

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 26th September 2017 at 7.00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ

Present: Cllrs T Lock (Chairman), T Ledlie, S Lowery (from 7:02pm), E Potts-Jones, F Purbrick, D Recardo, M Roper, A Smith and R Stickland.

Also Present: Cllr A Pugsley (Long Mead Ward) and Cllr W Read (Hollands 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.

7.00pm - Meeting commenced.

9/225. 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 (holiday); P Lock (holiday); G Oakes (conflicting engagement) and D Shutler (ill). Cllr P Gubbins (Milford Ward) did want to attend but sent his apologies due to a conflicting engagement.

RESOLVED: to accept the apologies with the reasons given.

9/226. 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.

9/227. MINUTES

To approve as a correct record the Minutes of the meeting held on 25th July 2017.

RESOLVED: that the minutes of the meeting held on 25th July 2017 were signed and dated as a correct record.

9/228. EXCLUSION OF PRESS AND PUBLIC

Due to the confidential nature of the business of item 9/237 – 9/242 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 9/237 – 9/242 be heard with the Public and Press excluded.

9/229. APPLICATIONS FOR GRANT AID

Application received from:

a) Care and Share Time (£500)

RESOLVED: to approve a grant of £500 be made to Care and Share Time.

9/230. CAPITAL AND REVENUE RESERVES

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

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

9/231. FINANCIAL STATEMENT – JUNE 2017/JULY 2017

Members reviewed the Financial Statements for the months of June 2017 and July 2017.

RESOLVED: to note the Financial Statement for the months of June 2017 and July 2017.

9/232. DISCIPLINARY AND GRIEVANCE PROCEDURE

Members to consider the report and the Disciplinary and Grievance Procedures.

RESOLVED: (1) to note the report and the Disciplinary and Grievance Procedures; (2) approve and adopt the Disciplinary and Grievance Procedure; (3) to recommend to Town Council that a Staffing Committee is formed; and (4) that Cllrs T Ledlie; E Potts-Jones; F Purbrick; D Recardo and R Stickland serve on the Staffing Committee.

9/233. GRANTS POLICY

Members to review the Grants Policy and application form.

RESOLVED: to approve and adopt the Grants Policy and application form.

9/234. FINANCIAL REGULATIONS

Members to consider the report and the Financial Regulations.

RESOLVED: (1) to note the report; (2) to agree the items highlighted in yellow and green; and (3) that this Committee recommend to Town Council the approval and adoption of the Financial Regulations.

9/235. UPDATE ON YOUTH SERVICE PROVISION

Members to note the verbal update from Cllr R Stickland regarding Mendip YMCA and the youth services provision following the recent meeting held on 14th September 2017.

RESOLVED: to note the verbal update.

9/236. FORWARD PLAN

To approve the forward plan as detailed within the agenda. The Clerk highlighted that the Budget Setting Workshop is at 6:30pm and not at 6:00pm as stated on the Forward Plan. An appointment has been sent to all members.

RESOLVED: to approve the forward plan.

The Committee passed a resolution (see item 9/228) 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.

9/237. RECOMMENDATIONS FROM PROMOTIONS AND ACTIVITIES COMMITTEE – PROMOTING YEOVIL (COMMERCIAL IN CONFIDENCE)

Members considered the recommendation from Promotions and Activities Committee held on 12th September 2017 regarding the Promoting of Yeovil.

RESOLVED: (1) to note the report; (2) to agree to waive the procurement procedures for this project and that Horizon 51 is commissioned to carry out this project; and (3) that this Committee recommend to Town Council that the project is funded from the New Initiative Budget.

9/238. RECOMMENDATIONS FROM PROMOTIONS AND ACTIVITIES COMMITTEE – CHRISTMAS LIGHTS (COMMERCIAL IN CONFIDENCE)

Members considered the recommendation from Promotions and Activities Committee held on 12th September 2017 regarding the Christmas Lights.

RESOLVED: (1) to note the report; (2) to agree that the risk of the shortfall not being covered by sponsorship comes from the contingencies; (3) to produce a strategy for the way sponsorship is sought, monitored and reported to Council; (4) that the Sponsorship Strategy be put on the Forward Plan for consideration at the next meeting of this Committee (28th November 2017).

9/239. RECOMMENDATIONS FROM BUILDINGS AND CIVIC MATTERS COMMITTEE

This meeting scheduled for 19th September 2017 did not go ahead due to not being quorate. Therefore there is nothing to consider.

9/240. PROCUREMENT OF INTERNAL AUDIT (COMMERCIAL IN CONFIDENCE)

Members considered the report from the Town Clerk regarding the Procurement of Internal Audit Services.

RESOLVED: (1) to note the report; and (2) to commission Darkin Miller – Chartered Accountants to provide the internal audit services for years ended 31 March 2018, 2019 and 2020.

9/241. STAFFING (STAFF IN CONFIDENCE)

Members considered the verbal report from the Town Clerk.

RESOLVED: to note the verbal report.

Meeting closed at 7:59pm.

Signed: (Chairman) Date