

# Yeovil Town Council

Town House  
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Mayor: Cllr A Kendall  
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**Minutes of the hybrid meeting of the Finance & Policy Executive Tuesday 14<sup>th</sup> January 2025 at 7.00pm held by video-conference using Zoom meeting software; and in the Town House, 19 Union Street, Yeovil BA20 1PQ.**

**Present (in person):** Cllrs R Stickland (in the Chair); T Casey; K Gill; A Kendall; T Lock; G Oakes; E Potts-Jones; A Richards; R Spinner; A Wilkes and D Woan.

**In Attendance (in person):** A Card (Chief Executive / Town Clerk); J Pang (Deputy Responsible Finance Officer) and Rev David Keen.

There were no members of the public present, and two members of the press present virtually (one of which from 7:42pm).

## Public Comment

The member of the press asked some questions relating to the Octagon Theatre.

7:00pm – the meeting commenced.

## 11/252 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies for absence were received from Cllrs J Lowery ((personal reasons) and A Soughton

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

## 11/242 DECLARATIONS OF INTEREST

Councillor	Agenda Item	Interest	Interest due to
Cllr A Kendall Cllr T Lock Cllr G Oakes Cllr E Potts-Jones Cllr D Woan	11/265 Octagon Theatre (Confidential)	Personal	Member of: Somerset Council

**11/254**      **MINUTES**

To approve as a correct record the Minutes of the meeting held on 26<sup>th</sup> November 2024.

**RESOLVED:** that the minutes of the meetings held on 26<sup>th</sup> November 2024 be signed by the Chair as a correct record.

**11/255**      **WESTFIELD YOUTH SERVICES**

Rev D Keen presented the report of the Westfield Youth Services. The Committee commented that it was an excellent report and congratulated Westfield Youth Services for their achievements and the impact that the service had on the community.

One Councillor raised that the Westfield area of Yeovil was within the top ten deprived areas in Somerset and that this work would pay dividends in the future.

One Councillor raised a question regarding when the SLA expired. The current Service Level Agreement (SLA) terminates on 31<sup>st</sup> December 2025 and the Chief Executive suggested that Westfield Youth Services bring a further report to the July 2024 meeting of this committee requesting that the SLA be further extended.

The Chair thanked Rev D Keen and his team for their work.

**RESOLVED:** (1) to note the report; and (2) that Westfield Youth Services bring a further report to the July 2024 meeting of this committee requesting that the SLA be further extended.

**11/256**      **APPLICATION FOR GRANT AID**

Members considered the grant applications from Youth Adventure Trust for £1,377.55 and Citizens Advice Somerset for £2,325.00.

*7.29pm – Rev D Keen left the meeting and did not return.*

**RESOLVED:** (1) that £1,377.55 be awarded to Youth Adventure Trust to fund an Overnight Resilience Expedition (voting: for: unanimous); (2) that the Youth Adventure Trust report back to this Committee about the Overnight Resilience Expedition; and (3) that £2,325.00 be awarded to Citizens Advice Somerset as a contribution towards the costs of the advice service.

**11/257**      **2024/25 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31<sup>st</sup> DECEMBER 2024 (MONTH 1 – 9)**

The Executive considered the report of the Chief Executive/Town Clerk. The report provided Members with the current projection of the expected expenditure and income against the Council's approved budget for the financial year 2024/25. Current projections highlighted an anticipated underspend of £157,257 (6.4%) which is largely due to Westlands Entertainment Venue; Yeovil Country Park and Café; Yeovil Recreation Centre and Café; and South Somerset Heritage Collection being in the control of Yeovil Town Council for 8 months out of the current financial year.

**RESOLVED:** to note the report.

*7:42pm – a member of the press joined the meeting virtually.*

**11/258      INTERNAL AUDIT REPORT**

The Chief Executive / Town Clerk introduced the Internal Audit Report and commented that there were no surprises. The Internal Auditor had highlighted the challenges that taking over the numerous services from Somerset Council had generated.

**RESOLVED:** to note the report.

**11/259      INSURANCE 2025/26**

The Chief Executive / Town Clerk introduced the report.

The Chief Executive / Town Clerk spoke of the benefit of procuring the services of a broker who would be able to offer advice and carry out the procurement process on behalf of Yeovil Town Council.

The Committee were informed that the Deputy Responsible Finance Officer was previously the Insurance Officer at both South Somerset District Council and Somerset Council.

**RESOLVED:** to note the report.

**11/260      DRAFT BUDGET 2025/26**

The Chair reminded the Committee that the budgets that were being presented had already been through all the Service Committees before being brought to this Committee.

Members considered the report of the Chief Executive / Town Clerk regarding the draft budget for 2025/26.

The Chief Executive / Town Clerk highlighted the increase in the tax base which had increased from 9,199.49 to 9,492.17 (an increase of 292.68).

One Councillor raised several questions regarding the budget and challenged the principals of setting the budget.

The Chief Executive / Town Clerk clarified that the budget requirement is not the same as the precept. The Council tax funds the budget requirement.

Another Councillors stated that he believed that any underspends for one year should go against the budget for the following year, to reduce what the Council Taxpayer pays. The Chief Executive / Town Clerk highlighted that the final position of the current financial year would not be known until the accounts for that year is closed.

**RESOLVED:** that the Policy, Resources and Finance Executive, recommend to Council, the budget of £3,296,939 with a precept of £3,296,939 for 2025/26.

**11/261      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 the remaining agenda items 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.

*8:16pm – the members of the press left the meeting and did not return.*

**11/262      NOVATION OF CONTRACT (COMMERCIAL IN CONFIDENCE)**

The Council considered the confidential report of the Chief Executive / Town Clerk which related to the novation of the Artifax contract (room booking/diary system) and the need for the novation to be executed as a legal deed, in accordance with Standing Order 26 (Execution and Sealing of Legal Deeds).

**RESOLVED:** (1) to note the report, and (2) to authorise the legal deed to be executed in accordance with Standing Order 26 (Execution and Sealing of Legal Deeds).

**11/263      CARD PAYMENT SERVICES (COMMERCIAL IN CONFIDENCE)**

This item was withdrawn as there was no longer a requirement to discuss.

**11/264      PROCUREMENT CARDS (COMMERCIAL IN CONFIDENCE)**

The requirements of the procurement cards were discussed.

**RESOLVED:** (1) to note the report, (2) to agree that the individuals listed within the report be authorised to hold a procurement card with the suggested limits; and (3) to agree that two signatories authorise the cardholder schedule.

**11/265      OCTAGON THEATRE (CONFIDENTIAL)**

The Chief Executive / Town Clerk presented a briefing to the Committee about the Octagon Theatre.

**RESOLVED:** to note the briefing.

The meeting closed at 9:02 pm.

Signed: ..... (Chair) Date .....