

Yeovil Town Council

Town House
19 Union Street
Yeovil
BA20 1PQ



Mayor : Cllr D Shutler. Town Clerk : Amanda Card BA (Hons), CPFA
T-01935 382424, F-01935 382429, W - www.yeovil.gov.uk
E-Town.Clerk@yeovil.gov.uk

Minutes of the meeting of Policy, Resources & Finance Committee of Yeovil Town Council held on Tuesday 27th July 2017 at 7.00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ

Present: Cllrs T Lock (Chairman), T Ledlie, M Lock, S Lowery, G Oakes, E Potts-Jones, F Purbrick, D Recardo and A Smith (from 7:23pm).

Also Present: Cllr K Gill (Central Ward).

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 public.

7.01pm - Meeting commenced.

9/212. 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 P Lock (ill); M Roper (ill) and D Shutler (ill).

RESOLVED: to accept the apologies with the reasons given.

9/213. 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).

There were no declarations made at this time.

9/214. MINUTES

To approve as a correct record the Minutes of the meeting held on 27th June 2017.

RESOLVED: that the minutes of the meeting held on 27th June 2017 were signed and dated as a correct record.

9/215. EXCLUSION OF PRESS AND PUBLIC

Due to the confidential nature of the business of item 9/224 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 items 9/224 be heard with the Public and Press excluded.

9/216. APPLICATIONS FOR GRANT AID

Application received from:

- a) **Girlguiding** (£700)
- b) **Revitilise** (£700)

RESOLVED: (1) to refuse the grant to both applicants on the basis that grants cannot be awarded to support individuals but this will not preclude them from applying for another grant in the future; and (2) that the Small Grant Assistance to Local Organisations be reviewed.

9/217. CAPITAL AND REVENUE RESERVES

Members reviewed the statement of Capital & Revenue reserves as at 31st May 2017.

RESOLVED: to note the level of the Capital and Revenue Reserves as at 31st May 2017.

9/218. FINANCIAL STATEMENT – APRIL 2017/MAY 2017

Members reviewed the Financial Statements for the months of April 2017 and May 2017.

RESOLVED: to note the Financial Statement for the months of April 2017 and May 2017.

9/219. SICKNESS AND CAPABILITY PROCEDURE

Members to consider the report and the Sickness and Capability Procedures.

RESOLVED: (1) to note the report and the Sickness and Capability Procedures; and (2) approve and adopt the Sickness and Capability Procedure subject to some minor amendments.

9/220. LONE WORKING POLICY

Members to review the Lone Working Policy and the newly created Lone Working Checklist.

RESOLVED: to approve and adopt the Lone Working Policy and the newly created Lone Working Checklist subject to some minor amendments.

9/221. TRAINING AND DEVELOPMENT POLICY

Members to review the Training and Development Policy.

RESOLVED: to approve and adopt the Training and Development Policy.

9/222. RECOMMENDATIONS FROM YEOVIL CREMATORIUM AND CEMETERY COMMITTEE

The Town Clerk updated the Committee with the recommendation from the Yeovil Crematorium and Cemetery Committee regarding staffing resources for the Backdated Records of Burial Records at Yeovil Cemetery. She explained that the favoured option was for a temporary member of staff who would be employed by Yeovil Town Council.

RESOLVED: to approve the recommendation from the Yeovil Crematorium and Cemetery Committee.

9/223. FORWARD PLAN

To approve the forward plan as detailed within the agenda.

RESOLVED: to approve the forward plan.

The Committee passed a resolution (see item 9/215) 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.

9/224. STAFF IN CONFIDENCE

Members considered the verbal update from the Town Clerk.

RESOLVED: (1) that the Town Clerk seek the appropriate advice; and (2) that a decision is made by the Town Clerk, in consultation with the Chairman decision based on the advice received.

Meeting closed at 8:04pm.

Signed: (Chairman) Date