



Mayor: Cllr E Potts-Jones, Town Clerk: Amanda Card BA (Hons), CPFA, BSc (Open)
T-01935 382424, W - www.yeovil.gov.uk
E-mail Town.Clerk@yeovil.gov.uk

Minutes of the hybrid meeting of the Policy, Resources & Finance Committee 26th July 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 R Stickland (Chair); T Casey; N Gage; K Gill; A Kendall; E Potts-Jones; J Snell; A Soughton and R Spinner.

Present (virtually): Cllr G Oakes.

In Attendance (in person): A Card (Town Clerk); and H Ferdinand (Deputy Town Clerk).

In Attendance (virtually): Cllr A Richards (Wyndham Hill Ward).

There were no members of the press and public present.

7.00 pm - Public Comment

Cllr E Potts-Jones raised the issue of whether the policies could be reviewed regarding Councillors and childcare costs.

11/017 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies were received from Cllrs E Hopkins (conflicting engagement) and S Lowery (conflicting engagement).

RESOLVED: to accept the apologies with the reasons given.

11/018 DECLARATIONS OF INTEREST

Cllr A Richards declared a personal and pecuniary interest in 11/034 Councillor Request.

11/019 MINUTES

To approve as a correct record the Minutes of the meetings held on 28th June 2022.

RESOLVED: that the minutes of the meetings held on 28th June 2022 be signed as a correct record.

11/020 INTERNAL AUDIT RECOMMENDATIONS

The Committee considered the report of the Town Clerk regarding two issues raised by the Internal Auditor.

RESOLVED: to note the report and recommendations from the Internal Auditor.

11/021 OCTAGON THEATRE SUMMER SCHOOL

Members considered the request of the Service Level Agreement (SLA) Summer School at the Octagon Theatre and Westlands Entertainment Venue. The request had recently been submitted on a yearly basis and discussions were held as to the appropriate length of the SLA, so that it did not have to be considered every year. A debate was held as to what would happen when the Octagon Theatre closed for its upgrade. As part of the SLA, a presentation would be given on an annual basis.

RESOLVED: (1) to extend the Service Level Agreement (SLA) Summer School at the Octagon Theatre and Westlands Entertainment Venue for a further 3 years (subject to the continuation of the programme at Westlands Entertainment Venue when the Octagon Theatre closed for its upgrade); and (2) that the Forward Plan be updated for the Committee receive a presentation about the Summer School 2022 later in the financial year.

(voting: unanimous).

11/022 BALANCE SHEET

Members considered the Balance Sheet as of 30th June 2022.

RESOLVED: to approve the Balance Sheet as at 30th June 2022.

11/023 BANK RECONCILIATION

Members considered the formal bank reconciliation as at 30th June 2022.

RESOLVED: to approve the formal bank reconciliation as at 30th June 2022.

11/024 FINANCIAL STATEMENT – APRIL 2022 / MAY 2022

Members considered the financial statement for the months of April 2022 and May 2022.

RESOLVED: to approve the financial statement for the months of April 2022 and May 2022.

11/025 2022/23 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 30TH JUNE 2022

Members considered the Revenue Budget Monitoring report for the period ending 30th June 2022 (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 2022/23 and explained significant variances against budget. Current projections highlighted an anticipated underspend of £55,157 (4.6%).

RESOLVED: to note the report.

(voting: unanimous)

11/026 MAYOR'S ALLOWANCE FOR 2021/22

Members considered the report of the Town Clerk relating the expenditure of the Mayor's Allowance for the municipal year 2021/22. The report is necessary for the purposes of transparency for the use of public money.

The Mayor had repaid £4,900.99 from the £10,170 that she had received since she had not spent it.

The Mayor commented that she had receipts for her expenditure if any Councillor wanted to look at them. The Clerk stated that as the Responsible Financial Officer, she was satisfied that the Mayor had complied with the requirements.

RESOLVED: to note the report.

11/027 MEMBERS' ALLOWANCES 2021/22

The Committee considered the Members' Allowances 2021/22 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 2021/22 for publication on the Town Council website.

11/028 5-YEAR CORPORATE PLAN AND STRATEGY WORKING PARTY

The Town Clerk explained the rationale behind having a 5-year corporate plan, it would enable the council to have a vision about where they wanted to be in five years' time, especially as opportunities would be arising from the Unitary. It would also allow the Council to identify the resources required – such as assets, staffing and finance.

The Clerk explained that this would be an iterative process and that all members of the Council would be involved along the way. She suggested that a workshop to gather ideas would be the first step, with the Working Party then developing the ideas as appropriate into the plan.

RESOLVED: (1) to note the report; (2) that the Town Clerk organise a workshop to collate ideas; (3) that a "5-year Corporate Plan and Strategy Working Party" be established; and (4) that the working party consist of the Mayor and the Chair of each Committee (although substitutes could be made).

(voting: 7 for; 1 against; 1 abstention)

7:31pm – Cllr E Potts-Jones left the meeting and did not return.

11/029 YEOVIL CEMETERY AND CREMATORIUM TERMS OF REFERENCE

The Committee considered the Yeovil Cemetery and Crematorium Terms of Reference which had been recommended by the Yeovil Crematorium and Cemetery Committee.

RESOLVED: to agree the Yeovil Cemetery and Crematorium Terms of Reference.

11/030 CIVILITY AND RESPECT PROJECT NEWSLETTER

The Town Clerk referred to the Councillor induction session that she had delivered earlier in the year and that she had mentioned that a project had been commissioned by SLCC, NALC and Country Association due to the growing concerns throughout the sector of the impact on bullying, harassment and intimidation on and within Councils. The newsletter highlighted the importance about managing issues before they escalate.

The Town Clerk spoke of the Civility and Respect Pledge that would be brought to a future meeting as before the Council signed up, the relevant structures and policies needed to be in place as it was more than just a tick box exercise.

It is anticipated that the Code of Conduct will change to reflect the pledge.

RESOLVED: to note the Civility and Respect newsletter and that the pledge will be brought to a future meeting.

11/031 FORWARD PLAN

To approve the forward plan as detailed within the agenda, with the addition of a presentation about the Octagon Summer Theatre Summer School, as appropriate.

RESOLVED: to approve the forward plan, with the addition of a presentation about the Octagon Summer Theatre Summer School, as appropriate.

Public Comment

There were no public comments.

11/032 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 agenda items 11/033 – 11/034 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](#)

11/033 STAFFING (STAFF IN CONFIDENCE)

Members considered the written report of the Town Clerk regarding Staffing.

RESOLVED: (1) to note the report; (2) to agree to the proposals of the Town Clerk referred to within the report.

7:48pm – Cllr A Richards left the meeting and did not return.

11/034 COUNCILLOR REQUEST (CONFIDENTIAL)

Members considered the verbal report of the Town Clerk.

RESOLVED: (1) to note the report; (2) to establish a process about how requests of this nature should be considered in future; and (3) that the Committee support the Town Clerk with the progression following the agreed approach of this particular request.

The meeting closed at 8:19pm.

Signed: (Chair) Date