

Yeovil Town Council



Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Yeovil Town Council

Wednesday 2nd February 2022

7:30pm

Westlands Entertainment Venue, Westbourne

Close. Yeovil BA20 2DD

For further information on the items to be discussed, please contact town.clerk@yeovil.gov.uk.



Amanda Card, Town Clerk
26th January 2022

Yeovil Town Council

This information is also available on our website: www.yeovil.gov.uk

Members of Yeovil Town Council are summoned to attend:

Evie Potts-Jones – Mayor of Yeovil Town

Andy Kendall – Deputy Mayor of Yeovil Town

Jade Dash

Tony Lock

Nigel Gage

Jane Lowery

Karl Gill

Sarah Lowery

Peter Gubbins

Graham Oakes

David Gubbins

Wes Read

Emma-Jayne Hopkins

David Recardo

Gordon Hunting

Ashley Richards

Kaysar Hussain

Jeny Snell

Terry Ledlie

Andy Soughton

Mike Lock

Roy Spinner

Pauline Lock

Rob Stickland

Public Comments at meetings

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chair who will instruct those taking a recording or filming to cease doing so while they speak.

Equality Act 2010

The general public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

| | |
|--------------------------------|--------------------|
| Age | Race |
| Disability | Religion or Belief |
| Gender Reassignment | Sex |
| Marriage and Civil Partnership | Sexual Orientation |
| Pregnancy and Maternity | |

Recording of Council Meetings

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chair of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. Please refer to our Policy on audio/visual recording and photography at Council meetings at www.yeovil.gov.uk. This permission does not extend to private meetings or parts of meetings which are not open to the public.

Prior to the start of the meeting, Members are invited to join the Mayor's Chaplain in the Council Chamber for prayers.

A G E N D A

Neighbourhood Sergeant Daniel Crawford will be giving a talk about policing in Yeovil.

Public Comment (15 Minutes)

10/211 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Council to receive apologies for absence and consider the reasons given. *LGA 1972 s85(1)*

10/212 DECLARATIONS OF INTEREST

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).

10/213 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING

To confirm as a correct record the Minutes of the previous Town Council Meeting held on 7th December 2021.

10/214 MAYOR AND DEPUTY MAYOR'S RECENT AND FORTHCOMING ENGAGEMENTS AND ANNOUNCEMENTS

To note the Mayor and Deputy Mayor's recent and forthcoming engagements as attached at pages 4 to 6.

10/215 CORRESPONDANCE

To note any correspondence received.

10/216 REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND OTHER MEETINGS

To note the meetings of each Committee, any resolutions and recommendations contained therein to be ratified at a future meeting of Town Council.

Planning Committee – 17th January 2022.

Presented by Cllr Graham Oakes

Promotions and Activities Committee – 8th January 2022.

Presented by Cllr Sarah Lowery

Grounds and General Maintenance Committee – 7th January 2022.

Presented by Cllr Royston Spinner

Buildings and Civic Matters Committee – 18th January 2022.

Presented by Cllr Rob Stickland

Policy, Resources and Finance Committee – 25th January 2022.

Presented by Cllr Graham Oakes

10/217 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Members who represent the Town Council on outside bodies should take this opportunity to report on any matters of interest.

- Yeovil Crematorium and Cemetery Committee – 12th January 2022 (minutes previously distributed)

10/218 BUDGET 2022/23

Members to approve the recommendation by the Policy, Resources and Finance Committee at its meeting held on 25th January 2022 to set the following budget for Yeovil Town Council.

| | |
|--------------------------|-------------------|
| Total Budget Requirement | £1,273,440 |
| Precept | £1,273,440 |

This results in an increase on a Band D Charge of £13.28 per year (25p per week), an increase from £129.31 to £142.59). The budget for the financial year 2022/23 is attached at pages 7 to 13. *Account & Audit Regulations 2015*

If Members have any questions regarding the Draft Budget for 2022/23, please contact Amanda Card, Town Clerk prior to the meeting.

10/219 RISK STRATEGY

Members to approve the recommendation by the Policy, Resources and Finance Committee to adopt the Risk Strategy and Risk Assessment for Yeovil Town Council as attached at pages 14 to 23.

10/220 GRANT TO CITIZENS ADVICE (URGENT BUSINESS)

To consider the report of the Town Clerk as attached at page 24.

10/221 PROGRAMME OF MEETINGS 2022/23

Attached at page 25 is a draft programme of the Town Council and its committees for 2022/23.

Council is **RECOMMENDED** to adopt this programme.

10/222 FORWARD PLAN

The Forward Plan (attached at page 26) lists the items due to be discussed and the decisions due to be made by Yeovil Town Council.

The timings given are indicative and occasionally may be rescheduled and new items added as required.

It is **RECOMMENDED** that Yeovil Town Council approve the Forward Plan.

Public Comment (15 Minutes)

List of Engagements attended/to be attended by the Mayor of Yeovil, Councillor Evie Potts-Jones and the Deputy Mayor of Yeovil, Councillor Andy Kendall from 7 December 2021 to 1 March 2022.

| <u>December Engagements</u> |
|--|
| - The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Opening of the new Italian Delicatessen in Westminster Street |
| - The Mayor of Yeovil, Councillor Evie Potts-Jones met with Able2Achieve to give them a greater understanding of how the Town Council operates |
| - The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Gala Opening night at the Octagon watching the Mother Goose production |
| - The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Knoll Nursing Home Christmas Coffee Morning |
| - The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Yeovil College Graduation Ceremony |
| - The Mayor of Yeovil, Councillor Evie Potts-Jones hosted a Charity Family Bingo evening raising funds for both of her charities |
| - The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Yeovil eat:Festivals |
| - The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Love Yeovil Lantern Parade |
| - The Mayor of Yeovil, Councillor Evie Potts-Jones co-hosted a Carol Service at St Michael's Church |
| - The Mayor of Yeovil, Councillor Evie Potts-Jones supported the Mind in Somerset Charity Christmas Fete |
| - The Mayor of Yeovil, Councillor Evie Potts-Jones met with residents in the town with the PCSO's and Yeovil Crime Reduction Team |
| - The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Spirit Gymnastics Christmas Show |
| - The Mayor of Yeovil, Councillor Evie Potts-Jones attended the annual Santa Dash at Ninesprings |

January Engagements

- The Mayor of Yeovil, Councillor Evie Potts-Jones attend the Yeovil Dance Centre's Lockdown Production
- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Yeovil Arts Group New Year Exhibition
- The Mayor of Yeovil, Councillor Evie Potts-Jones attend the Defibrillator Launch at Yeovil Country Park Rangers Hunt
- The Mayor of Yeovil, Councillor Evie Potts-Jones Officially Opened the Yeovil College Health, Education & Science Centre with Marcus Fysh MP.
- The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Holy Trinity Institution and Installation of Rev'd Dan Crouch as Vicar
- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Crewkerne Civic Evening 'CUDOS' production of The Nutcracker
- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Yeovil Amateur Pantomime Society's production of Cinderella
- The Mayor of Yeovil, Councillor Evie Potts-Jones met with Police Sergeant Daniel Crawford from the Yeovil Neighbouring Team

February Engagements

- The Mayor of Yeovil, Councillor Evie Potts-Jones will give Preston Primary School Council a tour of the Town House
- The Mayor of Yeovil, Councillor Evie Potts-Jones will join the High Sheriff, Thomas Sheppard visiting local businesses in the Town
- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend the Art Engagement and Outreach Strategy meeting with the Octagon Theatre
- The Mayor of Yeovil, Councillor Evie Potts-Jones will sponsor the ball at the YTFC -v- Solihull Moors FC match
- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend Wells Cathedral Choral Evensong to celebrate seventy years since the Accession of Her Majesty the Queen 1952 - 2022

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend Blackmore Vale Line & Community Rail Partnership's Christmas Awards Ceremony
- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend the Society of Friends Fleet Air Arm Museum evening Lecture

Yeovil Town Council - 2022/23 Budget

| | £ | £ | £ | £ | £ | £ | £ | £ |
|--|------------------|------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|
| Committee | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
| Policy, Resources and Finance | 378,964 | 391,504 | 426,890 | 346,670 | 409,270 | 437,230 | 486,630 | 448,280 |
| Buildings and Civic Matters | 122,070 | 126,960 | 96,780 | 186,239 | 184,250 | 204,490 | 218,680 | 252,820 |
| Grounds and General Maintenance | 234,716 | 238,617 | 222,520 | 234,822 | 239,680 | 266,710 | 251,580 | 339,770 |
| Planning | 5,360 | 13,250 | 0 | 0 | 1,000 | 1,000 | 1,000 | 1,000 |
| Promotions and Activities | 67,990 | 69,280 | 95,330 | 92,866 | 92,000 | 127,550 | 102,550 | 101,040 |
| Sub Total | 809,100 | 839,611 | 841,520 | 860,597 | 926,200 | 1,036,980 | 1,060,440 | 1,142,910 |
| Contingency | 39,347 | 40,551 | 68,463 | 48,517 | 46,310 | 51,849 | 53,022 | 57,146 |
| Total Committees' Budget | 848,447 | 880,162 | 909,983 | 909,114 | 972,510 | 1,088,829 | 1,113,462 | 1,200,056 |
| Joint Burial Committee | 80,420 | 80,398 | 58,284 | 60,016 | 61,007 | 63,760 | 63,814 | 73,384 |
| Total Budget Requirement | 928,867 | 960,560 | 968,267 | 969,130 | 1,033,517 | 1,152,589 | 1,177,276 | 1,273,440 |
| Funded By: | £ | £ | £ | £ | £ | £ | £ | £ |
| Grant from Billing Authority (CTRS) | (94,180) | (81,920) | (26,370) | (8,680) | 0 | 0 | 0 | 0 |
| Net Precept | (834,687) | (878,640) | (941,897) | (960,450) | (1,033,517) | (1,152,589) | (1,177,276) | (1,273,440) |
| Use of Unallocated General Fund Balances | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Funding | (928,867) | (960,560) | (968,267) | (969,130) | (1,033,517) | (1,152,589) | (1,177,276) | (1,273,440) |
| Divided by Tax Base | 8,733.72 | 9,013.54 | 9,055.91 | 9,142.80 | 9,108.12 | 9,107.50 | 9,104.62 | 8,930.76 |
| Band D Charge | £95.57 | £97.48 | £104.01 | £105.05 | £113.47 | £126.55 | £129.31 | £142.59 |

Grounds and General Maintenance Committee

| | 2020/21 | | | 2021/22 | | | | 2022/23 | |
|--|-----------------|-----------------|-----------------------|-----------------|------------------------------------|---|--|--------------------|--|
| | Budget £ | Actual £ | (Over)/ Under £ | Budget | Month 1 - 6 spent 31/09/2021 | Full year estimated spend to 3/31/2022 | Estimated (over) / under spend £ | Proposed Budget | Notes |
| EXPENDITURE | | | | | | | | | |
| Allotment Maintenance (Corporate) | 9,000 | 17,165 | (8,165) | 9,200 | 10,869 | 12,998 | (3,798) | 9,570 | GGM agreed 8 cuts per year instead of 7 |
| Allotments - Fence Repairs | 1,000 | 0 | 1,000 | 1,000 | 0 | 1,000 | 0 | 2,000 | If not spent will be put in reserve to use when necessary |
| Best Kept Allotments Competition | 250 | 0 | 250 | 250 | 0 | 0 | 250 | 250 | |
| Community Heritage Officer | 9,500 | 7,125 | 2,375 | 10,000 | 0 | 9,500 | 500 | 10,000 | Community Heritage Officer at Yeovil Country Park |
| Electric Van | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8,000 | Lease of electric van (estimate) - will go through the procurement process |
| Goar Knap - Building | 1,650 | 2,279 | (629) | 2,000 | 1,074 | 1,650 | 350 | 2,000 | |
| Holiday Playscheme contribution | 9,080 | 9,080 | 0 | 9,270 | 9,270 | 9,080 | 190 | 9,640 | Inflationary linked uplift of 2% as agreed by GGM 18/11/19 PR&F 26/11/19 |
| Improvements at Yeovil Recreation Centre | 5,000 | 5,000 | 0 | 0 | 0 | 0 | 0 | 0 | As agreed by GGM 18/11/19 PR&F 26/11/19 |
| Labour | 26,000 | 4,140 | 21,860 | 26,520 | 9,789 | 13,693 | 12,827 | 27,580 | Labour adjusted to meet: national pay awards; employer's pension contributions; employer's National Insurance contributions; and increments. Recruitment process underway. |
| Leases | 350 | 335 | 15 | 350 | 0 | 350 | 0 | 350 | |
| Materials and equipment | 1,800 | 1,161 | 639 | 1,800 | 875 | 1,800 | 0 | 1,870 | Incremental increase year on year. |
| Open spaces: | | | | | | | | | |
| Lights for Milford Park | 400 | 0 | 400 | 400 | 0 | 400 | 0 | 400 | |
| Open Spaces | 133,480 | 133,480 | 0 | 133,480 | 0 | 133,480 | 0 | 133,480 | |
| Play and Landscape Officers | 12,440 | 12,440 | 0 | 12,690 | 6,345 | 12,440 | 250 | 13,200 | Inflationary linked uplift as agreed by GGM 18/11/19 PR&F 26/11/19 |
| Play Area Repairs/Enhancements | 12,190 | 12,190 | 0 | 12,440 | 6,220 | 12,190 | 250 | 12,940 | Inflationary linked uplift as agreed by GGM 18/11/19 PR&F 26/11/19 |
| Play Area Upgrade | 2,660 | 2,660 | 0 | 2,720 | 1,360 | 2,660 | 60 | 2,830 | Inflationary linked uplift as agreed by GGM 18/11/19 PR&F 26/11/19 |
| Playpark Programme | 10,000 | 10,000 | 0 | 10,000 | 0 | 10,000 | 0 | 30,000 | Playpark Programme agreed 21/01/20 BCM 28/01/20 PR&F. Will be asked for a contribution to Arnewood Gardens 11/01/21 |
| Skate Parks | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50,000 | Contribution to Lysander Road and Milford Park |
| Door Step Green | 800 | 618 | 182 | 1,000 | 2,480 | 3,580 | (2,580) | 7,000 | Incremental increase year on year, additional monies for routine clearing of pathway from Monmouth Road to Doorstep green |
| Country Park | 32,700 | 32,700 | 0 | 32,700 | 16,350 | 32,700 | 0 | 32,700 | Members may wish to increase the contribution? |
| Yew Tree Park - Gate Opening | 2,150 | 1,658 | 492 | 2,200 | 1,213 | 1,800 | 400 | 2,200 | |
| Restoration of Sidney Gardens Fountain | 12,600 | 12,600 | 0 | 0 | 0 | 0 | 0 | 0 | Contribution to resotation of Sidney Gardens Fountain (part of a larger project for Sidney Gardens) |
| Protective Clothing | 200 | 154 | 46 | 0 | 79 | 100 | (100) | 200 | |
| Vehicle | 1,300 | 1,089 | 211 | 1,350 | 874 | 1,300 | 50 | 1,350 | As vehicle gets older more that needs addressing at service/MOT. Looking into getting a van fit for purpose and environmentally friendly |
| Water charges | 1,000 | 2,848 | (1,848) | 1,000 | 438 | 1,000 | 0 | 1,000 | |
| Water Mains Refurbishment/Repairs | 2,200 | 1,098 | 1,102 | 2,200 | 0 | 2,200 | 0 | 2,200 | Water mains refurbishment/repairs budget was allocated to meet planned programme of phased; now in a reserve to use when necessary |
| Total Expenditure | 287,750 | 269,820 | 17,930 | 272,570 | 67,235 | 263,921 | 8,649 | 360,760 | |
| INCOME | | | | | | | | | |
| Taps & keys | (150) | (57) | (93) | (100) | 10 | (100) | 0 | (100) | |
| Rent | (17,800) | (17,724) | (76) | (17,800) | (448) | (17,800) | 0 | (17,800) | |
| Lease | (2,090) | (2,088) | (2) | (2,090) | (522) | (2,090) | 0 | (2,090) | Income of £2,090 pa receivable from lease of land at Higher Ryalls |
| Water Charge | (1,000) | (2,623) | 1,623 | (1,000) | | (1,000) | 0 | (1,000) | |
| Total Income | (21,040) | (22,492) | 1,452 | (20,990) | (960) | (20,990) | 0 | (20,990) | |
| Net Expenditure | 266,710 | 247,328 | 19,382 | 251,580 | 66,275 | 242,931 | 8,649 | 339,770 | |

Buildings & Civic Matters Committee

| | 2020/21 | | | 2021/22 | | | | 2022/23 | | Notes |
|---|-----------------|----------------|-----------------------|-----------------|------------------------------------|---|--|--------------------|---|-------|
| | Budget £ | Actual £ | (Over)/ Under £ | Budget | Month 1 - 6 spent 31/09/2021 | Full year estimated spend to 3/31/2022 | Estimated (over) / under spend £ | Proposed Budget | | |
| EXPENDITURE | | | | | | | | | | |
| Band Costs | 3,500 | 3,500 | 0 | 3,500 | 0 | 3,500 | 0 | 3,500 | SLA agreed to commence in 2020/21 | |
| CCTV | 32,490 | 32,490 | 0 | 32,490 | 0 | 32,490 | 0 | 32,490 | | |
| Changing Places Toilet | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,000 | Contribution to SSDC Changing Places fully accessible toilet bid | |
| Community safety | 2,500 | 2,500 | 0 | 2,500 | 0 | 2,500 | 0 | 17,500 | Agreed 16/11/21 | |
| Defibrillator | 0 | 0 | 0 | 9,000 | 9,821 | 17,500 | (8,500) | 10,500 | | |
| Litter/Grit bins | 700 | 188 | 512 | 700 | 0 | 250 | 450 | 700 | | |
| Milford Hall | 24,500 | 38,880 | (14,380) | 0 | 0 | 0 | 0 | 0 | Inflationary increase | |
| Milford Hall - Business Rates | 0 | 0 | 0 | 5,000 | 0 | 0 | 5,000 | 5,200 | Inflationary increase | |
| Milford Hall - Running Costs | 0 | 0 | 0 | 15,000 | 9,217 | 19,345 | (4,345) | 20,000 | | |
| Milford Hall - Security | 0 | 0 | 0 | 3,250 | 1,060 | 2,543 | 707 | 3,000 | Inflationary increase | |
| Milford Hall - SSDC Recharges | 0 | 0 | 0 | 7,100 | 2,288 | 9,152 | (2,052) | 10,000 | Inflationary increase | |
| Milford Hall Refurbishments | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20,000 | | |
| Millennium Clock | 400 | 706 | (306) | 500 | 0 | 400 | 100 | 520 | | |
| Monmouth Hall | 17,340 | 5,813 | 11,527 | 0 | 0 | 0 | 0 | 0 | Inflationary increase | |
| Monmouth Hall - Running Costs | 0 | 0 | 0 | 16,870 | 2,831 | 6,182 | 10,688 | 0 | | |
| Monmouth Hall Business Rates | 0 | 0 | 0 | 820 | 0 | 0 | 820 | 0 | | |
| Monmouth Hall refurbishment | 60,000 | 0 | 60,000 | 60,000 | 20,392 | 60,000 | 0 | 60,000 | £60k in budget from 2018/19 and 2019/20. | |
| PA System | 500 | 0 | 500 | 500 | 0 | 500 | 0 | 500 | Hire charge of PA system and technical support for Remembrance Sunday | |
| Painting of Town House | 16,890 | 21,017 | (4,127) | 0 | 0 | 0 | 0 | 0 | | |
| Public noticeboards | 500 | 41 | 459 | 500 | 0 | 500 | 0 | 500 | | |
| Peter Street Public Toilet | 23,000 | 22,063 | 937 | 0 | 0 | 0 | 0 | 0 | Patrols from YCRT to reduce antisocial behaviour. Cleaning costs increased in line with National Living Wage | |
| Peter Street Public Toilet - Cleaning (inc toilet rolls) | 0 | 0 | 0 | 7,340 | 2,077 | 6,237 | 1,103 | 7,000 | | |
| Peter Street Public Toilet - Security | 0 | 0 | 0 | 5,800 | 2,478 | 4,956 | 844 | 5,200 | | |
| Peter Street Public Toilet - Business Rates | 0 | 0 | 0 | 3,200 | 1,599 | 3,197 | 3 | 3,200 | | |
| Peter Street Public Toilet - Other Running costs (electric/water/repairs) | 0 | 0 | 0 | 7,120 | 2,524 | 5,048 | 2,072 | 7,120 | | |
| Petters Way Public Toilet | 13,000 | 22,490 | (9,490) | 0 | 0 | 0 | 0 | 0 | Patrols from YCRT to reduce antisocial behaviour. Cleaning costs increased in line with National Living Wage | |
| Petters Way Public Toilet - SSDC Recharge (cleaning/water/electricity) | 0 | 0 | 0 | 11,400 | (136) | 11,400 | 0 | 11,400 | | |
| Petters Way Public Toilet - Security | 0 | 0 | 0 | 5,000 | 2,478 | 5,000 | 0 | 5,000 | | |
| Petters Way Public Toilet - Business Rates | 0 | 0 | 0 | 2,650 | 1,325 | 2,649 | 1 | 2,650 | | |
| Petters Way Public Toilet - Other Running costs (repairs) | 0 | 0 | 0 | 2,030 | 211 | 2,030 | 0 | 2,030 | | |
| Regalia | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,000 | Move from PR&F | |
| Remembrance Sunday Video | 0 | 0 | 0 | 0 | 0 | 1,500 | (1,500) | 1,500 | | |
| Sports Development Officer (SSDC) | 2,160 | 2,160 | 0 | 2,160 | 0 | 2,160 | 0 | 2,160 | | |
| St Georges Day Parade | 300 | 0 | 300 | 300 | 0 | 0 | 300 | 300 | | |
| Town Centre Environmental Improvements | 8,000 | 0 | 8,000 | 8,000 | 0 | 0 | 8,000 | 8,000 | | |
| Town House - CCTV Reserve | 0 | 0 | 0 | 500 | 0 | 0 | 500 | 500 | Build up a reserve to repair/replace CCTV BCM 17/11/20 | |
| Town House - business rates | 10,000 | 9,606 | 394 | 10,000 | 4,801 | 9,602 | 399 | 10,400 | | |
| Town House - electricity | 1,600 | 1,514 | 86 | 1,600 | 258 | 1,200 | 400 | 1,600 | | |
| Town House - gas | 2,200 | 1,694 | 506 | 2,200 | 694 | 2,200 | 0 | 2,200 | | |
| Town House - repairs and maintenance | 8,000 | 14,795 | (6,795) | 10,000 | 1,900 | 10,000 | 0 | 10,000 | | |
| Town House - water charges | 400 | 181 | 219 | 400 | 75 | 220 | 180 | 400 | | |
| Town House (excluding services) | 6,760 | 7,924 | (1,164) | 7,000 | 2,806 | 6,800 | 200 | 7,000 | | |
| War memorials | 750 | 864 | (114) | 750 | 0 | 750 | 0 | 750 | Risk assessed and cleaned every 2 years. Budget to collect 1/2 each year and add to reserve to cover charge every 2 years | |
| Total Expenditure | 235,490 | 188,426 | 47,064 | 245,180 | 68,697 | 229,812 | 15,368 | 279,820 | | |
| INCOME | | | | | | | | | | |
| Defibrillator | 0 | 0 | 0 | 0 | (2,500) | (7,500) | 7,500 | 0 | | |
| Monmouth Hall | (4,500) | 45 | (4,545) | 0 | 0 | 0 | 0 | 0 | | |
| Milford Hall | (25,000) | (8,031) | (16,969) | (25,000) | (7,926) | (15,851) | (9,149) | (26,000) | | |
| Town House | (1,500) | 0 | (1,500) | (1,500) | 0 | 0 | (1,500) | (1,000) | | |
| Total Income | (31,000) | (7,986) | (23,014) | (26,500) | (10,426) | (23,351) | (3,149) | (27,000) | | |
| Net Expenditure | 204,490 | 180,440 | 24,050 | 218,680 | 58,271 | 206,461 | 12,219 | 252,820 | | |

Promotions & Activities Committee

| | 2020/21 | | | 2021/22 | | | | 2022/23 | |
|---|----------------|---------------|-----------------------|----------------|------------------------------------|---|--|--------------------|---|
| | Budget £ | Actual £ | (Over)/ Under £ | Budget | Month 1 - 6 spent 31/09/2021 | Full year estimated spend to 3/31/2022 | Estimated (over) / under spend £ | Proposed Budget | Notes |
| EXPENDITURE | | | | | | | | | |
| Christmas Lights | 23,500 | 23,814 | (314) | 23,500 | 20,338 | 22,000 | 1,500 | 23,500 | |
| Christmas Lights Competition | 30 | 0 | 30 | 30 | 0 | 0 | 30 | 30 | |
| Christmas Lights Installation/Safety Checks | 16,500 | 17,373 | (873) | 17,000 | 14,225 | 16,500 | 500 | 17,500 | Inflationary increase |
| Christmas Lights Switch On | 500 | 0 | 500 | 500 | 0 | 0 | 500 | 500 | Contractor to provide more people to switch on Christmas lights. |
| Customised souvenirs | 650 | 0 | 650 | 650 | 0 | 650 | 0 | 650 | |
| Eats:Festival | 0 | 0 | 0 | 9,000 | 750 | 9,000 | 0 | 5,000 | Spring, Super Saturday and Christmas local produce market. P&A 10/11/20. |
| Love Yeovil | 1,000 | 0 | 1,000 | 1,000 | 0 | 1,000 | 0 | 1,000 | |
| Resourcing VE Day Celebrations | 35,000 | 2,950 | 32,050 | 0 | 0 | 0 | 0 | 0 | An event to be held for VE Day (including staffing costs) P&A 12/11/19 PR&F 26/11/19. VE Day celebrations cancelled due to COVID - carry forward for Music in the Park in June 2021 |
| Super Saturday | 6,000 | 8,038 | (2,038) | 6,500 | 2,626 | 6,000 | 500 | 7,000 | Inflationary increase |
| Town Crier | 1,030 | 35 | 995 | 1,030 | 0 | 0 | 1,030 | 1,070 | Inflationary increase |
| Unity in the Community | 550 | 0 | 550 | 550 | 550 | 550 | 0 | 0 | |
| Yeovil in Bloom Officers | 24,800 | 24,800 | 0 | 24,800 | 0 | 24,800 | 0 | 24,800 | |
| Yeovil in Bloom Working Budget | 16,440 | 16,440 | 0 | 16,440 | 0 | 16,440 | 0 | 16,440 | |
| Yeovil Open Town Crier Competition | 1,550 | 0 | 1,550 | 1,550 | 0 | 0 | 1,550 | 1,550 | |
| Yeovil Together | 0 | 0 | 0 | 0 | 0 | 1,100 | (1,100) | 2,000 | Including Unity in the Community |
| Total Expenditure | 127,550 | 93,450 | 34,100 | 102,550 | 38,489 | 98,040 | 4,510 | 101,040 | |
| INCOME | | | | | | | | | |
| Souvenirs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Total Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Net Expenditure | 127,550 | 93,450 | 34,100 | 102,550 | 38,489 | 98,040 | 4,510 | 101,040 | |

Planning Committee

| | 2020/21 | | | 2021/22 | | | 2022/23 | | Notes |
|--------------------------|--------------|-------------|-----------------------|--------------|------------------------------------|---|--|--------------------|-------|
| | Budget £ | Actual £ | (Over)/ Under £ | Budget | Month 1 - 6 spent 31/09/2021 | Full year estimated spend to 3/31/2022 | Estimated (over) / under spend £ | Proposed Budget | |
| EXPENDITURE | | | | | | | | | |
| Planning | 1,000 | 0 | 0 | 1,000 | 0 | 0 | 1,000 | 1,000 | |
| Total Expenditure | 1,000 | 0 | 0 | 1,000 | 0 | 0 | 1,000 | 1,000 | |
| INCOME | | | | | | | | | |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Total Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Net Expenditure | 1,000 | 0 | 0 | 1,000 | 0 | 0 | 1,000 | 1,000 | |

Policy, Resources & Finance Committee

| | 2020/21 | | | 2021/22 | | | | 2022/23 | |
|---|----------------|----------------|-----------------------|----------------|------------------------------------|---|--|--------------------|--|
| | Budget £ | Actual £ | (Over)/ Under £ | Budget | Month 1 - 6 spent 31/09/2021 | Full year estimated spend to 3/31/2022 | Estimated (over) / under spend £ | Proposed Budget | Notes |
| EXPENDITURE | | | | | | | | | |
| Advertising | 500 | 240 | 260 | 500 | 55 | 250 | 250 | 500 | |
| Audit fees | 3,400 | 3,039 | 361 | 3,470 | 284 | 3,200 | 270 | 3,610 | Inflationary increase |
| Books/periodicals | 240 | 45 | 195 | 240 | 0 | 100 | 140 | 240 | |
| Carbon Management | 0 | 0 | 0 | 25,000 | 0 | 0 | 25,000 | 25,000 | |
| Contingencies | 51,849 | 32,935 | 18,914 | 53,022 | 11,901 | 35,000 | 18,022 | | |
| Cost of Elections | 1,500 | 0 | 1,500 | 1,500 | 4,079 | 1,500 | 0 | 5,500 | Elections every 4 year. Budget to collect 1/4 each year and add to reserve to cover charge from SSDC every 4 years. Plus £4,000 to cover any by-election costs |
| Costs of Democracy | 28,560 | 24,305 | 4,255 | 29,200 | 7,978 | 26,000 | 3,200 | 29,600 | Members Allowance to increase in line with staff awards |
| Courses/conferences | 6,500 | 1,611 | 4,889 | 5,000 | 0 | 2,000 | 3,000 | 5,000 | |
| Franking Machine | 700 | 292 | 408 | 500 | 581 | 600 | (100) | 500 | |
| Furniture, office equipment & servicing | 4,000 | 10,095 | (6,095) | 4,000 | 3,752 | 5,000 | (1,000) | 4,000 | |
| Grants | 7,000 | 4,705 | 2,295 | 7,000 | 5,199 | 7,000 | 0 | 7,000 | |
| Insurance | 5,000 | 0 | 5,000 | 6,000 | 5,078 | 5,500 | 500 | 6,000 | Increased for the potential of Event cancellation premiums |
| Mayoral allowance | 10,000 | 864 | 9,136 | 10,170 | 4,238 | 10,170 | 0 | 10,480 | Mayoral Allowance to increase annually in line with CPI |
| Miscellaneous | 0 | 469 | (469) | 0 | 355 | 500 | (500) | 0 | |
| New Initiatives Fund | 10,300 | 7,000 | 3,300 | 10,300 | 0 | 10,300 | 0 | 15,000 | Increase agreed at Town Council 07/12/21 |
| PC Support | 11,000 | 10,859 | 141 | 12,500 | 6,140 | 12,574 | (74) | 13,000 | PC support also includes EoFTTC (Ethernet over Fibre to the Cabinet) leased line. Inflationary increase and additional support for items purchased during 2020/21. |
| Postage | 3,000 | 1,241 | 1,759 | 2,000 | 320 | 1,200 | 800 | 2,000 | Postage reduced due to electronic summons of agendas, minutes etc |
| Prof. fees/subs | 6,000 | 8,629 | (2,629) | 7,500 | 4,759 | 7,500 | 0 | 7,500 | |
| PWLB Loan Repayments | 30,000 | 0 | 30,000 | 30,000 | 0 | 0 | 30,000 | 0 | |
| Regalia | 2,000 | 0 | 2,000 | 2,000 | 447 | 2,000 | 0 | 0 | Move to BCM |
| Salaries | 250,000 | 256,575 | (6,575) | 260,000 | 126,779 | 255,000 | 5,000 | 267,500 | Adjusted to meet: national pay awards; employer's pension contributions; employer's National Insurance contributions; and increments. |
| Ski Centre | 500 | 21 | 479 | 500 | 0 | 100 | 400 | 500 | |
| Sponsorship (Octagon Theatre - SLA) | 1,000 | 0 | 1,000 | 1,000 | 1,000 | 1,000 | 0 | 1,000 | |
| Stationery/supplies | 3,000 | 624 | 2,376 | 2,500 | 300 | 600 | 1,900 | 2,000 | |
| Telephone | 2,500 | 2,289 | 211 | 2,500 | 1,123 | 2,500 | 0 | 2,500 | |
| Website | 0 | 0 | 0 | 8,000 | 2,925 | 8,000 | 0 | 0 | |
| Westlands | 27,200 | 27,436 | (236) | 27,800 | 0 | 27,200 | 600 | 0 | |
| Youth Council | 2,000 | 0 | 2,000 | 2,000 | 0 | 2,000 | 0 | 2,000 | |
| Youth Services | 29,580 | 23,370 | 6,210 | 30,200 | 11,738 | 30,200 | 0 | 40,600 | Inflationary increase and issue of a new SLA. Additional £10,600 for detached youth work agreed PRF 23/11/21 |
| Total Expenditure | 497,329 | 416,644 | 80,685 | 544,402 | 199,030 | 456,994 | 87,408 | 451,030 | |
| INCOME | | | | | | | | | |
| Investment Interest | (4,000) | (1,144) | (2,856) | (2,500) | (94) | (225) | (2,275) | (500) | |
| Community Infrastructure Levy | 0 | (1,950) | 1,950 | 0 | 0 | 0 | 0 | 0 | Not guaranteed income. |
| Miscellaneous | 0 | (30) | 30 | 0 | 0 | 0 | | | |
| Ski Centre | (1,250) | (1,224) | (26) | (1,250) | (510) | (1,250) | 0 | (1,250) | |
| Salary Recharge | (3,000) | (1,100) | (1,900) | (1,000) | 0 | (1,000) | 0 | (1,000) | Salary recharged to Yeovil Crematorium and Cemetery budget for Town Clerk |
| Total Income | (8,250) | (5,448) | (2,802) | (4,750) | (604) | (2,475) | (2,275) | (2,750) | |
| Net Expenditure | 489,079 | 411,196 | 77,883 | 539,652 | 198,426 | 454,519 | 85,133 | 448,280 | |

Yeovil Town Council - Estimated Reserves as at 31/03/22

| Earmarked Reserve | Balance as at 01/04/20 (£) | Movement in Year In (£) | Balance as at 31/03/21 (£) | Movement in Year In (£) | Balance as at 31/03/22 (£) |
|---------------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Major Projects | 984 | 0 | 984 | 0 | 984 |
| Water Mains Refurbishments/Repairs | 7,230 | 1,102 | 8,332 | 2,200 | 10,532 |
| Allotment Fence Repairs | 5,500 | 1000 | 6,500 | (6,500) | 0 |
| Regalia | 8,070 | 2,000 | 10,070 | 1,553 | 11,623 |
| Custom Souvenirs | 1080 | 650 | 1,730 | 650 | 2,380 |
| Youth Council | 2,384 | 2,000 | 4,384 | 2,000 | 6,384 |
| Monmouth Hall Refurbishment | 91,340 | 71,527 | 162,867 | 39,608 | 202,475 |
| Unity in the Community | 1079 | 550 | 1,629 | (550) | 1,079 |
| Community Infrastructure Levy | 648 | 1950 | 2,598 | 0 | 2,598 |
| Costs of Elections | 0 | 1500 | 1,500 | 1500 | 3,000 |
| War Memorial | 0 | 750 | 750 | 750 | 1,500 |
| Sidney Gardens Fountain | 0 | 12600 | 12,600 | 0 | 12,600 |
| | 118,315 | 95,629 | 213,944 | 41,211 | 255,155 |

YEOVIL TOWN COUNCIL



RISK STRATEGY

1. Introduction

The Council delegates the carrying out of its risks assessments to the Policy, Resources and Finance Committee under Local Government Act 1972 (S101). The risk assessment is reviewed in January each year.

Where a committee considers the risk assessment under delegated powers, the full Council must specifically review, and minute the review, of the risk assessment (rather than simply adopting the minutes of that Committee including all recommendations).

2. Risk Management Strategy

Yeovil Town Council is committed to identifying and managing risks, using the following procedures, and to ensuring that risks are maintained at an acceptable level. The Town Council will take any action that is deemed necessary.

The Town Clerk reviews risks on a regular basis, including any newly identified risks, and will report on such matters to the Policy, Resources and Finance Committee. The review will include identification of any unacceptable levels of risk.

The Guidance on Governance and Accountability for Local Councils in England (published by the Joint Practitioners' Advisory Group) makes the following observations regarding risk management:

- Risk management is not just about financial management: it is about ensuring the achievement of objectives set by the council to deliver high quality public services; and
- The local council audit approach seeks to encourage local councils to address these issues by placing emphasis on the need to keep under review and, if necessary, to strengthen their own corporate governance arrangements, thereby improving their stewardship of public funds and providing positive and continuing assurance to taxpayers

Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives. Therefore, each year Members should:

- take steps to identify and update their record of key risks facing the Council;

- evaluate the potential consequences to the Council if an event identified as a risk takes place (in terms of likelihood and impact);
- decide upon appropriate measures to avoid, reduce or control the risk or its consequences; and
- record any conclusions or decisions reached.

3. Assessment of Risk

Each risk will be assessed in terms of its likelihood and impact on the Council.

Likelihood


| | | Probability | Possible Indicators |
|---|----------------|-------------|-----------------------|
| 4 | Almost Certain | > 90% | Frequent occurrence |
| 3 | Likely | > 60% | Regular occurrence |
| 2 | Possible | > 10% | Occasional occurrence |
| 1 | Unlikely | < 10% | Has never occurred |

Impact

| | | Risk Threat |
|---|-------------|--|
| 4 | Major | Financial Impact > £500,000 Fatality/disabling injuries to public or staff / adverse national media attention / external intervention / total service disruption / extensive legal action against the Council |
| 3 | Serious | Financial Impact > £250,000 Adverse local media attention / extensive public complaints / adverse comments by regulators or auditors / significant service disruption / failure to deliver projects or targets / service disruptions / injuries to public or staff / legal action against the Council |
| 2 | Significant | Financial Impact > £50,000 Adverse service users complaints / service disruption / minor injuries and near misses to staff and public |
| 1 | Minor | Financial impact less than £5,000 / isolated complaints / minor service disruption |

4. Risk Matrix

| | | | | | |
|------------|---|--------|---|----|----|
| | 4 | 4 | 8 | 12 | 16 |
| | 3 | 3 | 6 | 9 | 12 |
| | 2 | 2 | 4 | 6 | 8 |
| | 1 | 1 | 2 | 3 | 4 |
| Likelihood | | 1 | 2 | 3 | 4 |
| | | Impact | | | |



The legend indicates three risk levels based on color: High (Red), Medium (Yellow), and Low (Green). The risk matrix cells are colored according to these levels based on their numerical value.

The key risks for the Council are assessed for impact and likelihood (using the criteria listed above); so that risks are identified as low, medium or high.

Controls are then identified in order to mitigate the risk. It is anticipated that the risk will be reviewed annually unless there is a change in intelligence. The table also assigns responsibility to the relevant people.

5. Risk Register

| Ref | Risk | Impact | Likelihood | Level | Controls | Review | Responsibility |
|---------------|---|--------|------------|--------|--|--------------|---------------------------------|
| ASSETS | | | | | | | |
| 1 | Protection of physical assets | 3 | 2 | Medium | Asset Register updated annually, with any changes through additions and disposals updated on an adhoc basis. This is presented to Council annually with Annual Accounts. Regular inspection of properties under the Council's direct management. Maintenance of buildings, sites and equipment is undertaken on a planned and responsive basis. Playground equipment is checked and maintained independently by South Somerset District Council on a weekly basis. Yeovil Cemetery is checked and maintained by Cemetery workforce. Insurance cover reviewed annually, with any changes through additions and disposals updated on an adhoc basis. Currently insured with Zurich Municipal. Recommendations as necessary to Policy, Resources and Finance Committee to update cover. | January 2023 | Town Clerk/ Relevant Committees |
| 2 | Security for vulnerable buildings, amenities or equipment | 3 | 2 | Medium | Appropriate security devices are fitted to all of the Council's buildings and linked as necessary, to a central control station. CCTV at both Milford Hall and Town House. Atlas Security first point of contact for any breaches, for quick response and safety of staff. Designated staff are responsible for the security of these buildings. Fobs required to enter the back offices of Town House. In the event of any breaches of security, appropriate measures are taken as soon as practicable to re-secure the property. Crime reports | January 2023 | Town Clerk/ Relevant Committees |

| | | | | | | | |
|----------------|--|---|---|--------|--|--------------|------------------------------------|
| | | | | | are obtained for all breaches of security by contacting Avon and Somerset Constabulary. | | |
| 3 | Maintenance for vulnerable buildings, amenities or equipment | 3 | 2 | Medium | All premises are maintained within the approved budget. Maintenance is undertaken in-house where possible and external contractors used as required. Issues found are addressed as appropriate. Inspections for equipment and safety features programmed as required. Legislation and best practice reviewed on a regular basis. | January 2023 | Town Clerk/ Relevant Committees |
| 4 | Provision of amenities/facilities for local community groups | 3 | 2 | Medium | The council has approved the hire of Milford Community Hall, and the Town House on a hourly charge basis. Conditions of hire have been reviewed that will assist in safeguarding the Council's assets | January 2023 | Town Clerk/ Relevant Committees |
| FINANCE | | | | | | | |
| 5 | Banking arrangements | 2 | 1 | Low | Reviewed periodically by Policy, Resources and Finance Committee. All cheques require two Members' signatures. The Policy, Resources and Finance Committee review all payments and income following their consideration by the service committees. Suppliers paid by BACS where appropriate. | January 2023 | Town Clerk / PR&F |
| 6 | Protection of Investments | 2 | 1 | Low | An investment register is reviewed on a monthly basis. | January 2023 | Town Clerk / PR&F |
| 7 | Consequential loss of income | 2 | 1 | Low | Insurance cover (to cover loss of income and relocating office). Computers backed up periodically through the day; data saved in house on server and to | January 2023 | Town Clerk / PR&F |

| | | | | | | | |
|----|--|---|---|--------|--|--------------|-------------------|
| | | | | | the cloud. IT support quickly accessed and data can be restored if/when appropriate. | | |
| 8 | Loss of cash through theft or dishonesty | 1 | 1 | Low | Fidelity Guarantee cover up to £2 million for employees and members. Minimal cash kept on premises, and segregation of duty for all non-cash payments made. Bank Reconciliations conducted on a monthly basis. | January 2023 | Town Clerk / PR&F |
| 9 | Financial controls and records | 3 | 1 | Medium | Financial Regulations in place and reviewed annually. Two signatories on cheques, and segregation of duty for BACs payments. Internal and external audit. | January 2023 | Town Clerk / PR&F |
| 10 | Comply with HMRC Regulations | 2 | 1 | Low | VAT payments and claims calculated by Finance Officer and checked by RFO. Internal and external auditor to provide assurance. | January 2023 | Town Clerk / PR&F |
| 11 | Sound budgeting to underlie annual precept | 3 | 2 | Medium | Budget workshop held annually. Inflationary increases applied to costs of goods and services. Committees consulted. Policy, Resources and Finance Committee recommend budget to Council. Expenditure against budget reported to Policy, Resources and Finance Committee on a regular basis, with material variations explained and considered. Outturn report at the end of the financial year. | January 2023 | Town Clerk / PR&F |
| 12 | Complying with borrowing restrictions | 1 | 1 | Low | No new borrowing likely at present. | January 2023 | Town Clerk / PR&F |
| 13 | Ensuring robustness of insurance providers | 4 | 1 | Medium | The Council currently insures with Zurich Municipal on a 3-year basis. A tender process is conducted at the end of each 3 years to ensure best value and to ensure that the Council is adequately covered. | January 2023 | Town Clerk / PR&F |
| 14 | Clear statements of management responsibility for each service | 2 | 1 | Low | Under the Council's Scheme of Delegation, each of the service committees and the Policy, Resource and Finance Committee have delegated management responsibility for their own budget. Expenditure and | January 2023 | Town Clerk / PR&F |

| | | | | | | | |
|--------------------|--|---|---|--------|---|--------------|---------------------------------|
| | | | | | income reported to each committee meeting with an Outturn report at the end of the financial year. | | |
| 15 | Inappropriate use of Procurement Card | 2 | 1 | Low | There is one procurement card which is the responsibility of; and kept secure by the Town Clerk. Records are kept and reconciled with the statement on a monthly basis. Credit limit £2,000. | January 2023 | Town Clerk / PR&F |
| PROCUREMENT | | | | | | | |
| 16 | Awarding of contracts for services and the purchase of capital equipment | 3 | 1 | Medium | The Financial Procedures are reviewed every year to ensure they are fit for purpose. Best value is sought for all purchases of services, equipment and assets. For larger contracts, the Council utilises Contract Finder and will seek references where appropriate for those organisations awarded contracts. Relevant expertise sought for complex specifications. | January 2023 | Town Clerk / PR&F |
| 17 | Professional services and contractors | 3 | 1 | Medium | The Council endeavours to ensure that wherever possible it has the opportunity to select (from several) the provider of any professional services it requires. Where necessary, all prospective contractors are required to provide references for which they have recently undertaken similar work and adequate insurances. Due diligence is given where the number of prospective contractors are limited | January 2023 | Town Clerk/ Relevant Committees |
| LIABILITY | | | | | | | |
| 18 | Risk of damage to third party property or individuals/Legal liability | 3 | 2 | Medium | Public Liability Insurance £15 million – covering personal accident liability for employees and members. Open spaces checked regularly. Risk assessments of individual events such as Christmas lights, Super Saturday conducted as necessary. Advice is sought and consideration given for any new event added. | January 2023 | Town Clerk/ Relevant Committees |

| | | | | | | | |
|----|---|---|---|------|--|--------------|------------------------------------|
| 19 | Legal liability as consequence of assets ownership (especially burial ground, playgrounds etc.) | 4 | 2 | High | Insurance in place. Regular inspection of properties under the Council's direct management. Maintenance of buildings, sites and equipment is undertaken on a planned and responsive basis. Playground equipment is checked and maintained independently by South Somerset District Council on a weekly basis. Yeovil Cemetery is checked and maintained by Cemetery workforce. | January 2023 | Town Clerk/ Relevant Committees |
|----|---|---|---|------|--|--------------|------------------------------------|

EMPLOYER LIABILITY

| | | | | | | | |
|----|---|---|---|--------|--|--------------|----------------------|
| 20 | Comply with Employment Law | 1 | 2 | Low | Yeovil Town Council is member of SALC. Town Clerk is a member of SLCC. Subscription to South West Councils. Policies reviewed and updated as necessary. | January 2023 | Town Clerk / PR&F |
| 21 | Comply with Inland Revenue requirements | 2 | 1 | Low | Sage Payroll software which is IR compliant is used. Internal and External auditor carry out checks. | January 2023 | Town Clerk / PR&F |
| 22 | Safety of Staff and visitors | 2 | 1 | Low | Visitors book to sign in and out. Camera fitted at front desk of Town House. Regular risk assessments. During the pandemic, the admittance of visitors to Town House are restricted. | January 2023 | Town Clerk / Council |
| 23 | Recognise and accepts responsibility as employer | 3 | 2 | Medium | Policies and Procedures in place and regularly reviewed. Staff concerns treated as appropriate. | January 2023 | Town Clerk / Council |
| 24 | Facilities Officer Safety | 2 | 2 | Medium | Lone working policy that all staff members are aware of. Key duties risk assessed. | January 2023 | Town Clerk / Council |
| 25 | Remote working health and well-being | 2 | 2 | Medium | Regular check-ins with those working remotely. | January 2023 | Town Clerk / PR&F |
| | Protection of staff against malicious behaviour (both online and offline) | 3 | 2 | Medium | To be considered | | |

STAFFING

| | | | | | | | |
|--------------------------|--|---|---|--------|--|--------------|----------------------|
| 26 | Staff Cover | 3 | 2 | Medium | All key duties can be covered. Annual Leave is co-ordinated to ensure the office can be covered at all times. During the pandemic, assessments are conducted regarding changes in priorities and how this will be conducted. | January 2023 | Town Clerk / PR&F |
| 27 | Staff Retention | 3 | 2 | Medium | A learning and developmental organisation. | January 2023 | Town Clerk / PR&F |
| LEGAL LIABILITY | | | | | | | |
| 28 | Ensuring activities are within legal powers | 3 | 1 | Medium | Clerk to clarify legal position of any new proposal and seek legal advice where necessary. The Council can utilise the General Power of Competence. | January 2023 | Town Clerk / PR&F |
| 29 | Proper and timely reporting via the Minutes | 1 | 1 | Low | Council meets regularly, committees meet at least 6 times a year. Minutes are distributed in a timely fashion and approved and signed at following meeting (recognised that during periods of time when virtual meetings (informal meetings) are held, they will be signed at the next appropriate meeting). Minutes are made available to the press and public. | January 2023 | Town Clerk / PR&F |
| 30 | Proper document control | 2 | 1 | Low | Land and buildings registered at Land Registry. Comprehensive filing system holding all relevant documents. Use of fireproof cabinet where relevant. Document Retention Policy | January 2023 | Town Clerk / PR&F |
| 31 | Breach of personal data | 3 | 2 | Medium | Data Protection Policy in place. Staff kept up to date with changes in legislation and requirements. Registered with Information Commissioners Office. Data only processed if there is a legal basis to do so. | January 2023 | Town Clerk / PR&F |
| COUNCIL PROPREITY | | | | | | | |
| 32 | Register of Interests and gifts and hospitality in place | 2 | 2 | Low | Register of interest completed annually and amended throughout year as necessary. Gifts and hospitality register. Declarations of interests should be made when appropriate at all meetings (the onus is on | January 2023 | Town Clerk / Council |

| | | | | | | | |
|-------------------|--|---|---|--------|--|------------|-------------------|
| | | | | | Councillors to identify when they should declare an interest, but advice is given when requested). | | |
| COVID - 19 | | | | | | | |
| 33 | Transmission of virus to staff, visitors and Councillors | 3 | 2 | Medium | <p>Employees work remotely where/when appropriate No visitors to office except contractors (pre-arranged or for urgent matters) Only the decision makers present at Council meetings, other Councillors and public can join these meetings virtually. Separate detailed COVID-19 risk assessments conducted. Facilities and equipment on hand to ensure regular cleaning of surfaces and washing of hands.</p> | April 2021 | Town Clerk / PR&F |

Yeovil Town Council
25th January 2022

To be reviewed: January 2023

10/220

GRANT TO CITIZENS ADVICE (URGENT BUSINESS)

Cllr A Kendall submitted the following motion on 21st November 2021:

“After the Covid 19 Pandemic there was an uplift of cases in Yeovil and now with Energy Rises and potential increase of Food there is a anticipated rise with residents seeking help and advice.”

Council notes that:

1. Citizens Advice offer one off advice helping each client and advising them on the action they can take themselves move forward. These are usually Volunteer's in the first instance giving Holistic Advice.
2. The Volunteer's complete a full exploration of the advice and legal issues relevant to the client's situation or circumstances and provide each client with a detailed explanation of their advice and the steps they need to take in order to address their issue / problem.
3. A Considerable number of Residents in Yeovil have both complex advice needs and complex support needs and for this reason they are not able to progress alone. At this stage a senior supervisor will prioritise Clients based on their need and allocate casework support for our most vulnerable or most at risk in Yeovil.
4. **Motion:** Is to support the Citizens Advice with a one-off Grant of £5,080 to cover one day per week caseworker to support 2 -3 Clients a day. Over the course of a year this service would assist 110 or more Yeovil Clients.

All Councillors were consulted to their thoughts on the motion.

In accordance with Standing Orders, paragraph 4d(xiv) 'Urgent Business' the above motion was agreed.

The Committee is **RECOMMENDED** to note the report.

(Amanda Card, Town Clerk – 01935 382424 or amanda.card@yeovil.gov.uk)

Yeovil Town Council

Programme of Meetings of Council and Committees – 2022/23

| Meeting | Venue | Day | Time | 2022 | | | | | | | | 2023 | | | | |
|--|-----------------|---------|--------|-------------|-----|------|-----|------|-----|-----|-----|------|-----|-----|-----|-----------|
| | | | | May | Jun | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May |
| Council | Council Chamber | Tuesday | 7.30pm | 17* 24** | (7) | 5 | (2) | 6 | (4) | 1 | 6 | - | 7 | (7) | 4 | 2* 9** |
| Planning | Council Chamber | Monday | 7.00pm | 25*** | 20 | 18 | 15 | 19 | 17 | 14 | 12 | 16 | 13 | 20 | 17 | 15 |
| Grounds and General Maintenance Committee | Council Chamber | Monday | 7.00pm | | 13 | 11 | | 12 | | 7 | | 9 | | 13 | | 22 |
| Promotions and Activities Committee | Council Chamber | Tuesday | 7.00pm | | 14 | 12 | | 13 | | 8 | | 10 | | 14 | | 16 |
| Buildings and Civic Matters Committee | Council Chamber | Tuesday | 7.00pm | | 21 | 19 | | 20 | | 15 | | 17 | | 21 | | 23 |
| Policy, Resources and Finance Committee | Council Chamber | Tuesday | 7.00pm | | 28 | 26 | | 27 | | 22 | | 24 | | 28 | | 30 |

* Annual Town Meeting followed by Annual Meeting of the Town Council

** Annual Meeting of the Town Council (reconvened)

*** Moved to Wednesday to avoid clash with Bank Holiday and/or Town Council meeting

() Meetings are reserve dates and will only be held if necessary

Public Holidays

| | | | |
|-------------------------------|--|----------------------------|--|
| May Bank Holiday | Monday 2 nd May 2022 | Christmas Day (substitute) | Tuesday 27 th December 2022 |
| Spring Bank Holiday | Thursday 2 nd June 2022 | New Year's Day | Monday 2 nd January 2023 |
| Platinum Jubilee Bank Holiday | Friday 3 rd June 2022 | Good Friday | Friday 7 th April 2023 |
| August Bank Holiday | Monday 29 th August 2022 | Easter Monday | Monday 10 th April 2023 |
| Christmas Day | Sunday 25 th December 2022 | May Bank Holiday | Monday 1 st May 2023 |
| Boxing Day | Monday 26 th December 2022 | Spring Bank Holiday | Monday 29 th May 2023 |
| Christmas Day (substitute) | Tuesday 27 th December 2022 | | |

Elections

Unitary/Parish Elections Thursday 4 May 2023

10/222

FORWARD PLAN

| Date | Item |
|---|---|
| 2 nd March 2022 | Reserve Date |
| 6 th April 2022 | Presentation from Yeovil Country Park Reports and Recommendations from Council's Committees: <ul style="list-style-type: none">• Planning – 14th February 2022 / 14th March 2022• Grounds & General Maintenance – 7th March 2022• Promotions & Activities – 8th March 2022• Buildings & Civic Matters – 15th March 2022• Policy, Resources & Finance – 29th March 2022 |
| 23 rd April 2022 | Town Criers Competition |
| Annual Town Meeting followed by Annual Meeting of the Town Council 17 th May 2022 | Address by Mayor about Charities and Mayor Award 2021 Election of Mayor and Deputy Mayor |
| Annual Meeting of the Town Council (reconvened) 24 th May 2022 | Appointment of Committees and Other Bodies for 2022/23 Appointments of Representatives to Serve on Outside bodies for 2022/23 Members' Attendance for 2022/23 Reports and Recommendations from Council's Committees: Planning – 18 th April 2022 Approval of Annual Governance and Accountability Return 2021/22 |
| 3 rd June 2022 | Queen's Platinum Jubilee Yeovil Recreation Ground |

Members have requested presentations from:

- South Somerset District Council – CCTV
- Ambulance Service
- Fire Brigade
- Yeovil Hospital

We are awaiting responses from these organisations.