



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 28th June 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); N Gage; K Gill; A Kendall; J Snell; A Soughton; R Spinner and R Stickland.

Present (virtually): Cllrs T Casey and E Hopkins.

Also present (in person): Cllr A Richards (Wyndham Hill Ward)

In Attendance (in person): A Card (Town Clerk); and S Freemantle (Deputy Town Clerk).

In Attendance (virtually): Cllr T Lock (Lyde Ward).

There was one member of the public and one member of the press present; both virtually.

7.00 pm - Public Comment

There were no public comments.

11/002 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies were received from S Lowery (conflicting engagement) and E Potts-Jones (conflicting engagement).

RESOLVED: to accept the apologies with the reasons given.

11/003 DECLARATIONS OF INTEREST

Cllrs G Oakes; K Gill; A Kendall; J Snell; A Soughton; R Spinner and R Stickland all declared a person interest in 11/005 Grant Application for Yeovil Opportunity Group as the Chair is known to them all.

11/004 MINUTES

To approve as a correct record the Minutes of the meetings held on 29th March 2022 and 25th May 2022.

RESOLVED: that the minutes of the meetings held on 29th March 2022 and 25th May 2022 be signed as a correct record.

11/005 APPLICATION FOR GRANT AID

Applications were received from:

- Yeovil Arts Group (£1,000)
- We Hear You (£1,000)
- Yeovil Opportunity Group (£2,500)

Ms K Duller, Business Manager for Yeovil Opportunity Group spoke on the application and the impact that their work would have in Yeovil, especially due to the impact of COVID-19.

Cllr J Snell declared a personal interest in the applications for both Yeovil Arts Group and Yeovil Opportunity Group since she is a Councillor of Brympton Parish Council who had awarded both Groups grants.

RESOLVED: (1) that £500 be awarded to Yeovil Arts Group (2) that £1,000 be awarded to We Hear You; and (3) that £2,500 be awarded to Yeovil Opportunity Group.

(voting: unanimous)

11/006 BALANCE SHEET

Members considered the Balance Sheet as of 31st March 2022.

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

11/007 BANK RECONCILIATION

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

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

11/008 FINANCIAL STATEMENT – FEBRUARY 2022 / MARCH 2022

Members considered the financial statement for the months of February 2022 and March 2022.

RESOLVED: to approve the financial statement for the months of February 2022 and March 2022.

11//009 REVENUE BUDGET OUTTURN 2021/22

Members considered Revenue Budget Outturn for 2021/22.

RESOLVED: (1) to note the report; (2) to note the outturn position of £998,794 (an underspend of £178,482) and the explanation of significant variances as identified within Appendix A of the report; (3) to approve the carry forwards and movement in reserves as listed within the report; (4) to note that final outturn position; (5) to note the new Earmarked Reserves – Climate Change, Defibrillators and CCTV; (6) to note the Earmarked Reserve Balances; and (7) to note the Unallocated General Fund Balance.

(voting: unanimous)

11/010 STATEMENT OF ACCOUNTS FOR 2021/22

Members considered the report of the Town Clerk and the Statement of Accounts for the year ended 31st March 2022.

RESOLVED: (1) to note the £178,482 surplus for the year ended 31st March 2022; (2) to note the position regarding the General Reserve, the Capital Fund and the Asset Register; and (3) to approve the Statement of Accounts for 2021/22 and the Chairman sign the Statement of Accounts on behalf of the Committee.

11/011 COMMUNITY INFRASTRUCTURE LEVY

Member considered the report of the Town Clerk regarding the Community Infrastructure Levy.

RESOLVED: (1) to note the report; and (2) to agree and approve the proposed spreadsheet for the purposes of publication and reporting to the Section 151 Officer at South Somerset District Council.

11/012 INTERNAL AUDIT REPORT

Member considered the findings of the Internal Auditor. The findings related to the first visit of 2. Four medium recommendations and one low recommendation was made.

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

11/013 YEOVIL ART SPACE SERVICE LEVEL AGREEMENT PROPOSAL

The Service Level Agreement was supported by the Promotions and Activities Committee and was referred to the Policy, Resources and Finance Committee for the funding of the SLA.

Much debate was had regarding the opportunities that such an agreement could bring.

RESOLVED: (1) to note the report; (2) to agree to an SLA for 2 years at £5,000 per year (with a review after 1 year); (3) to agree that Year 1 is funded from contingencies and Year 2 be put in the budget for 2023/24; and (4) that Yeovil Art Space report regularly to Promotions and Activities with a presentation to Town Council once a year.

11/014 MOTION FROM CLLR G OAKES

RESOLVED: to defer to Town Council for discussion at its meeting to be held on Wednesday 6th July

11/015 COUNCIL MEETINGS FOLLOWING LIFTING OF COVID-19 RESTRICTIONS - REVIEW

The Committee considered the report by the Town Clerk regarding the lifting of COVID-19 Restrictions and reviewing how meetings of the Committees and Town Council will be held going forward.

RESOLVED: (1) to note the report; (2) that face to face meetings be held, alongside the continuation of the virtual facility (allowing Councillors who do not sit on Committees, the public and the press to attend face to face if they so wished); (3) that Members who attend virtually would not be shown as being present (for the purposes of the Member's Attendance at Council and Committee meetings) but an additional column be added to that report to show virtual attendance.

11/016 FORWARD PLAN

To approve the forward plan as detailed within the agenda, with the amendment of Youth Services from YMCA Brunel, as appropriate.

RESOLVED: to approve the forward plan, with the amendment of Youth Services from YMCA Brunel, as appropriate.

Public Comment

The member of the press enquired what the maximum amount that could be applied for as a grant. He was informed the limit was £2,500.

The meeting closed at 8:21pm.

Signed: (Chair) Date