

# Yeovil Town Council

Town House  
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Mayor: Cllr A Kendall  
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**Minutes of the hybrid meeting of the Policy, Resources & Finance Committee 24<sup>th</sup> September 2024 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 A Soughton (Chair); T Casey; K Gill; A Kendall; T Lock; G Oakes; E Potts-Jones; R Spinner; and R Stickland.

**Present (virtual):** Cllr A Richards (Wyndham Hill Ward).

**In Attendance (in person):** Cllr R White (Yeovil Westlands Ward); A Card (Chief Executive / Town Clerk) and S Freemantle (Deputy Town Clerk).

There were two members of the public present, and one member of the press present virtually.

## **Public Comment**

Cllr A Soughton highlighted that the meeting would be recorded for administrative purposes. Cllr A Richards announced that was recording the meeting for personal reasons. Cllr E Potts-Jones asked for it to be minuted that she was not happy for the meeting to be recorded. The Chief Executive / Town Clerk stated that when the meeting went into confidential that Cllr Richards would have to stop recording.

*7:03pm – the meeting commenced.*

## **11/225 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies were received from Cllrs J Lowery (unwell); A Richards\* (personal reasons) and A Wilkes (work commitments).

*\*Legislation requires that Councillors need to be physically present at the meeting to be shown as present. If a Councillor is unable to attend in person but can attend virtually, then apologies for absence should be given.*

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

## 11/226 DECLARATIONS OF INTEREST

Councillor	Agenda Item	Interest	Interest due to
Cllr E Potts-Jones	11/229 (Yeovil Twinning Association)	Personal	Council's representative at Yeovil Twinning Association
Cllr A Kendall	11/229 (Yeovil Twinning Association)	Personal	Patron of Yeovil Twinning Association.
Cllr K Gill	11/233 (Recommendation from Grounds and General Maintenance)	Personal	Allotment holder

## 11/227 MINUTES

To approve as a correct record the Minutes of the meeting held on 14<sup>th</sup> May 2024, 29<sup>th</sup> May 2024 and 19<sup>th</sup> July 2024.

**RESOLVED:** that the minutes of the meetings held on 14<sup>th</sup> May 2024, 29<sup>th</sup> May 2024 and 19<sup>th</sup> July 2024.

## 11/228 APPLICATION FOR GRANT AID

There were no grants.

## 11/229 YEOVIL TWINNING ASSOCIATION

The Committee considered the letter from Yeovil Twinning Association requesting support from Yeovil Town Council. The Chair of Yeovil Twinning Association – Darryl Stimpson distributed the latest unaudited income and expenditure account which highlighted that the activities of the Association were quickly reducing the bank balances.

Discussions were held regarding the support that Yeovil Town Council could offer, this included both financial and assisting with increasing the membership.

A question was raised regarding why the request did not come as a grant application. The Chief Executive / Town Clerk highlighted that Yeovil Twinning Association required on going support. The Chair reminded the Committee that grants were only for one year.

**RESOLVED:** to agree to a 3-year Service Level Agreement (with an annual break clause) of £1,500 per year to be used for transport costs; and that Yeovil Twinning Association report back to this Committee on an annual basis including accounts and the impact that the Town Council's support had made.

## 11/230 INTERNAL AUDIT REPORT

The Committee considered the report of the Internal Auditor. The Internal Auditor had made six recommendations (2 rated high and 4 rated medium). The Chief Executive / Town Clerk

stated that Devolution had taken priority and that the Council did not have enough resources to implement the audit recommendations. She gave assurances that her and the Deputy Responsible Finance Officer would work together to implement the audit recommendations.

**RESOLVED:** to note the findings of the Internal Auditor and the management responses given.

**11/231      MEMBER ALLOWANCES 2023/24**

The Committee considered the Members' Allowances 2023/24 for publication on the Town Council website. Regulations (Section 228 of the Local Government Finance Act 1972) require publication of details of the total sum paid in allowances to members during each year.

**RESOLVED:** to note the Members' Allowances 2023/24 for publication on the Town Council website.

**11/232      CHRISTMAS EVENT: URGENT BUSINESS – STANDING ORDER 4 (d) (xiv)**

The Committee considered the report of the Deputy Town Clerk (SF). In accordance with Standing Orders, paragraph 4d (xiv) 'Urgent Business', it was agreed that the Christmas Lights Switch-On event would be funded from the Promotions and Activities budget allocation of £2,000 and the remaining £6,000 be met from contingencies.

**RESOLVED:** to note the report.

**11/233      RECOMMENDATION FROM GROUNDS AND GENERAL MAINTENANCE COMMITTEE**

Member considered report of the Deputy Town Clerk regarding an increase in allotment rents, as recommended by the Grounds and General Maintenance Committee.

**RESOLVED:** (1) to note the report; and (2) to agree that the allotment rent be increased to 53p per m<sup>2</sup> for the period 1<sup>st</sup> October 2025 to 30<sup>th</sup> September 2026.

**11/234      SOCIAL MEDIA POLICY**

Members reviewed the Social Media Policy with the suggested amendments highlighted in yellow.

The Chair reminded Councillors that they needed to be mindful of the impact that posts may have on Officers, Councillors and volunteers. He emphasised that Officers, Councillors and volunteers were part of the Council, and that any negative postings on social media about the Council could impact on everyone.

**RESOLVED:** to approve and adopt the amended Social Media Policy.

**11/235      FLEET MANAGEMENT AND DRIVER POLICY**

The Chief Executive / Town Clerk introduced the Fleet Management and Driver Policy, that the Director of Leisure and Environment had written. She stated that the policy was necessary due to the transfer of services and the resulting increase in the Council's fleet.

As a responsible employer, it is appropriate for the Council to inform employees of their expectations and guide them in what to do in certain circumstances. The Fleet Management and Driver Policy is for both new employees and existing employees.

*8:01pm – the member of the press left the meeting and did not return.*

Cllr K Gill made some observations regarding the policy that would need further consideration by the Director of Leisure and Environment.

**RESOLVED:** to approve and adopt the Fleet Management and Driver Policy subject to any necessary amendments regarding the observations made.

#### **11/236      SCHEME OF DELEGATION**

The Chief Executive / Town Clerk introduced the Scheme of Delegation which reflected the new Committee structure. She highlighted that there would be one addition to Culture, Events and Promotions Committee – the organisation of the Remembrance Sunday event.

Some other amendments were suggested.

**RESOLVED:** to approve and recommend to full Town Council the Scheme of Delegation subject to the necessary amendments being made.

#### **11/237      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.

*8:15 – The Deputy Town Clerk (SF) left the meeting.*

*Cllr A Richards ceased recording and confirmed that no one else was in the room.*

#### **11/238      JOB ROLE REVIEW (STAFF IN CONFIDENCE)**

The Committee considered the report of the Chief Executive / Town Clerk regarding the review of the role of the Receptionist.

**RESOLVED:** (1) to note the report; and (2) to action the recommendations as detailed within the report.

#### **11/239      ADDITIONAL RESOURCES REQUEST (STAFF IN CONFIDENCE)**

The Committee considered the report of the Chief Executive / Town Clerk regarding the request for additional resources.

**RESOLVED:** (1) to note the report; (2) to agree the recruitment of an Admin Officers; (3) to agree to advertise the Admin Officer role as temporary for 1 year with the possibility of becoming permanent, and to proceed to advertise as permanent should there be a lack of

appropriate applications; and (4) to action the additional resource request as detailed within the report.

**11/240 RECCOMENDATIONS FROM PROMOTIONS AND ACTIVITIES COMMITTEE  
(COMMERCIAL IN CONFIDENCE)**

The Committee considered the report of the Chief Executive / Town Clerk regarding the Westlands pantomime.

**RESOLVED:** (1) to note the report; and (2) to agree the method of funding of the pantomime elements as detailed within the report.

The meeting closed at 8:25 pm.

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