

# Yeovil Town Council



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## Policy, Resources and Finance Committee

The Meeting... **Policy, Resources and Finance Committee**

The Time... **7.00pm**

The Date... **Tuesday 26 November 2013**

The Place... **Town House, 19 Union Street, Yeovil**

If you need this information in large print, Braille, audio or another language, please ring 01935 382424



*Alan Tawse*

Alan Tawse  
Town Clerk

20 November 2013

To: All Members of the Policy, Resources & Finance Committee:

Martin Bailey

Peter Brock

Philip Chandler

Bridget Dollard

David Dollard

Tony Fife

Jon Gleeson

John Hann

Kaysar Hussain

Andrew Kendall

Mike Lock (Ex-Officio)

Tony Lock (Chairman)

Manny Roper (Ex-Officio)

Wes Read

Darren Shutler (Vice-Chairman)

Alan Smith

## **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*

*Disability*

*Gender Reassignment*

*Marriage and Civil Partnership*

*Pregnancy and Maternity*

*Race*

*Religion or Belief*

*Sex*

*Sexual Orientation*

# **A G E N D A**

**Public Comment (15 minutes)**

1. **MINUTES**

To confirm as a correct record the Minutes of the previous meeting held on 24 September 2013.

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

4. **CORRESPONDENCE**

5. **APPLICATIONS FOR GRANT AID**

(Circulated separately)

6. **ALLOTMENT RENTS**

7. **TOWN HOUSE – USE OF MEETING FACILITIES**

8. **COMMUNITY HALL CHARGES**

9. **CAPITAL AND REVENUE RESERVES**

10. **POLICY, RESOURCES AND FINANCE COMMITTEE  
REVENUE ESTIMATES - 2014/15**

11. **SERVICE COMMITTEE REVENUE ESTIMATES – 2014/15**

12. **NEW INITIATIVES BUDGET**

13. **YOUTH REPRESENTATION**

14. **FINANCIAL STATEMENT – AUGUST/SEPTEMBER 2013**

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**Public Comment (15 minutes)**

## 6. ALLOTMENT RENTS

### Introduction

Earlier this month, the Grounds and General Maintenance Committee considered the report attached at pages 3 to 4 and, following a brief discussion, the Committee agreed to support the approach proposed by the Finance Working Group which it was noted if implemented would ensure that tenants were meeting an equal share of the cost of providing and maintaining allotments rather than just over a third.

Whilst it was noted that the proposed increase of 7p per square metre was above the forecasted inflation rate, it was noted that the additional cost to the average plot holder would be £10.01 per year, which equates to an extra 19p per week.

### Recommendation

The Committee is **RECOMMENDED** to note and to consider the views of the Finance Working Group and the Grounds and General Maintenance Committee, and to express their views on the matter to the Town Council.

*(Alan Tawse, Town Clerk – 01935 382424)*

**(Extract from Agenda of Grounds and General Maintenance  
Committee Meeting held on 11 November 2013)**

**ALLOTMENT RENT REVIEW**

**Introduction**

The Council has agreed to review the allotment rents on an annual basis.

The last allotment rent review was carried out in 2012 when it was agreed that an increase of 2p be made to the 2011/12 annual rent charge of 20p/sq metre. The increased charge of 22p/sq metre will be implemented from 10 December 2013. At that point, the average annual rent of an allotment plot will be £31.46, which equates to 60.5p per week.

Last year, the Policy, Resources and Finance Committee concurred with the view of the Grounds and General Maintenance Committee, who felt that such an increase was necessary to ensure that the level of subsidy was reduced.

Following the planned implementation of last year's agreed increase, the budgeted income from allotment rents (£10,857) now equates to 38% of the overall costs (£28,538) of maintaining allotments across the Town, rather than the previous figure of 36%.

It was felt that taking such an approach was sustainable and was justified given the personal benefits that allotment tenants derived from their individual plots; the wider implications of subsidising the costs of providing allotments, and the ongoing help and support that the Town Council gave to the management, maintenance and improvement of these facilities.

As the allotment rent helps to offset the costs of the maintenance of allotments, which are subject to inflation, it is in the tenants and the Town Council's interests that a realistic level of income is maintained to ensure that the costs of carrying out this work can continue to be met.

In accordance with the terms of the tenancy agreement, all tenants are given 12 months' notice of any agreed increase, which following last year's review, now takes effect from 10 December of the following year.

To assist with the annual budget-setting process, the Council has agreed, as a matter of policy, that the views of the Grounds and General Maintenance Committee on the annual review of allotment rents by the Town Council, be submitted to the Policy, Resources and Finance Committee for consideration as part of that process. Any decision to amend these charges will need to be taken by the Town Council.

**Update**

The Finance Working Group met last month and considered the draft estimates for 2014/15, which are set out elsewhere on the agenda. The total of the provisional budgets for proposed allotment-related expenditure has been increased from £28,538 to £28,708. This includes an additional 2% for forecasted inflation.

The Finance Working Group noted that should the draft budget be approved, and no increase be made in allotment rents, the income from allotment rents (£10,857) would continue to equate to 38% of the overall costs of maintaining allotments across the Town.

Put another way, the level of subsidy would rise by £270 and remain at 62% of the overall costs for which no additional income would be receivable from allotment tenants.

The Working Group noted that all tenants are provided with free access to an on-site water supply and that the costs of implementing an ongoing programme of upgrading this supply and providing free skips for waste collection and removal are included in the allotments budget.

### **Proposal**

The Working Group felt that this approach was not sustainable or equitable and agreed that given the *personal* benefit that allotment tenants derive from their individual plots; the need to take into account the wider implications of subsidising the costs of providing allotments, and the ongoing help and support that the Town Council gives to the management, maintenance and improvement of these facilities, that consideration be given to an increase in the current rent to secure an acceptable reduction in this subsidy by allotment tenants meeting a greater proportion of the costs of providing and supporting allotments.

### **Financial Implications**

To put matters into perspective, the average annual rent of an allotment plot is currently £31.46, which equates to 60.5p per week.

An increase of 7p in the current rate of 22p per square metre would result in an additional annual charge of £10.01, which equates to an extra 19p per week - making a new total of £41.47 - equivalent to 79.5p per week.

This would generate additional income of £3,454, which would cover the proposed additional expenditure in 2014/15 and achieve a more equitable balance between the cost of allotments to individual tenants and local council tax payers by reducing the level of subsidy from 62% to 50%. This would ensure that tenants were meeting an equal share of the costs of these facilities rather than just over a third.

The Finance Working Group have supported this approach and have agreed that the views of the Grounds and General Maintenance Committee be sought on the matter and reported to the Policy, Resources and Finance Committee and the Town Council, along with the Working Group's views, as part of the budget process.

### **Recommendation**

The Committee is **RECOMMENDED** to note and to consider the views of the Finance Working Group and to express their views on the matter to the Policy, Resources and Finance Committee and the Town Council.

*(Alan Tawse, Town Clerk – 01935 382424)*

## **7. TOWN HOUSE – USE OF MEETING FACILITIES**

The Finance Working Group has carried out a review of the current arrangements whereby no charge is made for the use of the meeting facilities at the Town House and for the provision of refreshments to outside organisations.

These facilities – which are primarily provided for local authority meetings in accordance with the relevant legislation – were used by outside organisations on 78 occasions in 2012/13 and on 76 occasions during the first half of 2013/14.

The current charging policy, which was agreed in October 2000 following the extension of the building and which is set out below, is not considered by the Steering Group to be sustainable:

*No charge to be made for the use of the Chamber or for the provision of coffee/tea*

The Finance Working Group has proposed that the policy be amended as follows:

*No charge to be made for the use of the Chamber or for the provision of coffee/tea for meetings organised by the Town Council, or any other local authority, involving Members and/or Officers of the Town Council.*

The Finance Working Group has recommended that the proposed new arrangements be introduced from 1 April 2014 and that a charge of £5.20 per hour or part thereof (same as the proposed new community rate for the Town Council's community halls) be made plus a flat rate of £5.00 for the provision of tea/coffee if required. The income raised will ensure that the additional costs of the facilities being used by outside organisations will be met.

These proposals were considered by the Buildings and Civic Matters Committee earlier this month who agreed to support the introduction of the proposed charges with effect from 1 April 2014 and have referred the matter to this Committee and to the Town Council for approval and adoption.

### **RECOMMENDATION**

The Committee is **RECOMMENDED** to consider supporting the views of the Finance Working Group and the Buildings and Civic Matters Committee, and to express its views on the matter to the Town Council.

*(Alan Tawse, Town Clerk – 01935 382424)*

## **8. COMMUNITY HALL CHARGES**

The Committee is requested to consider supporting an increase in the charges for the hire of Milford and Monmouth Community Halls by the anticipated rate of inflation of 2% – with effect from 1 April 2014.

The present and proposed scale of charges is as follows:

<b>Milford and Monmouth Community Halls – Hire Charges</b>		
<b><i>Type of Hire</i></b>	<b><i>Current Rate of Hire (per hall/room per hour or part thereof)</i></b>	<b><i>Proposed Rate of Hire (per hall/room per hour or part thereof)</i></b>
<i>Rate for commercial organisations/persons</i>	£12.60	£12.80
<i>Private Functions</i>	£5.80	£5.90
<i>Damage Deposit for Private Functions (returnable if hall left in a satisfactory condition)</i>	£100.00	£100.00
<i>Non-profit making organisations</i>	£5.10	£5.20
<i>Use of Main Hall Kitchen</i>	<i>£7.40 per hire (included in hall/room hire charge for non-profit making organisations)</i>	<i>£7.50 per hire (included in hall/room hire charge for non-profit making organisations)</i>

Members will recall that the charging structure at Monmouth Community Hall was brought into line with that adopted at Milford Community Hall – with effect from 1 October 2012. This enabled the former Hall to be hired at identical rates on a more flexible basis.

Following this change, a number of new bookings have been taken and several additional regular users established.

These proposals were considered by the Buildings and Civic Matters Committee earlier this month who agreed to support the introduction of the proposed charges with effect from 1 April 2014 and have referred the matter to this Committee and to the Town Council for approval and adoption.

### **RECOMMENDATION**

The Committee is **RECOMMENDED** to consider supporting the views of the Buildings and Civic Matters Committee, and to express their views on the matter to the Town Council.

*(Alan Tawse, Town Clerk – 01935 382424)*

## 9. CAPITAL AND REVENUE RESERVES

### Introduction

Set out below is a breakdown of the Capital Fund and the General Reserve. These show commitments less creditors/debtors for which additional provision has been made. The allocation of these reserves is consistent with the advice of the District Auditor who had previously commented on the Council's level of uncommitted reserves.

There is currently £5,503 available within the Capital Fund to finance additional items of a capital nature. This will increase following the capital receipt that will arise from the planned sale of the former Goldcroft allotment site.

The General Reserve is at a comfortable level and, provided a minimum of £180,000 remains uncommitted, should provide sufficient resources to meet any unexpected revenue needs beyond those which can be funded from contingencies over the forthcoming year.

This figure is well above the recommended minimum level of £46,000 which represents an amount equivalent to 5% of the anticipated net revenue budget having regard to specific reserves and provisions.

### Capital Fund

The current position concerning the Capital Fund is as follows:

#### CAPITAL FUND

Balance of Capital Fund as at 31 March 2013	£15,690
Preston Park Play Area Upgrade (revenue contribution to capital)	£12,500
<b><i>Plus Capital Receipts:</i></b>	<u>£0</u>
<b>Sub-total</b>	<b>£28,190</b>
<b><i>Less Capital Expenditure:</i></b>	<u>£0</u>
<b>Balance of Capital Fund as at 26 November 2013</b>	<b><u>£28,190</u></b>
Less Commitments:	
Yeovil Country Park – contribution to signage	£180
Sunningdale Doorstep Green (Phase 3)	£2,415
Roundabout Enhancements	£334
Yew Tree Park Play Area Upgrade – YTC final contribution	£2,258
Preston Park Play Area Upgrade – YTC Contribution (RCCO)	£12,500
Preston Park Play Area Upgrade – SCC Contribution	<u>£5,000</u>
<b>Total Commitments</b>	<b><u>£22,687</u></b>
<b>New Balance (unallocated)</b>	<b>£5,503</b>

## Notes

- 1 All future Cemetery capital improvements to be met from revenue contributions to capital by the Joint Burial Committee
- 2 Essential play area repair work beyond routine maintenance budgets to be charged to capital (subject to matching contributions from SSDC)

### **Former Goldcroft Allotment Site**

Future sources of funding include the proceeds arising from the sale of surplus land at the former Goldcroft allotment site.

In November 2009, the Town Council agreed that approval be given to the acceptance of the highest bid received for the disposal of the above site subject to the bidder providing formal satisfactory evidence within the next two weeks of their ability to fund the acquisition.

The response was reported to the following meeting of the Town Council at which it was agreed that the disposal to the highest bidder be permitted to proceed.

The disposal of the site proceeded as expected and, following completion of the S.106 agreement, the Planning Authority issued a planning certificate on 23 July 2010 granting outline planning approval for the residential development of the site. In accordance with the agreed disposal arrangements, a draft contract was prepared by the Town Council's solicitor and submitted to the purchaser's solicitor.

Following on from the March 2011 Town Council meeting, the outstanding issues were progressing towards a conclusion and, as reported to the October 2011 Town Council meeting, contracts were expected to be exchanged at the agreed price in the near future whereupon it was anticipated that the purchaser would apply for detailed planning consent or reserved matters approval within the following two months.

The position was reviewed at the February 2012 Town Council meeting, at which a strategy was agreed to resolve the outstanding issues. The disposal arrangements were further reviewed by the Town Council in May 2012 and a revised plan of action drawn up to advance the matter.

The conclusions of a Working Group set up to review the disposal of the land; to consider future options and to make recommendations on the best way forward were considered at the September meeting of the Town Council and unanimously approved, and a further report was submitted to last December's Town Council meeting.

The report set out further developments that had taken place regarding the disposal of the above land following the adoption of a strategy by the Town Council, and details of the progress made in relation to the course of action agreed at the September 2012 meeting of the Town Council were set out in the report along with copies of the bids received to date in response to the recent marketing exercise.

Following detailed consideration of the bids received and the options available, the Council agreed that no action be taken, at this stage, to dispose of the site, and that the land continue to be marketed and an update report be submitted to the March 2013 meeting of the Town Council.

In March, the Town Council received an update report and, after giving careful consideration to the options available, adopted a revised strategy that will progress the matter whilst protecting the Council's interests. An update report was submitted to the Town Council in May at which it was agreed that the land be withdrawn from the market

pending the outcome of the ongoing planning process. The application to renew the outline planning consent and the reserved matters application have recently been approved by the Planning Authority and discussions are taking place with the Council's Property Agent and Solicitor with a view to providing details of the options available for taking this project forward.

### **Former Ski and Activity Centre**

Another potential source of funding is the former ski and activity centre should the Town Council decide to dispose of the freehold as part of the redevelopment proposals.

Alder King were instructed to market this site on behalf of the Town Council and, following a meeting between the appointed representatives of the Town Council and Alder King, arrangements were made for a revised draft development brief to be produced and submitted to the July 2008 meeting of the Town Council for consideration. The final brief was adopted at that meeting and the property was marketed and expressions of interest invited.

Details of those received were reported to the Town Council in March 2009, and Members approved a process for assessing these bids and reporting back on their respective merits with a view to a final decision being taken by the Town Council in due course on how best to proceed.

All expressions of interest received were considered by the Steering Group set up to give initial consideration to the matter, and details of the bids received along with their views were submitted to the Town Council.

Although the bid put forward by the Yeovil Community Church in September 2009 for the redevelopment of the site as a creative arts centre was supported in principle, the proposal was unable to be progressed at that time owing to factors beyond the Church's control.

In May 2010, the Town Council agreed to concentrate on remarketing the property following a review of the current development brief, which were submitted for Members' consideration following the conclusion of the planned investigation by the Council's Property Agent.

The result of this exercise was reported to the October 2010 meeting of the Town Council at which approval was given to Alder King entering into discussions with representatives of the organisation commissioned to prepare an indicative masterplan for the nearby urban village - as part of the emerging Core Strategy (Preferred Options) - with a view to exploring the feasibility of the site being included in the masterplan.

The outcome of these discussions was reported to the December 2010 Town Council meeting at which it was agreed that representations be made to the Planning Authority seeking the inclusion of the site in the emerging masterplan for the nearby urban village. Representations were made and, as reported to the January 2012 Town Council meeting, the site has been included in the masterplan, copies of which have been circulated to all Members.

Further feasibility work is planned, and further updates awaited on the progress of the future actions. The Town Council will be involved in the planned further feasibility work on the ski slope site.

### **Other Sources**

Any funding beyond these sources will need to be in the form of a loan from the Public Works Loan Board, applications for which are considered on their individual merits and subject to funding availability.

## Play Areas

The District Council has been asked to consider the suggested phasing of proposed future upgrades having regard to the condition of the play equipment at all of the sites managed by the Town Council and the availability of contributory funding from the District Council.

This work, which was completed earlier this year, involved a further audit of the play areas by the District Council's Play and Youth Facilities Team and the results - including an analysis of the findings and suggested priorities – were reported to the March 2013 meeting of the Committee (Minute 8/167 refers) along with the views of the Grounds and General Maintenance Committee on the matter.

A copy of the updated programme is set out below:

Play Area	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	Totals
Preston Park	£12,500						£12,500
Summerhouse View		£10,000					£10,000
Kingston View			£7,750				£7,750
Grass Royal				£10,000			£10,000
Fielding Road					£5,000		£5,000
Turners Barn Lane						£10,000	£10,000
<b>Total</b>	<b>£12,500</b>	<b>£10,000</b>	<b>£7,750</b>	<b>£10,000</b>	<b>£5,000</b>	<b>£10,000</b>	<b>£55,250</b>

These figures represent the anticipated contributions from the Town Council and assume that matching contributions will be made by the District Council.

Allocations have been made by both Authorities for 2012/13 (Preston Park) which is currently underway, and the Policy, Resources and Finance Committee had identified how it will meet the proposed contribution of £10,000 towards the 2013/14 scheme (Summerhouse View). This will be via combination of planned underspends totalling £7,851 being carried forward to 2013/14 with the balance of £2,149 being met from savings to be identified by the Grounds and General Maintenance Committee in their current budget.

However, the Town Council's proposed contribution is subject to the District Council making a matching contribution towards this scheme, and a decision on this is awaited.

The Committee has also agreed to the funding of the remainder of the programme being considered as part of the budget-setting process leading up to the fixing of the 2014/15 precept.

### Existing Programme

As previously reported, the Preston Park project is due to be delivered in 2013. The above table has been adjusted to reflect this change in timing.

S106 contributions amounting to £5,463 have been secured from a local developer towards the Preston Park project, along with a contribution of £5,000 from Cllr Dave Greene who has agreed to allocate part of his County Councillor delegated health and well-being budget, which will enable an enhanced scheme to be delivered at that location. A contribution of £1,500 has also been made by the Well-Being of Yeovil Association, making a total overall working budget of £36,963.

A project plan and sketch designs for the play area have been agreed by the Grounds and General Maintenance Committee, and a steering group has been formed to help deliver this project – in consultation with the local community. Following a tendering process, a contractor was appointed to deliver the agreed scheme and work is almost complete. A formal opening will be arranged in the coming weeks.

## General Reserve

The General Reserve stands at £385,947 and, after taking into consideration agreed carry forwards totalling £50,631 from 2012/13 and other commitments totalling £91,628 (detailed below) the net unallocated balance is £243,688.

The Committee has previously agreed that, as a matter of policy, a minimum balance of £150,000 remains uncommitted in the General Reserve to meet any unexpected revenue needs beyond those which could be funded from contingencies over the forthcoming financial year. This is £93,688 (62%) *above* the recommended minimum balance. Given the ongoing economic climate, it is proposed that this minimum balance be increased to £180,000, which would reduce this figure to £63,688 (35%).

The current position concerning the General Reserve is as follows:

### General Reserve

General Reserve as at 31 March 2013 **£347,221**

### Plus Revenue Receipts :

SSDC Contribution towards Petter's Way Public Toilets (3 x £12,909 pa) £38,726

**New Balance of General Fund** **£385,947**

### Less Net Commitments:

Yeovil Area Youth Services Project £11,202

Sunningdale Road/Greendale Road Traffic Safety Project £12,200

SSDC Contribution towards 2013 Christmas Lights £2,000

Former Goldcroft Allotment Site – Architect's Fees £15,000

SSDC Contribution towards Petter's Way Public Toilets (3 x £12,909 pa) £38,726

Preston Park Play Area Upgrade (revenue contribution to capital) £12,500

Planned Carry Forwards from 2012/13 (Minute 8/169 refers) £50,631

**£142,259**

**New Balance (unallocated)** **£243,688**

## Recommendations

Members are **RECOMMENDED:**

- (1) to note the position concerning the Capital Fund and the General Reserve;
- (2) to agree, as a matter of policy, that a minimum balance of £180,000 remains uncommitted in the General Reserve to meet to meet any unexpected revenue needs beyond those which can be funded from contingencies over the forthcoming year; and
- (3) to note the current position regarding the rolling programme of play area improvements, and to await confirmation of the District Council's funding towards future schemes included in the programme.

*(Alan Tawse, Town Clerk - 01935 382424)*

## **10. POLICY, RESOURCES AND FINANCE COMMITTEE REVENUE ESTIMATES - 2014/15**

### **General**

The Committee's provisional budget for 2014/15 is attached at page 14. In preparing this budget, consideration has been given to this year's budget and, overall, this is likely to be underspent by £12,007. The reasons for this are set out below along with a proposed change in the funding of Shopmobility:

### **Insurance**

This budget covers the costs of the Town Council taking out a comprehensive insurance policy as part of its risk assessment strategy. Savings of £1,163 are anticipated as a result of negotiations undertaken by the Town Clerk earlier in the year following a further review of the existing cover arrangements with the Council's appointed insurers.

### **Postage**

This budget is likely to be underspent by £580 following increased use of electronic means of communication.

### **Furniture, Equipment and Servicing**

Savings of £500 are anticipated owing to reductions in office furniture expenditure.

### **Audit Fees**

This budget covers the cost of carrying out the internal and external audit. An underspend of £1,124 is anticipated following changes in the external audit arrangements, which has resulted in a reduction in the charge for this service.

### **Salaries**

An underspend of £4,800 is anticipated. This has arisen due to a combination of factors - savings arising from maternity leave, unavoidable delays in filling an unexpected vacancy, and the use of temporary agency staff.

### **Best Value**

An underspend of £490 is anticipated as a result of the tendering exercise undertaken earlier this year to produce the Council's annual newsletter.

### **NVQ Administrator**

An anticipated saving of £3,350 is expected following the decision to appoint the previous postholder onto a temporary graded post, the costs of which are charged to the Salaries budget.

### **Shopmobility**

In line with the funding arrangements for other local organisations, the Finance Working Group have recommended that this allocation be removed from the base budget and that the Organisation be invited to apply for grant assistance, as necessary, instead.

## **Recommendation**

Members are **RECOMMENDED** to note the above-outlined variances in expenditure, and to consider this Committee's Revenue Estimates for 2014/15.

*(Alan Tawse, Town Clerk – 01935 382424)*

YEovil TOWN COUNCIL - ESTIMATES

**POLICY RESOURCES AND FINANCE COMMITTEE**

		YEAR 2012/13		YEAR 2013/14			YEAR 2014/15			
NOTES	Item	Allocated	Spent	Allocated	1/2 year	Full year	Estimated		Estimated required	To be allocated
					spent	estimated	over	under		
					30.09.13	spend to 31.03.14	spent	spent		
<b>Income</b>	Grants	20,000	17,678	20,000	3,766	20,000				20,000
<b>2012/13</b>	Insurance	9,310	8,275	9,000	7,837	7,837		1,163		8,500
	Telephone	2,270	2,017	2,320	1,067	2,320				2,370
Investment Int	Postage	4,000	3,162	4,080	1,522	3,500		580		4,000
	Stationery/supplies	4,640	2,697	4,730	2,231	4,730				4,830
	Furniture, office equipment & servicing	3,900	3,258	3,500	957	3,000		500		3,570
<b>Income 2013/14</b>	Advertising	730	436	750	0	750				770
<b>1/2 Year to 30/09/12</b>	Audit fees	4,000	3,868	4,000	876	2,876		1,124		3,000
	Prof. fees/subs	5,360	5,668	5,470	3,365	5,470				5,580
Investment Int	Books/periodicals	210	18	220	0	220				230
	Salaries	170,090	167,907	171,800	82,078	167,000		4,800		173,520
	Mayoral allowance	8,380	8,380	8,380	8,380	8,380				8,380
<b>Estimated Income</b>	Courses/conferences	5,150	2,725	5,250	386	5,250				5,360
<b>2013/14</b>	Costs of Democracy	25,290	23,289	25,540	11,761	25,540				25,800
	Regalia	680	298	700	20	700				720
Investment Int	Youth Council	1,310	1,616	1,340	42	1,340				1,370
Ski Centre	Best Value	2,100	1,637	2,140	1,650	1,650		490		1,800
	NVQ Trainee Administrator	5,300	2,963	5,350	0	2,000		3,350		5,400
	Franking Machine	540	518	550	484	550				560
	PC Support	7,500	5,862	7,650	2,705	7,650				7,810
<b>Estimated Income</b>	Delivery of Yeovil Vision	10,000	10,000	10,000	10,000	10,000				10,000
<b>2014/15</b>	Yeovil Shopmobility	5,360	5,360	5,470	5,470	5,470				0
	PWLB Loan Repayments	30,704	30,704	30,704	15,352	30,704				30,704
Investment Int	New Initiatives Fund	49,300	13,492	49,300	0	49,300				49,300
Ski Centre	Ski Centre	6,180	5,822	6,300	3,176	6,300				6,430
	Contingencies	38,591	10,188	39,222	33,483	39,222				
	<b>Total Expenditure</b>	<b>420,895</b>	<b>337,838</b>	<b>423,766</b>	<b>196,608</b>	<b>411,759</b>	<b>0</b>	<b>12,007</b>	<b>0</b>	<b>380,004</b>
<b>Notes:</b>								Estimated underspend (-)		-12,007
										367,997
1	Investment income set to reflect anticipated interest rates							Estimated 2014/15 income		7,200
2	Capital Fund commitments set out elsewhere on the agenda									360,797
3	PC Support budget extended to include Members' PC support and internal/external broadband connections							+ contingencies @ 5%		18,040
4	Costs of Democracy budget set to reflect anticipated Members' allowances									<b>378,837</b>
5	Salaries budget adjusted to meet anticipated national pay awards, Employer's pension contributions and previously agreed increments									
6	Regalia budget to meet rolling programme of civic robe refurbishment and repairs									
7	PWLB loan repayments reflect cost of servicing £265,000 ten-year loan to meet costs of replacement Town Centre public toilets and contribution towards upgrade of Yew Tree Park Play Area and redevelopment of Milford Hall									
8	Application procedure for New Initiatives Fund under review									

## **12. SERVICE COMMITTEE REVENUE ESTIMATES - 2014/15**

The Service Committees have met during the current cycle of meetings to consider their draft estimates for 2014/15. These are attached at pages xx to xx.

### **Budget Strategy**

In setting recent year's budgets, the Council has drawn attention to the importance of officers and committees making bids for growth to give careful consideration to the impact of such bids on the overall finances of the Council as part of the initial budget process.

With this in mind, the Finance Working Group has met and, taking into consideration known growth bids and inescapable increases, has worked with the officers in drawing up the Committees' draft estimates for 2014/15.

To help co-ordinate the overall process, each Committee has once again been asked by the Working Group to keep their expenditure within the suggested maximum limits – with any proposed increases beyond those suggested being matched by reductions elsewhere in the draft budget.

This approach worked successfully last year, and the Working Group feels that following the same approach this year will ensure that a balanced and sustainable budget is set for 2014/15.

The Working Group has again proposed that contingencies continue to be included in a separate budget and that bids for the use of these funds be considered by the Policy, Resources and Finance Committee. This approach is consistent with the way in which unspent revenue balances are now dealt with, and it ensures that all Committees have the same opportunity to put forward bids for additional expenditure during the year.

This approach has been successfully followed for the last 11 years, and the Working Group feel that the same approach should be followed next year.

The Group have also proposed that to ensure a co-ordinated approach is taken to the use of any unspent allocated budgets, committees wishing to carry forward any underspends to the following financial year continue to seek the prior approval of the Policy, Resources and Finance Committee.

The Finance Working Group has provisionally included a further allocation of £49,300 in the 2014/15 estimates towards new initiatives of which it proposed that £29,300 continues to be available to enable contributions to be made towards threatened services currently delivered in Yeovil Town. It is further proposed that the service committees put forward bids for the use of the £20,000 balance of this fund during the next financial year.

### **Contingencies**

At present, contingencies are calculated at 5% of the overall budgets set by the Town Council. In view of the fact that inflation is predicted to rise by 2% over the coming year, and given the ongoing discussions over the future of the Ski and Activity Centre, it is proposed that these continue to be set at 5%.

## **RECOMMENDATION**

The Committee is **RECOMMENDED**:

- (1) to note and support the budget strategy drawn up by the Finance Working Group;  
and
- (2) to consider the draft estimates of the service committees with a view to making recommendations to the Town Council, which it has been confirmed has until 4 February 2014 to set the precept.

*(Alan Tawse, Town Clerk – 01935 382424)*

YEovil TOWN COUNCIL - ESTIMATES

**PLANNING AND LICENSING COMMITTEE**

		<u>YEAR 2012/13</u>		<u>YEAR 2013/14</u>			<u>YEAR 2014/15</u>		
<b>NOTES</b>	<b>Item</b>	<b>Allocated</b>	<b>Spent</b>	<b>Allocated</b>	<b>1/2 year spent 30.09.13</b>	<b>Full year estimated spend to 31.03.14</b>	<b>Estimated over/under spend</b>	<b>Estimated required</b>	<b>To be allocated</b>
<b>Income to 30/09/13</b>	Licensing Direct Costs	12,360	11,903	12,600	5,534	12,600		12,730	
Licensing 9,697	Planning Recharge	13,910	13,910	14,188	7,094	14,188		14,480	
<b>Est Income 1/2 Year</b>	<b>Total</b>	<b>26,270</b>	<b>25,813</b>	<b>26,788</b>	<b>12,628</b>	<b>26,788</b>	<b>0</b>	<b>27,210</b>	
<b>Ending 31/03/14</b>									
Licensing 11,600							Estimated recharge (+)		27,210
<b>Total</b>	21,297						Estimated 2014/15 income (-)		22,000
							Estimated underspend (-)		0
									5,210
<b>Estimated Income 2014/15</b>							Plus contingencies (5%)		261
									<b>5,471</b>
Licensing 22,000									
<b>Notes</b>									
1	Income for 2013/14 includes fees and charges which will be received before the financial year end which relates to 2014/15 financial year								
2	Planning recharge increased in line with inflation								

YEovil TOWN COUNCIL - ESTIMATES

**GROUNDS AND GENERAL MAINTENANCE COMMITTEE**

		YEAR 2012/13		YEAR 2013/14			YEAR 2014/15			
NOTES	Item	Allocated	Spent	Allocated	1/2 year spent 30.09.13	Full year estimated spend to 31.03.14	Estimated over spent	Estimated under spent	Estimated required	To be allocated
<b>INCOME 2013/14</b>	Materials and equipment	820	754	840	249	750		90	750	
<b>1/2 Year to 30/09/13</b>	Water Mains Refurbishment/Repairs	1,820	0	2,200	0	2,200			2,000	
	Water charges	4,120	2,675	4,200	648	4,200			4,280	
Lease 1044	Allotment Maintenance (SSDC)	7,500	6,831	7,650	3,486	7,650			7,810	
Taps & Keys 83	Allotment Maintenance (Tenants)	3,220	2,517	3,280	1,730	3,280			3,350	
Allotment rents 4949	Allotments - Fence Repairs	1,880	87	1,920	750	1,920			1,960	
<b>1/2 Year 6076</b>	Leases	335	335	400	0	400			400	
	Goar Knap - Building	1,400	1,105	1,430	671	1,300		130	1,330	
<b>ESTIMATED INCOME</b>	Newsletter	160	104	160	0	140		20	140	
<b>2013/14</b>	Best Kept Allotments Competition	220	178	230	160	200		30	210	
Taps & keys 100	Labour	15,000	14,790	15,150	6,451	15,150			15,300	
Rent 10857	Vehicle	950	1,166	970	377	970			990	
Lease 2088	Protective clothing	160	39	160	30	160			160	
<b>Est 2013/14 13045</b>	Dog Bins	200	0	210	0	210			220	
	<b>Open spaces:</b>									
	Open Spaces	139,360	139,360	142,150	35,538	142,150			145,000	
<b>ESTIMATED INCOME</b>	Play Area Repairs/Enhancements	11,040	9,645	11,260	8,909	11,260			11,490	
<b>2014/15</b>	Country Park	29,620	29,620	30,220	15,110	30,220			30,830	
	Enhancements	3,150	3,150	3,210	0	3,210			0	
Taps & Keys 100	Play and Landscape Officer	11,250	11,250	11,480	2,870	11,480			11,710	
Rents 14311	Holiday Playscheme contribution	8,000	4,387	5,000	0	5,000			8,380	
Lease 2088	Door Step Green	720	467	740	152	740			760	
<b>Est 2014/15 16499</b>	Yew Tree Park - Gate Opening	1,440	1,289	1,470	699	1,470			1,500	
	<b>Total expenditure</b>	<b>242,365</b>	<b>229,749</b>	<b>244,330</b>	<b>77,830</b>	<b>244,060</b>	<b>0</b>	<b>270</b>	<b>248,570</b>	<b>0</b>
<b>Notes:</b>							Estimated underspend (-)			-270
										248,300
1	Budget prepared on a year on year basis, with adjustments made for previous year's accruals						Estimated 2014/15 income			16,499
2	Water mains refurbishment/repairs budget allocated to meet planned programme of phased improvements									231,801
3	Income of £2,090 pa receivable from lease of land at Higher Ryalls						+ contingencies @ 5%			11,590
4	Enhancements budget used to increase Holiday Playscheme contribution - to help meet cost of new scheme in Yeovil South Ward									<b>243,391</b>

YEOVIL TOWN COUNCIL - ESTIMATES

**PROMOTIONS AND ACTIVITIES COMMITTEE**

		YEAR 2012/13		YEAR 2013/14			YEAR 2014/15			
NOTES	Item	Allocated	Spent	Allocated	1/2 year spent 30.09.13	Full year estimated spend to 31.03.14	Estimated over spent	Estimated under spent	Estimated required	To be allocated
<b>INCOME 2013/14</b>	Town Centre Partnership	3,090	3,000	3,150	0	3,150		150	3,000	
<b>1/2 Year to 30/09/13</b>	Christmas Lights	20,360	19,515	20,770	2,075	20,770			21,190	
Festive Lights	Yeovil in Bloom Working Budget	14,870	14,870	15,170	3,795	15,170			15,480	
- SSDC	2,000	22,660	22,660	22,890	5,722	22,890			23,350	
- Traders	1,000	930	818	950	0	950			970	
Sponsorship	500	1,650	1,822	1,800	1,541	1,600		200	1,840	
Souvenirs	0	530	816	540	0	540			550	
	<b>3,500</b>	210	0	220	0	220			230	
	Town Guide/promotional publications	8,000	8,000	8,000	0	8,000			8,000	
	Town Centre Environmental Improvements	30	18	30	0	30			30	
<b>ESTIMATED INCOME</b>	Christmas Lights Competition									
<b>2013/14</b>	Yeovil Flower and Gardeners' Market	2,500	2,195	2,550	1,766	2,550			2,600	
Festive Lights										
- SSDC	2,000									
- Traders	0									
Sponsorship	500									
Souvenirs	50									
	<b>2,550</b>									
<b>Estimated Income</b>										
<b>2014/15</b>										
Festive Lights										
- SSDC	2,000									
- Traders	1,000									
Sponsorship	500									
Souvenirs	100									
	<b>3,600</b>									
	<b>Total Expenditure</b>	<b>74,830</b>	<b>73,714</b>	<b>76,070</b>	<b>14,899</b>	<b>75,870</b>	<b>0</b>	<b>350</b>	<b>77,240</b>	<b>0</b>
<b>Notes:</b>							Estimated underspend (-)			-350
1	Christmas Lighting - Expenditure offset by agreed contributions from New Initiatives Fund and anticipated contribution from SSDC						Estimated 2014/15 income			3,600
2	Town Centre Environmental Improvements budget previously used to help meet costs of Middle Street. and Princes Street Enhancement Schemes. Possible top-slicing to fund ongoing Town Centre maintenance programme?						+ contingencies @ 5%			73,290 3,665
3	Yeovil Town Centre Flower and Gardeners' Market - maximum guarantee against loss (offset by income from stalls and sponsorship)									<b>76,955</b>

YEovil TOWN COUNCIL - ESTIMATES

**BUILDINGS AND CIVIC MATTERS COMMITTEE**

		YEAR 2012/13		YEAR 2013/14		YEAR 2014/15				
NOTES	Item	Allocated	Spent	Allocated	1/2 year spent 30.09.13	Full year estimated spend to 31.03.14	Estimated over spent	Estimated under spent	Estimated required	To be allocated
<b>INCOME 2013/14</b>	Yeovil Town Band - Sponsorship	3,000	3,000	3,000	3,000	3,000			3,000	
<b>1/2 Year 30/09/13</b>	Litter/Grit bins	640	0	650	0	650			670	
Monmouth Hall 1,523	Monmouth Hall	15,660	12,152	15,970	5,912	14,000		1,970	16,290	
Milford Hall 8,567	Town House (excluding services)	6,000	6,189	6,120	3,084	6,120			6,250	
SCC deleg functions 0	Town House - business rates	9,810	10,076	10,280	6,218	10,360	80		10,570	
Library 0	Town House - water charges	310	281	320	113	320			330	
	Town House - electricity	1,550	984	1,580	301	1,200		380	1,400	
<b>1/2 year 8,567</b>	Town House - gas	1,650	1,774	1,800	826	1,800			2,040	
	Town House - repairs and maintenance	3,090	1,877	3,150	1,482	3,150			3,220	
	Civic Items (Town Twinning)	210	95	210	0	210			210	
<b>ESTIMATED INCOME 2013/14</b>	Sports Development Officer (SSDC)	2,000	2,000	2,040	0	2,040			2,080	
	War memorials	310	12	320	0	320			330	
Monmouth Hall 3,400	Public noticeboards	310	0	320	0	320			330	
Milford Hall 17,000	Community safety	4,740	4,740	4,830	0	4,830			4,930	
SCC deleg functions 4,000	CCTV	30,000	30,000	30,600	15,300	30,600			31,220	
Library 1,780	Millennium Clock	270	260	280	239	280			290	
	Transport support	4,200	1,196	4,290	0	4,290			4,380	
<b>Yr to 31/03/14 26,180</b>	Public toilets	16,810	14,668	17,150	8,465	17,150			21,900	
	Milford Hall	21,660	26,814	22,100	11,810	22,100			22,550	
<b>ESTIMATED INCOME 2014/15</b>										
Monmouth Hall 3,500										
Milford Hall 17,340										
Library 1,800										
<b>Est. 2014/15 22,640</b>										
	<b>Total expenditure</b>	<b>122,220</b>	<b>116,118</b>	<b>125,010</b>	<b>56,750</b>	<b>122,740</b>	<b>80</b>	<b>2,350</b>	<b>131,990</b>	<b>0</b>
<b>Notes</b>										
							Estimated underspend (-)			-2,270
										129,720
1	Transport Support budget to meet cost of contributions towards new bus shelters and related matters						Estimated 2014/15 income			22,640
2	Separate budget to be created to meet ongoing operational costs of Petter's Way Public Toilets with initial dowry from SSDC									107,080
3	SCC funding for deleg functions (removal of highway obstructions) to be withdrawn from April 2014						+ contingencies @ 5%			5,354
										<b>112,434</b>

## 12. NEW INITIATIVES BUDGET

### Introduction

In September, the Policy, Resources and Finance Committee considered the report attached at pages 23 to 24, which arose from a request by the Buildings and Civic Matters Committee to review the bidding process and the definition of “new initiative.”

During the ensuing discussion, consideration was given to the merits of the adopted procedure for seeking and determining new initiative bids, and the variations suggested in the report.

Whilst it was acknowledged that the current arrangements gave all the service committees an equal opportunity to put bids forward and enabled allocated funding to be carried forward, as necessary, into the next financial year, it was felt that the procedure needed to be flexible enough to allow the Town Council to respond to an unforeseen opportunity that might arise at short notice to fund a new initiative.

Reference was also made to a formal definition of new initiative to include the need for any proposal to be for the benefit of the people of Yeovil Town.

The Committee agreed

- (1) that the matter be noted;
- (2) that the need for the adopted procedure to be flexible enough to allow the Town Council to respond to an unforeseen opportunity that might arise at short notice to fund a new initiative, be supported; and
- (3) that the views of the service committees on this proposed variation to the adopted procedure and on the definition of a new initiative - to include the need for any proposal to be for the benefit of the people of Yeovil Town - be sought, and their responses be reported to the next meeting.

### Way Forward

To progress matters, the proposed definition and adopted procedure have been amended and are set out below - taking into consideration the issues raised and suggestions made at the Policy, Resources and Finance Committee meeting.

### Definition

The proposed definition of new initiative would be as follows:

*“A proposal which will result in a new service, facility, activity or new equipment being procured by the Town Council, **for the benefit of the people of Yeovil Town**, in partnership with other organisations as appropriate”*

## Procedure

Taking into account the need for a more flexible procedure, the new procedure would be as follows:

*“All services committees be reminded of the need for this budget to be used for new initiatives and, to allow sufficient time for their ideas to be drawn up and developed, the proposals that emerge during the July cycle of meetings be investigated and reported back to the service committees in the September **and November** cycle of meetings.*

*Supported bids would be considered at the ~~September~~ **November** meeting of the Policy, Resources and Finance Committee and referred to the ~~October~~ **December** meeting of the Town Council for determination. **This gives all committees an additional two months to develop their bids and put them forward for consideration.***

*This **extended** process will enable all committees to make bids at the same time thereby giving them an equal opportunity to apply for funding and enabling the Policy, Resources and Finance Committee and the Town Council to consider their relative merits having regard to the budget available. **However, in the interests of flexibility, the budget may also be used to enable the Town Council to respond to an unforeseen opportunity that might arise at short notice to fund a new initiative.**”*

## Service Committees

These proposals have been considered by the Grounds and General Maintenance Committee, the Promotions and Activities Committee and the Planning and Licensing Committee all of whom have all agreed to support these proposed amendments.

The Buildings and Civic Matters Committee have noted the suggested changes and have supported the use of an assessment sheet (copy sample attached at page 25) which it is felt would help Members to consider the relative merits of each bid that comes forward and demonstrate that there was community support for the proposal.

## Recommendation

The Committee is **RECOMMENDED** to consider and determine upon the matter - having regard to the above-outlined proposed amendments to the definition and procedure, and the views of the service committees thereon.

*(Alan Tawse, Town Clerk – 01935 382424)*

**(Extract from Agenda of Policy, Resources and Finance  
Committee Meeting held on 24 September 2013)**

**NEW INITIATIVES BUDGET**

Introduction

Mindful of the need to develop the range of services that we deliver to the people of Yeovil Town, the Town Council has agreed to allocate £49,300 in the 2013/14 budget.

This approach will ensure that funding totalling £29,300 is available to enable contributions to be made towards threatened services currently delivered in Yeovil Town. £4,000 of this budget has been allocated towards the future provision of tourist information services in Yeovil Town, and up to £4,000 has been earmarked towards new Christmas Lights over the next three years (Minute 8/182 refers) leaving a minimum balance of £21,300.

This may involve a contribution towards the delivery of future youth services following the County Council's decision to withdraw direct funding for these services next April.

A further £20,000 has been earmarked for new initiatives.

It has previously been agreed that all the service committees would be invited to put forward bids for this unallocated part of the New Initiatives budget, and that the Town Council would decide how this portion would be spent having regard to the views of the Policy, Resources and Finance Committee.

Timetable

Since its introduction three years ago year, it was agreed that all services committees be reminded of the need for this budget to be used for new initiatives and, to allow sufficient time for their ideas to be drawn up and developed, the proposals that emerge during the July cycle of meetings be investigated and reported back to the service committees in the September cycle of meetings.

It was further agreed that supported bids would be considered at the September meeting of the Policy, Resources and Finance Committee and referred to the October meeting of the Town Council for determination.

This process was adopted to enable all committees to make bids at the same time thereby giving them an equal opportunity to apply for funding and enabling the Policy, Resources and Finance Committee and the Town Council to consider their relative merits having regard to the budget available. The timetable was also designed to facilitate the delivery of approved bids delivered in the same financial year.

## Request for Review

The Buildings and Civic Matters Committee have requested that the Committee give consideration to a change in the current bidding process. The Committee feel that time restrictions should not be imposed on the New Initiatives Budget, and that new initiatives should be considered as and when matters occur, and that if they did not arise, then the unallocated budget should be carried over to the following financial year.

The Committee has also asked that the Committee agree a definition of “new initiative”, which it is felt would assist the service committees in putting bids forward for consideration.

## Implications

The Policy, Resources and Finance Committee already considers proposed carry forwards of budgets each March for a variety of reasons. Each proposal is considered on its merits and there is no reason why any underspends in the New Initiatives budget could not be similarly carried forward into the next financial year.

Allowing the service committees to put forward bids at any time of the year would make it more difficult for the Policy, Resources and Finance Committee and the Council to consider the relative merits of each bid - particularly where the overall cost of those that come forward exceed the budget available in any given financial year.

## Way Forward

One way of improving flexibility may be to extend the amount of time that the service committees are currently given to put bids together. If these were considered in November/December it would give the service committees six months from their appointment each May to work on their ideas and to put forward bids for consideration.

Although this would make it more difficult to deliver agreed projects in the same financial year, any allocated funds could be earmarked and carried forward to the following financial year. In practice, this already occurs - particularly where schemes involve partnership working and their delivery is not within the overall control of the Town Council.

Whilst a formal definition of new initiative has not been adopted, it is suggested that the following definition be considered:

*“A proposal which will result in a new service, facility, activity or new equipment being procured by the Town Council in partnership with other organisations as appropriate”*

The Committee is **RECOMMENDED** to note and consider the above-outlined matters.

*(Alan Tawse, Town Clerk – 01935 382424)*

## NEW INITIATIVE SCHEME SUBMISSION

Information Required	Why is this being requested?
Description of the scheme and its location	
What benefits will this scheme provide to the local community?	
What evidence is there of community support for the proposal?	
Any on-going costs such as maintenance etc.	
Is there any match funding? if so what %	
Has any other funding been applied for for example other authorities etc. If so what was there decision and why?	
Is there local funding (or land) available to support delivery of the proposal?	
Are there any constraints to delivery this financial year?	
Is the initiative usually/has been responsibility provided by another authority?	
Any additional comments?	

### **13. YOUTH REPRESENTATION**

At the October meeting of the Town Council reference was made to a case study at a regional conference at which a presentation had been given about the appointment of student advisers to a local council. Following a discussion, it was agreed that the matter be considered further and that the Youth Council's views be sought on the matter.

Further information has now been obtained about the case study and it has emerged that this approach had been taken as cost implications had ruled out a youth council.

Yeovil Youth Council, which was formed by Yeovil Town Council almost 20 years ago and currently has 24 members, is a successful well-established forum. It is funded and supported by the Town Council and provides an effective voice for democratically elected local representatives of young people in the Yeovil Town area aged between 12 and 19 years.

Its objectives are listed below:

- Representation of all young people in Yeovil on any issue of concern to them
- Liaison with existing and new youth organisations in the town
- Improvement of the image and status of young people in Yeovil
- Involvement in the organisation of special events for young people in Yeovil
- Seeking to further understanding between groups of young people in the town

The Youth Council's constitution ensures an even age spread of representatives and stipulates that Members of the Council should actively seek the opinions of the people they represent with a view to placing items of interest on the agenda of meetings of the Council.

Arrangements are made for the minutes of meetings of the Youth Council to be included on the agenda of Town Council meetings thereby enabling their views on any issues to be considered further and appropriate action taken in support. Provision is also made for members of the Youth Council to attend meetings of the Town Council.

The Youth Council is allocated an annual budget to ensure that it may fund its activities and pursue its objectives, and in recent years the Youth Council has achieved the following:

- Secured funding towards improving a local skate park
- Carried out a survey of young people's shopping and leisure preferences
- Collected and donated toys to the Women's Refuge at Christmas
- Assisted with implementation of street art project
- Production of Young Person's Survival Guide
- Helped to design and build destination play area

Local youth councils are considered by a wide number of organisations – including the National Association of Local Councils and the British Youth Council - as an effective way of giving young people a voice and enabling them to have a say and to be heard on issues affecting them.

Further investigation of the case study has also revealed potential problems with access to confidential documents. Elected members and officers are subject to a national code of conduct framework/contractual obligations which could not be applied to student advisers in receipt of such documents, particularly where they are minors.

In light of the further information obtained regarding the reason for the appointment of student advisers by the local council concerned; the legal issues concerning confidential material and the proven effectiveness of Yeovil Youth Council, the Committee is **RECOMMENDED** to consider whether it wishes to pursue this matter.

*(Alan Tawse, Town Clerk – 01935 382424)*