.00pm)

Present:

Chloe Broadribb (Chairman)
Luke Brickley (Treasurer)
Kevin Chan (Secretary)
Isabella Charlton
Bethany Vince
Rhiannon Davies
Louise Golby
Jack Britten

Also Present:

Gill Tomlinson Committee Administrator

(1) Apologies for Absence

Apologies for absence were received from Zoe Braddick, Heather Murphy, and Alan Tawse.

(2) Minutes

The Minutes of the previous meeting held on 23 March 2015, copies of which had been previously circulated, were confirmed as a correct record and signed by the Chairman.

(3) Music Concert

It was decided that the concert would be alcohol free and Chloe would contact James (Assistant Operation Manager at Westlands) via Email. Soft drinks and food would be available to purchase on the night.

Alan is happy, in principle, for the Town Council to make a contribution from the Youth Council budget towards the overheads in staging the planned music event (payable on production of an original invoice after the event), subject to an acceptable business plan being submitted to him showing all the anticipated income and expenditure.

Chloe will Email the figures and a small business plan to Alan, when she has received the figures from James.

James had stipulated that there will have to be 1 security guard per 100 people.

A name will be needed for the concert and tickets printed as soon as possible,

as it is proposed to sell the majority in the weeks leading up to the concert and on the door. At present a charge of £5 per ticket has been agreed.

Kevin said he could design the tickets and get them printed for approximately 6-8p per ticket.

Reference was made to banking procedures for the funding raised.

Advertising needs to be organised including the local radio stations which James will approach.

Bands and solo artists are being contacted as to their availability and a number have already agreed to play on the night.

A place for auditions and rehearsals will be required; Rhiannon will approach St Peter's Hall.

Sound checks will be available from 1pm on the day of the concert.

It was agreed to use Google Hangouts (a free service) to enable Members to chat with up to 10 people at a time, to keep everyone up to date.

RESOLVED

- 1) that the matters be noted;
- 2) that Chloe will Email the figures and a small business plan to Alan when she has received the figures from James.
- 3) that St Peter's Church Hall be approached for auditions and rehearsals.

(4) New Website

Alan confirmed that the website will be www.yeovilyouthcouncil.org

It had been agreed by Alan to reimburse the costs from the Youth Council budget when Kevin produces an invoice. It would be approximately £19.41 for 6 months.

The site can be accessed by Members of the Youth Council by logging on to the hosting site at www.weebly.com and entering the user name and password.

RESOLVED

that the matters be noted.

(5) Charity Fundraising

Chloe had completed a sponsored swim, 64 lengths every day in March and had raised £215 for the charity. All Members were very impressed.

Issy said she will be doing a 24 hour sponsored silence on the 30 April.

Chloe will Email the Quedam Shopping Centre regarding the Cake Sale/Flash Mob. It was agreed to hold these after the Music Concert.

RESOLVED

that the matters be noted.

(6) Youth Services Pilot Projects

Alan had said that the Youth sessions were all going well and had started up again after Easter. Additional staff and volunteers have been recruited and SRYP are looking to expand the range of development works and activities.

RESOLVED

that the matter be noted.

(7) Schools' Update

Pupils from Westfield Academy had visited their new partner school in China.

The Gryphon School year 13 prom is being held on the 21 July at the George Albert Hotel, with a vintage carnival theme.

Strode college will be having a live concert/awards evening. Representatives from Wells constituencies will debate the election with students.

RESOLVED

that the matters be noted.

(8) Any Other Business

The following Members will be leaving the Youth Council in September, Beth, Chloe, Louise, Rhiannon and Luke. Elections were planned to take place in the autumn term.

RESOLVED

that the matter be noted.

(9) Date of Next Meeting

IT WAS NOTED

That the next meeting of the Yeovil Youth Council would take place at 7.00pm on **Monday 18 May 2015. Please note the car park at the Town House is unavailable for this meeting.**

Future Dates

Monday 22 June 2015

Monday 13 July 2015 (please note new date, as 20 July not available)

Chairman

YEOVIL TOWN COUNCIL

Minutes of the Meeting of **Yeovil Youth Council** held in the Town House, 19 Union Street, Yeovil, on **Monday 18 May 2015**.

(7.00pm – 8.50pm)

Present:

Chloe Broadribb (Chairman)
Zoe Braddick (Deputy Chairman)
Luke Brickley (Treasurer)
Kevin Chan (Secretary)
Isabella Charlton
Bethany Vince
Rhiannon Davies
Louise Golby
Jack Britten

Also Present:

Gill Tomlinson Committee Administrator

(1) Apologies for Absence

Apologies for absence were received from Heather Murphy, and Alan Tawse.

(2) Minutes

The Minutes of the previous meeting held on 20 April 2015, copies of which had been previously circulated, were confirmed as a correct record and signed by the Chairman.

(3) Music Concert

As Westland had announced that they were closing at the end of September and the cost to hire the venue with no alcohol sales would be £800 + £2,560 for other costs, it was decided to change plans.

Chloe had contacted The Gateway and they were happy for the event to take place as long as the music played did not have explicit content and the event would be alcohol free.

The auditorium cost is £18 to £75 per hour, depending on the event. The capacity is 650 seated or 1,000 standing.

The Gateway said they will do the security free of charge.

Letters will be going out to the various bands, as rehearsals will take place at St Peter's Hall on the 20 June.

Issy said there were 8 Break T-Shirts and the cost is £5 each, more will be required and the cost will be taken from the amount raised.

Chloe will enquire about the public liability insurance, which is probably included in the hire costs.

The tickets will be £5 each and can be sold by the Gateway, Schools and individual members.

Kevin said the ticket printing will cost approximately £120 for 1,000. A contribution towards printing costs can be made from the Youth Council budget on production of an original invoice after the event. Kevin showed Members a proof of the tickets with a hologram, they will be produced in books of 25 tickets.

It was agreed that it would be better for the Youth Council or Gateway to supply the PA system instead of bands bringing their own. The Gateway system could be used at a reduced cost.

Brake do not supply collecting buckets but these are needed to collect on the night.

Jack said he may be able to get posters printed at a reduced rate. A large banner will be sent from Brake.

Reference was made to banking procedures for the funding raised.

It was agreed to carry on using Google Hangouts to keep everyone up to date.

RESOLVED

- 1) that the matters be noted;
- 2) that Chloe will enquire about the Public Liability Insurance; and
- 3) that Jack will enquire about the cost of posters for the event.

(4) New Website

The new website is now live, www.yeovilyouthcouncil.org

Kevin said he has had to change the hosting site from weebly.com to one.com as it will be easier to update and it is a British website.

RESOLVED

that the matters be noted.

(5) Charity Fundraising

Chloe will Email the Quedam Shopping Centre again regarding the Cake

Sale/Flash Mob. It was agreed to hold these after the Music Concert.

RESOLVED

that the matters be noted.

(6) Youth Services Pilot Projects

The Youth sessions were all going well.

RESOLVED

that the matter be noted.

(7) Schools' Update

In the first week of July, the Park School will perform the Importance of Being Earnest.

RESOLVED

that the matter be noted.

(8) Any Other Business

Issy said she will unfortunately have to leave the Youth Council as at the end of August she is moving to another part of the country.

RESOLVED

that the matter be noted.

(9) Date of Next Meeting

IT WAS NOTED

That the next meeting of the Yeovil Youth Council would take place at 7.00pm on **Monday 22 June 2015**.

Future Dates

Monday 13 July 2015 (please note new date, as 20 July not available)

Chairman

South Somerset Countryside Steering Group
Minutes of Meeting held on Thursday 21st May 2015 at Yeovil Country Park

1pm Ninesprings Walk with Katy and Rachael
2pm Meeting

Present: Katy Menday, Rachael Whaites, Josie Miles, John Day, Dennis Pearce, Clive Hawkins, Jack Frapple, Robin MacKay

Apologies: Sylvia Seal

1. Minutes from last meeting

Projects in memory of:

Alan – bench and plaque in Yeovil Country Park
Hugh – geology trail for young people at Ham Hill

S106 & CIL:

£1,078 arrived for Chard Reservoir from local developments in the town, JM flagged up at last meeting. Deciding what to spend it on, signs and leaflets most likely.

Riverside Park, Yeovil:

Katy dealing with Simon Fox (Area south planner) due to meet to discuss handover from developer. Needs risk assessing and infrastructure installing before opening to public.

EA surveyors on site at Yeovil were judging depth of Dodham Brook – assessing the brooks capacity for future flooding forecast.

2. Update from Sites

Yeovil Country Park

- Lots of preparation for fairy trail tale running during May half term.
- Lumps of earth outside centre will be moved next Friday and benches will go in soon after.
- Monday volunteers going well at about 8 each week.
- Thursday volunteers doing a range of jobs; helping clear up and soon going onto invasive species control.
- Rotary met on site last week and have offered to raise £2k towards the park.
- Two terrapins in the lake – will catch if possible.
- Have put a barley straw boom in lake to control algae.
- Clive asked to have a copy of Rachel's bird surveys so the site records can be co-ordinated centrally. **Action Rachael.**
- Rachael is going to start a water vole survey soon to feed into national data set.
- Rats are now under control – despite the fact that the public are still feeding bread to the wildfowl and ignoring the signs.
- John asked about the poor path surface at Riverside Walk, particularly near to the railway line. Rachael said scalplings could be put down – but hopefully HLF money and extended boardwalks should help in eth wetter areas.
- Rachael confirmed that the trees in the river at Riverside Walk are not considered at issue by the EA, as there is not a flood risk, so they will be left.
- May have to look at a terrapin trap for the lake.
- Lottery outcome during first week of June. We will advise you on the outcome.

- Rachael confirmed that we have had frogs and toads in the lake/pond.
- JF commented on state of meadow at Ninesprings and how lumpy it has become, Rachael confirmed it was after the wet weather and Queen's fair in 2012.

Ham Hill Country Park

- Friends and rangers working on the HLF bid for Witcombe Valley Stream – used to exist but was piped underground due to agricultural demands. Working with Friends of Ham Hill to develop project.
- Jon Marshman working on 'Wood Fair' for September. Crafts and woodland skills, forest school focus.
- Sheep worrying – couple of incidences. Grazier and police attended incident.
- Hogweed problem in plateau fields. Met with Natural England to find a solution. Means a change to grazing regime.
- Dry stone walling continues. Forty-five marines took down wall to footings, sorted stone. Rangers had team day and Dry Stone Walling Association will be onsite over summer on various dates to help progress work.
- No Shuldham or finalised Duchy Agreements. Duchy nearly there.
- Rangers and volunteers progress with preparation for Green Flag Judging next Wednesday.
- John Day flagged issues with dogs. Rangers have spoken to people and been ignored. Katy says enforcement at Ham Hill is difficult due to mix of CROW land, Duchy land etc. New 'public places' order has just come in. Order can cover dogs on leads and dog fouling. Working to get this at Ham Hill so it's enforceable. Can be seasonal i.e. 'no dogs during April – September' due to nesting skylarks. Would also enable us to get rangers trained to issue Fixed Penalty Notices.

Chard Reservoir LNR

- Extra funding in budget to replace boardwalk – putting a stone causeway in with drainage – more sustainable. Access still along boardwalk during works this summer.
- Tim back from knee operation but expecting date for next one.
- Started building houses on Touches Lane. SSDC turned down planning application but they appealed and planning inspector gave permission. Site manager in touch with Tim re: over hanging ash. Phil Poulton inspected and advised it is up to us (developer pays). Probably going to allow work to continue to avoid problems in future.
- Inspecting engineer (still with Stillwater Assoc.) has recently changed (for dam). Due on site soon for next inspection.
- John Day asked about use of recycled materials for boardwalks. Katy advised that they used to be expensive and warped badly, but we haven't looked into recently. Katy and Rachael to consider for Riverside.
- Donation of primroses from Maggie Derby.

Eastfield LNR

- Rangers starting with cutting in June.
- Difficult to manage as too far away. With particular reference to grazing – can't keep an eye on it.
- Would like to pass onto Butterfly Conservation or National Trust. Katy will progress this work.

Moldrams Ground LNR

- Large oak came down so has been cut back.
- Great crested newt surveys have started – low numbers at start of spring but rising two weeks ago.

- Sadly no dormice at the checks – lots of pygmy shrews!
- In coming months need to clear out the ponds. Great crested newts have been found in the new ponds and in adjacent resident's pond.
- Will be bracken bashing with volunteers in coming months.

3. Budgets 2014/15

£15k over spent at year end, due mainly to construction of Ninepsrings Centre and Katy's maternity leave.

£253K budget for 2015/16.

Income from café

SSDC require the café to make an extra £10K of income to go back into central budgets in the current financial year.

Robin MacKay asked about budget for Eastfield, only staff time and fuel. Costs approximately £2-3k. £600 income from stewardship.

4. Events 2015

Katy distributed new updated list of events. Becky Russell has been working hard to organise grant funded events in Yeovil.

Jack Frapple made comment 'countryside' never been invited to Westlands Open Day.

New website with online booking due to go live next week – fingers crossed!

5. Any Other Business

Robin MacKay asked Friends of Yeovil Country Park established a rapport with David Laws; it is worth getting Marcus Fysh on side? Katy said yes, why not hold on until hear about Heritage Lottery Funding.

Katy confirmed Graham Forsyth from Chard Town Council didn't get re-elected. Katy to write and see if they want a new representative. **Action Katy**

Katy updated on ward members for the strategic countryside sites.

Katy to extend invitation to new Yeovil Town Clerk to visit Yeovil Country Park in the early autumn and meet the team.

6. Date of Next Meeting

3rd September at Chard Reservoir