



# 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 31<sup>st</sup> January 2017 at 7.00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ**

**Present:** Cllrs T Lock (Chairman), P Gubbins, S Lowery (from 7:40pm), E Potts-Jones, F Purbrick, W Read, D Recardo, M Roper, D Shutler and R Stickland.

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

There were 0 members of the public and 0 member of the press present.

**7.00pm - Public Question Time.** There were no questions from the members of the present at this time.

**7.00pm - Meeting commenced.**

### **9/161. 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 T Ledlie, P Lock and G Oakes – all had conflicting engagements.

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

### **9/162. 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).

Declarations of interest were received from:

Cllr P Gubbins declared a personal interest in Agenda item 9/166 (Yeovil Crematorium and Cemetery Committee) by virtue of being the Portfolio Holder for the Yeovil Crematorium.

Cllr R Stickland declared a personal interest in Agenda Item 9/172 as he is a season ticket holder of Yeovil Town Ladies FC.

There were no other Declarations made at this time.

### **9/163. MINUTES**

To approve as a correct record the Minutes of the meeting held on 29<sup>th</sup> November 2016.

**RESOLVED:** that the minutes of the meeting held on 29<sup>th</sup> November 2016 were signed and dated as a correct record.

### **9/164. EXCLUSION OF PRESS AND PUBLIC**

Due to the confidential nature of the business of items 9/171 to 9/173 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

**RESOLVED:** that Agenda Item 9/171 to 9/173 be heard with the Public and Press excluded.

### **9/165. ESTIMATES (BUDGETS) 2017/18**

Members considered the report of the Town Clerk regarding the budget for 2017/18. The Town Clerk gave an explanation of the impact of the Council Tax Reduction Scheme, highlighting that although the precept had increased since 2012/13, the Town Council's expenditure had actually reduced. The Council Tax Support Grant which partially offsets the impact of the Council Tax Reduction Scheme will reduce down to £0 by 2019/20. It is highly likely that 'referendum principles' will be applied to local town and parish councils in 2018/19. The Town Clerk/S151 Officer advised that this needed to be taken into account when setting the budget and precept.

**RESOLVED:** (1) to note the report of the Town Clerk and (2) to recommend to Town Council to set the precept for 2017/18 for £941,886 which would result in an increase on a Band D Charge of £6.53 per year (12.5p per week), and increase from £97.48 to £104.01).

### **9/166. YEOVIL CREMATORIUM AND CEMETERY COMMITTEE**

The Town Clerk gave the Committee a verbal update regarding the computerisation of over 25,000 burial records which had been supported by the Yeovil Crematorium and Cemetery Committee at their meeting on 18<sup>th</sup> January 2017. The Town Clerk informed the Policy, Resources and Finance Committee that there was spare capacity to commence the input of this data.

It was highlighted that further savings should be explored by the Yeovil Crematorium and Cemetery Committee to assist in reducing the Cemetery deficit further.

**RESOLVED:** (1) to note the verbal update of the Town Clerk; and (2) to instruct the Yeovil Crematorium and Cemetery Committee to explore further savings to assist in the reducing of the Cemetery deficit further.

*7:40pm – Cllr S Lowery arrived.*

#### **9/167. RISK ASSESSMENT**

The Town Clerk presented her report on the risk strategy and the risk assessment. She added that the introduction of a risk assessment and register last year had been a contributory to savings of over £1,000 to the insurance premiums.

The Committee considered and reviewed the risk assessment on a risk by risk basis. After discussion, it was agreed that the likelihood assigned to the risk “Maintenance for buildings, amenities and equipment” should be increased from a 2 to a 3, meaning that the level of risk was now high, rather than medium.

**RESOLVED:** 1) to consider and approve the risk strategy; 2) to review the assessment of the risks for completeness and agree the level of risk assigned to each risk with the amendments as detailed above; and 3) to request that full Council specifically review the minutes of the risk assessment.

#### **9/168. GOAR KNAP WORKSHOP ROOF**

The Town Clerk gave a verbal report regarding the Goar Knap and the repair of the workshop roof. A request was made to the Property Officer at South Somerset District Council to carry out a condition survey and the remedial works that would be required. The Town Clerk distributed this condition survey.

**RESOLVED:** 1) that the materials and equipment within the workshop should be protected immediately by use of a tarpaulin; 2) to delegate to the Town Clerk in consultation with the Chairman of this Committee; the Vice Chairman of this Committee and the Chair of Buildings and Civic Matters the necessary remedial action to be taken; (3) that the costs be met from Contingencies; and (4) that members of the Committee be kept up to date as appropriate.

#### **9/169. CAPITAL AND REVENUE RESERVES**

Members reviewed the statement of Capital & Revenue reserves as at 30<sup>th</sup> November 2016.

**RESOLVED:** to note the level of the Capital and Revenue Reserves as at 30<sup>th</sup> November 2016.

#### **9/170. FINANCIAL STATEMENT – OCTOBER 2016 / NOVEMBER 2016**

Members reviewed the Financial Statements for the months of October 2016 and November 2016.

**RESOLVED:** to note the Financial Statement for the months of October 2016 and November 2016.

*The Committee passed a resolution (see item 9/164 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.*

**9/171. YEOVIL SKI LODGE UPDATE (COMMERCIAL IN CONFIDENCE)**

The Committee considered the report of the Town Clerk regarding the demolition of Yeovil Ski Lodge and that works would commence on 13<sup>th</sup> February 2017.

**RESOLVED:** to note the report of the Town Clerk regarding the demolition of Yeovil Ski Lodge and that works would commence on 13<sup>th</sup> February 2017.

**9/172. YEOVIL TOWN LADIES CIVIC RECEPTION (COMMERCIAL IN CONFIDENCE)**

The Committee considered report of the Deputy Town Clerk regarding the Yeovil Town Ladies Civic Reception.

**RESOLVED:** (1) to note the report; (2) that Yeovil Town Football Club be selected as the venue to host the event; and (3) that the costs be met from Contingencies.

**9/173. STAFF ISSUES (CONFIDENTIAL)**

The Town Clerk gave a verbal update relating to staffing issues and the necessary steps that would need to be taken to resolve the staff issues.

**RESOLVED:** (1) to note the verbal update; and (2) to support the Town Clerk with those steps that were necessary to resolve the staff issues.

Meeting closed at 8:25pm.

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