



Mayor: Cllr A Kendall, Town Clerk: Amanda Card BA (Hons), FCPFA, 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 28th November 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; K Gill; E Hopkins; A Kendall; W Read; A Richards; R Spinner and R Stickland.

In Attendance (in person): Cllr T Lock (Yeovil Lyde Ward); A Card (Town Clerk); S Freemantle (Deputy Town Clerk); Dan Bennett (Property Development Project Manager - Somerset Council); Katy Menday (Leisure and Recreation Manager - Somerset Council); Adam Burgan (Arts & Entertainment Venues Manager - Somerset Council) and Elizabeth Dawson (Service Director, Cultural Services - Somerset Council).

There was one member of the public present.

7:05 pm - Public Comment

There were no public comments.

11/141 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

RESOLVED: to accept the apologies with the reasons given.

11/142 DECLARATIONS OF INTEREST

There were no declaration at this time.

11/143 MINUTES

To approve as a correct record the Minutes of the meeting held on 28th September 2023.

RESOLVED: that the minutes of the meetings held on 28th September 2023.

11/144 APPLICATION FOR GRANT AID

There were no grant applications to consider.

11/145 SUMMER SCHOOL AT THE OCTAGON THEATRE AND WESTLANDS ENTERTAINMENT VENUE

Members considered the report of the Arts Engagement and Outreach Manager at Somerset Council regarding the summer school provision at the Octagon Theatre and Westlands Entertainment value. Yeovil Town Council contribute £1,000 towards this provision in the form of Service Level Agreement.

The Committee thanked the Arts & Entertainment Venues Manager for his teams continued work.

RESOLVED: to note the report.

11/146 BALANCE SHEET

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

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

11/147 BANK RECONCILIATION

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

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

11/148 FINANCIAL STATEMENT – AUGUST 2023 / SEPTEMBER 2023

Members considered the financial statement for the months of August 2023 and September 2023.

RESOLVED: to approve the financial statement for the months of August 2023 and September 2023.

11/149 2023/24 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31ST OCTOBER 2023 (MONTH 1 – 7)

Members considered the Revenue Budget Monitoring report for the period ending 31st October 2023 (Month 1 – 7). 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 £35,196 (2.80%).

The Town Clerk drew members attention to the costs for elections. The latest election in the Summerlands Ward had cost the Council £10,217 – significantly more than it had in the past.

RESOLVED: to note the report.

11/150 AMENDMENT TO STANDING ORDERS

Members considered the amendment to Standing Orders regarding the cancellation of meetings.

RESOLVED: (1) to note the report; (2) to agree and recommend to Town Council the amendments suggested in the report; and (3) that the maximum capacity of individuals permitted to be in the Council Chamber at any one time be displayed.

11/151 YOUTH COUNCIL

This item is to be deferred to the following meeting.

11/152 DRAFT BUDGET 2024/25

Members considered the report of the Town Clerk regarding the draft budget for 2024/25.

Cllr R Stickland stressed his disappointment that Somerset Council had not been able to provide that Crematorium & Cemetery Committee figures and the impact that this would have on the Council.

The Committee decided to defer this decision so that the impact of any decisions made within the following items and items excluded from the press and public could be reflected in the budget.

Following the decisions made in confidential, the Committee proceeded to agree the budget.

RESOLVED: (1) that the Policy, Resources and Finance Committee recommend to Council the Grounds and General Maintenance Committee budget for 2024/25; (2) that the Policy, Resources and Finance Committee recommend to Council the Promotions and Activities Committee budget for 2024/25, including the increasing of the Super Saturday budget to £10,000 to enable two Super Saturday's to be held each year; (3) that the Policy, Resources and Finance Committee recommend to Council the Buildings and Civic Matters Committee budget for 2024/25, including the following:

Milford Community Hall and Town Council Chamber – Hire Charges		
Type of Hire	Current Rate of Hire 2023/24 (per hall/room per hour or part thereof)	Proposed Rate of Hire 2023/24 (per hall/room per hour or part thereof)
Milford Hall:		
<i>Commercial organisations / persons</i>	£19.50	£25.50
<i>Private Functions</i>	£9.00	£12.50
<i>Damage Deposit for Private Functions (returnable if hall left in a satisfactory condition)</i>	£140.00	£175.00
<i>Non-profit making Organisations</i>	£8.00	£10.50
<i>Use of Main Hall Kitchen</i>	£12.50 per hire	£17.00 per hire
Town House Council Chamber:		
<i>Provision of tea/coffee</i>	£8.00	£10.50

<i>Provision of tea/coffee</i>	<i>£12.00</i>	<i>£15.00</i>
<i>Use of kitchen</i>	<i>£6.00</i>	<i>£7.50</i>

And that the hire charges be reviewed after 6 month, and that 2 Community Ambassadors be employed with a budget of £85,000; (4) that the Policy, Resources and Finance Committee recommend to Council the Planning budget for 2023/24; (5) to note that the Crematorium and Cemetery Committee budget for 2024/25 for Yeovil Town Council will be available at the Crematorium & Cemetery Committee meeting held on 19th December 2023; and (7) that the Policy, Resources and Finance Committee, recommend to Council, it's budget for 2024/25.

11/153 FORWARD PLAN

To approve the forward plan as detailed within the agenda, with the inclusion of Youth Council on the items for January 2024.

RESOLVED: to approve the forward plan.

Public Comment

At this point, the Chair referred to the letter from Cllr Bill Revans, Leader of Somerset Council which outlined the financial challenges that Somerset Council faced. The letter invited Towns and Parishes to explore asset and service devolution.

There was no public comment.

11/154 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

11/155 SOMERSET COUNCIL DEVOLUTION DISCUSSIONS

The Committee received a presentation from Elizabeth Dawson)Service Director, Cultural Services - Somerset Council) regarding asset and service devolution.

RESOLVED: to note the presentation and agree the next steps.

11/156 CORRESPONDENCE

The Committee considered further the letter from Cllr Bill Revans, Leader of Somerset Council.

RESOLVED: (1) to publish the letter; and (2) that the Town Clerk prepare a statement in response to the letter.

11/157 RECOMMENDATIONS FROM BUILDING AND CIVIC MATTERS

RESOLVED: to agree that the installation of the cavity wall insulation at Milford Hall at a cost of £2,160 is funded from the Carbon Management Budget.

11/158 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 that they had now withdrawn from the arrangement.

RESOLVED: to note the report.

11/159 STAFFING (STAFFING IN CONFIDENCE)

The Committee considered the report of the Town Clerk regarding a staffing matter.

RESOLVED: (1) to note the report; and (2) to delegate to the Town Clerk in consultation with the Staffing Committee the decision of this matter.

The meeting closed at 9:40 pm.

Signed: (Chair) Date