



Minutes of the meeting of Policy, Resources & Finance Committee of Yeovil Town Council held on Tuesday 28th January 2020 at 7.00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ

Present: Cllrs G Oakes (Chairman), D Gubbins; A Kendall; T Ledlie; M Lock; P Lock; E Potts-Jones; D Recardo; A Soughton and R Stickland.

Also Present: Cllr T Lock (Lyde Ward).

In Attendance: A Card (Town Clerk).

7.00pm - Public Comment.

There were no members of the public or press present.

10/71 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 W Read (conflicting engagement).

RESOLVED: to accept the apologies with the reasons given.

10/72 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).

There were no declarations.

10/73 MINUTES

To approve as a correct record the Minutes of the meetings held on 26th November 2019.

RESOLVED: that the minutes of the meetings held on 26th November 2019 were signed and dated as a correct record.

10/74 CORRESPONDENCE

The Town Clerk referred to the letter from the Good Fellowship which thanked the Council for awarding them £2,200 subject to the securing of funding for the full cost of the transport costs. The Chairman would keep the Town Clerk updated. The Town Clerk updated the Committee about the communication from Yeovil Shop Mobility. It was felt that Yeovil Shop Mobility still had not provided the requested information to further the consideration of their recent grant application.

RESOLVED: that to note the correspondence.

10/75 CAPITAL AND REVENUE RESERVES

Members considered the statement of Capital & Revenue Reserves as at 31st December 2019.

RESOLVED: to approve the statement of Capital & Revenue Reserves as at 31st December 2019.

10/76 FINANCIAL STATEMENT – OCTOBER 2019 / NOVEMBER 2019

Members considered the financial statement for the months of October 2019 and November 2019.

RESOLVED: to approve the financial statement for the months of October 2019 and November 2019.

10/77 BANK RECONCILIATION

Members considered the formal bank reconciliation as at 31st December 2019. The Town Clerk confirmed that the figure on the bank reconciliation matched the figures contained within the Capital and Revenue Reserves.

RESOLVED: to approve the formal bank reconciliation as at 31st December 2019.

10/78 INTERNAL AUDIT REPORT

Members considered the findings of the Internal Auditor following the first audit of the Council's financial procedures.

RESOLVED: to note both the internal audit report and the management responses.

10/79 PLAY AREA AUDIT AND OUTLINE CAPITAL INVESTMENT PLAN

Members considered the recommendation from the Grounds and General Maintenance Committee regarding the play area audit and capital investment plan. Members agreed to put £10,000 in the budget for improvement of St John's Road Play area with the hope that South Somerset District Council could match fund the other half based on existing practice.

RESOLVED: (1) to note the report; and (2) to budget £10,000 for improvement to St John's Road Play area.

10/80 DRAFT BUDGET 2020/21

Members considered the report of the Town Clerk regarding the draft Budget for the financial year 2020/21.

There were some amendments proposed to the budget. Within the Policy, Resources and Finance Committee budget, the budget line of £25,000 for the contribution towards a hospice/Inpatient Unit was removed. An additional budget line of £16,890 was added for the internal and external painting of Town House (as per minute 10/87). The Grounds and General Maintenance Budget had a budget line inserted for £10,000 for improvements to St John's Road Play Area (as per minute 10/79).

RESOLVED: (1) to agree the budget with the above-mentioned amendments so that the budget stands as follows:

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

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

10/81 RISK STRATEGY AND RISK ASSESSMENT 2020/21

Member considered the Risk Strategy and Risk Assessment for 2020/21 to ensure that appropriate arrangements were in place to mitigate the risks as far as possible. The Town Clerk highlighted the new risk regarding a corporate procurement card.

RESOLVED: (1) to approve the Risk Strategy and Risk Assessment for 2020/21; and (2) to recommend the adoption of the Risk Strategy and Risk Assessment to Town Council.

10/82 REVIEW OF PAPERLESS SYSTEM

The Town Clerk informed the Committee that she intended to do a review of the current method that agendas and minutes were distributed. She would be sending a survey around so that all Councillors could put forward their thoughts. She had spoken to the IT provider

about various options and pointed out that the more complex solutions could cost more money.

RESOLVED: to note the verbal update.

10/83 STANDING ORDERS

Members reviewed the Standing Orders.

RESOLVED: (1) to recommend the Standing Orders to Council; and (2) to agree that they would be reviewed again in 5 years' time (subject to changes in legislation, recommended practice and operations).

10/84 SCHEME OF DELEGATION

Members reviewed the Scheme of Delegation. Questions were raised regarding what would happen to organisations who were awarded a grant which was no longer required. It was decided to defer the Scheme of Delegation to the next meeting of this Committee.

RESOLVED: to defer the review of the Scheme of Delegation to the next meeting of this Committee.

10/85 FORWARD PLAN

Members considered the Forward Plan

RESOLVED: to approve the Forward Plan subject to the addition of the Scheme of Delegation being reviewed at the next meeting of this Committee.

10/86 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 10/87 to 10/90 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](#)

10/87 RECOMMENDATIONS FROM BUILDING AND CIVIC MATTERS COMMITTEE (COMMERCIAL IN CONFIDENCE)

The Committee considered the recommendations from Building and Civic Matters Committee held on 22nd January 2020, regarding the funding of the Speed Indicator Device and the Redecoration of the Town House.

RESOLVED: (1) that the Speed Indicator Device be funded from contingences; (2) that the redecorating of Town House be allocated a budget of £16,890 within the budget for 2020/21; and (3) that the costs relating to the potential work on the windows and doors be funded from contingencies.

10/88 PROCUREMENT CARD (COMMERCIAL IN CONFIDENCE)

Members considered the report of the Town Clerk regarding a procurement card.

RESOLVED: (1) to note the report; and (2) to note the use of Financial Procedure Rule 11.1 (a) (iv).

10/89 YOUTH SERVICES UPDATE (CONFIDENTIAL)

Members considered the report regarding Milford Youth Club.

RESOLVED: to note the report.

10/90 WESTLANDS ENTERTAINMENT VENUE AGREEMENT (COMMERCIAL IN CONFIDENCE)

Members considered the draft Westlands Entertain Venue Agreement. Several issues were raised regarding the draft.

RESOLVED: (1) that the Town Clerk resolve the issues identified by Councillors; and (2) to report back to the next meeting of this Committee.

Meeting closed at 8:34pm.

Signed: (Chairman) Date