



Mayor: Cllr A Kendall, Town Clerk: Amanda Card BA (Hons), CPFA, BSc (Open)  
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**Minutes of the hybrid meeting of the Policy, Resources & Finance Committee 30<sup>th</sup> May 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 A Kendall (Chair); T Casey; N Gage; K Gill; J Lowery; S Lowery; E Potts-Jones; W Read and A Richards.

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

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

In the absence of the Chair of the Policy, Resources and Finance Committee, it was proposed, seconded and agreed by the Committee that Cllr A Kendall would take the Chair.

## **7.09 pm - Public Comment**

There were no public comments.

### **11/085 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies were received from Cllrs P Lock (unwell); R Spinner (conflicting engagement) and R Stickland (conflicting engagement).

**RESOLVED:** to accept the apologies with the reasons given.

### **11/086 DECLARATIONS OF INTEREST**

Cllr E Potts-Jones declared a personal interest in agenda item 11/095 (Mayor's Accounts 2022/23) due to the accounts relating to her time as Mayor.

### **11/087 MINUTES**

To approve as a correct record the Minutes of the meetings held on 30<sup>th</sup> March 2023 and 2<sup>nd</sup> May 2023.

**RESOLVED:** that the minutes of the meetings held on 30<sup>th</sup> March 2023 and 2<sup>nd</sup> May 2023.

### **11/088 APPLICATION FOR GRANT AID**

There were no applications for grant.

**11/089      BALANCE SHEET**

Members considered the Balance Sheet as at 30<sup>th</sup> April 2023.

**RESOLVED:** to approve the Balance Sheet as at 30<sup>th</sup> April 2023.

**11/090      BANK RECONCILIATION**

Members considered the formal bank reconciliation as at 30<sup>th</sup> April 2023.

**RESOLVED:** to approve the formal bank reconciliation as at 30<sup>th</sup> April 2023.

**11/091      FINANCIAL STATEMENT – FEBRURY 2023 / MARCH 2023**

Members considered the financial statement for the months of February 2023 and March 2023.

**RESOLVED:** to approve the financial statement for the months of February 2023 and March 2023.

**11/092      REVENUE BUDGET OUTTURN 2022/23**

Members considered Revenue Budget Outturn for 2022/23.

**RESOLVED:** (1) to note the report; (2) to note the outturn position of £1,206,537 (an underspend of £66,903) and the explanation of significant variances as identified within Appendix A of the report; (3) to approve movement in reserves as listed within the report; (4) to note the new Earmarked Reserves – Community Safety; (5) to note the Earmarked Reserve Balances; and (6) to note the Unallocated General Fund Balance.

*(voting: unanimous)*

**11/093      STATEMENT OF ACCOUNTS 2022/23**

This item was deferred until the next meeting of this Committee due to information not being available from Somerset Council relating to the Yeovil Crematorium and Cemetery Committee.

**11/094      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 Somerset Council.

**11/095      MAYOR'S ACCOUNTS 2022/23**

The report within the agenda pack had been amended and circulated, showing that the Mayor had spent £1,000 less than the original report showed. The Mayor had spent £8,385.52 in total and paid back the remaining £2,094.92.

**RESOLVED:** to note the amended report.

**11/096 INTERNAL AUDIT REPORT**

Member considered the findings of the Internal Auditor. The findings related to the first visit of 2.

**RESOLVED:** (1) to note the findings of the Internal Auditor and the management responses given; and (2) to discuss some of the findings at the next meeting of the Staffing Committee.

*7:30pm – Cllr J Lowery left the meeting.*

*7:31pm – Cllr J Lowery returned to the meeting.*

**11/097 FORWARD PLAN**

To approve the forward plan as detailed within the agenda with the addition of an update of Youth Services in July from both YMCA Brunel and St Peters Church.

**RESOLVED:** to approve the forward plan with the above-mentioned additions.

**Public Comment**

There was no public comment.

**11/098 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

**11/099 TREASURY MANAGEMENT PROPOSAL (COMMERCIAL IN CONFIDENCE)**

The Town Clerk highlighted the finding in the Internal Audit report highlighting the risk associated with holding a large balance in the bank account due to the precept being paid by Somerset Council in one instalment rather than two. The Town Clerk stated that the Council should look to diversify investments and that to do this they would need Treasury Management advice. The Town Clerk had sought a proposal from Arlingclose Ltd who provided independent treasury management services.

**RESOLVED:** to procure the services of Arlingclose Ltd for a 3-year period.

The meeting closed at 8:01pm.

Signed: ..... (Chair) Date .....