

## YEOVIL TOWN COUNCIL

**MINUTES** of a meeting of the **POLICY, RESOURCES AND FINANCE COMMITTEE** held in the Council Chamber, Town House, 19 Union Street, Yeovil on **Tuesday 26 March 2013**

(7.00pm – 8.25pm)

**Present:**

Tony Lock - Chairman	Tony Fife
Martin Bailey	John Hann
Kris Castle	Andrew Kendall
Philip Chandler	Manny Roper
Bridget Dollard	Darren Shutler

**Also Present:**

Alan Tawse – Town Clerk

### PUBLIC COMMENT

There were no comments from members of the public.

8/162 **MINUTES**

The Minutes of the previous meeting held on 29 January 2013, copies of which had been circulated, were confirmed as a correct record and signed by the Chairman.

8/163 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Clive Davis, David Dollard and Jon Gleeson.

8/164 **DECLARATIONS OF INTEREST**

Martin Bailey declared a disclosable pecuniary interest in Agenda item 5 (Applications for Grant Aid – South Somerset Association for Voluntary and Community Action) by virtue of a potential conflict with a personal business arrangement.

8/165 **CORRESPONDENCE**

There were no items of correspondence.

8/166 **APPLICATIONS FOR GRANT AID**

(a) Milford Community Association

During the ensuing discussion, reference was made to the method by which any grant awarded would be paid to the recipient given that the hall was managed by the Town Council.

**RESOLVED** that a grant of £487 be awarded towards the costs of hall hire fees for the Milford Youth Drop In. (S.1 of the Localism Act 2011 – General Power of Competence).

- (b) South Somerset Association for Voluntary and Community Action

*(Martin Bailey having declared a disclosable pecuniary interest in this item, left the room during its consideration and took no part in the discussion or voting thereon)*

**RESOLVED**

- (1) that a grant of £1,500 be awarded towards the core running costs of the organisation. (S.1 of the Localism Act 2011 – General Power of Competence); and
- (2) that the organisation be invited to give a presentation to a future Town Council meeting about their activities and their plans for the future.

- (c) Yeovil May Festival

**RESOLVED** that a grant of £500 be awarded towards the purchase of a replacement piano. (S.1 of the Localism Act 2011 – General Power of Competence).

(It was noted that the unallocated balance remaining in the 2012/13 Grants Budget amounted to £4,880 and it was suggested that the merits of carrying this forward to 2013/14 be discussed later in the meeting under Agenda Item 8 (Carry Forward Requests).

8/167 **CAPITAL FUND**

The Committee considered the report of the Town Clerk (Agenda item 6 refers).

During the ensuing discussion, reference was made to the revised strategy that had been adopted by the Town Council at a special meeting on 12 March 2013 to progress the disposal of the former Goldcroft Allotment Site whilst protecting the Council's interests.

**RESOLVED**

that the press and public be excluded from part 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.

*(During the closed session, the Town Clerk reiterated the professional advice that had been reported to the above-mentioned special meeting regarding the disposal of the former Goldcroft Allotment Site, at which Members had been updated on developments that had taken place following the previous week's Council meeting, and had been advised of the potential implications of a delay in progressing the*

*matter in light of the new developments that had arisen. A number of Members who had been present at that meeting outlined the reasons for the Council's unanimous support for the agreed course of action).*

At the end of the closed session, the press and public were re-admitted to the meeting.

Attention was drawn to the recent completion of a further audit of the play areas managed by the Town Council, the results of which were attached to the report.

Members were informed of the views of the Grounds and General Maintenance Committee, which had considered the results of the audit earlier that month and which had expressed its support for the approach taken by the Town Council to match-fund agreed improvements to the play areas managed by the Town Council on a rolling five-year programme basis.

Whilst the funding for the proposed play area improvements had yet to be identified, that Committee had expressed their support for the work being undertaken in the suggested priority order.

The Town Clerk outlined a number of options available to the Town Council to meet 50% of the estimated costs of each of the proposed upgrades - on the understanding that the costs involved would continue to be funded with the assistance of the District Council on a matching basis.

He indicated at the meeting that a number of unexpected underspends totalling £6,851 in the Grounds and General Maintenance Committee's 2012/13 budget could be used to help meet the Town Council's anticipated contribution of £10,000 in Year 1 of the new rolling programme, along with £1,000 from a previous carry forward that was no longer required. He added that if this alternative option were pursued, this would leave a balance of £2,149 to find in 2013/14.

During the ensuing discussion, Members expressed their support for this suggestion and proposed that the funding of the remaining balance be identified by the Grounds and General Maintenance Committee from their revenue budget during the forthcoming financial year.

## **RESOLVED**

- (1) that the position concerning the Capital Fund be noted;
- (2) that the current position regarding the rolling programme of play area improvements be noted;
- (3) that the results of the Play Area Audit and the views of the Grounds and General Maintenance Committee thereon be noted and supported;
- (4) that, subject to the District Council making a matching contribution, approval be given to the Town Council's contribution of £10,000 towards the proposed upgrade of the Summerhouse View Play Area

(Year 1) being met from the following underspends in the Grounds and General Maintenance Committee's current budget:

<i>Water Charges</i>	£1,445
<i>Allotment Fence Repairs</i>	£1,793
<i>Holiday Play Activities</i>	£3,613
<i>Sunningdale Allotment Site Fence Repair (previous carry forward)</i>	<u>£1,000</u>
<b>Total</b>	<b>£7,851</b>

- (5) that the above allocations be carried forward into 2013/14;
- (6) that the Grounds and General Maintenance Committee be requested to identify savings in their forthcoming year's budget to meet the remaining balance of £2,149; and
- (7) that the funding of the remainder of the rolling programme be considered as part of the budget-setting process leading up to the fixing of the 2014/15 precept.

#### 8/168 **RAISED ALLOTMENT BEDS**

The Committee considered the report of the Town Clerk (Agenda item 7 refers).

During the ensuing discussion, Members expressed their support for a collective approach being taken to providing a raised bed at the Newtown Allotment site, similar to that already taken in respect of The Vanessa Project.

#### **RESOLVED**

- (1) that the matter be noted;
- (2) that approval be given to South Somerset Mind being offered the opportunity to take on a tenancy at the Newtown Allotment Site to facilitate the provision of raised beds for use by ploholders on a collective basis; and
- (3) that the costs of any adaptations be met by the organisation.

#### 8/169 **CARRY FORWARD REQUESTS**

The Committee considered the report of the Town Clerk (Agenda item 8 refers).

**RESOLVED** that approval be given to carrying forward the following unallocated budgets into the Financial Year 2013/14:

Committee	Purpose	Budget	Amount
Grounds and General Maintenance Committee	Refurbishment of supply at Allotment Site	Water mains refurbishment and repairs	£1,820
Promotions and Activities Committee	Future Town Centre Environmental Improvements	Town Centre Environmental Improvements	£8,000

Buildings and Civic Matters Committee	Future Transport Support	Transport Support	£4,080 carried forward from 2011/12
Yeovil Youth Council (Policy, Resources and Finance Committee)	Contribution towards Yeovil Area Youth Consultation Project	Youth Council	£601
Policy, Resources and Finance Committee	Replacement Christmas Lights	New Initiatives	£24,000 (3 x £8,000 pa)
Policy, Resources and Finance Committee	Grants Provision (Minute 8/166 refers)	Grants	£4,880
Grounds and General Maintenance Committee	Summerhouse View – Play Area Upgrade (Minute 8/167 refers)	Water Charges Fence Repairs Holiday Play Activities <i>Sunningdale Allotment Site</i> Fence Repair (carried forward from 2010/11)	£1,445 £1,793 £3,613 <u>£1,000</u> £7,851

#### 8/170 **RISK MANAGEMENT STRATEGY – 2013/14**

The Committee considered the report of the Town Clerk (Agenda item 9 refers).

#### **RESOLVED**

- (1) that the report be noted;
- (2) that the draft revised risk management strategy for 2013/14 be adopted; and
- (3) that the Committee is satisfied that the internal audit arrangements that are in place are effective and meet the Council's legal obligations.

#### 8/171 **FINANCIAL STATEMENTS – DECEMBER 2012/JANUARY 2013**

The Committee considered the report of the Finance Administrator (Agenda item 10 refers).

#### **RESOLVED**

that the Financial Statements and payments therein for the above months be approved.

#### **PUBLIC COMMENT**

There were no comments from members of the public.

8/172 **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED**

that the press and public be excluded 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.

8/173 **INTERNAL AUDIT**

The Committee considered the confidential report of the Town Clerk (Agenda item 11 refers).

**RESOLVED**

that approval be given to the recommendations set out in the report.

8/174 **STAFFING ISSUES**

The Committee considered the confidential report of the Town Clerk (Agenda item 12 refers).

**RESOLVED**

that the matter be noted and the Committee's full support for the previous and proposed actions of the Town Clerk in dealing with this matter be noted.

Chairman