



Mayor: Cllr A Kendall, Town Clerk: Amanda Card BA (Hons), FCPFA, BSc (Open)
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Minutes of the hybrid meeting of the Policy, Resources & Finance Committee 29th May 2024 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 (in the Chair); K Gill; A Kendall; T Lock; G Oakes; E Potts-Jones; A Richards; R Spinner and A Wilkes.

Present (virtual): Cllr D Woan (from 7:33pm).

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

There were no members of the public or press present.

Public Comment

There was no public comment.

7:00pm – the meeting commenced.

11/209 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies were received from Cllrs T Casey (work commitments); J Lowery (personal reasons) and A Soughton (conflicting engagement).

RESOLVED: to accept the apologies with the reasons given.

11/210 DECLARATIONS OF INTEREST

Cllr R Stickland declared a personal interest in this item 11/212, owing to him being the Chair of Yeovil Without Parish Council, and a grant request being submitted to that Council.

11/211 MINUTES

To approve as a correct record the Minutes of the meeting held on 23rd April 2024.

RESOLVED: that the minutes of the meetings held on 23rd April 2024.

11/212 APPLICATION FOR GRANT AID

Members considered the grant application from Community Counselling CIC for £2,460.

Discussions were held about the application. It was felt that there were already organisations that were in Yeovil who offered this particular service.

RESOLVED: that there be no further action.

11/213 BALANCE SHEET

Members considered the Balance Sheet as at 31st March 2024.

RESOLVED: to approve the Balance Sheet as at 31st March 2024.

11/214 BANK RECONCILIATION

Members considered the formal bank reconciliation as at 31st March 2024.

RESOLVED: to approve the formal bank reconciliation as at 31st March 2024.

11/215 FINANCIAL STATEMENT – FEBRUARY 2024 / MARCH 2024

Members considered the financial statement for the months of February 2024 and March 2024.

A Councillor raised a question regarding procurement and the rules regarding various contract sizes. The Town Clerk provided an explanation and directed them to the Financial Regulations.

RESOLVED: to approve the financial statement for the months of February 2024 and March 2024.

11/216 REVENUE BUDGET OUTTURN REPORT 2023/24

The Town Clerk introduced the report and highlighted that there was an underspend of £159,028.

The Town Clerk answered some queries that were raised.

RESOLVED: (1) to note the report; (2) to note the outturn position of £1,335,693 for 2023/24 (an underspend of £159,028) and the explanation of significant variances as highlighted in Appendix A; (3) to approve the movement in reserves listed above; (4) to note the new Earmarked Reserve (Christmas Lights); (5) to note the Earmarked Reserve Balance; and (6) to note the Unallocated General Fund Balance.

11/217 COMMUNITY INFRASTRUCTURE LEVY

Members considered the report of the Town Clerk regarding the Community Infrastructure Levy return that was required to be sent to the S151 Officer at Somerset Council.

The Town Clerk answered some queries that were raised.

RESOLVED: (1) to note the report; and (2) to approve the attached spreadsheet for 23/24 for purposes of publication and reporting to the S151 Officer at Somerset Council, in accordance with Regulation 62A of CIL Regulations.

11/218 INTERNAL AUDIT REPORT

The Town Clerk introduced the report by the Internal Auditor. The Town Clerk highlighted the issue with regards to the publication of the audited AGAR (she had previously brought this to the attention of Town Council). The Town Clerk confirmed that the requirement of the publication was that the audited AGAR must be posted on the website; and that the notice board was not sufficient.

A Councillor raised a query regarding the insurance provision. The Town Clerk stated that the Council would have to review the insurance cover from 1st August due to the services being taking on from Somerset Council. She also reminded Councillors that she had extended the cover with Zurich for another year so that procurement for insurance services can be carried out for 2024/25, once the Council have more understanding about their risks going forward.

7:33pm – Cllr D Woan joined the meeting virtually.

RESOLVED: to note the internal audit report.

11/219 UPGRADE OF SAGE

The Councillors considered the report of the Town Clerk regarding the necessity to upgrade Sage to be able to run the payroll for the increased number of staff due to devolution of assets and services from Somerset Council.

RESOLVED: (1) to note the report; and (2) to agree that Yeovil Town Council proceed with the upgrade to Sage Business Package.

11/220 RECRUITMENT OF PAYROLL ASSISTANT

The Councillors considered the report of the Town Clerk regarding the requirement of additional resource to ensure that the payroll function can operate to ensure payment of salaries and wages to the growing number of employees at Yeovil Town Council.

The Town Clerk read out correspondence from Cllr T Casey highlighting his concerns regarding the costs of the devolution project including the costs of additional employees. She responded to that correspondence and will provide Cllr T Casey a written response.

The Town Clerk clarified that the role would be a full-time role, and there would be an inclusion of finance work as there will also be an increase in other financial transactions.

RESOLVED: (1) to note the report; and (2) to agree that recruitment commences for the post of a fulltime Payroll/Finance Assistant on the salary scales listed within the report.

11/221 EMERGENCY PROCEDURE – STANDING ORDER 4 (d) (xiv)

The Councillors considered the report of the Town Clerk regarding Standing Order 4 (d) (xiv) (Emergency Procedure) and how it should apply to the Independents. The wording within the Standing Orders reads “Unless otherwise provided, the Town Clerk shall, from time to time, after consulting the Chairman of the Committee concerned (or, in their absence, the

Vice-Chairman of the relevant Committee); the Mayor (or, in their absence, the Deputy Mayor) and a named representative of the Opposition Group(s) on the Council, take all necessary steps for protecting the interests of, or advancing the business of the Town Council, providing that action taken shall in all cases be reported to the next appropriate meeting of such Committee.”

Discussions were held and it was agreed that the Independents for the purpose of this Standing Order would be classified as a group assuming the same affiliation, and that the Independents would be considered as an Opposition Group. As such it would be for the Independents to select a representative

RESOLVED: (1) to note the report; and (2) that the Independents for the purpose of Standing Order 4 (d) (xiv) are to be classified as a group assuming the same affiliation, and that the Independents are to be considered as an Opposition Group; and (3) that the representative from the Opposition Group – Independents be appointed at the next meeting of Town Council.

11/222 FORWARD PLAN

To approve the forward plan as detailed within the agenda.

RESOLVED: to approve the forward plan.

11/223 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

8:15 – The Deputy Town Clerk (SF) left the meeting.

11/224 STAFF TRAINING REQUEST (STAFF IN CONFIDENCE)

The Committee considered the report of the Town Clerk regarding the Staff Training Request.

RESOLVED: (1) to note the report; (2) to agree to the staff training request; and (3) that a Learning Agreement in accordance with the Training and Development Policy be put in place prior to commencement of the training.

The meeting closed at 8:38 pm.

Signed: (Chair) Date