

# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
BA20 1PQ



Mayor : Cllr M Lock, Locum Town Clerk : John Furze FILCM  
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## Minutes of the meeting of Policy, Resources & Finance Committee of Yeovil Town Council held on Tuesday 29<sup>th</sup> September 2015 at 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) arrived at 7.50pm, D Shutler (Deputy Mayor of Yeovil), M Lock, P Lock, K Castle, D Recardo, M Roper, and R Stickland.

**In Attendance:** J Furze (Locum Town Clerk), Cllrs P Chandler and E Potts-Jones as Observers.

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.**

**9/29 Apologies for absence and to consider the reasons given.** Council to receive apologies for absence and consider the reasons given. [LGA 1972 s85\(1\)](#)

Apologies were received from T Ledlie – Detained at Work, Peter Gubbins – Holiday, G Oakes – Conflicting Meeting. M Lock conflicting meeting – would be arriving later.

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

**9/30 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).*

Cllrs M Roper and D Shutler declared Personal & Prejudicial Interests in Agenda item 9/37(a) as they are active members of Yeovil & District Chrysanthemum & Dahlia Society

No other declarations were made at this time.

**9/31 Minutes of the last Meeting.** To confirm as a correct record the Minutes of the previous meeting held on 28<sup>th</sup> July 2015. [Local Government Act 1972, Sch12, para41\(1\)](#).

**RESOLVED:** That the Minutes of the last meeting held on 28<sup>th</sup> July 2015 be signed as a correct record.

**9/32 Exclusion of the Press and Public** To agree any items to be dealt with after the Public and Press have been excluded. [Public Bodies \(Admission to Meetings\) Act 1960 S1\(2\)](#)

**RESOLVED:** That agenda items 9/38 and 9/39 be heard with the Public & Press excluded

**9/33 Notification of the Conclusion of the Audit by External Auditors (Grant Thornton) of the Annual return submitted for the year ending 31<sup>st</sup> March 2015.** Members to review the report and comments of the External Auditor.

Locum Town Clerk explained he is required to bring to the Committee's attention the comment made by the External Auditor (Grant Thornton) of the absence of a report from the Internal Auditor. This changes the report from an 'unqualified' report (no omissions or errors) to a 'qualified' report. The statutory Notice of Conclusion of Audit has been displayed on the Council's Notice Board for the requisite time.

**RESOLVED:** To note the report of the External Auditor for the Accounts ending 31<sup>st</sup> March 2016.

**9/34 Review of Financial Regulations (FIN REGS).** Members to review the existing Financial Regulations with a view to full Council adopting new FIN REGS.

**7.50pm** – Cllr M Lock joined the meeting part-way through discussion on this agenda item.

Following explanation from the Locum Town Clerk some manuscript amendments were made to the draft new regulations (to be circulated with the Bulletin)

**RESOLVED:** The new FINREGs be presented to full Town Council at its next meeting for with a recommendation for adoption.

**9/35 Finance Report for Year To Date (YTD) with the period June/July 2015.** Members to review the Council's performance against its agreed budget for the Fiscal Year 2015/16.

**RESOLVED:** To Note the Finance Report for the period June/July 2015

**9/36 Appointment of Working Party (WP) for preparation of Budget FY2016/17.**

Members to be selected to form a WP for the preparation of the Budget for FY16/17 and to report to the next meeting of this Committee on 24<sup>th</sup> November 2015

**RESOLVED:** That Cllrs T Lock, W Read, P Lock, P Gubbins & E Potts-Jones be appointed to a Working Party to Prepare the budget for FY16/17 and to report back to the next meeting of this Committee.

**8.20pm** – Cllr M Roper, in accordance with Code of Conduct para 2 (9).3, made a statement before leaving the room with Cllr D Shutler and neither member took any part in consideration of item (a) in the next agenda item..

**9/37 Applications for Grant Aid.** Members to review applications for Grant Aid submitted by:

- a) Yeovil & District Chrysanthemum & Dahlia Society
- b) Westfield Community Association
- c) Somerset Area CRUSE Bereavement care
- d) Westfield Academy trust
- e) South Somerset association for Voluntary & Community Action

Following discussion of each application:

- a) Yeovil & District Chrysanthemum & Dahlia Society

**RESOLVED:** That a grant of £900 be awarded.

8.25pm – Cllrs Roper & Shutler re-joined the meeting.

- b) Westfield Community Association

**RESOLVED:** That this application be deferred to the next meeting for a breakdown of costs and copies of three quotations to be received and considered.

- c) Somerset Area CRUSE Bereavement Care

**RESOLVED:** That a grant of £1,000 be awarded together with a letter informing the applicants this Council cannot guarantee funding in future years.

- d) Westfield Academy Trust

**RESOLVED:** That on the information presented this application is refused.

- e) South Somerset Association for Voluntary & Community Action

**RESOLVED:** That a grant of £1,000 be awarded together with a letter informing the applicants this Council cannot guarantee funding in future years.

8.55pm in accordance with Agenda Item 9/32 the public & press were excluded during discussion of the following items. Cllrs P Chandler and E Potts-Jones left the meeting.

**9/38 - Staff in Confidence (13 items).**

**RESOLVED:**

1. To retain the services of the Locum Town Clerk (John Furze) until Friday 29<sup>th</sup> January 2016.
2. That Cllrs T Lock, P Gubbins and P Lock will form a Working Party to Line Manager the new Town Clerk.
3. That this Town Council will take reasonable steps to train members and officers to the limit of the Training Budget(s).
4. That full Town Council be asked to nominate three members and one officer to attend NALC Larger Councils Conference in London on Wednesday 2<sup>nd</sup> December 2015 with registration charges and reasonable travelling expenses being paid by the council.
5. That Asst Town Clerk (Job Share), Mrs H Ferdinand be allowed to join Society of Local Council Clerks (SLCC) with the annual subscription being paid by the Council.
6. That Asst Town Clerk (Job Share), Mrs S Freemantle be paid for seventeen (17) days accrued Annual Leave and further, that five days accrued Annual Leave be carried over, against the Locum Town Clerk's signature, to FY16/17.
7. That the Councils offices for the Christmas/New Year period 24<sup>th</sup> December 2015 to 4<sup>th</sup> January 2016 will be closed EXCEPT for Wednesday 29<sup>th</sup> and Thursday 30<sup>th</sup> December.
8. That the Locum Town Clerk be authorised to engage a new Trainee/Apprentice when the current Trainee leaves – exact date not yet known.
9. That the post of Maintenance Operative NOT be filled until the new Town Clerk takes up post on 1<sup>st</sup> December 2015
10. That the Locum Town Clerk be authorised to engage a new Caretaker of Milford Hall.
11. That the Locum Town Clerk together with Cllrs R Stickland and P Lock be authorised to upgrade and repair the uniform of the Town Crier/Mace Bearer as a matter of urgency. This resolution to be ratified by the full Town Council at its next meeting.
12. That the Locum Town Clerk be authorised to proceed to sealed bid tenders for the disposal of land known as Goldcroft Allotments. (NB. There was no discussion on the detail of this matter).
13. That Cllr D Recardo be appointed as representative of this Council on SSDC's 'Westland Sports & Leisure Complex Project Board'.

**9/39 Commercial in Confidence (1 item).**

**RESOLVED:** This item be deferred to the appropriate Committee (Grounds & General Maintenance) on 9<sup>th</sup> November 2015 for consideration and then to be presented to full Council for ratification on 1<sup>st</sup> December 2015.

The meeting closed at 10.10pm.