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**Minutes of the meeting of Policy, Resources & Finance Committee of Yeovil Town Council held on Tuesday on 28<sup>th</sup> July 2020 at 7.00pm held by video-conferencing using Zoom meeting software.**

**Present:** Cllrs G Oakes (Chairman), K Gill; D Gubbins; A Kendall; T Ledlie (from 7:10pm); W Read; D Recardo; R Stickland and H Stonier.

**Also Present:** Cllr J Dash (Summerlands Ward) (from 7:57pm); P Lock (Summerlands Ward); T Lock (Lyde Ward) and R Spinner (Yeovil College Ward).

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

## **7.00pm - Public Comment.**

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

## **10/92 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 (personal reasons) and A Soughton (work commitments).

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

## **10/93 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 personal and prejudicial interest in 10/106 Allotment Tenancy Agreement and Terms and Conditions of shed, greenhouses and polytunnels on allotment plots due to him being an allotment holder.

## **10/94 MINUTES**

To approve as a correct record the Minutes of the meetings held on 28<sup>th</sup> January 2020 and 26<sup>th</sup> May 2020.

**RESOLVED:** that the minutes of the meetings held on 28<sup>th</sup> January 2020 and 26<sup>th</sup> May 2020 be signed as a correct record at the next appropriate opportunity.

**10/95            CORRESPONDENCE**

The Town Clerk read the correspondence received from Yeovil Shop Mobility.

**RESOLVED:** to note the correspondence and withdraw the application from Grant Aid.

**10/96            APPLICATION FOR GRANT AID**

Applications were received from:

- Yeovil Rivers Community Trust (£2,000)
- Oaklands Surgery Coffee Morning (£1,000)

**RESOLVED:** (1) that no further action be taken for the following reasons: the application did not comply with the grants policy; there were concerns about the amount of payments to LTES consultancy; and the duplication of work carried out by Yeovil Country Park for which the Town Council already contributed £32,700 per year (voting: 7 for; 1 abstention); (2) that £1,000 be awarded to Oaklands Surgery Coffee Morning, subject to an application being submitted to Yeovil Without Parish Council. (voting: unanimous).

*7:10pm: Cllr T Ledlie entered the meeting*

**10/97            CAPITAL AND REVENUE RESERVES**

Members considered the statement of Capital & Revenue Reserves as at 30<sup>th</sup> June 2020.

**RESOLVED:** to approve the statement of Capital & Revenue Reserves as at 30<sup>th</sup> June 2020.

**10/98            FINANCIAL STATEMENT – DECEMBER 2019 / JANUARY 2020 / FEBRUARY 2020 / MARCH 2020**

Members considered the financial statement for the months of December 2019, January 2020, February 2020 and March 2020.

**RESOLVED:** to approve the financial statement for the months of December 2019, January 2020, February 2020 and March 2020.

**10/99            REVENUE BUDGET OUTTURN 2019/20**

Members considered Revenue Budget Outturn for 2019/20.

**RESOLVED:** (1) to note the report; (2) to note the outturn position of £921,999 (an underspend of £111,519) and the explanation of significant variances as identified within Appendix A of the report; (3) to approve the carry forwards and movement in reserves as listed within the report; (4) to note that final outturn position; (5) to note the Earmarked Reserve Balances; and (6) to note the Unallocated General Fund Balance.

## **10/100      STATEMENT OF ACCOUNTS FOR 2019/20**

Members considered the report of the Town Clerk and the Statement of Accounts for the year ended 31<sup>st</sup> March 2020.

**RESOLVED:** (1) to note the £111,519 surplus for the year ended 31<sup>st</sup> March 2020; (2) to note the position regarding the General Reserve, the Capital Fund and the Asset Register; and (3) to approve the Statement of Accounts for 2019/20 and the Chairman sign the Statement of Accounts on behalf of the Committee at the next appropriate opportunity.

## **10/101      MAYORS ACCOUNTS 2019/20**

Members considered the report of the Town Clerk relating the expenditure of the Mayor's Allowance for the municipal year 2019/20.

At this point, the Mayor, Cllr D Recardo declared an interest, as these accounts related to his expenditure as Mayor.

The Mayor highlighted that he had only taken £7,880 of the Mayoral Allowance due to COVID-19 (the budget was £8,380 for 2019/20), and that a surplus of £691.57 remained.

**RESOLVED:** (1) to note the report; and (2) that the surplus of £691.57 be returned by way of netting off that amount paid from the Mayor Allowance for 2020/21.

## **10/102      INTERNAL AUDIT REPORT**

Members considered the report of the Internal Auditor following the second audit of the Council's Financial Procedures for 2019/20.

**RESOLVED:** to note the report of the Internal Auditor following the second audit of the Council's Financial Procedures for 2019/20.

## **10/103      COMMUNITY INFRASTRUCTURE LEVY**

Members considered the report of the Town Clerk regarding the Community Infrastructure.

**RESOLVED:** (1) to note the report; and (2) to agree and approve the proposed spreadsheet for the purposes of publication and reporting to the Section 151 Officer at South Somerset District Council.

## **10/104      VIRTUAL MEETING PROTOCOL**

Members considered the Virtual Meeting Protocol. It was agreed to review it again in 6 months' time.

**RESOLVED:** (1) to agree and adopt the Virtual Meeting Protocol; and (b) to review the Virtual Meeting protocol in 6 months' time.

## **10/105      STANDING ORDERS**

Members considered the interpretation of Standing Order 4 (d) (xi) which reads “A Committee will reflect the political balance of the Council”.

At this point, both Cllr P Lock and R Spinner declared a personal interest.

**RESOLVED:** to recommend to Town Council that the that Standing Order 4 (d) (xi) being amended to read: “*A Committee will reflect the political balance of the Council (for the purposes of political balance, Independent members will be classified as a group assuming the same affiliation)*”.

**7:57pm:** Cllr J Dash entered the meeting

## **10/106      ALLOTMENT TENANCY AGREEMENT AND TERMS AND CONDITIONS OF SHEDS, GREENHOUSES AND POLYTUNNELS ON ALLOTMENT PLOTS**

Members considered the revised Allotment Tenancy Agreement and Terms and Conditions of Sheds, Greenhouses and Poly tunnels on Allotment Plots as agreed by Grounds and General Maintenance Committee at their meeting held on 6th July 2020.

Concerns were raised over some of the clauses within the agreements and terms and conditions. Clarification was given by the members of the Allotment Working Party to alleviate these concerns.

**RESOLVED:** to agree both the Allotment Tenancy agreement and Terms and Conditions of Shed, Greenhouses and Poly tunnels on allotment plots

## **10/107      NEW INITIATIVE SCHEME SUBMISSIONS**

Members considered the New Initiative Scheme Submissions as agreed in principle by Buildings and Civic Matter Committees regarding bespoke benches to commemorate NHS

Staff for their work during the COVID-19 pandemic, 75 years since Victory in Europe and 75 years since Victory in Japan.

**RESOLVED:** to agree the three initiatives as listed above, subject to agreeing locations with third parties.

## **10/108      ADDITIONAL LAPTOP (URGENT BUSINESS)**

Members considered the report by the Town Clerk regarding the purchase of an additional laptop. This had been purchased in accordance with Standing Orders, paragraph 4d(xiv) ‘Urgent Business’. There is a requirement to report to this meeting.

**RESOLVED:** to the note report; and that the use of Standing Orders, paragraph 4d(xiv) ‘Urgent Business’ be noted.

**10/109      LORDS LARDER GRANT (URGENT BUSINESS)**

Members considered the report by the Town Clerk regarding the awarding of a grant of £2,000 to the Lord's Larder in recognition of the extra requirements of their service during the corona virus pandemic. This was awarded in accordance with Standing Orders, paragraph 4d(xiv) 'Urgent Business'. There is a requirement to report to this meeting.

**RESOLVED:** to the note report; and that the use of Standing Orders, paragraph 4d(xiv) 'Urgent Business' be noted.

**10/110      SIGNED CHEQUES (URGENT BUSINESS)**

Members considered the report by the Town Clerk regarding the signing of blank cheques so that the Council had the ability to pay for things urgently. This had been agreed in accordance with Standing Orders, paragraph 4d(xiv) 'Urgent Business'. There is a requirement to report to this meeting.

**RESOLVED:** to the note report; and that the use of Standing Orders, paragraph 4d(xiv) 'Urgent Business' be noted.

**10/111      YOUTH SERVICES UPDATE**

Members considered the report of the Director of Youth and Community at YMCA Mendip regarding how Youth Services were being delivered during the pandemic.

**RESOLVED:** to note the report.

**10/112      CORONAVIRUS UPDATE**

Members considered the report of the Town Clerk regarding the Corona virus update and the risk assessment carried out to ensure that the workplace was COVID-19 Secure.

**RESOLVED:** to note the report and risk assessment.

**10/113      FORWARD PLAN**

Members considered the Forward Plan

**RESOLVED:** to approve the Forward Plan.

**10/114      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 10/115 to 10/117 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

**10/115      CIVIL INJUNCTIONS (CONFIDENTIAL)**

The Committee considered the recommendations from Building and Civic Matters Committee held on 21<sup>st</sup> July 2020, regarding the funding for Civil Injunctions. The Town Clerk informed the Committee that Package 1 had been agreed by South Somerset District Council.

**RESOLVED:** (1) to note the report; (2) that Yeovil Town Council should contribute towards the cost of the initiative; (3) Package 1 is the preferred enforcement package; (4) Yeovil Town Council should fund 50% of the package 1; (5) the initiative could be funded by the remaining Community Safety Budget with the remainder coming from reserves.

**10/116      WESTLANDS ENTERTAINMENT VENUE AGREEMENT (COMMERCIAL IN CONFIDENCE)**

Members considered the report of the Town Clerk regarding the agreement with Westlands Entertainment Venue and the funding from Yeovil Town Council.

**RESOLVED:** to approve the draft agreement as attached.

**10/117      WEBSITE (COMMERCIAL IN CONFIDENCE)**

Members considered the report of the Deputy Town Clerk (SF) regarding the commission of a new website.

**RESOLVED:** (1) to approve the commission of a new website; and (2) that the Website Working Party have the following membership: Cllrs P Lock; T Lock; D Recardo and R Stickland.

Meeting closed at 8:52pm.

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