

# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
BA20 1PQ



Mayor : Cllr D Shutler. 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 30<sup>th</sup> January 2018 at 7.00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ

**Present:** Cllrs T Lock (Chairman), T Ledlie; P Lock; E Potts-Jones; F Purbrick; M Roper, D Shutler; A Smith and R Stickland.

**Also Present:** Cllr J Conway (South Ward); Cllr J Lowery (West Ward); Cllr A Pugsley (Long Mead Ward); Cllr W Read (Hollands Ward) and Cllr A Soughton (Preston Ward).

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

There were no members of the public and no members of the press present.

### 7.00pm - Public Comment.

There were no comments.

7.00pm - Meeting commenced.

### **9/259 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); S Lowery (work commitments); G Oakes (work commitments) and D Recardo (holiday)

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

### **9/260 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).

The following declarations were made:

- Cllr W Read and Cllr A Smith declared a personal interest in Agenda Item 9/278 – Westfield Community Centre in that they are both District Councillors in the West Ward.

- Cllr J Lowery declared a personal interest in Agenda Item 9/278 – Westfield Community Centre due to living in the West Ward.
- Cllr P Lock declared a personal and prejudicial interest in Item 9/278 – Westfield Community Centre due to being on the Westfield Community Centre Project Board. She also declared a personal interest in Item 9/276 – Valuation of Properties owing to being a director of a company involved in the bidding process to the Former Goldcroft Allotment Site mentioned within the report.
- Cllr D Shutler declared a personal interest in 9/262 – Application for Grant Aid, in that one of the applicants (Salvation Army) had made a donation to the Mayor's Charity.
- The Town Clerk declared a personal interest in 9/292 Application for Grant Aid, in that she was currently fundraising and planned to carry out the Three Peaks Challenge for one of the applicants (We Hear You).

There were no other declarations at this time.

### **9/261 MINUTES**

To approve as a correct record the Minutes of the meeting held on 28<sup>th</sup> November 2017.

**RESOLVED:** that the minutes of the meeting held on 28<sup>th</sup> November 2017 were signed and dated as a correct record.

### **9/262 APPLICATIONS FOR GRANT AID**

Application received from:

- a) Salvation Army (£2,000)
- b) We Hear You (£1,000)
- c) Catholic Church of the Holy Ghost (£2,500)

**RESOLVED:** (1) that a grant of £500 be awarded to the Salvation Army, (2) to suggest that the Salvation Army consider applying for grant assistance at other councils; (3) that a grant of £500 be awarded to We Hear You with the proviso that the residents of Yeovil Town benefit from the services that this grant will fund; and (4) to defer the application from the Catholic Church of the Holy Ghost pending a breakdown of how the full anticipated cost of £70,000 be funded and evidence that other councils have been approached for grant assistance.

### **9/263 CAPITAL AND REVENUE RESERVES**

Members reviewed the statement of Capital & Revenue reserves as at 30<sup>th</sup> November 2017.

**RESOLVED:** to note the level of the Capital and Revenue Reserves as at 30<sup>th</sup> November 2017.

### **9/264 FINANCIAL STATEMENT – OCTOBER 2017/NOVEMBER 2017**

Members reviewed the Financial Statements for the months of October 2017 and November 2017.

**RESOLVED:** to note the Financial Statement for the months of October 2017 and November 2017.

### **9/265 CHRISTMAS / NEW YEAR OPENING ARRANGEMENTS**

Members considered the report of the Town Clerk.

**RESOLVED:** (1) to note the report; and (2) that the office will close over the period between Christmas and New Year subject to a telephone number being provided for emergency purposes.

### **9/266 MAYORS ACCOUNTS**

Members considered the report of the Town Clerk.

**RESOLVED:** to note the report and its findings.

### **9/267 RISK STRATEGY AND RISK ASSESSMENT**

Members considered the Risk Strategy and Risk Assessment. Each risk was reviewed. Cllr R Stickland highlighted that the financial impact range listed under the various impacts could be clearer. The Town Clerk agreed.

**RESOLVED:** (1) to approve the risk strategy and risk assessment with the amendments above mentioned and (2) to recommend the adoption of the Risk Strategy and Risk Assessment to Town Council.

### **9/268 BUDGET 2018/19**

Members considered the report of the Town Clerk. Due to elements under the items of confidentiality, a motion was put in place that any resolutions for this agenda be deferred and considered in its entirety following the items of confidentiality.

**RESOLVED:** to defer the report.

Following the resolutions from the agenda items of confidentiality, this agenda item was revisited. There was one amendment to the budget as laid out within the agenda. This involved the virement of £600 from “Band Costs” to a new budget line “St Georges Day Parade”. This did not change the Council Tax Requirement of £954,965.

**RESOLVED:** (1) to note the report of the Town Clerk and (2) to recommend to Town Council to set the precept for 2018/19 for £960,452 this would result in an increase on a Band D Charge of £1.04 per year (2p per week), an increase from £104.01 to £105.05.

### **9/269 CONFIDENTIAL ITEMS**

Members considered the report of the Town Clerk.

**RESOLVED:** (1) to note the report; and (2) that agendas and minutes of meeting of Yeovil Town Council and Committees are posted on Yeovil Town Council's Facebook page.

### **9/270 REVIEW OF CHANGES TO ALLOTMENT RULE – ELIGIBILITY AND MANAGING VACANT PLOTS**

Members considered the report of the Town Clerk.

**RESOLVED:** (1) to note the report; and (2) to agree that vacant plots be cleared and prepared for new tenants, so they are ready for new tenants to commence work straight away.

### **9/271 FORWARD PLAN**

To approve the forward plan as detailed within the agenda.

**RESOLVED:** to approve the forward plan

### **9/272 MAYORS CHARITY FUND**

Members considered Cllr D Shutler's request concerning the early release of Charity Funds for "Nakote Library Space for Literacy and Livelihood in Nepal". He explained about the timings of the 3 phases, so that the monsoon season could be avoided.

**RESOLVED:** (1) to agree the early release of charity funds for the 3 phases; (2) that the next phase payment would be released subject to evidence that the previous phase had been completed; and (3) that the Council be kept updated with the progress of the project and a final report be brought back upon completion of the project.

### **9/273 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 9/274 to 9/278 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

### **9/274 RECOMMENDATIONS FROM BUILDINGS AND CIVIC MATTERS COMMITTEE (COMMERCIAL IN CONFIDENCE)**

Members to consider the request to financially supporting the Scouts to launch the St Georges' Day Parade (to be held on Sunday 22<sup>nd</sup> April 2018) and provide financial assistance for the following four years so that the parade can become sustainable.

**RESOLVED:** (1) to note the report; (2) to financially support the St Georges' Day Parade as shown in the table:

<b>St Georges' Day Parade</b>	<b>Financial Assistance (£)</b>
2018	600
2019	400
2020	300
2021	200
2022	100

and (3) that a Service Level Agreement be made.

Members were given an update regarding the War Memorial project. Members again, highlighted the work and expertise of Helen Ferdinand (Deputy Town Clerk) that had gone into this project

**RESOLVED:** (1) to note the verbal report; (2) to budget for up to £5,200 from contingencies for the required work; and (3) to pass thanks to the Deputy Town Clerk for her hard work on the project to date.

#### **9/275 STAFFING (STAFF IN CONFIDENCE)**

Members considered the report of the Town Clerk regarding the recruitment of the Maintenance Operative.

**RESOLVED:** (1) to note the report; (2) to recruit to this position on an upgraded scale as detailed within the report; and (3) to approve that the job title be changed from "Maintenance Operative" to "Amenities Officer".

#### **9/276 VALUATION OF PROPERTIES (COMMERCIAL IN CONFIDENCE)**

Members considered the report from the Town Clerk regarding the procurement of a valuation service to value land and properties for the Town Council for both insurance and accounting purposes.

**RESOLVED:** (1) to note the report; and (3) to commission Symonds and Sampson to carry out the valuation of Council land and properties.

#### **9/277 SAFE AND WELCOMING (COMMERCIAL IN CONFIDENCE)**

Members considered the report from the Town Clerk.

**RESOLVED:** (1) to note the report; and (2) to note that Standing Order 51 may need to be used for the reasons stated within the report.

*8:42pm Cllr P Lock left the meeting and did not return.*

#### **9/278 WESTFIELD COMMUNITY CENTRE (COMMERCIAL IN CONFIDENCE)**

Members considered the report from the Town Clerk concerning the request for financial assistance to the new build.

**RESOLVED:** (1) to note the request; (2) to support the Westfield Community Centre in principle; (3) that due diligence should be carried out; (4) that a working party be setup to carry out this due diligence with the information of findings to detail fed direct to the Town Council meeting on 6<sup>th</sup> March 2018; and (5) that the working party members be Cllrs T Lock, J Conway, J Lowery, W Read and the Town Clerk.

Meeting closed at 9:07pm.

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