

Yeovil Town Council



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Policy, Resources and Finance Committee

Members of Yeovil Town Council are summoned to attend:

The Meeting... **Policy, Resources and Finance Committee**

The Time... **7.00pm**

The Date... **Tuesday 28 March 2017**

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

**Meetings are open to the Press and Public
If you need this information in large print, Braille, audio
or another language, please ring 01935 382424**

Amanda Card
Town Clerk

22 March 2017

To: All Members of the Policy, Resources and Finance Committee:

Peter Gubbins

Faye Purbrick

Terry Ledlie

Wes Read (Vice-Chairman)

Pauline Lock

David Recardo (Ex-Officio)

Tony Lock (Chairman)

Manny Roper

Sarah Lowery

Darren Shutler (Ex-Officio)

Graham Oakes

Rob Stickland

Evie Potts-Jones

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.

PUBLIC COMMENT (at the Chairman's discretion up to 15 minutes)

A G E N D A

9/174. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Council to receive apologies for absence and to consider the reasons given.

LGA 1972 s85(1)

9/175. 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).

9/176. MINUTES

To approve as a correct record the Minutes of the meeting held on 31 January 2017.

9/177. EXCLUSION OF PRESS AND PUBLIC

Due to the confidential nature of the business of item 9/184 to 9/186, under the Public Bodies (Admission to Meetings) Act 1960 s3, it is likely a motion to exclude members of the public and press during discussion of this item will be considered by the Councillors. *Public Bodies (Admission to Meetings) Act 1960 s3*

9/178. APPLICATION FOR GRANT AID

Applications received from: (Circulated Separately)

- **Yeovil Stroke Club (£1,000)**

9/179. CAPITAL AND REVENUE RESERVES

Members review statement of Capital & Revenue reserves as at 31st January 2017 at page 3.

9/180. FINANCIAL STATEMENT – DECEMBER 2016 / JANUARY 2017

Members to review Financial Statement for the months of December 2016 and January 2017 attached at pages 4 to 28.

9/181. INTERNAL AUDIT REPORT

Members to consider the findings of the Internal Auditor following the first audit of the Council's financial procedures attached at pages 29 to 35. *Account & Audit Regulations 2015 s3*

9/182. HALL LETTING CONDITIONS OF HIRE

Members to consider the conditions of hire for Milford Community Hall and Monmouth Hall as attached at pages 36 to 38.

9/183. FORWARD PLAN

The Forward Plan (attached at page 39) lists the items due to be discussed and the decisions due to be made by the Policy, Resources and Finance Committee.

The timings given are indicative and occasionally may be rescheduled and new items added as required.

It is **RECOMMENDED** that the Policy, Resources and Finance Committee approve the Forward Plan.

Public Comment (at the Chairman's discretion up to 15 minutes)

The Committee will consider a resolution (see item 9/177) 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 would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

9/184. TOWN CLERK'S UPDATE (CONFIDENTIAL)

To consider the verbal update from the Town Clerk.

9/185. INSURANCE RENEWAL (COMMERCIAL IN CONFIDENCE)

See attached report by the Town Clerk at pages 40 to 41.

9/186. GOLDCROFT (COMMERCIAL IN CONFIDENCE)

See attached report by the Town Clerk at page 42 to 43.



FINAL

Internal audit report 2016/17

Visit 1 of 3

YEOVIL TOWN COUNCIL

Date: 13th February 2017

Report author: R Darkin-Miller
Email: r.darkin@darkinmiller.co.uk

Introduction

This report contains a note of the audit recommendations made to Yeovil Town Council following the carrying out of internal audit testing on site on 24th and 25th January 2017.

The audit work has been carried out in accordance with Appendix 9 of the 'Governance and Accountability for Local Councils: A Practitioners' Guide'.

At the request of the Council, I will review the Council's compliance with the new Transparency Code 2015 at the second audit visit, when the new Town Clerk is in post.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage.

The report issued after the final visit for 2016/17 (which will be in June 2017) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Proper book-keeping
2. Risk Management
3. Budgetary control
4. Income
5. Payroll

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	1
Medium	2
Low	2
TOTAL	5

I would like to thank Amanda Card – Town Clerk; Helen Ferdinand – Deputy Town Clerk; Neil Gage - Finance Administrator; Lucy Jones – Office Administrator; and Gill Tomlinson, Officer Administrator for their assistance during this audit.

Darkin Miller Chartered Accountants
2016/17 INTERNAL AUDIT OF YEOVIL TOWN COUNCIL
FINAL REPORT VISIT 1 OF 3: 13th FEBRUARY 2017

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
5.1 – Debt management policy and procedures	<p>The Council's level of debt has increased from £4.1k to £7.5k year on year, in spite of a fall in the level of turnover that has been invoiced through debtors (from £38k to £29k). The age profile of the debt has worsened - in December 2015, no debt was older than 90 days: at the end of December 2016, 31% of debt (£2.3k) was 90 days or older. There has been some action taken to recover the older debts and to terminate the provision of services, but there is no formal debt management policy or procedure in place. In the absence of a formal process, there is a risk that monies owed to the Council for services will not be fully collected.</p> <p>It is recommended that the Council puts in place a formal debt management policy and procedures which includes a monthly review of bad debt, the assignment of responsibility for the collection of each of the older debts,</p>	H	A debt management policy will be written, approved and implemented	Amanda Card, Town Clerk	Jun 2017

	and a consideration of the trigger point for the withdrawal of on-going services.				
5.2 – Up to date register of keys issued	<p>The Council maintains a register of deposits paid by allotment users to obtain gate and tap keys. The register was not up to date at the date of the first audit visit, meaning that I was unable to test the income for completeness.</p> <p>It is recommended that the register is updated in order that the Council has a complete record of which allotment users have been issued with keys. This will also improve the audit trail for monies received.</p>	L	The register of deposits will be updated before the next audit visit	Amanda Card	
5.3 – Treat key deposits as a creditor	<p>Monies received from the issue of gate and tap keys are currently accounted for as income, with the repayment of monies on the return of fees being shown as expenditure. As the monies represent a deposit to be returned on the safe return of the key, they would be more appropriately accounted for as deposits, and shown as a creditor on the Council's balance sheet. Note that the value of the deposits is not high: at the end of December the monies received to date totalled £140.51.</p>	L	The amount of deposit is minimal but we will investigate the practicalities of accounting for the deposit as a creditor.	Amanda Card	

	It is recommended that key deposits are treated as deposits and shown as a creditor in the accounts. This will help to improve the accuracy of the accounts.				
7.1 – Signed contracts of employment	<p>Signed contracts of employment are in place for all Council officers apart from the Town Clerk and Macebearer. A contract has been agreed by the Town Clerk and Council but this has not been signed yet.</p> <p>It is recommended that contracts of employment are put in place for both officers as soon as possible. The contracts should note all terms and conditions, and should be signed by the Council and the officer. This will help to ensure that respective roles and responsibilities are clearly understood.</p>	M	<p>A contract of employment will be written for the Mace Bearer.</p> <p>The contract for the Town Clerk is now signed.</p>	Amanda Card	June 2017
7.2 – Retention of change to pay approval	During the year a member of staff whose contract set out pay at SCP7 was paid at SCP9. This appears to have been a change made in light of the increase to the national minimum wage, but the paperwork verifying the reasons behind the change and authorising the change to be made have not been retained. Note that the financial impact is not material as the difference in the hourly rate is only 18p. Note also that all other	M	We will ensure that all relevant paperwork is retained in future.	Amanda Card	

	<p>staff pay scale points were agreed back to contracts of employment (where in place) or are unchanged from previous years.</p> <p>It is recommended that all evidence and authorisations for making changes to pay are retained in order to ensure that salaries agree with those approved by the Council.</p>				
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**MILFORD COMMUNITY HALL – BA21 4QD
PLEASE READ AND RETAIN THIS SECTION**

SCALE OF CHARGES FROM 1 APRIL 2017

Type of Hire	Rate of Hire (per hall/room, per hour or part thereof)
<i>Rate for commercial organisations/persons</i>	£16.00
<i>Private Functions</i>	£7.50
<i>Damage Deposit for Private Functions</i>	£115.00 (returnable if hall/room left in a satisfactory condition)
<i>Community (Non-profit making organisations)</i>	£6.50
<i>Use of Main Hall Kitchen</i>	£10.50 per hire (included in hall/room charge for non profit making organisations)

A returnable deposit is also charged for private functions, which covers the cost of repairing any damage and/or cleaning up the Hall if hirers fail to do this, and the non-return of the hearing loop equipment. This has been set at £115.00.

No VAT applies to these charges

CONDITIONS OF HIRE

- 1 All applications for the hire of the premises must be in writing on the Booking Form and forwarded to the Town Clerk. The person or persons by whom this application form is signed together with the organisation named shall be considered the Hirer and they shall be jointly and severally liable hereon and shall indemnify the Council against any loss resulting from the breach of any condition.
- 2 The whole of the charge for use of the accommodation, as set out in the attached Schedule of Charges, shall be paid to Yeovil Town Council, Town House, 19 Union Street, Yeovil, Somerset BA20 1PQ, within seven days of the invoice date except where prior arrangement has been made for charges to be paid on the rendering of an account.
3. Hearing loops are available in the meeting room and in the main hall. To use the loop in the meeting room simply use the on/off switch near to the door. To use the loop in the main hall, please indicate on the booking form so that the caretaker can switch it on and provide the equipment necessary. Please ensure the equipment is handed back to the caretaker at the end of the booking otherwise the deposit will not be re-funded.
4. No equipment shall be used or brought onto the premises without the written prior consent of the Town Clerk.
5. No activity may take place in the Main Hall, which damages the timber floor. This includes roller skating, tap dancing and any other activity, which may scratch or cause indentations to the surface.
6. The premises are licensed for various activities, i.e. plays, films, indoor sporting events, boxing or wrestling entertainment, live music, recorded music, performance of dance, anything of a similar description and dancing. They may be used for any of these purposes in accordance with the conditions relating to the premises licence.
7. The Hirer must ensure that all patrons are asked to leave quietly and for all windows to be kept closed during a performance.

8. The premises are not licensed for the sale of intoxicating liquors.
9. No performance shall be given on the premises by which any copyright may be infringed.
10. The Council will not be responsible for the loss or any damage to property brought onto the premises, or for injury or damage to persons upon the premises and the person hiring the premises shall indemnify the Council against any claim for such loss, injury or damage.
11. The Hirer shall take all necessary precautions to prevent damage to the premises or to any furniture, fittings or other property of the Council therein. He shall pay to the Council the cost of making good any such damage, which may occur during, or as a result of, his occupation of the premises.
12. Any Officer or Authorised Servant of the Council or any Police Officer shall have power to enter the premises at any time.
13. The Council reserves the right to cancel any booking at any time whatsoever and cancellations may be effected by informing the Hirer in person or by letter posted to the Hirer at the address mentioned on the Booking Form in sufficient time for delivery in the ordinary course of post before hiring commences, or where the cancellation is brought about by an emergency (including the breakdown of any plant or any industrial dispute) by the posting of an appropriate notice at the main entrance to the Milford Hall. In the event of cancellation by the Council any hiring charge already paid will be refunded but the Hirer shall not be entitled to claim further payment from the Council either as damages or otherwise.
14. The sum charged as a returnable deposit subject to satisfactory completion of the booking terms for private functions is £115.00.

PLEASE NOTE:

- An adult must be in attendance at all times.
- The hirer is responsible for setting up and clearing away "during the hire period" and not before or afterwards – this includes all equipment such as disco equipment etc.
- Bouncy Castles may be permitted in Milford Hall – please contact the office.
- That the use of illegal fly-posting to advertise the hirer's activities/events is a criminal offence, and that any hirer who commits such an offence is liable to pay a fixed penalty notice issued by the relevant authority for each item of fly-posting. Such an offence may also result in no further hiring of the premises being accepted from the hirer and/or his/her organisation.

Important Security Arrangements

In the interests of security and safe practice, the outer door to the building **must be kept locked at all times.**

Doorbells have been fitted to enable any latecomers to alert and join groups that are hiring rooms within the building. In such situations, the Group concerned need to arrange for one of their members to admit the latecomer **and to lock the door immediately after they enter the building.** The same practice must be followed when group members wish to leave early.

Please note that it is the responsibility of the named person hiring the Hall to ensure that these practices are followed and that all members of each group are aware of and comply with these arrangements.

EMERGENCY CONTACT TELEPHONE NUMBER

Please ring the office on 01935 382424 in the event of any problems arising on the day(s) of your booking between 8.30am to 3.30pm. Evenings (after 3.30pm) and Weekend bookings please ring 07506199214.

YEOVIL TOWN COUNCIL
CONDITIONS OF HIRE – MONMOUTH HALL -

- 1 All applications for the hire of the premises must be in writing on the **Booking Form** and forwarded to the Town Clerk. The person or persons by whom this application form is signed together with the organisation named shall be considered the Hirer and they shall be jointly and severally liable hereon and shall indemnify the Council against any loss resulting from the breach of any condition.
- 2 The whole of the charge for use of the accommodation, as set out in the **Schedule of Charges**, shall be paid to **Yeovil Town Council**, Town House, 19 Union Street, Yeovil, Somerset BA20 1PQ, within seven days of the invoice date except where prior arrangement has been made for charges to be paid on the rendering of an account.
- 3 No equipment shall be used or brought onto the premises without the written prior consent of the Town Clerk.
- 4 The premises are not licensed for public music, singing and dancing. They may not be used for any of these purposes unless the written consent of the Town Clerk and a licence from the appropriate authority are first obtained.
- 5 The premises are not licensed for the sale of intoxicating liquors and no such sales shall be permitted.
- 6 No performance shall be given on the premises by which any copyright may be infringed.
- 7 The Council will not be responsible for the loss or any damage to property brought onto the premises, or for injury or damage to persons upon the premises and the person hiring the premises shall indemnify the Council against any claim for such loss, injury or damage.
- 8 The Hirer shall take all necessary precautions to prevent damage to the premises or to any furniture, fittings or other property of the Council therein. He shall pay to the Council the cost of making good any such damage, which may occur during, or as a result of, his occupation of the premises.
- 9 Any Officer or Authorised Servant of the Council or any Police Officer shall have power to enter the premises at any time.
- 10 The Council reserves the right to cancel any booking at any time whatsoever and cancellations may be effected by informing the Hirer in person or by letter posted to the Hirer at the address mentioned on the Booking Form in sufficient time for delivery in the ordinary course of post before hiring commences, or where the cancellation is brought about by an emergency (including the breakdown of any plant or any industrial dispute) by the posting of an appropriate notice at the main entrance to the Monmouth Hall. In the event of cancellation by the Council any hiring charge already paid will be refunded but the Hirer shall not be entitled to claim further payment from the Council either as damages or otherwise.
- 11 The sum charged as a returnable deposit subject to satisfactory completion of the booking terms for children/adult parties and private functions is **£110.00 increasing to £115.00 from 1 April 2017.**

12 Important Security Arrangements

In the interest of security and safe practice, the outer door to the building should be locked using the thumb turn lock when all members of your group have arrived.

13. EMERGENCY CONTACT TELEPHONE NUMBER

Please ring the following telephone number in the event of any problem arising on the day(s) of your booking, if out of hours which are Monday to Friday 8.30am to 4.00pm
07957089491

9/183 **FORWARD PLAN**

Date	Item
Policy, Resources & Finance 30 May 2017	<ul style="list-style-type: none"> • Financial Statements February/March 2017 • Capital and Revenue Reserves 31st March 2017 • Applications for Grant Aid • Financial Regulations • Scheme of Delegation • Standing Orders Relating to Contracts
Policy, Resources & Finance 27 June 2017	<ul style="list-style-type: none"> • Annual Governance Statement • Annual Return 2016/17 • Statement of Accounts 2016/17 • Outturn 2016/17 • Carry Forwards 2016/17
Policy, Resources & Finance 25 July 2017	<ul style="list-style-type: none"> • Financial Statements April/May 2017 • Capital and Revenue Reserves 31st May 2017 • Applications for Grant Aid • Social Media Policy • Youth Services Update • Training and Development Policy Review
Policy, Resources & Finance 26 September 2017	<ul style="list-style-type: none"> • Financial Statements June/July 2017 • Capital and Revenue Reserves 31st July 2017 • Applications for Grant Aid • Town Clerk Update
Policy, Resources & Finance 28 November 2017	<ul style="list-style-type: none"> • Financial Statements August/September 2017 • Capital and Revenue Reserves 30th September 2017 • Applications for Grant Aid • Draft Budgets 2018/19 • Action Plans • Allotment Rents from 1st January 2019 • Community Hall Charges 2018/19 • Christmas Opening Arrangements
Policy, Resources & Finance 30 January 2018	<ul style="list-style-type: none"> • Financial Statements October/November 2017 • Capital and Revenue Reserves 30th November 2017 • Applications for Grant Aid • Risk Management Strategy and Risk Register • Budgets 2018/19
Policy, Resources & Finance 27 March 2018	<ul style="list-style-type: none"> • Financial Statements December 2017/January 2018 • Capital and Revenue Reserves 31st January 2018 • Applications for Grant Aid • Town Clerk Update
Policy, Resources & Finance 29 May 2018	<ul style="list-style-type: none"> • Financial Statements February/March 2018 • Capital and Revenue Reserves 31st March 2018 • Applications for Grant Aid