



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

Present: Cllrs T Lock (Chairman), P Gubbins, P Lock, G Oakes, E Potts-Jones, F Purbrick, W Read, D Recardo, M Roper, and D Shutler.

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.

9/174. 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 (work commitment), S Lowery (conflicting engagement) and R Stickland (work commitment).

RESOLVED: to accept the apologies with the reasons given.

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).

Declarations of interest were received from:

Cllr P Shutler declared a personal interest in Agenda item 9/178 (Application for Grant Aid) in that he knew the applicant.

Cllr P Lock declared a pecuniary interest in Agenda Item 9/186 being a director of a company formally involved in the bidding process.

There were no other Declarations made at this time.

9/176. MINUTES

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

RESOLVED: that the minutes of the meeting held on 31st January 2017 were signed and dated as a correct record.

9/177. EXCLUSION OF PRESS AND PUBLIC

Due to the confidential nature of the business of items 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

RESOLVED: that Agenda Item 9/184 to 9/186 be heard with the Public and Press excluded.

9/178. APPLICATIONS FOR GRANT AID

Application received from:

- a) **Yeovil Stroke Club** (£1,000)

RESOLVED: to award a grant of £1,000 for transport costs, payable on production of invoices accumulating to this figure.

9/179. CAPITAL AND REVENUE RESERVES

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

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

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

Members reviewed the Financial Statements for the months of December 2016 and January 2017.

RESOLVED: to note the Financial Statement for the months of December 2016 and January 2017.

9/181. INTERNAL AUDIT REPORT

Members considered the findings of the Internal Auditor following the first audit for this financial year of the Council's procedures.

RESOLVED: to note the findings of the Internal Auditor and the management responses given.

9/182. HALL LETTING CONDITIONS OF HIRE

Members considered and discussed the conditions of the hire of Milford Community Hall and Monmouth Hall. Suggestions were made by members about how the halls can be safeguarded against malicious damage during hire, which was collated by the Town Clerk. The Town Clerk will prepare a proposed set of conditions to be discussed at the next meeting of the Buildings and Civic Matters Committee, to make a recommendation to the next meeting of the Policy, Resources and Finance Committee.

RESOLVED: (1) that the Town Clerk prepare a proposed set of conditions of hire which will be discussed at the next meeting of the Buildings and Civic Matters Committee; and (2) that the Buildings and Civic Matters Committee to recommend the agreed conditions of hire to the next meeting of the Policy, Resources and Finance Committee.

9/183. 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 9/177 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 REPORT (STAFF IN CONFIDENCE)

The Town Clerk gave a verbal update relating to achievement and outputs of the Council and issues that have arisen since the last update in September 2016. She also updated the Committee on the staff, their development and achievements.

RESOLVED: (1) to note the verbal update; (2) that priority is given to ensure that the Planning Committee has resources required so that it may run as efficiently as possible; and (3) that the Town Clerk circulates a Structure Chart highlighting who supports various functions of the Council.

9/185. INSURANCE RENEWAL (COMMERCIAL IN CONFIDENCE)

Members considered the report of the Town Clerk.

RESOLVED: (1) to note the report; (2) to set up a Long Term Agreement for a 3 year period; and (3) that the Town Clerk renews the insurance policy with Zurich Insurance (as part of the 3 year long term agreement).

8:25pm – Cllr P Lock left the room and did not return.

9/186. GOLDCROFT (COMMERCIAL IN CONFIDENCE)

Members considered the report of the Town Clerk.

RESOLVED: (1) to note the report; (2) that the Town Clerk investigates the proposals as highlighted in the report; and (3) that the Town Clerk reports to this Committee, when appropriate, the findings of the investigations.

Meeting closed at 8:45pm.

Signed: (Chairman) Date