

# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
BA20 1PQ



Mayor : Cllr D Recardo. 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 24<sup>th</sup> July 2018 at 7.00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ

**Present:** Cllrs T Lock (Chairman), K Gill; T Ledlie; M Lock; P Lock; G Oakes; E Potts-Jones; F Purbrick; W Read; D Recardo; M Roper; A Soughton and R Stickland.

**Also Present:** Cllr J Conway (South Ward) and P Gubbins (Milford Ward).

**In Attendance:** A Card (Town Clerk).

### 7.00pm - Public Comment.

There were no members of the public or press present.

### **9/320 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Committee to receive apologies for absence and to consider the reasons given. *LGA 1972 s85(1)*

There were no apologies.

### **9/321 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 M Roper declared a personal and prejudicial interest in 9/325 Application for Grant Aid in that he was the Chairman of the Yeovil & District Chrysanthemum & Dahlia Society. Cllr E Potts-Jones also declared an interest in the same application as she had been invited to judge one of the shows.

No other declarations were given at that time.

### **9/322 MINUTES**

To approve as a correct record the Minutes of the meeting held on 26<sup>th</sup> June 2018.

**RESOLVED:** that the minutes of the meeting held on 26<sup>th</sup> June 2018 were signed and dated as a correct record.

### **9/325 APPLICATION FOR GRANT AID**

Applications received from:

- Catholic Church of the Holy Ghost (£2,500)
- Yeovil & District Chrysanthemum & Dahlia Society (£2,500)

*Cllr D Recardo declared an interest at this point regarding the application of the Catholic Church and Holy Ghost. He had attended the rededication of the church following the refurbishment.*

**RESOLVED:** (1) that no award be made to Catholic Church of the Holy Ghost; and (2) that the application for Yeovil & District Chrysanthemum & Dahlia Society, be deferred to the next meeting of this Committee due to it being less than 3 years of the Society having previously received financial assistance for the Town Council).

*At 7:20pm Cllrs P Gubbins and M Lock left the meeting. Cllr P Gubbins did not return.*

### **9/326 CAPITAL AND REVENUE RESERVES**

Members considered the statement of Capital & Revenue Reserves as at 31<sup>st</sup> May 2018.

**RESOLVED:** to approve the statement of Capital & Revenue Reserves as at 31<sup>st</sup> May 2018.

### **9/327 FINANCIAL STATEMENT – APRIL 2018 / MAY 2019**

Members considered the financial statement for the months of April 2018 and May 2018.

**RESOLVED:** to approve the financial statement for the months of April 2018 and May 2018.

*At 7:22pm Cllr M Lock returned to the meeting.*

### **9/328 2017/18 REVENUE BUDGET OUTTURN REPORT**

Members reviewed the following policies:

- Sickness Procedures
  - Staff
  - Managers
- Capability Procedures
- Lone Working Policy

- Training and Development Policy

**RESOLVED:** (1) that subject to some minor amendments that these policies remain appropriate; (2) that unless a change was required due to legal requirements; recommended changes in practice; or change in internal operations, that it was unnecessary for policies to be reviewed every year; (3) that each policy will be reviewed one year after its effective date (for both a new policy or major policy revision), and thereafter no less than every five years.

### **9/329 YOUTH SERVICES UPDATE**

Members considered the report of the Town Clerk. Comments were made on the successes of the service delivery of YMCA Mendip. One member stated that YMCA Mendip and officers at Yeovil Town Council should be commended for attaining the Benchmark Standard of Safe and Welcoming.

**RESOLVED:** (1) to note the report of the Town Clerk; and (2) to commend YMCA Mendip and officers at Yeovil Town Council for attaining the Benchmark Standard of Safe.

### **9/330 YOUTH COUNCIL**

Members considered the report of the Town Clerk. She also gave a verbal update about the visit to Preston Academy and the Youth Council session held at Town Council on 21<sup>st</sup> July. The session was very positive and the young people attending were keen to see the Youth Council become successful. They had many great ideas, the first to engage with young people at Super Saturday. The Town Clerk explained how with the help of YMCA Mendip the Youth Council will evolve. Both the Youth Council and Yeovil Town Council would have to investigate a mechanism in which each Council could feed into the work of the other. Members were encouraged with the progress and gave its support on going forward. The Town Clerk would report back to the Youth Council the interest and that the Committee gave and that they would happily attend meetings of the Youth Council at the young people's invitation.

**RESOLVED:** (1) to note the report of the Town Clerk; and (2) to support the Youth Council to progress forward.

### **9/331 FORWARD PLAN**

To approve the forward plan as detailed within the agenda with the inclusion of reviewing the Grants Policy at the next meeting of the Committee.

**RESOLVED:** to approve the forward plan with the inclusion of reviewing the Grants Policy at the next meeting of the Committee.

### **Public Comment.**

There were no public comments.

**9/332 EXCLUSION OF PRESS AND PUBLIC**

**Resolved:** 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 of agenda items 9/292 and 9/293 would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Public Bodies (Admission to Meetings) Act 1960 s3

**9/333 TIMERS FOR CHRISTMAS LIGHTS (COMMERCIAL IN CONFIDENCE)**

Members considered the recommendation of the Promotions and Activities Committee concerning the timers of the Christmas Lights. The Town Clerk gave further information regarding the technicalities and limitations of the proposal put forward by the supplier.

**RESOLVED:** (1) to note the report; (2) in light of the additional information, to not procure new timers; (3) that the Christmas lights be left on at all times during the festive period; and (4) that the additional cost incurred by the physical switching on of the Christmas lights be met from contingencies for the financial year 2018/19 but built into the budget for future years..

**9/334 PUBLIC ADDRESS SYSTEM (COMMERCIAL IN CONFIDENCE)**

Members considered the recommendation of the Buildings and Civic Matters Committee concerning the public address system. The Town Clerk added that the only event in the previous year that required a PA system was Remembrance Sunday.

**RESOLVED:** (1) to note the report; (2) to hire a public address system with technical support of the day for events as appropriate; and (3) to delegate to the Town Clerk in consultation with the Chairman of Buildings and Civic Matter to procure a solution; and (4) that the cost of hiring be met from contingencies for the financial year 2018/19 but built into the budget for future years.

Meeting closed at 8:10pm.

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