

Yeovil Town Council

Town House
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Mayor: Cllr A Kendall, Town Clerk: Amanda Card BA (Hons), CPFA, BSc (Open)
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Minutes of the hybrid meeting of the Policy, Resources & Finance Committee 25th July 2023 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; J Lowery; W Read; R Spinner and R Stickland.

In Attendance (in person): Cllr T Lock (Yeovil Lyde Ward); A Card (Town Clerk); S Freemantle (Deputy Town Clerk), Rev David Keen (St Peter's Community Centre and Church) and Mark Willcox (YMCA Brunel Group).

In Attendance (virtually): Cllr E Hopkins.

There were no members of the public or members of the press present.

7:04 pm - Public Comment

There were no public comments.

11/100 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies were received from Cllrs A Kendall (unwell); S Lowery (personal); E Potts-Jones (unwell) and A Richards (unwell).

RESOLVED: to accept the apologies with the reasons given.

11/101 DECLARATIONS OF INTEREST

Councillor	Agenda Item	Interest	Interest due to
Cllr J Lowery	11/104 (Youth Drop In Westfield Update)	Personal	Council's representative at Westfield Community Association
Cllr R Stickland	11/104 (Youth Drop In Westfield Update)	Personal	Yeovil Without Parish Council's representative at Westfield Community Association
Cllr W Read	11/104 (Youth Drop In Westfield Update)	Personal	Ward Member

11/102 MINUTES

To approve as a correct record the Minutes of the meeting held on 30th May 2023.

RESOLVED: that the minutes of the meetings held on 30th May 2023.

11/103 APPLICATION FOR GRANT AID

There were no applications for grant.

11/104 YOUTH DROP IN WESTFIELD UPDATE

Members considered the report regarding the Youth Drop in Westfield update. Rev D Keen highlighted that there had been some initial issues and that lessons were being learnt. He believed that antisocial behaviour in the Westfield area had dramatically reduced. He also stated that activities would be ran during the Summer holidays.

Councillors were impressed with both the report and also the work that had been carried out by this initiative.

RESOLVED: to note the report.

11/105 YMCA BRUNEL GROUP YOUTH SERVICES UPDATE

Members considered the report regarding the update about youth services provided by YMCA Brunel Group. Mark Willcox commented that both Milford and Mudford Youth Clubs were developing well. He stated that the Team Leader was now undertaking Level 3 in Youth Work. He spoke of the benefits of the detached work commissioned by Yeovil Town Council. YMCA Brunel Group would be looking to develop the Youth Council with the Town Council from September onwards.

Councillors were impressed with both the report and also the work that had been carried out by this initiative.

RESOLVED: to note the report.

11/106 BALANCE SHEET

Members considered the Balance Sheet as at 30th June 2023.

RESOLVED: to approve the Balance Sheet as at 30th June 2023.

11/107 BANK RECONCILIATION

Members considered the formal bank reconciliation as at 30th June 2023.

RESOLVED: to approve the formal bank reconciliation as at 30th June 2023.

11/108 FINANCIAL STATEMENT – APRIL 2023 / MAY 2023

Members considered the financial statement for the months of February 2023 and March 2023.

RESOLVED: to approve the financial statement for the months of February 2023 and March 2023.

11/109 REVENUE BUDGET MONITORING 2023/24

Members considered the Revenue Budget Monitoring report for the period ending 30th June (Month 1 – 3). The report provided Members with the current projection of the expected expenditure and income against the Council approved budget for the financial year 2023/24 and explained significant variances against budget. Current projections highlighted an anticipated underspend of £77,382 (6.1%).

RESOLVED: to note the report.

11/110 STATEMENT OF ACCOUNTS 2022/23

Members considered the Statement of Accounts for the year ended 31st March 2023.

RESOLVED: to approve the Statement of Accounts for 2022/23 and the Chair sign the Statement of Accounts on behalf of the Committee.

11/111 INTERNAL AUDIT REPORT

Member considered the findings of the Internal Auditor. The findings related to the second visit of 2.

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

11/112 RECOMMENDATION FROM GROUNDS AND GENERAL MAINTENANCE COMMITTEE

Member considered report of the Town Clerk regarding an increase in allotment rents.

RESOLVED: (1) to note the report; and (2) to agree that the allotment rent be increased to 50p per m² for the period 1st October 2024 to 30th September 2025.

11/113 RECOMMENDATION FROM PROMOTIONS AND ACTIVITIES COMMITTEE

Member considered report of the Town Clerk regarding the budget for the “Yeovil Celebrates...” event to be held on 25th and 26th May 2024.

RESOLVED: (1) to note the report; and (2) to agree a budget of £75,000 for “Yeovil Celebrates...” in 2024.

11/114 RECOMMENDATION FROM BUILDINGS AND CIVIC MATTERS COMMITTEE

Member considered report of the Town Clerk regarding a contribution towards dropped kerbs in the Lyde Ward of Yeovil.

RESOLVED: (1) to note the report; (2) to agree that Yeovil Town Council contributes £5,000 towards the cost of the installation; and (3) to agreed that the dropped kerbs scheme be funded from both the Community Infrastructure Levy and the New Initiatives Budget.

11/115 RECOMMENDATION FROM BUILDINGS AND CIVIC MATTERS COMMITTEE

Member considered report of the Town Clerk regarding replacement notice board at 5 sites across Yeovil and a notice board at Town House.

RESOLVED: (1) to note the report; (2) to agree that Yeovil Town Council purchase and install 5 notice boards (Coronation Avenue; Forest Hill; Milford Hall; Monksdale and Monmouth Hall) at a cost of £11,100; (3) to agree that Yeovil Town Council purchase and install a new notice board at Town House at a cost of £1,180; (4) that if possible, sponsorship is sought for the new noticeboards; (5) to agree to restore the railings in the car park at a cost of £1,355; and (6) to agree that (2), (3) and (5) be funded from contingencies.

11/116 MEMBERS' ALLOWANCE 2022/23

The Committee considered the Members' Allowances 2022/23 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 2022/23 for publication on the Town Council website.

11/117 TREASURY MANAGEMENT

The Town Clerk updated the Committee with the progress with Treasury Management. The Treasury advisors Arlingclose had now been appointed. The next step would be to agree the Treasury Management and Investment Strategy Statement which would include the macro factors (economic background, credit out and interest rate forecast), the local context, a borrowing strategy (if applicable), risk management, approved counterparties and limits etc. The Town Clerk commented that she was regularly receiving information such as lending lists, economic updates.

RESOLVED: to note the progress with Treasury Management.

11/118 FORWARD PLAN

To approve the forward plan as detailed within the agenda.

RESOLVED: to approve the forward plan with the above-mentioned additions.

Public Comment

There was no public comment.

11/119 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

11/120 YEOVIL COMMUNITY CHURCH RENTAL OF FORMER SKI CENTRE CAR PARK (COMMERCIAL IN CONFIDENCE)

The Committee discussed the rental of the former ski centre car park.

RESOLVED: (1) to note the report; (2) to agree the course of action and instruct the Town Clerk to carry out that action; (3) to delegate to the Town Clerk in consultation with the Chair of this Committee the negotiation process; and (4) once finalised that the management of this arrangement and the site be transferred to the Grounds and General Maintenance Committee.

11/121 SKI CENTRE (CONFIDENTIAL)

The Town Clerk brought the issues of antisocial behaviour and security to the attention of the Councillors. Discussions were held how to further prevent this.

RESOLVED: (1) to note the verbal report; (2) to agree the course of action and instruct the Town Clerk to carry out that action; and (3) to further collaborate with Yeovil Crime Reduction and the police to mitigate against these issues as far as possible.

The meeting closed at 8:26pm.

Signed: (Chair) Date