



Mayor : Caller D Recardo, Town Clerk : Amanda Card BA (Hons), CPFA, BSc
(Open)
T-01935 382424, W - www.yeovil.gov.uk
E-mail Town.Clerk@yeovil.gov.uk

Minutes of the meeting of Policy, Resources & Finance Committee of Yeovil Town Council held on Tuesday on 29th September 2020 at 7.00pm held by video-conferencing using Zoom meeting software.

Present: Cllrs G Oakes (Chairman), O Darling-Finan; K Gill; D Gubbins (from 7:19pm); W Read; D Recardo; A Soughton; 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) (from 7:09pm).

In Attendance: A Card (Town Clerk).

7.04pm - Public Comment.

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

10/118 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 (work commitments).

RESOLVED: to accept the apologies with the reasons given.

10/119 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.

10/120 MINUTES

To approve as a correct record the Minutes of the meeting held on 28th July 2020.

RESOLVED: that the minutes of the meeting held on 28th July 2020 be signed as a correct record at the next appropriate opportunity.

7:09pm – Cllr A Richards joined the meeting.

10/121 APPLICATION FOR GRANT AID

Applications were received from:

- Yeovil Starlettes (£500)

RESOLVED: that £500 be awarded to Yeovil Starlettes (voting: unanimous).

10/122 INTERNAL AUDIT RECOMMENDATION ACTION PLAN

The Town Clerk was asked to report back to this Committee regarding the outstanding actions raised by the Internal Auditor following the Internal Audit of the Annual Governance and Accountability Return 2019/20. The Action Plan highlighted the actions required with anticipated timescales for completion.

RESOLVED: to note the Internal Audit Recommendation Action Plan.

10/123 CAPITAL AND REVENUE RESERVES

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

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

10/124 BANK RECONCILIATION

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

10/125 FINANCIAL STATEMENT – APRIL 2020 / MAY 2020 / JUNE 2020 / JULY 2020

Members considered the financial statement for the months of April 2020, May 2020, June 2020 and July 2020.

RESOLVED: to approve the financial statement for the months of April 2020, May 2020, June 2020 and July 2020.

7:19pm – Cllr D Gubbins joined the meeting.

10/126 2021/21 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31ST AUGUST 2020 (MONTH 1 – 5)

Members considered the Revenue Budget Monitoring report for the period ending 31st August 2020 (Month 1 – 5). 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. Members discussed what the projected underspend could mean for the Council in following years. The Town Clerk stated that COVID-19 had a big impact on the projected position, and it was unlikely that this would re-occur in following years.

RESOLVED: to note the report.

10/127 SAFEGUARDING POLICY

Members considered the Safeguarding Policy.

RESOLVED: to approve and adopt the Safeguarding Policy.

10/128 APPLICATION FOR BIDS INVITED FOR SOMERSET CLIMATE EMERGENCY COMMUNITY FUND 2020/21

Members agreed that it would be useful to review the Climate Control Action Plan to assess whether any item on the action plan would fall within the criteria of the Somerset Climate Emergency Community Fund 2020/21 bidding process.

RESOLVED: that the Climate Control working party meet to assess the Climate Control Action Plan against the criteria for the Somerset Climate Emergency Community Fund 2020/21 bidding process.

10/129 FORWARD PLAN

Members considered the Forward Plan

RESOLVED: to approve the Forward Plan.

10/130 OPPORTUNITIES WORKING PARTY

RESOLVED: (1) to set up a working party to proactively consider the opportunities to Yeovil Town Council should either One Somerset or Stronger Somerset be successful; (2) that the working party consist of seven Councillors and reflect the political balance of the Council (i.e. five Liberal Democrats; one Labour and one Conservative); (3) that the Town Clerk contact each party for their representatives; and (4) that the Town Clerk convenes a meeting with those Councillors identified in (3).

10/131 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.

10/132 RECOMMENDATIONS FROM BUILDING AND CIVIC MATTERS – COUNCIL CHAMBER LAYOUT (COMMERCIAL IN CONFIDENCE)

The Committee considered the recommendations from Building and Civic Matters Committee held on 22nd September 2020, regarding the Council Chamber Layout. The Town Clerk gave the cost that the contracted supplier had given for their recommended Conference Cam system.

RESOLVED: (1) to note the report; (2) that the purchase of the Conference Cam system be deferred to a future meeting of this Committee; (3) that the one-off costs for IT be funded from contingencies and the on-going costs be built into the budget for 2021/22; and (4) that the purchase of the 40 green chairs be funded from contingencies.

(voting: unanimous)

10/133 COLLECTING INCOME – CARD READER (COMMERCIAL IN CONFIDENCE)

Members considered the report of the Town Clerk regarding the purchase of a card reading machine in order to provide customers with an alternative way of paying invoices for hall hire, allotments and other services provided by the Council.

RESOLVED: (1) to note the report; (2) to agree that the Council purchase a card reading machine; and (3) to approve the purchase of the card reading machine as detailed within the report.

(voting: unanimous)

Meeting closed at 7:47pm.

Signed: (Chairman) Date