



Mayor : Cllr 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 26th January 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; A Soughton (from 7:45pm); R Spinner; R Stickland and H Stonier.

Also Present: Cllrs P Gubbins (Yeovil College Ward); T Ledlie (Abbey Manor South Ward) (from 7:10pm); M Lock (Yeovil College Ward); P Lock (Summerlands Ward); T Lock (Lyde Ward); and A Richards (Wyndham Hill Ward).

In Attendance: A Card (Town Clerk).

7.00pm - Public Comment.

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

10/151 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 S Lowery (work commitments).

RESOLVED: to accept the apologies with the reasons given.

10/152 DECLARATIONS OF INTEREST

There were no declarations at this time.

10/153 MINUTES

To approve as a correct record the Minutes of the meeting held on 24th November 2020.

RESOLVED: that the minutes of the meeting held on 24th November 2020 be signed as a correct record at the next appropriate opportunity.

10/154 CAPITAL AND REVENUE RESERVES

Members considered the statement of Capital & Revenue Reserves as at 31st December 2020.

RESOLVED: to approve the statement of Capital & Revenue Reserves as of 31st December 2020.

10/155 BANK RECONCILIATION

Members considered the formal bank reconciliation as at 31st December 2020.

RESOLVED: to approve the formal bank reconciliation as at 31st December 2020.

10/156 FINANCIAL STATEMENT – OCTOBER 2020 / NOVEMBER 2020

Members considered the financial statement for the months of October 2020 and November 2020.

RESOLVED: to approve the financial statement for the months of October 2020 and November 2020.

10/157 2020/21 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31ST DECEMBER 2020

Members considered the Revenue Budget Monitoring report for the period ending 31st December 2020 (Month 1 – 9). The report provided Members with the current projection of the expected expenditure and income against the Council approved budget for the financial year 2020/21 and explained significant variances against budget.

RESOLVED: to note the report.

7:10pm – Cllr T Ledlie joined the meeting.

10/158 DRAFT BUDGET 2021/22

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

RESOLVED: (1) to agree the budget:

Yeovil Town Council - 2021/22 Draft Budget							
	£	£	£	£	£	£	£
Committee	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Policy, Resources and Finance	378,964	391,504	426,890	346,670	409,270	437,230	486,630
Buildings and Civic Matters	122,070	126,960	96,780	186,239	184,250	204,490	218,680
Grounds and General Maintenance	234,716	238,617	222,520	234,822	239,680	266,710	251,580
Planning and Licensing	5,360	13,250	0	0	1,000	1,000	1,000
Promotions and Activities	67,990	69,280	95,330	92,866	92,000	127,550	102,550
Sub Total	809,100	839,611	841,520	860,597	926,200	1,036,980	1,060,440
Contingency	39,347	40,551	68,463	48,517	46,310	51,849	53,022
Total Committees' Budget	848,447	880,162	909,983	909,114	972,510	1,088,829	1,113,462
Joint Burial Committee	80,420	80,398	58,284	60,016	61,007	63,760	63,814
Total Budget Requirement	928,867	960,560	968,267	969,130	1,033,517	1,152,589	1,177,276
Funded By:	£	£	£	£	£	£	£
Grant from Billing Authority (CTRS)	(94,180)	(81,920)	(26,370)	(8,680)	0	0	0
Net Precept	(834,687)	(878,640)	(941,897)	(960,450)	(1,033,517)	(1,152,589)	(1,177,276)
Use of Unallocated General Fund							
Balances	0	0	0	0	0	0	0
Total Funding	(928,867)	(960,560)	(968,267)	(969,130)	(1,033,517)	(1,152,589)	(1,177,276)
Divided by Tax Base	8,733.72	9,013.54	9,055.91	9,142.80	9,108.12	9,107.50	9,104.62
Band D Charge	£95.57	£97.48	£104.01	£105.05	£113.47	£126.55	£129.31

and (2) to recommend the agreed budget and precept to Town Council for adoption.

10/159 APPLICATION FOR BIDS INVITED FOR SOMERSET CLIMATE EMERGENCY FUND 2020-21

Members considered the verbal update from the Town Clerk. She informed Members that applications had been submitted for Solar Panels on Milford Hall and for an electric vehicle within the second window for applications which closed on 12th January 2021. These applications were due to be considered in March 2021. However, due to the COVID-19 pandemic these timescales have been revised. The final decision on the grant awards have been delayed until there is sufficient time and resources to consider and score all applications submitted.

RESOLVED: to note the update.

10/160 OPPORTUNITIES WORKING PARTY

Members considered the minutes of the working party held on 15th December 2020, the Terms of Reference of the working party. The Town Clerk can a verbal update of the meeting held that evening prior to this Committee. The Town Clerk would be speaking to colleagues at other Town Councils in Cornwall and Dorset about their experiences of taking on additional services due to the Unitary Council regime. At this meeting, discussions were held over services currently delivered by South Somerset District Council and Somerset County Council, and also there maybe elements of these services that Yeovil Town Council may wish to enhance. The outcomes will be fed back in due course.

Cllr D Recardo referred to a useful meeting held with representatives from other Parish Councils in and around Yeovil.

RESOLVED: to note the update.

10/161 RISK STRATEGY AND RISK ASSESSMENT 2021/22

Member considered the Risk Strategy and Risk Assessment for 2021/22 to ensure that appropriate arrangements were in place to mitigate the risks as far as possible. The Town Clerk highlighted the new risks regarding COVID-19 and the team working from home more often.

RESOLVED: (1) to approve the Risk Strategy and Risk Assessment for 2021/22; and (2) to recommend the adoption of the Risk Strategy and Risk Assessment to Town Council.

10/162 YOUTH SERVICES UPDATE

Members considered the Youth Services update from YMCA Mendip regarding youth service provided on behalf of Yeovil Town Council.

RESOLVED: to note the update.

10/163 WEBSITE UPDATE

Members considered the verbal update from the Town Clerk, regarding the commissioning of a new website. Thirty-nine tenders had been received, the Deputy Town Clerk (SF) and the Town Clerk has shortlisted the tenders to 7 using criteria laid out in the specification summary. The Website working party further narrowed down the list to 4. These 4 tenderers will be invited to virtually present to the working party. One of the organisations shortlisted is local.

RESOLVED: to note the update.

10/164 REVIEW OF VIRTUAL MEETING PROTOCOL

Members reviewed the Virtual Meeting Protocol which had been slightly amended.

RESOLVED: (1) to approve the amendments in the Virtual Meeting Protocol; and (2) that the protocol be reviewed again in 6 months (July 2021), subject to changes in legislation or recommended practice and operations).

10/165 MOTION FROM CLLR D GUBBINS

Cllr D Gubbins introduced his motion regarding financially contributing to each of the secondary schools in Yeovil, so that schools could purchase additional IT equipment to help disadvantaged young people continue their education during the COVID-19 pandemic.

RESOLVED: (1) that £21,000 be granted towards the purchasing of IT devices to help disadvantaged school children during the current lockdown. The grant to be evenly split between the 3 secondary schools in Yeovil: that being Preston Academy, Bucklers Mead Academy and Westfield Academy; (2) that the payment be made as a matter of urgency; and (3) that information be requested from each school regarding the number of young people needing assistance with the provision of IT equipment and how many of these young people the contribution have assisted, thus enabling an assessment of the impact of the contribution.

(Voting: unanimous)

7:45pm – Cllr A Soughton joined the meeting.

10/166 FORWARD PLAN

To approve the forward plan as detailed within the agenda.

RESOLVED: to approve the forward plan.

10/167 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 10/168 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

7:53pm – *The member of the press left the meeting and did not return.*

10/168 STAFFING (CONFIDENTIAL)

Members considered the verbal report of the Town Clerk regarding staffing. The Town Clerk informed that Committee about the Deputy Town Clerk’s (SF) success in on the Corporate Governance Level 5. The Committee asked for their congratulations to be passed on. The Town Clerk notified the Committee that the Admin Officer (LJ) was undertaking ILCA (Introduction to Local Council Administration).

RESOLVED: to note the report.

Meeting closed at 7:57pm.

Signed: (Chairman) Date