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Minutes of the meeting of Policy, Resources & Finance Committee of Yeovil Town Council held on Tuesday of 29th March 2021 at 7.00pm held by video-conferencing using Zoom meeting software.

Present: Cllrs G Oakes (Chairman); O Darling-Finan; K Gill; D Gubbins; A Kendall; W Read; D Recardo (from 7:12pm); R Spinner; R Stickland and H Stonier.

Also, Present: Cllrs T Lock (Lyde Ward); E Potts-Jones (Grove Avenue Ward) and A Richards (Wyndham Hill Ward).

In Attendance: A Card (Town Clerk) and H Ferdinand (Deputy Town Clerk).

There were no members of the public and one member of the press present.

7.00pm - Public Comment

There was no public comment.

10/170 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 S Lowery (conflicting engagement) and A Soughton (work commitments).

RESOLVED: to accept the apologies with the reasons given.

10/171 DECLARATIONS OF INTEREST

There were no declarations at this time.

10/172 MINUTES

To approve as a correct record the Minutes of the meeting held on 26th January 2021.

RESOLVED: that the minutes of the meeting held on 26th January 2021 be signed as a correct record at the next appropriate opportunity.

10/173 APPLICATION FOR GRANT AID

Applications were received from:

- YFW Blood Bikes (Yeovil Freewheelers) (£1,500)
- Life Education Wessex (£2,205)

RESOLVED: (1) that £1,500 be awarded to YFW Blood Bikes (Yeovil Freewheelers); and (2) that £2,205 be awarded to Life Education Wessex (voting: unanimous).

7:12pm – Cllr D Recardo joined the meeting.

10/174 GOOD FELLOWSHIP REQUEST

Members considered the report of the Town Clerk regarding and extension of time to secure the full funding of the full costs of transport costs. The original award of £2,200 was made subject to securing the funding in full.

RESOLVED: (1) to note the report; and (2) to give the Good Fellowship until December 2021 to attempt to secure the full amount of funding.

10/175 SCHOOL IT DEVICES GRANT FEEDBACK

Members considered the report of the Town Clerk regarding feedback from the 3 Secondary schools in Yeovil; Preston Academy, Bucklers Mead Academy and Westfield Academy. The Town Clerk stated the report should read “The Town Clerk contacted the schools the very next day to inform them of the grant of **£7,000** each.....”. She proceeded to read out the correspondence from each school.

With the financial contribution, Preston Academy purchased - 30 devices; Bucklers Mead Academy - 43 devices and Westfield Academy - 33 devices. Councillors agreed that the contributions had a made a real difference and the Town Council should be proud of themselves.

RESOLVED: to note the report.

10/176 CAPITAL AND REVENUE RESERVES

Members considered the statement of Capital & Revenue Reserves as of 28th February 2021.

RESOLVED: to approve the statement of Capital & Revenue Reserves as of 28th February 2021.

10/177 BANK RECONCILIATION

Members considered the formal bank reconciliation as at 28th February 2021. Details were requested about the unrepresented cheque.

RESOLVED: (1) to approve the formal bank reconciliation as at 28th February 2021; and (2) that the Town Clerk distribute the information regarding the unrepresented cheque.

10/178 FINANCIAL STATEMENT – DECEMBER 2020 / JANUARY 2021

Members considered the financial statement for the months of December 2020 and January 2021.

RESOLVED: to approve the financial statement for the months of December 2020 and January 2021.

10/179 SOMERSET CLIMATE EMERGENCY FUND 2020-21

RESOLVED: to note that the Council were unsuccessful in the bids submitted for an Electric Vehicle and Solar Panels at Milford Hall.

10/180 VIRTUAL MEETINGS

Members discussed the issue that after 6th May 2021, the ability to legally hold meetings virtually will be removed. Questions were raised as to whether this meant that meetings could be held safely and the ability to be able to social distance.

RESOLVED: (1) to note the update; (2) that if the circumstances did not change, (i.e., the Government do not extend the regulations) the Annual Meeting of the Town Council would not be adjourned; (3) that the Town Clerk and the Mayor discuss the filming of the outgoing Mayor and the incoming Mayor; and (4) that the regulations regarding future meetings are monitored.

10/181 INTERNAL AUDIT

Member considered the findings of the Internal Auditor. The Town Clerk highlighted that many items identified were due to COVID-19 and the Council having to find alternative ways of working. There were lessons for the future.

The Chair of Buildings and Civic Matters confirmed that 3.3 Present Payments lists for February and March 2020 had been completed at the recent meeting of that Committee.

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

10/182 WEBSITE UPDATE

Members considered the report of the Deputy Town Clerk (SF) regarding the new website. A suggestion was made that the Councillors should have yeovil.gov.uk email addresses.

RESOLVED: (1) to note the update; (2) that acquiring the yeovil.gov.uk email addresses be delegated to the Website Working Party; and (3) to provide regular updates to this Committee.

10/183 DIGITAL MAPPING SOFTWARE

Members considered the report of the Deputy Town Clerk (HF) regarding the procurement of a digital mapping software system (Parish Online). This will enable the Town Council to record and manage their assets on a self-service on-line mapping tool. A discussion was held into who would own the data.

RESOLVED: (1) to note the update; (2) to agree to taking out the annual subscription service with Parish Online at an annual cost of £1,350; (3) to check that the intellectual property belongs to Yeovil Town Council; and (4) to inform both Yeovil Without Parish Council and Brympton Parish Council that Yeovil Town Council will be purchasing Parish Online.

10/184 FORWARD PLAN

To approve the forward plan as detailed within the agenda, with the amendment of Website Updates, as appropriate.

RESOLVED: to approve the forward plan, with the amendment of Website Updates, as appropriate

Public Comment

The Member of the press stated that he thought virtual meetings were the way forward and are ideal for the public.

10/185 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: 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 item 10/186 and 10/187 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](#)

8:31pm – The member of the press left the meeting and did not return.

10/186 INSURANCE RENEWAL (COMMERCIAL IN CONFIDENCE)

Members considered the report of the Town Clerk regarding the insurance renewal for the Town Council.

RESOLVED: (1) to note the report; (2) to set up a long-term agreement; and (3) to renew the insurance policy with Zurich Insurance.

10/168 STAFFING (CONFIDENTIAL)

Members considered the report of the Town Clerk regarding staffing.

RESOLVED: (1) to note the retirement of the Admin Officer (GT) and that the vacancy will be held in the short term; (2) that the Town Clerk write a letter to the Admin Officer on behalf of the Town Council, and that it be signed by the Mayor; (3) to note the achievement of the

Admin Officer (LJ) and that she be congratulated; and (3) to retrospectively approve the hours paid to the Mace Bearer during lockdown.

Meeting closed at 8:42pm.

Signed: (Chairman) Date