



Yeovil Town Council

Town House
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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 27th November 2018 at 7.00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ

Present: Cllrs T Lock (Chairman), K Gill; T Ledlie; P Lock; T Lock; G Oakes; E Potts-Jones; F Purbrick; M Roper; A Soughton and R Stickland.

Also Present: Cllrs J Conway (South Ward) and A Pugsley (Long Mead Ward).

In Attendance: A Card (Town Clerk).

7.00pm - Public Comment.

There was one member of the public and no press present.

David Woan, President of Yeovil Chamber of Trade and Commerce summarised the work of Love Yeovil - agenda item 9/352 Love Yeovil (Request for Funding). He added that £7,500 had been awarded by South Somerset District Council.

9/349 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: Cllrs M Lock (conflicting engagement); W Read (work commitments) and D Recardo (conflicting engagement).

RESOLVED: to accept the apologies with the reasons given.

9/350 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 R Stickland declared an interest in item 9/352 – Love Yeovil (Request for Funding) by way of being a Member of the Stakeholder Group for the Yeovil Refresh. Cllr Tony Lock also declared in interest in this agenda item as he was a Board Member of Yeovil Refresh.

For the sake of transparency the Town Clerk declared an interest in item 9/352 – Love Yeovil (Request for Funding) in that she represents the Council on this group. She informed members that although she would be able to give facts she would not be able to give any recommendations to the Committee regarding this item.

Cllrs A Pugsley and M Roper declared a personal and pecuniary interest in 9/360 – Allotment Rent Review as they were both allotment holders.

Cllr E Potts-Jones declared a personal interest in 9/353 Application for Grant Aid as her sister was a volunteer for Cruse Bereavement Care.

No other declarations were given at that time.

9/351 MINUTES

To approve as a correct record the Minutes of the meeting held on 25th September 2018.

RESOLVED: that the minutes of the meeting held on 25th September 2018 were signed and dated as a correct record.

9/352 LOVE YEOVIL – REQUEST FOR FUNDING

Members considered the request for funding towards a Marketing officer for Love Yeovil.

RESOLVED: (1) that an award be made to Love Yeovil for £5,000 subject to the Council having an elected member on the group; (2) that £4,000 of that award be funded from the Grants budget and the remaining £1,000 to be funded from the Promotions and Activities Committee from the Love Yeovil budget line; (3) that approaches be made to other parish councils; and (4) that an appointment for a representative to Love Yeovil be made at the next meeting of Yeovil Town Council.

(Voting: 8 in favour; 1 against)

7:25pm – David Woan left the meeting and did not return.

9/353 APPLICATION FOR GRANT AID

Applications received from:

- Cruse Bereavement Care (£2,000)

RESOLVED: that an award be made of £2,000 to Cruse Bereavement Care.

(Voting: unanimously in favour)

At 7:27pm Cllr T Ledlie left the room.

9/354 CAPITAL AND REVENUE RESERVES

Members considered the statement of Capital & Revenue Reserves as at 30th September 2018.

RESOLVED: to approve the statement of Capital & Revenue Reserves as at 30th September 2018.

9/355 FINANCIAL STATEMENT – AUGUST 2018 / SEPTEMBER 2018

Members considered the financial statement for the months of August 2018 and September 2018.

RESOLVED: to approve the financial statement for the months of August 2018 and September 2018.

At 7:29pm Cllr T Ledlie returned.

9/356 SPONSORSHIP POLICY AND STRATEGY

Members to approve the Sponsorship Policy and Strategy as recommended by the Promotions and Activities Committee.

RESOLVED: that the Sponsorship Policy and Strategy be approved and adopted.

9/357 COMMUNITY INFRASTRUCTRE LEVY SUMMARY GUIDANCE FOR PARISHES

Members considered the Community Infrastructure Levy Summary Guidance for Parishes which had been circulated by South Somerset District Council. The guidance showed that £420.12 was available to Yeovil Town Council.

Members thought it would be useful to have more details on how the Community Infrastructure Levy could be used. In addition, they requested an annual report to ascertain what was available to Yeovil Town and any conditions on when it had to be spent.

RESOLVED: (1) to note the Community Infrastructure Levy Summary Guidance for Parishes; (2) that the Town Clerk look into the details on how the Community Infrastructure Levy could be used; and (3) that an annual report be produced to ascertain what was available to Yeovil Town and any conditions on when it had to be spent.

9/358 CORRESPONDENCE – SOUTH WESTERN RAILWAY

Members considered the correspondence from South Western Railway requesting whether the Town Council would consider contributing a sum from its share of the Community Infrastructure Levy.

Members agreed that there was an accessibility issue at the train station; however, the value of Yeovil Town Council's share of the Community Infrastructure Levy was very small.

RESOLVED: (1) that this Committee supported in principle the project bid going forward to the Department of Transport; and (2) that the Town Clerk writes to the Regional Development Manager at South Western Railway to convey that message and that Yeovil Town Council's share of the Community Infrastructure Levy was very small.

9/359 YOUTH COUNCIL

The Youth Council have now met 5 times and have a core of regulars. The Youth Council have been invited to the House of Commons on 11th December 2018 to an All Party Parliamentary Group of Youth Affairs meeting. The Town Clerk will be joining them with some representatives from Mendip YMCA.

On Super Saturday the Youth Council carried out a survey to find out what young people liked about Yeovil and what concerned them. They are picking up on one area of concern and delivering a project. A request was made that the Youth Council presented back at a future meeting of the Policy, Resources and Finance Committee the outcome of this project.

Cllr R Stickland, Chairman of the Yeovil Youth Steering Group offered to attend a future meeting of the Youth Council at their invitation.

RESOLVED: (1) to note the verbal report; and (2) that the Town Clerk gives regular updates regarding the work of the Youth Council.

At 7:45pm Cllrs A Pugsley and M Roper left the room.

9/360 ALLOTMENT RENT REVIEW

The recommendations from the Grounds and General Maintenance Committee were considered. It was recognised that to reduce the subsidy, costs had to be reviewed in addition to the income raised. The Town Clerk explained that the costs were being reviewed and that the Town Council were looking to insource a lot of the work carried out by third parties once the Amenities Officer had received appropriate training. The provision of skips was discussed and there was recognition of the issues that the provision of skips caused in terms of fly-tipping and not being eco-friendly.

At 8:10pm Cllr G Oakes left the room and did not return.

RESOLVED: (1) that there be no increase in the annual rent for the year commencing 1st January 2020, (2) that the provision of skips would be removed with effect from 1st April 2019; (3) that a working party be set up to promote the allotments, the sustainability of allotments and to create and deliver a strategy to deal with the transition of removing the provision of skips; and (4) that the matter of the working party be discussed at the next meeting of the Grounds and General Maintenance Committee.

At 8:25pm Cllr T Ledlie left the room and did not return.

9/361 COMMUNITY HALL CHARGES

To approve the recommendations from the meeting of Buildings and Civic matters held on 20th November 2019.

RESOLVED: (1) that the hourly cost of hire for the facilities should increase by inflation (CPI is currently 2.4%) rounded to the nearest 50p; and (2) to approve the following charges:

Type of Hire	Rate of Hire (2019/20) (per hall/room per hour or part thereof)
Milford and Monmouth Halls:	
Rate for commercial organisations/persons	£17.00
Private Functions	£8.00
Damage Deposit for Private Functions (returnable if hall left in a satisfactory condition)	£120.00
Non-profit making Organisations	£7.00
Use of Main Hall Kitchen (included in hall/room hire charge for non-profit making organisations)	£11.00
Town House Council Chamber:	
Hire	£7.00
Provision of tea/coffee (per hire)	£10.00
Use of Kitchen without tea/coffee (per hire)	£5.00

9/2362 DRAFT BUDGET 2019/20

Members considered the Budget for the financial year 2019/20.

RESOLVED: to recommend to Town Council to approve the draft Budget for the financial year 2019/20 (subject to receiving the tax base from South Somerset District Council for 2019/20; and Crematorium and Cemetery Committee final budget).

9/363 FORWARD PLAN

To approve the forward plan as detailed within the agenda.

RESOLVED: to approve the forward plan.

Public Comment.

There were no public comment.

9/364 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 item 9/365 and 9/366 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

9/365 TENDER FOR IT HARDWARE, SOFTWARE AND SUPPORT (COMMERCIAL IN CONFIDENCE)

The Town Clerk gave a verbal update regarding the process for procurement of IT hardware, software and support provision. She stated that she had received 18 proposals from 15 suppliers. She informed the Committee of the next steps.

RESOLVED: to note the verbal report.

9/366 STAFFING (STAFF IN CONFIDENCE)

The Town Clerk gave a verbal update regarding staff learning and development. Lucy Jones – Admin Officer had successfully achieved “ILM 3 Award in Leadership and Management (Projects and Finance)”. The Town Clerk had successfully completed the “Strategic Human Resources and Organisational Development Business Partner Programme”.

RESOLVED: to note the verbal report and to congratulate both members of staff for their achievements.

Meeting closed at 8:32pm.

Signed: (Chairman) Date