



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Yeovil Town Council

Tuesday 30th January 2024

7:30pm

Town House, 19 Union Street, Yeovil BA20 1PQ

For further information on the items to be discussed, please contact town.clerk@yeovil.gov.uk.

Amanda Card, Town Clerk
24th January 2024

This information is also available on our website: www.yeovil.gov.uk

Yeovil Town Council

Members of Yeovil Town Council are summoned to attend:

Andy Kendall – Mayor of Yeovil Town

Emma-Jayne Hopkins – Deputy Mayor of Yeovil Town

Barry Boyton

Graham Oakes

Jade Cabell

Evie Potts-Jones

Tareth Casey

Wes Read

Kayleigh Fieldsend

Ashley Richards

Vacancy

Jeny Snell

Karl Gill

Andy Soughton

Kaysar Hussain

Roy Spinner

Tony Lock

Rob Stickland

Jamie Lock

Helen Stonier

Sarah Lowery

Adrian Wilkes

Jane Lowery

Dave Woan

Public Comments at meetings

Members of the public may attend the meeting either physically or via zoom.

If you would like to join the meeting via zoom, please e-mail ytic@yeovil.gov.uk by 9:00am on Tuesday 30th January 2024. Instructions will be sent to you to view the meeting.

Equality Act 2010

The general public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Disability	Religion or Belief
Gender Reassignment	Sex
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

Recording of Council Meetings

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. Please refer to our Policy on audio/visual recording and photography at Council meetings at www.yeovil.gov.uk. This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

Prior to the start of the meeting, Members are invited to join the Mayor's Chaplain in the Council Chamber for "Reflections".

A G E N D A

Public Comment (15 Minutes)

11/136 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Council to receive apologies for absence and consider the reasons given. *LGA 1972 s85(1)*

11/137 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).

11/138 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING

To confirm as a correct record the Minutes of the previous Town Council Meeting held on 5th December 2023.

11/139 MAYOR AND DEPUTY MAYOR'S RECENT AND FORTHCOMING ENGAGEMENTS AND ANNOUNCEMENTS

To note the Mayor and Deputy Mayor's recent and forthcoming engagements as attached at pages 6 to 7.

11/140 CORRESPONDENCE

To consider any correspondence received.

11/141 REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND OTHER MEETINGS

To note the meetings of each Committee, any resolutions and recommendations contained therein to be ratified.

Planning Committee – 11th December 2023 / 22nd January 2024
Presented by Cllr Evie Potts-Jones

Promotions and Activities Committee – 9th January 2024.
Presented by Cllr Evie Potts-Jones

Grounds and General Maintenance Committee – 8th January 2024.
Presented by Cllr Roy Spinner

Buildings and Civic Matters Committee – 15th January 2024.

Presented by Cllr Rob Stickland

Policy, Resources and Finance Committee – 23rd January 2024.

Presented by Cllr Graham Oakes

11/142 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Members who represent the Town Council on outside bodies should take this opportunity to report on any matters of interest.

- Yeovil Crematorium and Cemetery – 19th December 2023 (minutes previously circulated).

Following a resignation of councillors, the following Outside Bodies seeks another representative from Yeovil Town Council:

- Woborns Almshouse (meets quarterly during the day)
- Yeovil Crematorium and Cemetery Committee (meets quarterly in the evening)
- Yeovil Recreation Charity (meets quarterly in the evening)

For more information regarding these positions, please contact the Town Clerk.

11/143 BUDGET 2024/25

Members to consider the report of the Town Clerk attached at pages 8 to 15, regarding the budget and precept for 2024/25. *Account & Audit Regulations 2015*

11/144 RISK STRATEGY

Members to approve the recommendation by the Policy, Resources and Finance Committee to adopt the Risk Strategy and Risk Assessment for Yeovil Town Council as attached at pages 16 to 26.

11/145 FORWARD PLAN

To consider the Forward Plan as attached at page 27, lists the items due to be discussed and the decisions due to be made by Yeovil Town Council.

The timings given are indicative and occasionally may be rescheduled and new items added as required.

It is **RECOMMENDED** that Yeovil Town Council approve the Forward Plan.

Public Comment (15 Minutes)

List of Engagements attended/to be attended by the Mayor of Yeovil, Councillor Andy Kendall and the Deputy Mayor of Yeovil, Councillor Emma-Jayne Hopkins 5 December 2023 to 2 April 2024.

<u>December Engagements</u>	
06/12/2023	- The Mayor of Yeovil, Councillor Andy Kendall attended Blandford Forum's Civic Carol Service
07/12/2023	- The Mayor of Yeovil, Councillor Andy Kendall attended St Peters Rainbows, Brownies, Guides and Rangers Carol Service
08/12/2023	- The Mayor of Yeovil, Councillor Andy Kendall attended Chickerell's Carol Evening
09/12/2023	- The Mayor of Yeovil, Councillor Andy Kendall and the Deputy Mayor of Yeovil, Councillor Emma-Jayne Hopkins attended the Gala Night of the Cinderella Pantomime
10/12/2023	- The Mayor of Yeovil, Councillor Andy Kendall attended Ferndown's Christmas Service
10/12/2023	- The Deputy Mayor of Yeovil, Councillor Emma-Jayne Hopkins attended Gods House International Centre for Christmas Carols
11/12/2023	- The Mayor of Yeovil, Councillor Andy Kendall attended the Yeovil Memory Café
11/12/2023	- The Mayor of Yeovil, Councillor Andy Kendall attended Compton View Residential Care Homes
12/12/2023	- The Deputy Mayor of Yeovil, Councillor Emma-Jayne Hopkins attended Yeovil College's Opening of their new Construction Site
12/12/2023	- The Mayor of Yeovil, Councillor Andy Kendall attended The Knoll Nursing Home for their Christmas Visit
15/12/2023	- The Mayor of Yeovil, Councillor Andy Kendall attended Redleif House for their Christmas Visit
15/12/2023	- The Mayor of Yeovil, Councillor Andy Kendall attended the HMS Heron Volunteer Band Christmas Concert
17/12/2023	- The Mayor of Yeovil, Councillor Andy Kendall attended Gillingham's Civic Carol Service

18/12/2023	- The Mayor of Yeovil, Councillor Andy Kendall attended Cookson Court Resident Christmas Party
20/12/2023	- The Mayor of Yeovil, Councillor Andy Kendall attended Wyndham Court for their Christmas Visit
28/12/2023	- The Mayor of Yeovil, Councillor Andy Kendall attended Somerset Community Foundation Afternoon Tea
<u>January Engagements</u>	
08/01/2024	- The Mayor of Yeovil, Councillor Andy Kendall attended Movement Through Cancer Class Taster Session
12/01/2024	- The Mayor of Yeovil, Councillor Andy Kendall attended the Yeovil Chamber Business Awards
29/01/2024	- The Mayor of Yeovil, Councillor Andy Kendall presented Ben from Bakeable at Able2achieve a Recognition Award for his efforts
<u>February Engagements</u>	
02/02/2024	- The Mayor of Yeovil, Councillor Andy Kendall will attend the Yeovil Amateur Pantomime Society's production of Treasure Island
08/02/2024	- The Mayor of Yeovil, Councillor Andy Kendall will visit Dodham Brook for Phosphate Testing
22/02/2024	- The Mayor of Yeovil, Councillor Andy Kendall will attend the Dramatic Community Performance of 'Sisterhood Stories' at the Lighthouse Theatre in support to Ukraine
24/02/2024	- The Mayor of Yeovil, Councillor Andy Kendall will attend Crewkerne Civic Reception
<u>March Engagements</u>	
03/03/2024	- The Mayor of Yeovil, Councillor Andy Kendall will attend Axbridge Civic Service

11/143 BUDGET 2024/25

At its meeting held on 24th January 2024, the Policy, Resource and Finance Committee agreed to recommend the following budget and precept to Town Council for approval (subject to additional information being received from Somerset Council).

Yeovil Town Council - 2024/25 Budget	
	£
Committee	2024/25
Policy, Resources and Finance	532,390
Buildings and Civic Matters	326,780
Grounds and General Maintenance	273,610
Planning	1,000
Promotions and Activities	208,400
Devolution of Assets and Services*	1,003,635
Sub Total	2,345,815
Contingency	117,291
Total Committees' Budget	2,463,106
Joint Burial Committee	76,688
Total Budget Requirement	2,539,794
Funded By:	£
Grant from Billing Authority (CTRS)	0
Net Precept	(2,539,794)
Use of Unallocated General Fund Balances	0
Total Funding	(2,539,794)
Divided by Tax Base	9,199.49
Band D Charge	£276.08

We have made provision within the budget for the devolution of assets and services. We are actively working with Somerset Council to protect local services. The services that are currently being discussed and investigated are:

- Yeovil Country Park
- Yeovil Recreation Centre
- Octagon Theatre
- Westlands Entertainment Venue
- South Somerset Heritage Collection.

Further services may be investigated in the future.

This results in an increase on a Band D Charge of £130.80 per year (£2.52 per week), an increase from £145.28 to £276.08). The budget for the financial year 2024/25 is attached. *Account & Audit Regulations 2015*

If Members have any questions regarding the Budget for 2024/25, please contact Amanda Card, Town Clerk prior to the meeting.

The Committee is **RECOMMENDED** to note the report.

(Amanda Card, Town Clerk – 01935 382424 or amanda.card@yeovil.gov.uk)

Yeovil Town Council - 2024/25 Budget

	£	£	£	£	£	£	£	£	£	£
Committee	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Policy, Resources and Finance	378,964	391,504	426,890	346,670	409,270	437,230	486,630	448,280	502,470	532,390
Buildings and Civic Matters	122,070	126,960	96,780	186,239	184,250	204,490	218,680	252,820	231,720	326,780
Grounds and General Maintenance	234,716	238,617	222,520	234,822	239,680	266,710	251,580	339,770	281,370	273,610
Planning	5,360	13,250	0	0	1,000	1,000	1,000	1,000	1,000	1,000
Promotions and Activities	67,990	69,280	95,330	92,866	92,000	127,550	102,550	101,040	183,780	208,400
Devolution of Assets and Services*	0	0	0	0	0	0	0	0	0	1,003,635
Sub Total	809,100	839,611	841,520	860,597	926,200	1,036,980	1,060,440	1,142,910	1,200,340	2,345,815
Contingency	39,347	40,551	68,463	48,517	46,310	51,849	53,022	57,146	60,017	117,291
Total Committees' Budget	848,447	880,162	909,983	909,114	972,510	1,088,829	1,113,462	1,200,056	1,260,357	2,463,106
Joint Burial Committee	80,420	80,398	58,284	60,016	61,007	63,760	63,814	73,384	75,336	76,688
Total Budget Requirement	928,867	960,560	968,267	969,130	1,033,517	1,152,589	1,177,276	1,273,440	1,337,045	2,539,794
Funded By:	£	£	£	£	£	£	£	£	£	£
Grant from Billing Authority (CTRS)	(94,180)	(81,920)	(26,370)	(8,680)	0	0	0	0	0	0
Net Precept	(834,687)	(878,640)	(941,897)	(960,450)	(1,033,517)	(1,152,589)	(1,177,276)	(1,273,440)	(1,337,045)	(2,539,794)
Use of Unallocated General Fund										
Balances	0	0	0	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)	(1,273,440)	(1,337,045)	(2,539,794)
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	8,930.76	9,203.53	9,199.49
Band D Charge	£95.57	£97.48	£104.01	£105.05	£113.47	£126.55	£129.31	£142.59	£145.28	£276.08

Building and Civic Matters Committee

	2022/23			2023/24				2024/25	
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 9/30/2023	Full year estimated spend to 3/31/2024	Estimated (over) / under spend £	Proposed Budget	Notes
EXPENDITURE									
Band Costs	3,500	3,500	0	3,500	0	3,500	0	3,500	SLA agreed to commence in 2020/21
CCTV	32,490	32,490	0	32,490	0	32,490	0	32,490	Still no SLA
Changing Places Toilet	5,000	0	5,000	0	0	0	0	0	
Community safety	17,500	17,500	0	17,500	0	17,500	0	85,000	2 x Community Ambassadors
Defibrillator	10,500	16,206	0	11,500	4,498	12,456	(956)	12,420	Inflationary increase
Litter/Grit bins	700	166	534	700	0	250	450	700	
Milford Hall - Business Rates	5,200	5,364	(164)	5,370	3,380	5,632	(262)	5,700	Inflationary increase
Milford Hall - Running Costs	20,000	43,098	(23,098)	22,000	35,383	50,000	(28,000)	57,300	Increase in electricity costs
Milford Hall - Security	3,000	2,730	270	3,000	739	1,000	2,000	1,000	
Milford Hall - SSSC Recharges	10,000	5,144	4,856	10,000	0	0	10,000	0	All utilities etc transferred to Yeovil Town Council
Milford Hall Refurbishments	20,000	2,210	0	0	0	0	0	0	
Millennium Clock	520	1,722	(1,202)	570	1,100	1,100	(530)	570	Inflationary increase
Monmouth Hall Business Rates	0	1,075	(1,075)	0	0	0	0	0	
Monmouth Hall refurbishment	60,000	58,681	1,319	60,000	43	60,000	0	60,000	
PA System	500	577	(77)	620	848	848	(228)	0	Hire charge of PA system and technical support for Remembrance Sunday - move to Remembrance Sunday
Public noticeboards	500	42	458	1,000	4,738	12,280	(11,280)	1,000	
Peter Street Public Toilet - Cleaning (inc toilet rolls)	7,000	8,388	(1,388)	7,500	3,366	8,035	(535)	8,300	Inflationary/Cost of Living increase
Peter Street Public Toilet - Security	5,200	5,783	(583)	5,660	4,258	8,098	(2,438)	7,680	Inflationary increase
Peter Street Public Toilet - Business Rates	3,200	0	3,200	0	0	0	0	0	
Peter Street Public Toilet - Other Running costs (electric/water/repairs)	7,120	5,553	1,567	9,250	4,918	9,500	(250)	9,990	Inflationary and increase in electricity costs
Peter Street Public Toilets - Refurbishment	0	0	0	0	0	0	0	10,000	Following budget workshop - agreed to enter a line. The proposed budget is indicative prior to scoping out project and tender.
Petters Way Public Toilet - SSSC Recharge (cleaning/water/electricity)	11,400	10,545	855	12,900	0	12,900	0	12,900	Increase in electricity costs
Petters Way Public Toilet - Security	5,000	5,781	(781)	5,440	4,258	8,098	(2,658)	7,680	Inflationary increase
Petters Way Public Toilet - Business Rates	2,650	0	2,650	0	0	0	0	0	
Petters Way Public Toilet - Other Running costs (repairs)	2,030	3,841	(1,811)	2,210	1,665	2,800	(590)	2,210	Inflationary increase
Regalia	2,000	3,781	(1,781)	2,000	54	2,000	0	2,000	Move from PR&F
Remembrance Sunday	1,500	0	1,500	1,500	400	650	850	1,600	Stewards and Road Closure and PA System
Speed Indicator Device installations	0	0	0	0	285	1,142	(1,142)	1,250	
Sports Development Officer (SSDC)	2,160	0	2,160	2,160	0	0	2,160	0	
St Georges Day Parade	300	0	300	200	200	0	200	100	
Town Centre Environmental Improvements	8,000	0	8,000	8,000	0	0	8,000	0	
Town House - CCTV Reserve	500	500	0	500	0	500	0	500	Build up a reserve to repair/replace CCTV BCM 17/11/20
Town House - business rates	10,400	9,606	794	10,400	6,627	11,047	(647)	12,000	
Town House - electricity	1,600	1,540	60	2,400	790	2,000	400	3,500	Increase in electricity costs
Town House - gas	2,200	2,160	40	2,200	624	2,485	(285)	2,200	
Town House - repairs and maintenance	10,000	6,027	3,973	10,000	25,857	27,000	(17,000)	10,000	
Town House - water charges	400	177	223	400	83	200	200	400	
Town House (excluding services)	7,000	5,802	1,198	7,000	2,388	5,000	2,000	7,000	
War memorials	750	750	0	750	1,100	1,100	(350)	750	Risk assessed and cleaned every 2 years. Budget to collect 1/2 each year and add to reserve to cover charge every 2 years
Total Expenditure	279,820	260,739	19,081	258,720	107,602	299,611	(40,891)	359,740	
INCOME									
Defibrillator	0	(5,706)	5,706	0	0	(1,220)	1,220	0	
Insurance Claim - Regalia	0	(1,668)	1,668	0	0	0	0	0	
Milford Hall	(26,000)	(24,102)	(1,898)	(26,000)	(13,638)	(27,275)	1,275	(32,960)	
Sponsorship of Noticeboard	0	0	0	0	0	(1,180)	1,180	0	
Town House	(1,000)	0	(1,000)	(1,000)	0	(1,200)	200	0	
Total Income	(27,000)	(31,477)	4,477	(27,000)	(13,638)	(30,875)	3,875	(32,960)	
Net Expenditure	252,820	229,263	23,557	231,720	93,965	268,736	(37,016)	326,780	

Grounds and General Maintenance Committee

	2022/23			2023/24				2024/25		Notes
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 9/30/2023	Full year estimated spend to 3/31/2024	Estimated (over) / under spend £	Proposed Budget		
EXPENDITURE										
Allotment Maintenance (Corporate)	9,570	12,778	(3,208)	13,800	8,938	18,438	(4,638)	13,800	GGM agreed 8 cuts per year instead of 7.	
Allotment - Health & Safety	0	0	0	0	0	0	0	5,000		
Allotments - Fence Repairs	2,000	2,000	0	2,000	11	2,000	0	2,000	If not spent will be put in reserve to use when necessary	
Best Kept Allotments Competition	250	262	(12)	250	0	250	0	250		
Community Heritage Officer	10,000	10,000	0	10,000	0	10,000	0	10,000	Community Heritage Officer at Yeovil Country Park	
Electric Van	8,000	0	8,000	8,000	0	0	8,000	8,000	Lease of electric van (estimate) - will go through the procurement process	
Goar Knap - Building	2,000	2,096	(96)	2,200	919	1,900	300	2,200		
Holiday Playscheme contribution	9,640	9,640	0	10,490	0	10,490	0	0	Inflationary linked uplift of as agreed by GGM 18/11/19 PR&F 26/11/19 (8.8%) Will be running scheme in house. Move to P&A	
Labour	27,580	26,817	763	32,000	13,913	30,000	2,000	33,000	Labour adjusted to meet: national pay awards; employer's pension contributions; employer's National Insurance contributions; and increments.	
Leases	350	335	15	350	0	350	0	350		
Materials and equipment	1,870	3,976	(2,106)	1,870	1,682	3,000	(1,130)	3,000	Incremental increase year on year.	
Open spaces:										
Lights for Milford Park	400	0	400	400	0	0	400	400		
Open Spaces	133,480	133,480	0	133,480	0	133,480	0	133,480		
Play and Landscape Officers	13,200	13,200	0	14,360	0	14,360	0	15,510	Inflationary linked uplift as agreed by GGM 18/11/19 PR&F 26/11/19	
Play Area Repairs/Enhancements	12,940	12,940	0	14,080	0	14,080	0	14,170	Inflationary linked uplift as agreed by GGM 18/11/19 PR&F 26/11/19	
Play Area Upgrade	2,830	2,830	0	3,080	0	3,080	0	3,340	Inflationary linked uplift as agreed by GGM 18/11/19 PR&F 26/11/19	
Playpark Programme	30,000	30,000	0	10,000	0	10,000	0	10,000	Playpark Programme agreed 21/01/20 BCM 28/01/20 PR&F.	
Skate Parks	50,000	50,000	0	0	0	0	0	0	Contribution to Lysander Road and Milford Park	
Door Step Green	7,000	712	6,288	7,000	626	7,000	0	7,000	Incremental increase year on year, additional monies for routine clearing of pathway from Monmouth Road to Doorstep green	
Country Park	32,700	32,700	0	32,700	16,350	32,700	0	32,700		
Yew Tree Park - Gate Opening	2,200	2,394	(194)	2,400	1,826	4,626	(2,226)	0	Service to cease 31/12/2023	
Protective Clothing	200	49	151	100	7	50	50	100		
Vehicle	1,350	1,722	(372)	1,800	992	1,800	0	1,800	As vehicle gets older more that needs addressing at service/MOT. Increase in fuel prices. Looking into getting a van fit for purpose and environmentally friendly	
Water charges	1,000	2,184	(1,184)	1,000	2,172	0	1,000	1,000		
Water Mains Refurbishment/Repairs	2,200	2,200	0	2,200	0	2,200	0	2,200	Water mains refurbishment/repairs budget was allocated to meet planned programme of phased; now in a reserve to use when necessary	
Total Expenditure	360,760	352,316	8,444	303,560	47,435	299,804	3,756	299,300		
INCOME										
Taps & keys	(100)	(158)	58	(100)	(93)	(100)	0	(100)		
Contribution towards cost of Elizabeth Flats works	0	(2,956)	0	0	0	0	0	0		
Rent	(17,800)	(18,625)	825	(18,500)	(449)	(21,181)	2,681	(22,000)		
Lease	(2,090)	(2,088)	(2)	(2,090)	(522)	(2,088)	(2)	(2,090)	Income of £2,090 pa receivable from lease of land at Higher Ryalls	
Water Charge	(1,000)	(2,523)	1,523	(1,500)	0	(3,441)	1,941	(1,500)		
Total Income	(20,990)	(26,350)	2,404	(22,190)	(1,064)	(26,810)	4,620	(25,690)		
Net Expenditure	339,770	325,966	10,848	281,370	46,372	272,994	8,376	273,610		

Promotions & Activities Committee

	2022/23			2023/24			2024/25		
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 9/30/2023	Full year estimated spend to 3/31/2024	Estimated (over) / under spend £	Proposed Budget	Notes
EXPENDITURE									
Christmas Lights	23,500	16,217	7,283	28,000	0	28,000	0	30,000	Inflationary increase. Tender for new scheme for Dec 2024
Christmas Lights Competition	30	0	30	30	0	0	30	30	
Christmas Lights Installation/Safety Checks	17,500	14,365	3,135	20,000	520	19,000	1,000	22,000	Inflationary increase. Tender for new scheme for Dec 2024
Christmas Lights Switch On	500	0	500	0	0	0	0	0	Contractor to provide more people to switch on Christmas lights.
Christmas Lights Switch On Event	0	0	0	1,000	2,000	2,000	(1,000)	2,000	
Customised souvenirs	650	650	0	650	0	650	0	650	
Eats:Festival	5,000	4,550	450	5,000	1,175	4,550	450	5,000	Spring. Super Saturday and Christmas local produce market. P&A 10/11/20.
Holiday Playscheme contribution	0	0	0	0	0	0	0	11,400	Moved from GGM
Love Yeovil	1,000	500	500	1,000	0	1,000	0	1,000	
Resourcing VE Day Celebrations	0	40,492	(40,492)	0	0	0	0	0	
Resourcing Yeovil Celebrates....	0	20,587	(20,587)	70,000	44,795	70,000	0	75,000	Agreed P&A 11/07/23 and PR&F 25/07/23
Queen's Jubilee Beacon	0	2,700	(2,700)	0	0	0	0	0	
Super Saturday	7,000	4,308	2,692	7,000	4,499	4,499	2,501	10,000	Inflationary increase 2 x Super Saturdays
Town Crier	1,070	0	1,070	1,170	1,118	1,118	52	1,260	Inflationary increase
Yeovil Art Space (SLA)	0	0	0	5,000	5,000	5,000	0	5,000	Agreed PR&F 28/06/22
Yeovil in Bloom Officers	24,800	24,800	0	24,800	24,800	24,800	0	24,800	
Yeovil in Bloom Working Budget	16,440	16,446	(6)	16,440	16,440	16,440	0	16,440	
Yeovil Open Town Crier Competition	1,550	1,447	103	1,690	0	0	1,690	1,820	Inflationary increase
Yeovil Together	2,000	2,000	0	2,000	0	0	2,000	2,000	SLA for 3 years 2024 - 2026
Total Expenditure	101,040	149,062	(48,022)	183,780	100,347	177,057	6,723	208,400	
INCOME									
Contribution to Yeovil Celebrates	0	(2,000)	2,000	0	0	0	0	0	
Total Income	0	(2,000)	2,000	0	0	0	0	0	
Net Expenditure	101,040	147,062	(46,022)	183,780	100,347	177,057	6,723	208,400	

Planning Committee

	2022/23			2023/24				2024/25	
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 9/30/2023	Full year estimated spend to 3/31/2024	Estimated (over) / under spend £	Proposed Budget	Notes
EXPENDITURE									
Planning	1,000	0	1,000	1,000	0	0	1,000	1,000	
Total Expenditure	1,000	0	1,000	1,000	0	0	1,000	1,000	
INCOME									
	0	0	0	0	0	0	0	0	
Total Income	0	0	0	0	0	0	0	0	
Net Expenditure	1,000	0	1,000	1,000	0	0	1,000	1,000	

Policy, Resources & Finance Committee

	2022/23			2023/24				2024/25	
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 9/30/2023	Full year estimated spend to 3/31/2024	Estimated (over) / under spend £	Proposed Budget	Notes
EXPENDITURE									
Advertising	500	645	(145)	500	90	450	50	500	
Audit fees	3,610	2,950	660	3,930	3,171	3,171	759	3,500	
Books/periodicals	240	385	(145)	240	271	385	(145)	240	LGC Periodical
Carbon Management	25,000	25,000	0	25,000	0	25,000	0	25,000	
Contingencies	57,146	3,390	53,756	60,017	2,150	10,000	50,017		
Cost of Elections	5,500	6,162	(662)	5,500	0	13,500	(8,000)	15,500	Elections every 4 year. Budget to collect 1/4 each year and add to reserve to cover charge from SSDC every 4 years. Plus £10,000 to cover any by-election costs
Costs of Democracy	29,600	28,856	744	30,000	14,176	28,654	1,346	31,200	Members Allowance to increase in line with staff awards (4%)
Courses/conferences	5,000	1,518	3,482	5,000	60	1,200	3,800	5,000	
Franking Machine	500	333	167	500	361	361	139	500	
Furniture, office equipment & servicing	4,000	3,289	711	4,000	1,527	3,000	1,000	4,000	
Grants	7,000	12,900	(5,900)	10,000	0	10,000	0	10,000	
Insurance	6,000	10,629	(4,629)	7,200	0	0	7,200	7,200	Insurance premiums estimated to increase by 20%
Mayoral allowance	10,480	5,579	4,901	11,400	0	9,000	2,400	12,400	Mayoral Allowance to increase annually in line with CPI
Miscellaneous	0	608	(608)	0	277	300	(300)	0	
New Initiatives Fund	15,000	0	15,000	15,000	0	5,000	10,000	15,000	
PC Support	13,000	12,684	316	14,100	5,963	12,963	1,137	14,100	PC support also includes EoFTTC (Ethernet over Fibre to the Cabinet) leased line.
Postage	2,000	2,244	(244)	2,000	400	800	1,200	2,000	Postage reduced due to electronic summons of agendas, minutes etc
Prof. fees/subs	7,500	10,590	(3,090)	8,000	1,974	11,000	(3,000)	10,000	
Salaries	267,500	277,178	(9,678)	300,000	146,205	292,410	7,590	330,000	Adjusted to meet: national pay awards; employer's pension contributions; employer's National Insurance contributions; and increments. Community Development Officer (Agreed PR&F 26/09/23)
Ski Centre	500	24	476	500	9,051	10,000	(9,500)	500	
Sponsorship (Octagon Theatre - SLA)	1,000	1,000	0	1,000	0	1,000	0	1,000	
Stationery/supplies	2,000	1,129	871	2,000	0	1,000	1,000	2,000	
Telephone	2,500	2,971	(471)	2,500	1,062	2,123	377	2,500	
Treasury Management	0	0	0	0	8,000	8,000	(8,000)	8,000	Treasury Management Advisors contracted (agreed 30/05/23)
Website	0	0	0	750	0	750	0	750	
Youth Council	2,000	2,000	0	2,000	0	2,000	0	7,000	Subject to proposal being accepted
Youth Services - YMCA	40,600	33,280	7,320	40,600	16,951	40,600	0	40,600	Inflationary increase and issue of a new SLA. Additional £10,600 for detached youth work agreed PRF 23/11/21
Youth Services - Youth Drop In	0	3,750	(3,750)	15,000	7,500	15,000	0	15,000	
Total Expenditure	508,176	449,093	59,083	566,737	219,189	507,668	59,069	563,490	
INCOME									
Investment Interest	(500)	(16,587)	16,087	(2,000)	(19,760)	(34,760)	32,760	(30,000)	
Community Infrastructure Levy	0	(669)	669	0	(578)	(578)	578	0	Not guaranteed income.
Ski Centre	(1,250)	(1,224)	(26)	(1,250)	(612)	(1,224)	(26)	0	
Salary Recharge	(1,000)	(1,100)	100	(1,000)	(1,100)	(1,100)	100	(1,100)	Salary recharged to Yeovil Crematorium and Cemetery budget for Town Clerk
Total Income	(2,750)	(19,580)	16,830	(4,250)	(22,049)	(37,662)	33,412	(31,100)	
Net Expenditure	505,426	429,513	75,913	562,487	197,140	470,006	92,481	532,390	

YEOVIL TOWN COUNCIL



RISK STRATEGY

1. Introduction

The Council delegates the carrying out of its risks assessments to the Policy, Resources and Finance Committee under Local Government Act 1972 (S101). Although a working document, the risk assessment is reviewed in January each year.

Where a committee considers the risk assessment under delegated powers, the full Council must specifically review, and minute the review, of the risk assessment (rather than simply adopting the minutes of that Committee including all recommendations).

2. Risk Management Strategy

Yeovil Town Council is committed to identifying and managing risks by taking the necessary actions to ensure that risks are maintained at an acceptable level

The Town Clerk reviews risks on a regular basis, including any newly identified risks, and will report on such matters to the Policy, Resources and Finance Committee. The review will include identification of any unacceptable levels of risk.

The Guidance on Governance and Accountability for Local Councils in England (published by the Joint Practitioners' Advisory Group) makes the following observations regarding risk management:

- Risk management is not just about financial management: it is about ensuring the achievement of objectives set by the council to deliver high quality public services; and
- The local council audit approach seeks to encourage local councils to address these issues by placing emphasis on the need to keep under review and, if necessary, to strengthen their own corporate governance arrangements, thereby improving their stewardship of public funds and providing positive and continuing assurance to taxpayers

Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives. Therefore, each year Members should:

- take steps to identify and update their record of key risks facing the Council;

- evaluate the potential consequences to the Council if an event identified as a risk takes place (in terms of likelihood and impact);
- decide upon appropriate measures to avoid, reduce or control the risk or its consequences; and
- record any conclusions or decisions reached.

3. Assessment of Risk

Each risk will be assessed in terms of its likelihood and impact on the Council.

Likelihood


		Probability	Possible Indicators
4	Almost Certain	> 90%	Frequent occurrence
3	Likely	> 60%	Regular occurrence
2	Possible	> 10%	Occasional occurrence
1	Unlikely	< 10%	Has never occurred

Impact

		Risk Threat
4	Major	Financial Impact > £500,000 Fatality/disabling injuries to public or staff / adverse national media attention / external intervention / total service disruption / extensive legal action against the Council
3	Serious	Financial Impact > £250,000 Adverse local media attention / extensive public complaints / adverse comments by regulators or auditors / significant service disruption / failure to deliver projects or targets / service disruptions / injuries to public or staff / legal action against the Council
2	Significant	Financial Impact > £50,000 Adverse service users complaints / service disruption / minor injuries and near misses to staff and public
1	Minor	Financial impact less than £5,000 / isolated complaints / minor service disruption

4. Risk Matrix

	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
Likelihood		1	2	3	4
		Impact			



High
Medium
Low

The key risks for the Council are assessed for impact and likelihood (using the criteria listed above); so that risks are identified as low, medium or high.

Controls are then identified in order to mitigate the risk. The options for control include:

- Elimination – the circumstances from which the risks arises are removed so that the risk no longer exists
- Reduction – control measures are implemented to reduce the impact and/or likelihood of the risk occurring
- Transfer – the risk is passed to others e.g. by revising contractual rems or through insurance.
- Acceptance – documenting a conscious decision after assessment of areas where the Council accepts or tolerates the risk.

It is anticipated that the risk will be reviewed annually unless there is a change in intelligence. The table also assigns responsibility to the relevant people/Committee.

5. Risk Register

Ref	Risk	Impact	Likelihood	Level	Controls	Review	Responsibility
ASSETS							
1	Protection of physical assets	3	2	Medium	Asset Register updated annually, with any changes through additions and disposals updated on an adhoc basis. This is presented to Council annually with the Annual Accounts. Regular inspection of properties under the Council's direct management. Maintenance of buildings, sites and equipment is undertaken on a planned and responsive basis. Playground equipment is checked and maintained independently by Somerset County on a weekly basis. Yeovil Cemetery is checked and maintained by the Cemetery workforce via a Service Level Agreement . Insurance cover reviewed annually, with any changes through additions and disposals updated on an adhoc basis. Currently insured with Zurich Municipal. Recommendations as necessary to Policy, Resources and Finance Committee to update cover.	January 2025	Town Clerk/ Relevant Committees
2	Security for vulnerable buildings, amenities or equipment	3	2	Medium	Appropriate security devices are fitted to all of the Council's buildings and linked as necessary to a central control station. CCTV at both Milford Hall and Town House. Atlas Security first point of contact for any breaches, for quick response and safety of staff. Designated staff are responsible for the security of these buildings. Fobs required to enter the back offices of Town House. In the event of any breaches of security, appropriate measures are taken as soon as practicable to re-secure the property. Crime reports are made for all	January 2025	Town Clerk/ Relevant Committees

					breaches of security to Avon and Somerset Constabulary and recorded with Yeovil Crime Reduction Team.		
3	Maintenance for vulnerable buildings, amenities or equipment	3	2	Medium	All premises are mostly maintained within the approved budget with one-off expenditure for urgent works covered by contingencies. Maintenance is undertaken in-house where possible and external contractors used as required. A preferred list of suppliers is maintained. Issues found are addressed as appropriate. Inspections for equipment and safety features programmed as required. Legislation and best practice reviewed on a regular basis.	January 2025	Town Clerk/ Relevant Committees
4	Provision of amenities/facilities for local community groups	3	2	Medium	The council has approved the hire of Milford Community Hall, and the Town House on an hourly charge basis. Conditions of hire have been reviewed that will assist in safeguarding the Council's assets.	January 2025	Town Clerk/ Relevant Committees
5	Security and safety of defibrillators	4	1	Medium	Monthly visual checks carried out on all defibrillator cabinets. Defibrillators connect via 3G and will send warnings if there are any problems with the defibrillator. Defibrillators registered with the Circuit which sends notifications if the defibrillator is accessed. Agreements are in place with hosts to report any damage or issues.	January 2025	Town Clerk / BCM
FINANCE							
6	Banking arrangements	2	1	Low	Reviewed periodically by Policy, Resources and Finance Committee. All cheques require two Members' signatures. Suppliers paid by BACS where appropriate. The Council have moved to electronic income collection via BACS, online payments or card payments where possible. The Policy, Resources and Finance Committee review all payments and income following their consideration by the service committees.	January 2025	Town Clerk / PR&F

7	Protection of Investments	2	1	Low	An investment register is reviewed on a monthly basis. There is a 3-year contract with Arlingclose who provide investment advice which monitors the security of any investment/counterparty.	January 2025	Town Clerk / PR&F
8	Consequential loss of income	2	1	Low	Insurance cover (to cover loss of income and relocating office). Computers backed up periodically through the day; data saved in house on server and to the cloud. IT support quickly accessed and data can be restored if/when appropriate.	January 2025	Town Clerk / PR&F
9	Loss of cash through theft or dishonesty	1	1	Low	Fidelity Guarantee cover up to £2 million for employees and members. Minimal cash kept on premises, and segregation of duty for all non-cash payments made. The Council have moved to electronic income collection via BACS, online payments or card payments where possible. Bank Reconciliations conducted on a monthly basis.	January 2025	Town Clerk / PR&F
10	Financial controls and records	3	1	Medium	Financial Regulations in place and reviewed annually. Two signatories on cheques, and segregation of duty for BACs payments. Internal and external audit.	January 2025	Town Clerk / PR&F
11	Comply with HMRC Regulations	2	1	Low	VAT payments and claims calculated by Finance Officer and checked by RFO. Internal and external auditor to provide assurance.	January 2025	Town Clerk / PR&F
12	Sound budgeting to underlie annual precept	3	2	Medium	Budget workshop held annually. Inflationary increases applied to costs of goods and services. Committees consulted. Policy, Resources and Finance Committee recommend budget to Council. Expenditure against budget reported to Policy, Resources and Finance Committee on a regular basis, with material variations explained and considered. Outturn report at the end of the financial year.	January 2025	Town Clerk / PR&F

13	Complying with borrowing restrictions	1	1	Low	Reviewed when any new borrowing becomes likely.	January 2025	Town Clerk / PR&F
14	Ensuring robustness of insurance providers	4	1	Medium	The Council currently insures with Zurich Municipal on a 3-year basis. A tender process is conducted at the end of each 3 years to ensure best value and to ensure that the Council is adequately covered. Insurance company informed of any additions and disposals.	January 2025	Town Clerk / PR&F
15	Clear statements of management responsibility for each service	2	1	Low	Under the Council's Scheme of Delegation, each of the service committees and the Policy, Resource and Finance Committee have delegated management responsibility for their own budget. Expenditure and income reported to each committee meeting with an Outturn report at the end of the financial year.	January 2025	Town Clerk / PR&F
16	Inappropriate use of Procurement Card	2	1	Low	There is one procurement card which is the responsibility of; and kept secure by the Town Clerk. Records are kept and reconciled with the statement on a monthly basis. Credit limit £2,000.	January 2025	Town Clerk / PR&F

PROCUREMENT

17	Awarding of contracts for services and the purchase of capital equipment	3	1	Medium	The Financial Procedures are reviewed every year to ensure they are fit for purpose. Best value is sought for all purchases of services, equipment and assets. For larger contracts, the Council utilises Contract Finder and will seek references where appropriate for those organisations awarded contracts. Relevant expertise sought for complex specifications.	January 2025	Town Clerk / PR&F
18	Professional services and contractors	3	1	Medium	The Council endeavours to ensure that wherever possible it has the opportunity to select (from several) the provider of any professional services it requires. Where necessary, all prospective contractors are required to provide references for which they have recently undertaken similar work and adequate insurances. Due	January 2025	Town Clerk/ Relevant Committees

					diligence is given where the number of prospective contractors are limited		
LIABILITY							
19	Risk of damage to third party property or individuals/Legal liability	3	2	Medium	Public Liability Insurance £15 million – covering personal accident liability for employees and members. Risk assessments of individual events such as Christmas lights, Super Saturday conducted as necessary. Advice is sought and consideration given for any new event added.	January 2025	Town Clerk/ Relevant Committees
20	Legal liability as consequence of assets ownership (especially burial ground, playgrounds etc.)	4	2	High	Insurance in place. Regular inspection of properties under the Council's direct management. Maintenance of buildings, sites and equipment is undertaken on a planned and responsive basis. Open spaces checked regularly by Somerset Council. Playground equipment is checked and maintained independently by Somerset County on a weekly basis. Yeovil Cemetery is checked and maintained by Cemetery workforce.	January 2025	Town Clerk/ Relevant Committees
21	Events (Super Saturdays, 2-day event, Town Criers Competition, Remembrance Sunday)	2	3	Medium	Operation Risk and event plans carried out for Council Events.	January 2025	Deputy Town Clerk (SF)/ P&A/ BCM
EMPLOYER LIABILITY							
22	Comply with Employment Law	1	2	Low	Yeovil Town Council is member of SALC. Town Clerk is a member of SLCC. Subscription to South West Councils. Policies reviewed and updated as necessary. Regular meetings of Staffing Committee.	January 2025	Town Clerk / PR&F
23	Comply with Inland Revenue requirements	2	1	Low	Sage Payroll software which is IR compliant is used. Internal and External auditor carry out checks.	January 2025	Town Clerk / PR&F

24	Safety of Staff and visitors	2	1	Low	Visitors book to sign in and out. Camera fitted at front desk of Town House. Regular risk assessments. Advice sought and actioned from Police and Yeovil Crime Reduction Team regarding maintaining the safety of all.	January 2025	Town Clerk / Council
25	Recognise and accepts responsibility as employer	3	2	Medium	Policies and Procedures in place and regularly reviewed. Staff concerns treated as appropriate. Regular meetings of Staffing Committee.	January 2025	Town Clerk / Council
26	Facilities Officer Safety	2	2	Medium	Lone working policy that all staff members are aware of. Key duties risk assessed.	January 2025	Town Clerk / Council
27	Remote working health and well-being	2	2	Medium	The Council does not allow routine working from home. Any remote working needs to be agreed with the Town Clerk with regular check -ins with those working remotely.	January 2025	Town Clerk / PR&F
28	Protection of staff against malicious behaviour (both online and offline)	3	2	Medium	Dignity at Work Policy available. Notices on Facebook and within office that that Yeovil Town Council will not tolerate bullying or harassment of any of its employees, officials, members, contractors, visitors to the council or members of the public from the community. Any malicious behaviour reported to the police or other agency as appropriate.	January 2025	Town Clerk / PR&F
STAFFING							
29	Staff Cover	3	2	Medium	All key duties can be covered. Annual Leave is co-ordinated to ensure the office can be covered at all times. If the office can not be covered, the office is closed to the public with notifications given on Facebook and the Notice Board outside Town House.	January 2025	Town Clerk / PR&F
30	Staff Retention	3	2	Medium	A learning and developmental organisation.	January 2025	Town Clerk / PR&F
LEGAL LIABILITY							
31	Ensuring activities are within legal powers	3	1	Medium	Clerk to clarify legal position of any new proposal and seek legal advice where necessary. The Council can utilise the General Power of Competence.	January 2025	Town Clerk / PR&F

32	Proper and timely reporting via the Minutes	1	1	Low	Council meets regularly, committees meet at least 6 times a year. Minutes are distributed in a timely fashion and approved and signed at following meeting. Minutes are made available to the press and public.	January 2025	Town Clerk / PR&F
33	Proper document control	2	1	Low	Land and buildings registered at Land Registry. Comprehensive filing system holding all relevant documents. Use of fireproof cabinet where relevant. Document Retention Policy	January 2025	Town Clerk / PR&F
34	Breach of personal data	3	2	Medium	Data Protection Policy in place. Staff kept up to date with changes in legislation and requirements. Registered with Information Commissioners Office. Data only processed if there is a legal basis to do so.	January 2025	Town Clerk / PR&F
COUNCIL PROPRIETY							
35	Register of Interests and gifts and hospitality in place	2	2	Low	Register of interest completed annually and amended throughout year as necessary. Gifts and hospitality register. Declarations of interests should be made when appropriate at all meetings (the onus is on Councillors to identify when they should declare an interest, but advice is given when requested).	January 2025	Town Clerk / Council
DEVOLUTION OF ASSETS AND SERVICES							
36	Potential of transfer of assets from Somerset Council	4	3	High	<ul style="list-style-type: none"> • Assessment and due diligence regarding the following: • Value of assets • Assets include - Property (freehold/leasehold) – Fixtures, fittings, equipment, inventory • Costs of maintaining • Legal transfer • Security • Insurance requirements 	April 2024	Town Clerk / PR&F

37	Responsibility for undertaking and providing services	4	3	High	<p>Assessment and due diligence regarding the following:</p> <ul style="list-style-type: none"> • Requirements for assets and equipment to provide services • Costs of maintaining assets and equipment • Expertise and knowledge to provide services • Reputational risks • Staffing requirements – front line and support staff • Legalities • Funding of service • Service standards 	April 2024	Town Clerk / PR&F
38	Transfer of Staff	4	3	High	<p>Assessment and due diligence regarding the following:</p> <ul style="list-style-type: none"> • Costs – salary, employers NI, employers pension contributions • Legalities • Contractual arrangements of staff and differences with existing staff • Requirements of Staffing Committee • Structure Chart and reporting lines 	April 2024	Town Clerk / PR&F

Yeovil Town Council
xxth January 2024

To be reviewed: January 2025

Date	Item
5 th March 2024	Reserve Date
2 nd April 2024	Presentation from Yeovil Street Pastors Reports and Recommendations from Council's Committees: Planning – 22 nd January 2024 / 12 th February 2024 / 18 th March 2024 Grounds and General Maintenance – 11 th March 2024 Promotions and Activities – 12 th March 2024 Buildings and Civic Matters – 19 th March 2024 Policy, Resources and Finance – 26 th March 2024

Members have requested presentations from:

- Ambulance Service
- Fire Brigade

We are awaiting responses from these organisations.

The Lead Member for Transport and Digital was invited to attend the meeting on 23rd January 2024 to talk about Public Transport in Yeovil. He has since announced that is stepping down from that portfolio and has advised to wait until his successor has been appointed.