



# Yeovil Town Council

Town House  
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Yeovil  
BA20 1PQ

Mayor : Cllr D Recardo. Town Clerk : Amanda Card BA (Hons), CPFA  
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## **Minutes of the meeting of Policy, Resources & Finance Committee of Yeovil Town Council held on Tuesday 25<sup>th</sup> June 2019 at 7.00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ**

**Present:** Cllrs G Oakes (Chairman), A Kendall; T Ledlie; M Lock; P Lock; S Lowery; E Potts-Jones; D Recardo and A Soughton.

**Also Present:** Cllrs J Dash (Summerlands Ward) and T Lock (Lyde Ward).

**In Attendance:** A Card (Town Clerk).

### **7.00pm - Public Comment.**

There were no members of the public or press present.

### **10/2 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

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

Apologies were received from: D Gubbins (work commitments); W Read (work commitments) and R Stickland (conflicting engagement).

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

### **10/3 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).

Cllr S Lowery declared a personal and pecuniary interest in 10/6 (Octagon Theatre Summer School) in that she is an employee of the Octagon Theatre.

No other declarations were given at that time.

### **10/4 MINUTES**

To approve as a correct record the Minutes of the meetings held on 29<sup>th</sup> January 2019 and 28<sup>th</sup> May 2019.

**RESOLVED:** that the minutes of the meetings held on 29<sup>th</sup> January 2019 and 28<sup>th</sup> May 2019 were signed and dated as a correct record.

#### **10/5 APPLICATION FOR GRANT AID**

Applications received from:

- a) Headway Somerset (£829)
- b) Somerset and Wessex Eating Disorder Association (£823)

**RESOLVED:** (1) that an award be made of £829 to Headway Somerset, subject to evidence being provided that other Councils in the locality have been approached, and subject to the equipment to be used in the Yeovil Centre only (*voting: 8 in favour and 1 against*); and (2) that an award be made of £823 (to fund one years support to 2 clients) to Somerset and Wessex Eating Disorder Association, subject to evidence being provided that other Councils in the locality have been approached (*voting: 7 in favour and 2 abstentions*).

#### **10/5 OCTAGON THEATRE SUMMER SCHOOL**

*At 7:43pm Cllr S Lowery left the room.*

Members considered the correspondence from the Marketing Manager at the Octagon Theatre requesting that the Service Level Agreement be extended for an additional 3 years.

It was noted that there was no mechanism to review Service Level Agreements.

**RESOLVED:** (1) to extend the Service Level Agreement for a further year (*voting: 7 for; 2 abstention*); and (2) that the mechanism to review Service Level Agreements be investigated and reported back at a future meeting of this committee.

#### **10/7 CAPITAL AND REVENUE RESERVES**

Members considered the statement of Capital & Revenue Reserves as at 31<sup>st</sup> May 2019.

**RESOLVED:** to approve the statement of Capital & Revenue Reserves as at 31<sup>st</sup> May 2019.

#### **10/8 FINANCIAL STATEMENT – DECEMBER 2018 / JANUARY 2019 / FEBRUARY 2019/ MARCH 2019**

Members considered the financial statement for the months of December 2018; January 2019; February 2019 and March 2019.

**RESOLVED:** to approve the financial statement for the months of December 2018; January 2019; February 2019 and March 2019.

### **10/9 REVENUE BUDGET OUTTURN 2018/19**

Members considered the report of the Town Clerk regarding the 2018/19 Revenue Budget Outturn Report.

**RESOLVED:** (1) to note the report; (2) to note the outturn position of £968,281 (an underspend of £849) and the explanation of significant variances as identified within Appendix A of the report; (3) to approve the carry forwards as listed within the report; (4) to note that final outturn position; (5) to note the Earmarked Reserve Balances; and (6) to note the Unallocated General Fund Balance.

### **10/10 STATEMENT OF ACCOUNTS FOR 2017/18**

Members considered the report of the Town Clerk and the Statement of Accounts for the year ended 31<sup>st</sup> March 2019.

**RESOLVED:** (1) to note the £852 surplus for the year ended 31<sup>st</sup> March 2019; (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 2018/19 and the Chairman sign the Statement of Accounts on behalf of the Committee.

### **10/11 MAYORS ACCOUNTS**

Members to note the report of the Town Clerk relating the expenditure of the Mayor's Allowance for the municipal year 2018/19.

The pie chart should read "Mayor Hosting – 7.8%" and not 78% as displayed within the report.

**RESOLVED:** to note the report of the Town Clerk relating the expenditure of the Mayor's Allowance for the municipal year 2018/19.

### **10/12 INTERNAL AUDIT REPORT**

Members considered the report of the Internal Auditor following the second and third audit of the Council's Financial Procedures for 2018/19.

**RESOLVED:** to note the report of the Internal Auditor following the second and third audit of the Council's Financial Procedures for 2018/19.

### **10/13 BANK RECONCILIATION**

The Town Clerk highlighted that one of the recommendations within the Internal Auditors report was to carry out a formal bank reconciliation.

**RESOLVED:** to approve the formal bank reconciliation as at 31<sup>st</sup> May 2019.

## **10/14 COMMUNITY INFRASTRUCTURE LEVY**

Members considered the report of the Town Clerk regarding the Community Infrastructure. The Town Clerk reiterated that she felt that due to the internal controls that it was not necessary to hold a separate bank account for the monies received relating to the Community Infrastructure.

Members discussed the frequency of reporting back and it was suggested that since an annual report needs to be made to the Section 151 Officer at South Somerset District Council that the same report could be presented to this committee. The Town Clerk will also report when receipts are made.

Discussions were also held about how money could be drawn down from the Community Infrastructure Levy pot held by the Town Council.

**RESOLVED:** (1) to note the report; (2) to approve that it is not necessary to set up a separate bank account for the receipt of Community Infrastructure Levy, and that an Earmarked Reserve is sufficient; (3) to agree and approve the proposed spreadsheet for the purposes of publication and reporting to the Section 151 Officer at South Somerset District Council; and (4) that the Town Clerk investigate a mechanism or policy for how money could be drawn down from the Community Infrastructure Levy Earmarked Reserve.

## **10/15 AUTHORISED SIGNATORIES**

**RESOLVED:** that Cllrs A Kendall and E Potts-Jones be appointed to be signatories to the Town Council's bank account.

## **10/16 CORRESPONDANCE – SUSTAINABLE YEOVIL**

Members considered the correspondence received from Sustainable Yeovil. Members discussed that they would want to know more about Sustainable Yeovil.

**RESOLVED:** to invite a representative from Sustainable Yeovil to a meeting of the Town Council for a presentation about Sustainable Yeovil.

## **10/17 FORWARD PLAN**

To approve the forward plan as detailed within the agenda.

**RESOLVED:** to approve the forward plan including the addition of reviewing the Grants Policy (in particular offering grants lower than that requested); a mechanism to review Service Level Agreements; and a mechanism or policy for how money could be drawn down from the Community Infrastructure Levy Earmarked Reserve.

## **Public Comment.**

There was no public comment.

**10/18 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 agenda items 10/19 and 10/20 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*

**10/19 IT HARDWARE, SOFTWARE AND SUPPORT UPDATE (COMMERCIAL IN CONFIDENCE)**

The Town Clerk gave a verbal update regarding IT hardware, software and support. She listed the work that had been carried out to date including the EoFTTC leased line (which gives a guaranteed bandwidth); cabling and infrastructure work which has been completed in preparation for IT migration and hardware installations; the installation of a new network switch and Uninterrupted Power Source (UPS). The Server installation, firewall installation, IT Migration and access points (for WIFI) installation. The new hardware is scheduled to be available for use by 28<sup>th</sup> June 2019.

Questions were raised with regards of the UPS. The Town Clerk has since reported to the Committee that all hardware will be fed by a UPS in order to provide protection from power cuts and surges and this will be provided by Taurus as part of the project.

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

**10/20 STAFFING (STAFFING IN CONFIDENCE)**

The Committee considered the report of the Town Clerk regarding staffing at Yeovil Town Council.

**RESOLVED:** (1) to note the report; (2) to agree and approve to employ an additional part time member of staff on a permanent basis at 20 hours a week on SCP 1-4 (*voting: unanimous*).

Meeting closed at 8:53pm.

Signed: ..... (Chairman)      Date .....