

Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ



Mayor: Cllr A Kendall, 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 September 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; E Hopkins; J Lowery; S Lowery; E Potts-Jones; W Read; A Richards; R Spinner and R Stickland.

In Attendance (in person): Cllr T Lock (Yeovil Lyde Ward); A Card (Town Clerk) and S Freemantle (Deputy Town Clerk).

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

7:01 pm - Public Comment

There were no public comments.

11/122 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies were received from Cllrs A Kendall (unwell) and K Gill (work commitments).

RESOLVED: to accept the apologies with the reasons given.

11/123 DECLARATIONS OF INTEREST

Councillor	Agenda Item	Interest	Interest due to
Cllr R Stickland	11/126 (Grant – Yeovil Tennis Club)	Personal	Chair of Yeovil Without Parish Council who have awarded a grant to Yeovil Tennis Club for the same purpose

11/124 MINUTES

To approve as a correct record the Minutes of the meeting held on 25th July 2023.

RESOLVED: that the minutes of the meetings held on 25th July 2023.

11/125 CORRESPONDENCE

Members considered the correspondence from the Chair of Yeovil Rivers Community Trust.

RESOLVED: that the Town Clerk responds to the Chair of Yeovil Rivers Community Trust to thank them for their letter and that no further action be taken.

11/126 APPLICATION FOR GRANT AID

An application was received from:

- Yeovil Tennis Club (£1,000)

The Committee discussed the grant application.

RESOLVED: that £1,000 be awarded to Yeovil Tennis Club as a contribution towards new floodlights (*voting: 10 for, 1 abstention*).

11/127 BALANCE SHEET

Members considered the Balance Sheet as at 31st August 2023.

The Town Clerk drew attention to the bank balances and that she was still drafting a Treasury Management Strategy so that risks could be diversified.

RESOLVED: to approve the Balance Sheet as at 31st August 2023.

11/128 BANK RECONCILIATION

Members considered the formal bank reconciliation as at 31st August 2023.

RESOLVED: to approve the formal bank reconciliation as at 31st August 2023.

11/129 FINANCIAL STATEMENT – JUNE 2023 / JULY 2023

Members considered the financial statement for the months of June 2023 and July 2023.

The Town Clerk highlighted that work was being carried out on the income and expenditure at Milford Hall at the request of the Buildings and Civic Matters Committee.

Cllr A Richards requested information regarding the contingency budgets for the period 2015 – 2023. *This information has subsequently been sent to all Councillors.*

RESOLVED: to approve the financial statement for the months of June 2023 and July 2023.

11/130 REVENUE BUDGET MONITORING 2023/24

Members considered the Revenue Budget Monitoring report for the period ending 31st August 2023 (Month 1 – 5). 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 £62,259 (5.0%).

RESOLVED: to note the report.

11/131 TRAINING AND DEVELOPMENT POLICY

Members reviewed the Training and Development Policy.

Councillors discussed the Learning Agreement and that should an employee leave within two years of completion of a qualification they would be required to repay training costs. The Committee agreed that any repayment should be proportionate to the remaining time within this 2-year period – for example 50% of costs after one year.

RESOLVED: to approve Training and Development Policy subject to the above-mentioned amendments.

11/132 DIGNITY, EQUALITY AND DIVERSITY AT WORK POLICY

Members considered the Dignity, Equality and Diversity at Work Policy.

RESOLVED: (1) to note the report; and (2) to approve and adopt the Dignity, Equality and Diversity at Work Policy.

11/133 MAYOR'S CHARITY BALL 2024 AND 2025

Member considered report of the Assistant Town Clerk regarding the changes of date in 2024 and 2025. Ordinarily the date of the Mayor's Ball is the last Saturday of November but due to the closure of the Octagon Theatre, the Pantomime will be moved to Westlands Entertainment Venue, resulting in the stage not being available for the Mayor's Ball.

RESOLVED: to note that the future dates of the Mayor's Ball will be Saturday 2nd November 2024 and Saturday 15th November

11/134 STAFFING COMMITTEE TERMS OF REFERENCE

Member considered the recommendation by the Staffing Committee to agree the Terms of Reference.

There was one suggestion that the Chair should be elected at the Annual Meeting of the Town Council when the appointments to the Committee were made.

RESOLVED: to agree the Staffing Committee Terms of Reference with the amendment regarding the Chair as mentioned above.

11/135 AMENDMENT TO STANDING ORDERS

Member considered the required amendment to Standing Orders which have resulted from the Staffing Committee Terms of Reference agreed in 11/134 above.

Standing Order 4 (d) (xii) will now read: "The Mayor and Deputy Mayor shall be members of every Committee (except the Staffing Committee), Sub-Committee and Working Party/Group unless they indicate a wish not to be a member".

RESOLVED: to recommend and to Town Council the approval and adoption of the amendment as mentioned above.

11/136 FORWARD PLAN

To approve the forward plan as detailed within the agenda.

RESOLVED: to approve the forward plan.

Public Comment

There was no public comment.

11/137 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

11/138 YEOVIL COMMUNITY CHURCH RENTAL OF FORMER SKI CENTRE CAR PARK (COMMERCIAL IN CONFIDENCE)

The Committee considered the report of the Town Clerk regarding the rental of the former Ski Centre Car Park by Yeovil Community Church and the formal agreement.

RESOLVED: to note the report.

11/139 RECOMMENDATION FROM GROUNDS AND GENERAL MAINTENANCE COMMITTEE: TREE WORKS SURVEY AND PROPOSED WORKS (COMMERCIAL IN CONFIDENCE)

The Committee considered the report of the Deputy Town Clerk (SF) and the Assistant Town Clerk regarding the financing of the recommendations from the commission of a tree safety report on Goar Knap, Elizabeth Flats and Sunningdale Allotment sites. The report also requested funding for further surveys to be carried out on the remaining overs sites.

RESOLVED: (1) to note the report; (2) to agree the tree works required at Goar Knap, Elizabeth Flats and Sunningdale Allotment (£3,690) be funded from contingencies; and (3) to agree for the survey to be completed on the remaining sites (£1,550) be funded from contingencies.

11/140 STAFFING (STAFFING IN CONFIDENCE)

The Committee considered the report of the Town Clerk requesting the removal of the Administrative Assistant post and the creation of a Community Development Officer.

RESOLVED: (1) to note the report; (2) to agree to the removal of the Administrative Assistant post and the creation of a Community Development Officer; and (3) to agree to pay overtime for work relating to Milford Hall and that these costs be recorded against the Milford Hall budget line.

The meeting closed at 8:03pm.

Signed: (Chair) Date