

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 28th November 2017 at 7.00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ

Present: Cllrs T Lock (Chairman), P Lock; S Lowery, G Oakes E Potts-Jones, F Purbrick, M Roper, and R Stickland.

Also Present: Cllr J Conway (South Ward), K Gill (Central Ward), Cllr J Lowery (West Ward), Cllr A Pugsley (Long Mead Ward) and Cllr W Read (Hollands Ward).

In Attendance: A Card (Town Clerk) and A Soughton (Councillor Elect for Preston Ward).

There was 1 member of the public (Steve Haigh – Director of Radio Ninesprings) and 0 member of the press present.

7.00pm - Public Comment.

There were no comments.

7.00pm - Meeting commenced.

9/242. 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 (childcare issues); M Lock (conflicting engagement); D Recardo (conflicting engagement); D Shutler (conflicting engagement) and A Smith (ill).

RESOLVED: to accept the apologies with the reasons given.

9/243. 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.

9/244. MINUTES

To approve as a correct record the Minutes of the meeting held on 26th September 2017.

RESOLVED: that the minutes of the meeting held on 26th September 2017 were signed and dated as a correct record.

9/245. APPLICATIONS FOR GRANT AID

Application received from:

- a) Radio Ninesprings (£2,500)
- b) YMCA Mendip (£2,500)
- c) Salvation Army (£2,000)

7:25pm – Steve Haigh left the meeting and did not return.

RESOLVED: (1) that a grant of £1,000 be awarded to Radio Ninesprings, subject to sufficient additional funding being secured and that the venture must be started within 12 months of the date of this award; (2) that a grant of £500 be awarded to YMCA Mendip so that one accommodation room may be funded; (3) to suggest that both Radio Ninesprings and YMCA Mendip consider applying for grant assistance at other parish councils; and (4) to defer the application from the Salvation Army pending receipt of a Balance Sheet and a detailed breakdown of how the remaining costs for the project will be funded.

9/246. CAPITAL AND REVENUE RESERVES

Members reviewed the statement of Capital & Revenue reserves as at 30th September 2017.

RESOLVED: to note the level of the Capital and Revenue Reserves as at 30th September 2017.

9/247. FINANCIAL STATEMENT – AUGUST 2017/SEPTEMBER 2017

Members reviewed the Financial Statements for the months of August 2017 and September 2017.

RESOLVED: to note the Financial Statement for the months of August 2017 and September 2017.

9/248. CHRISTMAS / NEW YEAR OPENING ARRANGEMENTS

RESOLVED: (1) that the office will close at 3pm on 22nd December 2017; (2) that the office will be opened on 28th and 29th December 2017 from 9am until 4pm; and (3) that interactions with the public (whether face to face or by telephone) are monitored so that the demand for the offices being opened over the festive period may be assessed.

9/249. DIGNITY AT WORK POLICY

Members to consider the Dignity at Work Policy.

RESOLVED: to approve and adopt the Dignity at Work Policy.

9/250. COMPLAINTS HANDLING PROCEDURE

Members to consider the Complaints Handling Procedure.

RESOLVED: to approve and adopt the Complaints Handling Procedure.

9/251. NOTIFICATION OF EXTERNAL AUDITOR APPOINTMENT FOR THE 2017/18 FINANCIAL YEAR

Members to consider the report of the Town Clerk.

RESOLVED: to note the report.

9/252. FORWARD PLAN

To approve the forward plan as detailed within the agenda.

The Clerk highlighted that the Sponsorship Strategy would be added for consideration at the meeting held on 30th January 2017.

RESOLVED: to approve the forward plan, with the above-mentioned amendment.

9/253. EXCLUSION OF PRESS AND PUBLIC

Cllr G Oakes indicated that he did not agree that all items that were to be considered henceforth should exclude the press and the public.

Resolved: (1) 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 9/254 to 9/258 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](#); and (2) that a report be brought to the next meeting of this Committee to consider items that are considered to be of a confidential nature.

9/254. RECOMMENDATIONS FROM BUILDINGS AND CIVIC MATTERS COMMITTEE (COMMERCIAL IN CONFIDENCE)

Members to consider the verbal report from Cllr R Stickland about the recommendations from Buildings and Civic Matters Committee held on 21st November 2017 regarding the War Memorial and Monmouth Hall. It was noted that this meeting had been excellently chaired. The Clerk highlighted the work and expertise of Helen Ferdinand (Deputy Town Clerk), Members who were at this meeting agreed. The War Memorial Working Party was also thanked.

RESOLVED: (1) to note the report; and (2) to pass thanks to both the Deputy Town Clerk and to the War Memorial Working Party.

9/255. DRAFT BUDGET 2018/19

Members considered the Budget for the financial year 2018/19. .

RESOLVED: to recommend to Town Council to approve the Budget for the financial year 2018/19 (subject to receiving the tax base and Council Tax Support Grant from South Somerset District Council for 2018/19; and Crematorium and Cemetery Committee final budget).

9/256. TRAINING REQUEST (STAFF IN CONFIDENCE)

Members considered the training request of the Town Clerk.

RESOLVED: (1) to note the report; (2) to approve the investment for the Town Clerk to join the Aspire South West Strategic Human Resources and organisational Direct Business Partner Programme; and (3) to defer the decision of agreeing a sponsor from the Committee who will contribute support to the Town Clerk as required.

9/257. VALUATION OF REGALIA (COMMERCIAL IN CONFIDENCE)

Members considered the report from the Town Clerk regarding the valuation of regalia.

RESOLVED: (1) to note the report; (2) to proceed with option 2 as a matter of urgency; and (3) to delegate to the Town Clerk in consultation with both the Chairman of Policy, Resources and Finance Committee and the Mayor, the procurement of a suitable solution.

9/241. STAFFING (STAFF IN CONFIDENCE)

Members considered the report from the Town Clerk.

RESOLVED: (1) to note the report; (2) to increase the hourly rate of the apprentice beyond the National Minimum wage for apprentices; and (3) to continue to recruit for an apprentice but in the meantime use temporary resources to assist with capacity and cover.

Meeting closed at 8:23pm.

Signed: (Chairman) Date