

# 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 30<sup>th</sup> May 2017 at 7.00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ

**Present:** Cllrs T Lock (Chairman), T Ledlie, P Lock, S Lowery, G Oakes, E Potts-Jones, F Purbrick, D Recardo, M Roper, D Shutler, A Smith and R Stickland.

**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.

**7.00pm - Meeting commenced.**

### **9/188. 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 Cllr M Lock (unwell).

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

### **9/189. 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 R Stickland declared a personal and prejudicial interest in Agenda Item 9/201 (Printer and Photocopier Solution) in that he worked for the current supplier who had also provided a quotation for the upgraded solution.

There were no other Declarations made at this time.

### **9/190. MINUTES**

To approve as a correct record the Minutes of the meeting held on 28<sup>th</sup> March 2017 and 9<sup>th</sup> May 2017.

**RESOLVED:** that the minutes of the meeting held on 28<sup>th</sup> March 2017 and 9<sup>th</sup> May 2017 were signed and dated as a correct record.

### **9/191. EXCLUSION OF PRESS AND PUBLIC**

Due to the confidential nature of the business of items 9/201 to 9/203 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 9/201 to 9/203 be heard with the Public and Press excluded.

### **9/192. CAPITAL AND REVENUE RESERVES**

Members reviewed the statement of Capital & Revenue reserves as at 31<sup>st</sup> March 2017.

**RESOLVED:** to note the level of the Capital and Revenue Reserves as at 31<sup>st</sup> March 2017.

### **9/193. FINANCIAL STATEMENT – FEBRUARY 2017/MARCH 2017**

Members reviewed the Financial Statements for the months of February 2017 and March 2017.

**RESOLVED:** to note the Financial Statement for the months of February 2017 and March 2017.

### **9/194. INTERNAL AUDIT REPORT**

Members considered the findings of the Internal Auditor following the second audit for the financial year 2016/17 of the Council's procedures.

The Chairman went through each recommendation on the report. The Town Clerk gave further explanation to some of the recommendations from the Internal Auditor and the management responses.

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

### **9/195. RECOMMENDATIONS FROM BUILDINGS AND CIVIC MATTERS COMMITTEE**

Members considered the recommendations from the Buildings and Civic Matters Committee held on 23<sup>rd</sup> May 2017.

The issues regarding the safeguarding of Community Halls was discussed as well as the terms and conditions of hire. Members were assured that the Council's insurance policy covered Hirer's liability which meant that if damage was caused by a hirer; the Council would be covered up to £2 million. However, each claim made would be subject to an excess of £100 and a risk of increased premiums in the future. It was recommended by the Buildings and Civic Matters Committee that for parties for individuals between the ages of 13 and 25, that the hirer takes out Public Liability insurance for the one-off event and provide proof of insurance to the office before the party takes place. It was proposed that a help sheet be available for hirers to be able to purchase the Public Liability. It was also felt that a definition for a "responsible adult" needed to be provided, which was delegated to the Town Clerk in consultation with the Chairman of the Building and Civic Matters Committee by that Committee, and that a consistent approach to the use of adult and responsible adult is adopted within the Terms and Conditions.

The matter regarding £3,000 being ring-fenced was discussed, so that it can be used for making a donation or payment for and performing at a Civic Event or any other event that the Town Band would have ordinarily performed at.

The Town House Portico was referred to and that in accordance with Standing Order 51, the work required to address the issues identified with the portico was actioned. It was agreed that the funding could come from contingencies.

The purchase of a Speed Indicator Device and associated costs for installation be funded from the Community Safety budget.

**RESOLVED:** (1) that the verbal report be noted; (2) that a help sheet be prepared to assist hirers to purchase appropriate Public Liability Insurance; (3) that the definition of a "responsible adult" be delegated to the Town Clerk in consultation with the Chairman of the Building and Civic Matters Committee; (4) that a consistent approach to the use of adult and responsible adult be adopted within the Terms and Conditions of Hall Hire; (5) that £3,000 be ring-fenced so that it can be used for making a donation or payment for and performing at a Civic Event or any other event that the Town Band would have ordinarily performed at; (6) that the funding for the Town House Portico come from contingencies; and (7) that the purchase of a Speed Indicator Device and the associated costs for installation be funded from the Community Safety Budget.

### **9/196. SOCIAL MEDIA POLICY**

Members considered the Social Media Policy. A number of amendments were suggested. Members discussed how the Social Media Policy could be available to refer to. The Town Clerk said that this Policy would go on the Website once approved and adopted.

**RESOLVED:** (1) that the Social Media Policy subject to the amendments be recommended to Town Council and; (2) that once approved, the Social Media Policy would be put on the Town Council's Website.

### **9/197. YEOVIL TOWN COUNCIL FACEBOOK PAGE**

Members considered the creation of a Facebook page to engage with the general public and provide information and updates regarding activities and opportunities within Yeovil Town. Discussions were held regarding how to get the most out of the Facebook page and to ensure that it was updated regularly.

**RESOLVED:** that a Facebook page to engage with the general public and provide information and updates regarding activities and opportunities within Yeovil Town be created and maintained.

### **9/198. TEAM STRUCTURES**

Members considered the Team Structure.

**RESOLVED:** that the Team Structure be noted.

### **9/199. SICKNESS AND CAPABILITY PROCEDURES**

Members considered the Sickness Procedures (for both staff and managers) and the Capability Procedure. A number of concerns were raised regarding disability and pregnancy related illnesses and how the sickness and capability would apply. Some other queries were raised concerning recurring absences, phased returns and the disclosure of medication on the Return to Work Questionnaire.

It was agreed to defer approving the procedures and once the issues had been dealt with, that the procedures be brought back to this Committee. The Town Clerk informed the Committee that she had put together a flow chart which gave pictorial representation to the capability procedure which she would also bring to the Committee with these procedures.

**RESOLVED:** (1) that the Sickness and Capability Procedures be noted; (2) that the Sickness and Capability Procedures be amended as appropriate; and (3) that following the amendments, the Sickness and Capability Procedures be brought back to this Committee.

### **9/200. FORWARD PLAN**

To approve the forward plan as detailed within the agenda with the amendment that the Sickness and Capability Procedures be brought to the June meeting of this Committee.

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

*The Committee passed a resolution (see item 9/191 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.*

### **9/201. PRINTER AND PHOTOCOPIER SOLUTION (COMMERCIAL IN CONFIDENCE)**

At this point, Cllr P Lock declared an interest, in that one of the quotations was from a supplier that her Company used.

8:05pm - Cllrs P Lock and R Stickland left the room

Members considered the report of the Town Clerk.

**RESOLVED:** that the supplier as recommended within the report be approved to supply the printer and photocopier solution.

*8:07pm – Cllrs P Lock and R Stickland returned.*

**9/202. CHRISTMAS LIGHTS (COMMERCIAL IN CONFIDENCE)**

Members considered the verbal report of the Christmas Lights Working Party.

**RESOLVED:** (1) to note the verbal report; and (2) to approve the preferred supplier as recommended by the Christmas Lights Working Party.

**9/203. STAFFING (STAFF IN CONFIDENCE)**

Members discussed staffing matters.

**RESOLVED:** that staffing matters be noted.

Meeting closed at 8:40pm.

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