



Mayor: Cllr E Potts-Jones, Town Clerk: Amanda Card BA (Hons), CPFA, BSc (Open)
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Minutes of the hybrid meeting of the Policy, Resources & Finance Committee 22nd November 2022 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 G Oakes (Chair); T Casey; N Gage; K Gill; A Kendall; S Lowery; A Soughton and R Spinner.

Present (virtually): Cllrs J Snell and R Stickland.

In Attendance (in person): A Card (Town Clerk); S Freemantle (Deputy Town Clerk); Rev David Keen (Vice Chair St Peters Community Centre and Vicar of St Peters Church); and Ruth Glendinning (Youth Worker at St Peters).

In Attendance (virtually): Cllrs T Lock (Lyde Ward); W Read (Summerlands Ward); A Richards (Wyndham Hill Ward); J Snell (Westlands Ward); and R Stickland (Lyde Ward). Mark Willcox (Director of Youth and Community at YMCA Brunel) and Natalie Walton (Youth Work Team Leader at YMCA Brunel).

There were one member of the public present in person, 2 members of the public present virtually, and one member of the press present virtually.

7.00 pm - Public Comment

There were no public comments.

11/052 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies were received from Cllrs E Hopkins (family commitments); E Potts-Jones (conflicting engagement); J Snell (unwell but attended virtually) and R Stickland (unwell but attended virtually).

RESOLVED: to accept the apologies with the reasons given.

11/053 DECLARATIONS OF INTEREST

Cllr S Lowery declared a personal interest in agenda item 11/056 (Youth Drop in at Westfield – Service Level agreement) in that she is a user of St Peters Community Hall and can see the building from her house. Cllr K Gill also declared a personal interest in this item as he had worked closely with Rev David Keen on other projects. Cllr A Richards declared a

personal interest in application for grant from the Good Fellowship Club in agenda item 11/055 – Grants.

11/054 **MINUTES**

To approve as a correct record the Minutes of the meetings held on 11th October 2022.

RESOLVED: that the minutes of the meetings held on 11th October 2022 be signed as a correct record.

11/055 **APPLICATION FOR GRANT AID**

Applications were received from:

- Home-Start Blackmore Vale (£1,000)
- Good Fellowship Club (£1,000)

Charlotte Devereux from Home-Start Blackmore Vale spoke on the application and the support that the charity gives families going through a challenging time in their life.

Beryl Garton from Good Fellowship Club spoke on the application and explained that the club provided a weekly meeting space with activities for the senior citizens in Yeovil, in order to improve their quality of life.

The Committee discussed each grant in turn.

RESOLVED: (1) that £1,000 be awarded to Home-Start Blackmore Vale (*voting: unanimous*); and (2) that £2,000 be awarded to Good Fellowship Club (*voting: 7 for, 1 abstention*)

7:30pm – *Two members of the public left the meeting and did not return.*

11/056 **YOUTH DROP IN AT WESTFIELD – SERVICE LEVEL AGREEMENT PROPOSAL**

Members considered the proposal presented by Rev David Keen and Ruth Glendinning regarding a Service Level Agreement between St Peter's Community Centre and Yeovil Town Council. Although there was some concern that the proposal would duplicate the work already carried out by YMCA Brunel, the Town Clerk stated that she thought that it would complement the provision. Although both organisations wished to achieve the same objectives, each organisation gave a different offering but would liaise with each other so that they could dovetail.

RESOLVED: (1) to agree a Service Level Agreement with St Peter's Community Centre for a 3-year period with financial support of £15,000 for each year commencing January 2023; (2) that St Peter's Community Centre report back every 6 months; and (3) that the Town Clerk liaise with Rev David Keen regarding the Service Level Agreement.

11/057 YMCA BRUNEL YOUTH SERVICE UPDATE

Mark Willcox and Natalie Walton from YMCA Brunel presented their update. Members asked questions of them both. The Members were impressed with the work of YMCA Brunel Youth Services.

RESOLVED: to note the update.

11/058 BALANCE SHEET

Members considered the Balance Sheet as at 31st October 2022.

RESOLVED: to approve the Balance Sheet as at 31st October 2022.

11/059 BANK RECONCILIATION

Members considered the formal bank reconciliation as at 31st October 2022.

RESOLVED: to approve the formal bank reconciliation as at 31st October 2022.

11/060 FINANCIAL STATEMENT – AUGUST 2022 / SEPTEMBER 2022

Members considered the financial statement for the months of August and September 2022.

RESOLVED: to approve the financial statement for the months of August and September 2022.

11/061 2022/23 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31ST OCTOBER 2022 (MONTH 1 – 6)

Members considered the Revenue Budget Monitoring report for the period ending 31st October 2022 (Month 1 – 7). The report provided Members with the current projection of the expected expenditure and income against the Council approved budget for the financial year 2022/23 and explained significant variances against budget. Current projections highlighted an anticipated underspend of £51,796 (4.3%).

RESOLVED: to note the report.

11/062 CHANGE OF MEETING DATES

Members considered the report of the Town Clerk regarding the requirement for the change of meeting dates in January 2023 following correspondence from Somerset County Council.

RESOLVED: (1) to note the report; (2) to agree on the proposed change of dates of meetings in January 2023 as detailed beneath:

	Programmed Date	Proposed Date
Grounds and General Maintenance Committee	Monday 9 th January 2023	Monday 9 th January 2023
Promotions and Activities Committee	Tuesday 10 th January 2023	Tuesday 10 th January 2023
Planning Committee	Monday 16 th January 2023	Monday 23 rd January 2023

Buildings and Civic Matters Committee	Tuesday 17 th January 2023	Monday 16 th January 2023
Policy, Resources and Finance Committee	Tuesday 24 th January 2023	Tuesday 17 th January 2023
Town Council	Tuesday 7 th February 2023	Tuesday 24 th January 2023 (therefore no need for a further meeting in February)

and (3) to support the dates going forward following the same patters as those agreed in (2) (subject to the New Somerset Council being satisfied that the precept will always be a few days late).

11/063 DRAFT BUDGET 2023/24

Members considered the report of the Town Clerk regarding the draft budget for 2023/24.

This included the motion submitted by Cllr T Casey on 10th November 2022 regarding the restriction of any increase on the overall Town Council annual budget into 2023/24.

RESOLVED: (1) that the motion submitted by Cllr T Casey failed (*voting: 2 for; 5 against and 1 abstention*); (2) that the Policy, Resources and Finance Committee recommend to Council the Grounds and General Maintenance Committee budget for 2023/24, including allotments rents to increase to 49p per m² with effect from 1st January 2024 until 30th September 2024; (3) that the Policy, Resources and Finance Committee recommend to Council the Promotions and Activities Committee budget for 2023/24, (4) that the Policy, Resources and Finance Committee recommend to Council the Buildings and Civic Matters Committee budget for 2023/24, including the following:

Milford Community Hall and Town Council Chamber – Hire Charges		
Type of Hire	Current Rate of Hire 2022/23 <i>(per hall/room per hour or part thereof)</i>	Proposed Rate of Hire 2023/24 <i>(per hall/room per hour or part thereof)</i>
Milford Hall:		
<i>Commercial organisations / persons</i>	£18.00	£19.50
<i>Private Functions</i>	£8.50	£9.00
<i>Damage Deposit for Private Functions (returnable if hall left in a satisfactory condition)</i>	£130.00	£140.00
<i>Non-profit making Organisations</i>	£7.50	£8.00
<i>Use of Main Hall Kitchen</i>	£11.50 per hire	£12.50 per hire
Town House Council Chamber:		

Provision of tea/coffee	£7.50	£8.00
Provision of tea/coffee	£10.00	£12.00
Use of kitchen	£5.50	£6.00

(5) that the Policy, Resources and Finance Committee recommend to Council the Planning budget for 2023/24; (6) to note that the Crematorium and Cemetery Committee budget for 2023/24 for Yeovil Town Council will be finalised at the Crematorium & Cemetery Committee meeting held on 11th January 2023; and (7) that the Policy, Resources and Finance Committee, recommend to Council, it's budget for 2023/24; including an additional £15,000 for the SLA as agreed in agenda item 11/056 Youth Drop in at Westfield – Service Level Agreement Proposal

11/064 WARM SPACES

Members discussed warm spaces. One Councillor suggested that the Council chamber be used as a warm space. The Town Clerk referred to the guidance for setting up a warm hub which included providing activities, safeguarding of staff and attendees, furniture, and the provision of food and drink. Discussions were held regarding the Warm Hubs which were already in place and the preference for supporting these.

RESOLVED: (1) that a list of known warm hubs be made; and (2) that this list is advertised on noticeboards, website and Facebook page.

11/065 FORWARD PLAN

To approve the forward plan as detailed within the agenda. A suggestion was made for the Committee to be kept updated with the closure of Pathways on Newton Road.

RESOLVED: to approve the forward plan.

Public Comment

There was no public comment.

9:01 pm – *The remaining member of the public and the member of the press left the meeting and did not return.*

11/066 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](#)

11/067 SKI CENTRE (COMMERCIAL IN CONFIDENCE)

Members considered the e-mail and verbal report of the Town Clerk regarding proposals that had been received regarding the Ski Centre and also other issues regarding the site.

RESOLVED: (1) to note the verbal update; and (2) to agree the way forward with the proposals for the Ski Centre.

9:12 pm – *Cllr A Richards left the meeting and did not return.*

11/068 SUBJECT ACCESS REQUEST – REQUEST FOR INQUIRY

Members considered the verbal report for the Town Clerk, regarding a request for a Subject Access Request.

RESOLVED: (1) to note the verbal update; and (2) to agree and support the Town Clerk with her approach.

(voting: unanimous)

The meeting closed at 9:59pm.

Signed: (Chair) Date