

# Yeovil Town Council

Town House  
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BA20 1PQ



Mayor : Caller D Recardo, Town Clerk : Amanda Card BA (Hons), CPFA, BSc  
(Open)

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**Minutes of the meeting of Policy, Resources & Finance Committee of Yeovil Town Council held on Tuesday on 24<sup>th</sup> November 2020 at 7.00pm held by video-conferencing using Zoom meeting software.**

**Present:** Cllrs G Oakes (Chairman); K Gill; D Gubbins; A Kendall; W Read; D Recardo; A Soughton and R Stickland.

**Also Present:** Cllrs T Lock (Lyde Ward); and A Richards (Wyndham Hill Ward) (from 7:10pm).

**In Attendance:** A Card (Town Clerk).

## **7.02pm - Public Comment.**

There were no members of the public and one member of the press present. The member of the press asked what was being done with the Beales building to make it look more agreeable. He was informed that the shop windows were going to be wrapped and the doorways boarded up.

## **10/134 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 O Darling-Finan (work commitments); S Lowery (work commitments) and H Stonier (work commitments).

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

## **10/135 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).

Cllr D Recardo declared a pecuniary interest in 10/143 Draft Budget 2021/22 (1) (a) (i) in that he was an allotment tenant.

### **10/136 MINUTES**

To approve as a correct record the Minutes of the meeting held on 29<sup>th</sup> September 2020.

**RESOLVED:** that the minutes of the meeting held on 29<sup>th</sup> September 2020 be signed as a correct record at the next appropriate opportunity.

### **10/137 GRANT AWARD – THE GOOD FELLOWSHIP**

Members considered the report of the Town Clerk and the lack of opportunity due to COVID-10 to secure the funding.

**RESOLVED:** (1) to note the report; and (2) to agree that the Good Fellowship are given until Spring 2021 to attempt to secure the full amount of funding required (voting: unanimous).

### **10/138 CAPITAL AND REVENUE RESERVES**

Members considered the statement of Capital & Revenue Reserves as at 31<sup>st</sup> October 2020.

**RESOLVED:** to approve the statement of Capital & Revenue Reserves as at 31<sup>st</sup> October 2020.

*7:10pm – Cllr A Richards joined the meeting.*

### **10/139 BANK RECONCILIATION**

Members considered the formal bank reconciliation as at 31<sup>st</sup> October 2020.

**RESOLVED:** to approve the formal bank reconciliation as at 31<sup>st</sup> October 2020.

### **10/140 FINANCIAL STATEMENT – AUGUST 2020 / SEPTEMBER 2020**

Members considered the financial statement for the months of August 2020 and September 2020.

**RESOLVED:** to approve the financial statement for the months of August 2020 and September 2020.

### **10/141 CARBON MANAGEMENT ACTION PLAN**

Members considered the Carbon Management Action Plan as recommended by the Carbon Control Working Party. The Town Clerk gave an update regarding the meeting she had with a representative from a solar panel company. Initial thoughts were that due to it being a listed building, it would be difficult to attain the required permission to have a sufficient number of panels installed on the Town House; that the workshop at Goar Knap could accommodate a good number of solar panels but that the low level of electrical usage at the site would mean that the vast majority of the generated electricity would be exported and would not present an attractive financial proposition; and that Milford Community Hall could have many solar panels installed and had a reasonable requirement for electricity and would offer a very favourable return on investment. The Town Clerk highlighted the potential costs

of both the electric vehicles and the solar panels. Should the Council proceed, then the Procurement Process would have to be followed.

Questions were raised with regards to storing of the generated electricity at Milford Community Hall. The Town Clerk will investigate the answers.

**RESOLVED:** to approve the progress on the Carbon Management Action Plan.

**10/142 APPLICATION FOR BIDS INVITED FOR SOMERSET CLIMATE EMERGENCY COMMUNITY FUND 2020/21**

Members considered the proposed applications to the Somerset Climate Emergency Community Fund 2020/21, for the solar panels and electric vehicle as discussed on the Carbon Management Action Plan. These bids will be submitted during Window Two of the application process which opens 1<sup>st</sup> December 2020 and closed 12<sup>th</sup> January 2021. Project applications can be for a minimum of £5,000 and £75,000 with a up to a total of £75,000 per applicant.

**RESOLVED:** (1) that each application is for 50% of the costs so that Yeovil Town Council can be seen to match fund the projects; (2) that Cllr T Lock be named as the Local County Council Member supporting the Electric Vehicle Projects; (3) that Cllr A Kendall be named as the Local County Council Member supporting the Solar Panel project; and (4) that the two applications be submitted once Window Two of the application process opens.

**10/143 DRAFT BUDGET 2021/22**

Members considered the report of the Town Clerk regarding the draft budget for 2021/22.

**RESOLVED:** (1) that the Policy, Resources and Finance Committee recommend to Council the Grounds and General Maintenance Committee budget for 2021/22, including the following: (a) allotments rents to remain at 40p per m<sup>2</sup> with effect from 1st January 2022; (b) that the contribution Yeovil Country Park: Yeovil Community Heritage Officer continue for the next three financial years (2021/22, 2022/23 and 2023/24) and be increased from £9,500 to £10,000; (2) that the Policy, Resources and Finance Committee recommend to Council the Promotions and Activities Committee budget for 2021/22, including a budget allocation of £9,000 for “Eats: Festival”; (3) that the Policy, Resources and Finance Committee recommend to Council the Buildings and Civic Matters Committee budget for 2021/21, including the following:

<b>Milford and Monmouth Community Halls and Town Council Chamber – Hire Charges</b>		
<b>Type of Hire</b>	<b>Current Rate of Hire 2020/21</b> <i>(per hall/room per hour or part thereof)</i>	<b>Proposed Rate of Hire 2021/22</b> <i>(per hall/room per hour or part thereof)</i>
<i>Rate for commercial organisations/persons</i>	£17.00	£17.50

<i>Private Functions</i>	<i>£8.00</i>	<i>£8.00</i>
<i>Damage Deposit for Private Functions (returnable if hall left in a satisfactory condition)</i>	<i>£1250.00</i>	<i>£125.00</i>
<i>Non-profit making Organisations</i>	<i>£7.00</i>	<i>£7:00</i>
<i>Milford and Monmouth Halls: Use of Main Hall Kitchen</i>	<i>£11.00 per hire (included in hall/room hire charge for non- profit making organisations)</i>	<i>£11.50 per hire (included in hall/room hire charge for non- profit making organisations)</i>
<i>Town House Council Chamber: Provision of tea/coffee</i>	<i>£7.00</i>	<i>£7.00</i>
<i>Town House Council Chamber: Provision of tea/coffee</i>	<i>£10.00</i>	<i>£10.00</i>
<i>Town House Council Chamber: Use of kitchen</i>	<i>£5.50</i>	<i>£5.50</i>

(4) that the Policy, Resources and Finance Committee recommend to Council the Planning budget for 2021/22; (5) to note that the Crematorium and Cemetery Committee budget for 2021/22 for Yeovil Town Council will be finalised at the Crematorium & Cemetery Committee meeting held on 13<sup>th</sup> January 2021; and (6) that the Policy, Resources and Finance Committee, recommend to Council, it's budget for 2021/22.

#### **10/144 YOUTH SERVICES UPDATE**

Members considered the Youth Services update from YMCA Mendip and the service provision over the lockdown period.

**RESOLVED:** (1) to note the update; and (2) to invite YMCA Mendip to Yeovil Town Council to give an update.

#### **10/145 WEBSITE UPDATE**

Members considered the verbal update from the Town Clerk, regarding the commissioning of a new website. The opportunity had been posted on Contracts Finder (the Government's portal system) in line with the Financial Regulations. The deadlines for submission of tenders is 18<sup>th</sup> December 2020. There has already been lots of enquiries.

**RESOLVED:** (1) to note the update; (2) to delegate the commissioning of the website to the Town Clerk in consultation with the Website Working Party; and (3) to forward the schematic to all members for the Councillor area on the website.

#### **10/146 FORWARD PLAN**

To approve the forward plan as detailed within the agenda.

**RESOLVED:** to approve the forward plan.

**10/147 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 items 10/132 and 10/133 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*

*7:35pm – The member of the press left the meeting and did not return.*

**10/148 RECOMMENDATIONS FROM BUILDING AND CIVIC MATTERS (COMMERCIAL IN CONFIDENCE)**

The Committee considered the recommendations from Building and Civic Matters Committee held on 18<sup>th</sup> November 2020.

In addition, an urgent decision had been made for the funding of 4 defibrillators in the parish Yeovil with the proviso that funding via grants and sponsorship/contributions from businesses in the area are also sought.

**RESOLVED:** (1) to note the report; (2) to agree to the funding of upgrading of the external lighting; (3) to seek an additional quote for the CCTV system; (3) to agree to the funding of the Mayor’s Parlour window on a like for like basis; (4) to agree the funding of the contractor to carry out the repairs to the windows in the Town House on the basis of his quotation and that any savings that can be made should be passed on to the Town Council; and (5) to agree in principle that £9,000 be added to the budget for 2021/22 for 4 defibrillators within the parish of Yeovil, with the proviso that funding via grants and sponsorship/contributions from businesses in the area are also sought.

**10/149 GRANT AWARD (CONFIDENTIAL)**

Members considered the report of the Town Clerk. The Chairman thanked the Clerk for her prompt and proactive treatment of the matter.

**RESOLVED:** (1) to note the report; and (2) to agree the appropriate way forward with the matter.

**10/150 STAFFING (CONFIDENTIAL)**

Members considered the report of the Town Clerk regarding staffing, especially during COVID-19.

**RESOLVED:** to note the report.

Meeting closed at 8:35pm.

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