



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 25<sup>th</sup> September 2018 at 7.00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ

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

**Also Present:** Cllr J Conway (South Ward).

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

### 7.00pm - Public Comment.

There were no members of the public or press present.

### **9/335 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)*

Apologies were received from: Cllrs M Lock (conflicting engagement); G Oakes (conflicting engagement) and M Roper (conflicting engagement).

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

### **9/336 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 E Potts-Jones declared an interest in 9/338 Application for Grant Aid - Yeovil & District Chrysanthemum & Dahlia Society, as she had attended one of the shows as a judge in her role as Deputy Mayor.

No other declarations were given at that time.

### **9/337 MINUTES**

To approve as a correct record the Minutes of the meeting held on 24<sup>th</sup> July 2018.

**RESOLVED:** that the minutes of the meeting held on 24<sup>th</sup> July 2018 were signed and dated as a correct record.

### **9/338 APPLICATION FOR GRANT AID**

Applications received from:

- Yeovil & District Chrysanthemum & Dahlia Society (£2,500)
- Yeovil District Swimming Club (£1,000)

**RESOLVED:** (1) that no award be made to Yeovil & District Chrysanthemum & Dahlia Society; and (2) that no award be made to Yeovil District Swimming Club.

*At 7:10pm Amanda Card, Town Clerk left the meeting and returned at 7:13pm.*

### **9/339 CAPITAL AND REVENUE RESERVES**

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

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

### **9/340 FINANCIAL STATEMENT – JUNE 2018 / JULY 2019**

Members considered the financial statement for the months of June 2018 and July 2018.

**RESOLVED:** to approve the financial statement for the months of June 2018 and July 2018.

### **9/341 GRANTS POLICY**

Members reviewed the Grants Policy. Discussions were carried out regarding the wording of some of the organisations that Yeovil Town Council will not fund.

**RESOLVED:** (1) that the Town Clerk seek advice regarding the appropriate wording to be used for organisations that Yeovil Town Council will not fund; (2) to return the Grants Policy to the next meeting of this Committee pending the appropriate wording as mentioned in (1).

### **9/342 SPONSORSHIP POLICY AND STRATEGY**

Members considered the draft Sponsorship Policy and Strategy. The Town Clerk welcomed Members comments.

It was felt that a process for Members to follow needed to be included within the policy and that for each specific Sponsorship opportunity, that specific councillors were given delegated authority to seek sponsorship and that it should be clearly minuted as such. It was also agreed that it was not the responsibility of officers to seek sponsorship.

The Town Clerk commented that she would like to consult with the Promotions and Activities Committee regarding the Sponsorship Policy and Strategy.

**RESOLVED:** (1) to note the draft of the Sponsorship Policy and Strategy; (2) to incorporate the changes as recommended by this Committee; (3) to refer the Policy and Strategy to the next meeting of the Promotions and Activities for feedback; and (4) to return the Sponsorship Policy and Strategy to the next meeting of this Committee following the consultation with the Promotions and Activities Committee.

### **9/343 COUNCILLORS ENTERING YEOVIL TOWN COUNCIL COMPETITIONS**

Members considered whether Councillors and their families should enter Yeovil Town Council competitions.

Discussions were held and it was felt that consideration should also be extended to Officers and their families.

**RESOLVED:** that Councillors, Officers and members of their immediate families (including partners) are ineligible to enter Yeovil Town Council and associated working group competitions.

### **9/344 PLANNING TRAINING**

Members considered how planning training should be delivered from May 2019.

The Town Clerk also mentioned about other training that would be built into a programme following the election for Yeovil Town Council on 2<sup>nd</sup> May 2019.

**RESOLVED:** (1) that Planning training would be mandatory for all Councillors, regardless whether they sit on the Planning Committee or not; and (2) that any follow up training following changes in legislations etc. would also be mandatory for all Councillors.

### **9/345 FORWARD PLAN**

To approve the forward plan as detailed within the agenda with the inclusion of finalising the Sponsorship Policy and Strategy at the next meeting of the Committee.

**RESOLVED:** to approve the forward plan with the inclusion of finalising the Sponsorship Policy and Strategy at the next meeting of the Committee.

### **9/346 DEFIBRILLATOR REPORT**

**RESOLVED:** (1) that the defibrillator to be installed at Milford Hall is funded from the New Initiative Budget; (2) to authorise delegated powers (under Standing Order 51) to the Town

Clerk in consultation with the Chair of Buildings and Civic Matters Committee to commission the defibrillator; and (3) that a revenue element be built into the budget for future years.

**Public Comment.**

There were no public comments.

**9/347 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 item 9/348 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

**9/348 TENDER FOR IT HARDWARE, SOFTWARE AND SUPPORT (COMMERCIAL IN CONFIDENCE)**

The Town Clerk gave a verbal update regarding the process for procurement of IT hardware, software and support provision. She requested that a group of Members be available to go through the tender submissions.

**RESOLVED:** (1) to note the verbal report; and (2) that Cllrs P Lock; T Lock; D Recardo and R Stickland be available to go through tender submissions.

Meeting closed at 8:47pm.

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