



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Yeovil Town Council

Yeovil Town Council

Tuesday 5th November 2024

7:30pm

Town House, 19 Union Street, Yeovil BA20 1PQ

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

Amanda Card, Chief Executive / Town Clerk
30th October 2024

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

Members of Yeovil Town Council are summoned to attend:

Andy Kendall – Mayor of Yeovil Town

Tony Lock – Deputy Mayor of Yeovil Town

Barry Boyton

Evie Potts-Jones

Jade Cabell

Wes Read

Tareth Casey

Ashley Richards

Kayleigh Fieldsend

Jeny Snell

Karl Gill

Andy Soughton

Emma-Jayne Hopkins

Roy Spinner

Kaysar Hussain

Rob Stickland

Justice Jimba

Helen Stonier

Jamie Lock

Ruth White

Jane Lowery

Adrian Wilkes

Graham Oakes

Dave Woan

Public Comments at meetings

Members of the public may attend the meeting either physically or via zoom.

If you would like to join the meeting via zoom, please e-mail ytic@yeovil.gov.uk by 9:00am on Tuesday 5th November 2024. Instructions will be sent to you to view the meeting.

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 Chairman 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.

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 Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

A G E N D A

Public Comment (15 Minutes)

11/209 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

11/210 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).

11/211 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING

To confirm as a correct record the Minutes of the previous Town Council Meeting held on 3rd September 2024.

11/212 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 6 to 8.

11/213 CORRESPONDENCE

To consider any correspondence received.

11/214 REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND OTHER MEETINGS

To note the meetings of each Committee, any resolutions and recommendations contained therein to be ratified.

Planning Committee – 16th September 2024 / 14th October 2024
Presented by Cllr G Oakes

Grounds and General Maintenance Committee – 11th September 2024

Presented by Cllr R Spinner

Promotions and Activities Committee – 12th September 2024

Presented by Cllr D Woan

Buildings and Civic Matter Committee – 21st September 2024

Presented by Cllr R Stickland

Policy, Resources and Finance Committee – 26th September 2024

Presented by Cllr A Soughton

11/215 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.

11/216 SCHEME OF DELEGATION

Member to approve the draft Scheme of Delegation as recommended by the Policy, Resources and Finance Committee held on 26th September 2024 (attached at pages 9 to 17).

11/217 CONCLUSION OF AUDIT 2023/24

To note the conclusion of the audit carried out by the external auditor of the Annual Governance and Accountability Return 2023/24 (as attached at pages 18 to 26).

11/218 MOTION

Notice of motion received from Cllr T Casey on 25th September 2024: *Standing Order s9*

The Council will debate the following motion:

“I would like the council to consider a motion to instruct our Council Staff to write to Somerset Council on the matter of the demolition of Glovers Walk (now in the ownership of Somerset council) and insist that no demolition takes place until Yeovil Town Council (wards of our Town Centre) have received notification of the proposals for future use, detail of the plan and timelines, and an understanding of the allocation of budget / investment from third parties to ensure that this project can proceed and will be delivered ‘fully’ within a published timeframe.”

**List of Engagements attended/to be attended by the Mayor of Yeovil, Councillor Andy Kendall and the Deputy Mayor of Yeovil, Councillor Tony Lock
1 October 2024 to 21 January 2025.**

<u>October Engagements</u>	
03/10/2024	The Mayor of Yeovil, Councillor Andy Kendall attended the Official Opening of Yeovil District Hospital's Breast Unit
06/10/2024	The Mayor of Yeovil, Councillor Andy Kendall attended Somerset Young Farmers Harvest Thanksgiving Service and Supper
07/10/2024	The Mayor of Yeovil, Councillor Andy Kendall officially opened the Metro Kitchen
07/10/2024	The Mayor of Yeovil, Councillor Andy Kendall attended the Southwest in Bloom Civic Reception hosted by the Mayor of Bath
08/10/2024	The Mayor of Yeovil, Councillor Andy Kendall hosted his Annual Clergy Tea. The Deputy Mayor of Yeovil, Councillor Tony Lock was in attendance.
10/10/2024	The Mayor of Yeovil, Councillor Andy Kendall hosted his Annual Civic Day, visiting Westlands Entertainment Venue, Yeovil Recreation Centre, The Quicksilver pub and Yeovil Country Park. The Deputy Mayor of Yeovil, Councillor Tony Lock was in attendance.
11/10/2024	The Mayor of Yeovil, Councillor Andy Kendall met with Sixian and Salini at the Mayors Parlour
12/10/2024	The Mayor of Yeovil, Councillor Andy Kendall attended Chard Carnival
16/10/2024	The Mayor of Yeovil, Councillor Andy Kendall attended Blackmore Vale Line Community Rail Partnership's Stations in Bloom Regional Awards Ceremony.
18/10/2024	The Mayor of Yeovil, Councillor Andy Kendall visited Herblay with the Twinning Association
24/10/2024	The Mayor of Yeovil, Councillor Andy Kendall attended The Youth Adventure Trust Gather and Grow Event

25/10/2024	The Mayor of Yeovil, Councillor Andy Kendall and The Deputy Mayor of Yeovil, Councillor Tony Lock attended Yeovil College's First Dig – Corporate Event for the Big Build Project
27/10/2024	The Mayor of Yeovil, Councillor Andy Kendall attended the Dorset Legal Service at Wells Cathedral
28/10/2024	The Mayor of Yeovil, Councillor Andy Kendall attended the Annual Best Kept Allotment and Yeovil Gardening Competition presentations
29/10/2024	The Mayor of Yeovil, Councillor Andy Kendall will attend the re-opening of McDonalds, Lysander Road
30/10/2024	The Mayor of Yeovil, Councillor Andy Kendall attended Sparks Somerset Tech Amnesty
<u>November Engagements</u>	
04/11/2024	The Mayor of Yeovil, Councillor Andy Kendall celebrated Ninesprings Café 10 th Anniversary
06/11/2024	The Mayor of Yeovil, Councillor Andy Kendall will attend a Royal British Legion Concert of Remembrance in Ferndown
10/11/2024	The Mayor of Yeovil, Councillor Andy Kendall will lead the Civic Parade to the War Memorial for the wreath laying ceremony. Then he will lead the Civic Parade onto St Johns Church for the Remembrance Day service. The Deputy Mayor of Yeovil, Councillor Tony Lock will be in attendance.
11/11/2024	The Mayor of Yeovil, Councillor Andy Kendall and The Deputy Mayor of Yeovil, Councillor Tony Lock will attend the service at the War Memorial to mark Armistice Day
12/11/2024	The Mayor of Yeovil, Councillor Andy Kendall will welcome 2nd Yeovil St Peter's Brownies to the Town House
13/11/2024	The Mayor of Yeovil, Councillor Andy Kendall will attend the Yeovil Street Pastors' Annual General Meeting
16/11/2024	The Mayor of Yeovil, Councillor Andy Kendall will join the Pantomime Stars in switching the Christmas Lights on

21/11/2024	The Mayor of Yeovil, Councillor Andy Kendall and The Deputy Mayor of Yeovil, Councillor Tony Lock will attend Yeovil College University Centre Graduation Ceremony
28/11/2024	The Mayor of Yeovil, Councillor Andy Kendall will attend The Good Fellowship Club Christmas Lunch
<u>December Engagements</u>	
04/12/2024	The Mayor of Yeovil, Councillor Andy Kendall will attend Blandford Forum Civic Carol Service
07/12/2024	The Mayor of Yeovil, Councillor Andy Kendall will attend the Salamanca Band of The Rifles' Christmas Concert at Sherborne Abbey
08/12/2024	The Mayor of Yeovil, Councillor Andy Kendall will attend Verwood Civic Day
12/12/2024	The Mayor of Yeovil, Councillor Andy Kendall will attend Able2Achieve Awards afternoon
12/12/2024	The Mayor of Yeovil, Councillor Andy Kendall will attend HMS Heron Volunteer Band's Christmas Concert
14/12/2024	The Mayor of Yeovil, Councillor Andy Kendall will attend Phoenix Voices Christmas Around the World Concert
16/12/2024	The Mayor of Yeovil, Councillor Andy Kendall will attend the Yeovil Memory Café and Yeovil Town Football Club Memory Lane joint Christmas Party
20/12/2024	The Mayor of Yeovil, Councillor, Andy Kendall will attend Altogether Care's Open Event for their New Care Office and HMO
22/12/2024	The Mayor of Yeovil, Councillor Andy Kendall will attend Cooksons Court to celebrate Eileens 101 st Birthday

YEOVIL TOWN COUNCIL

SCHEME OF DELEGATION



1. Introduction

- 1.1 The scheme of delegation enables the Town Council to function efficiently and effectively.
- 1.2 Without the Scheme of Delegation, every decision would have to be taken by Full Council. Decision making powers are delegated as appropriate to both Committees and Officers.
- 1.3 Powers cannot be legally delegated to individual Councillors or Working Parties.
- 1.4 Working Parties are ordinarily established to investigate and/or review a particular matter, to report back to the relevant Committee or Full Council with its findings, which may include a recommendation.

2. General

- 2.1 All Committees are delegated with the powers and duties shown below (paragraph 4) subject only to the following exceptions:
 - (a) Standing Orders;
 - (b) Any special or general directions which the Town Council may give from time to time;
 - (c) The matters specifically reserved for determination by full Town Council as listed below (section 3); and
 - (d) Any relevant statutory provisions.

3. Full Council:

3.1.1 Membership and Frequency of Meeting:

3.1.1.1 Consists of: All 24 Councillors.

3.1.1.2 Scheduled to meet: eight times per year, with three reserve dates (meetings will only be held if necessary).

3.1.2 Matters reserved for Full Council:

- (a) To set and approve the Council's budget and precept;

- (b) To approve the Annual Governance and Accountability Return (AGAR);
- (c) To make, amend or revoke Standing Orders; Financial Regulations and this Scheme of Delegation;
- (d) To adopt or revise the Council's Code of Conduct;
- (e) To confirm (by resolution) that the Council satisfies the criteria to exercise the General Power of Competence;
- (f) To approve and adopt the Council's Risk Strategy and Risk Assessment;
- (g) To Appoint the Committees;
- (h) To nominate or appoint representatives of the Council to outside bodies;
- (i) To make, amend or revoke byelaws;
- (j) To authorise the terms and purposes for any application for borrowing approval;
- (k) Approval of purchase, acquisition by other means, lease, sale or disposal of land and property;
- (l) To confirm the appointment of the Chief Executive / Town Clerk;
- (m) To approve schemes involving capital expenditure. Once approved and the estimated cost agreed by the full Town Council the appropriate Committee may proceed with it subject to any tender accepted not exceeding the approved estimate;
- (n) To consider any matter of major policy or of sufficient interest or novelty that members would wish that it be debated by full Town Council; and
- (o) To consider all other matters which must, by law, be reserved for the Full Town Council.

4. Delegation to Committees

4.1 Finance and Policy Executive:

4.1.1 Membership and Frequency of Meeting:

4.1.1.1 Consists of: Mayor (ex-officio), Deputy Mayor (ex-officio), Chair of each Committee, representative of each Committee, proportionate representation from opposition group(s), (usually between 12 and 14 members).

4.1.1.2 Scheduled to meet as a committee: at least six times per year.

4.1.2 Matters delegated for consideration and determination:

- (a) To review policy and submit reports to Council consulting with the appropriate

Committee on any revision of current policy;

- (b) To determine all personnel matters including the appointment of Chief Executive / Town Clerk subject only to any personnel matters delegated directly by Town Council to the Chief Executive / Town Clerk;
- (c) To review Budget Monitoring at each meeting, and the Outturn position;
- (d) To settle disciplinary matters (via a Staffing Committee) in accordance with the agreed Disciplinary Procedures;
- (e) To control the Town Council's finances and insurances and to review the expenditure and income budgets from time to time;
- (f) To recommend to Full Council, the Risk Strategy and Risk Assessment and to ensure that the Council are adequately insured for all appropriate risks;
- (g) To action the recommendations from the Internal Auditor;
- (h) To determine all applications for grants (except any that may be delegated to any other Committee) subject to all applications being considered on their merits;
- (i) To authorise the commencement of any action or appeal before the lands or industrial tribunal or in any court;
- (j) To oversee all Youth Services provisions including Youth Clubs, detached work and Youth Council; and
- (k) To consider the annual budget request for the Finance and Policy Executive; and to consider the annual budget requests for all Committees.

4.2 Leisure and Environment Committee

4.2.1 Membership and Frequency of Meeting:

4.2.1.1 Consists of: Mayor (ex-officio), Deputy Mayor (ex-officio), reflecting the political balance of the Council (usually between 10 and 12 members).

4.2.1.2 Scheduled to meet as a committee: at least six times per year.

4.2.2 Matters delegated for consideration and determination:

- (a) To manage all allotment sites in Yeovil Town;
- (b) To annually review the allotment rents subject to consideration by Finance and Policy Executive and approval of Town Council;
- (c) To arrange the Best Kept Allotments Competition;
- (d) To manage all open spaces and play areas under delegated powers from Somerset Council (until such times that all open spaces and play areas are

- devolved to Yeovil Town Council);
- (e) To manage Yeovil in Bloom;
- (f) To manage Yeovil Country Park;
- (g) To manage Yeovil Recreation Centre;
- (h) To manage Ninesprings Café and the Rec Café;
- (i) To consider Footpath maintenance;
- (j) To act as a liaison point for all non-financial matters relating to the Yeovil Cemetery and Crematorium;
- (k) To oversee the Fleet and all matters associated; and
- (l) To consider the annual budget request of Leisure and Environment Committee for recommendation to the Finance and Policy Executive.

4.3 Infrastructure (Property and Assets) Committee

4.3.1 Membership and Frequency of Meeting:

4.3.1.1 Consists of: Mayor (ex-officio), Deputy Mayor (ex-officio), reflecting the political balance of the Council (usually between 10 and 12 members).

4.3.1.2 Scheduled to meet as a committee: at least six times per year.

4.3.2 Matters delegated for consideration and determination:

- (a) To manage all aspects of Milford Hall;
- (b) To manage, repair and maintain all Town Council land, buildings and its contents;
- (c) To oversee all facilities management;
- (d) To maintain the Hospital Sub-way Mural;
- (e) To provide, site, maintenance of litter bins and dog waste;
- (f) To maintain the War Memorials;
- (g) To maintain the Millennium Clock;
- (h) To act as consultee on street naming and house numbering;
- (i) To act as consultee on Traffic Regulation Orders;
- (j) To oversee the Community Safety function relevant to the Town Council (including CCTV, Community Ambassadors, defibrillators and Speed Indicator Devices (SIDs));

- (k) To manage, repair and maintain Town Council public noticeboards;
- (l) To manage, repair and maintain Public Toilets;
- (m) To act as consultee on town centre street scene development; and
- (n) To consider the annual budget request of Infrastructure (Property and Assets) Committee for recommendation to the Finance and Policy Executive.

4.4 Planning Committee

4.4.1 Membership and Frequency of Meeting:

4.4.1.1 Consists of: Most members sit on this Committee.

4.4.1.2 Scheduled to meet as a committee: at least twelve times per year.

4.4.2 Matters delegated for consideration and determination:

- (a) To consider all planning applications and planning matters affecting Yeovil Town; and
- (b) To consider the annual budget request of Planning Committee for recommendation to the Finance and Policy Executive.

4.5 Culture, Events and Promotions Committee

4.5.1 Membership and Frequency of Meeting:

4.5.1.1 Consists of: Mayor (ex-officio), Deputy Mayor (ex-officio), reflecting the political balance of the Council (usually between 10 and 12 members).

4.5.1.2 Scheduled to meet as a committee: at least six times per year.

4.5.2 Matters delegated for consideration and determination:

- (a) To manage Westlands Entertainment Venue;
- (b) To work collaboratively with Somerset Council regarding the Octagon;
- (c) To develop Town Centre initiatives, activities and events (including Super Saturday);
- (d) To organise ad hoc events on behalf of the Town Council;
- (e) To manage, repair and maintain Christmas Lights and to organise the Christmas Lights Switch on event;
- (f) To arrange for the publication of town guide and other promotional literature;
- (g) To arrange customised souvenirs;

- (h) To organise the Remembrance Sunday event;
- (i) To manage the Community Heritage provision (including the South Somerset Heritage Collection);
- (j) To oversee the corporate marketing and communications strategy;
- (k) To oversee the Civic function including regalia and the Mayor;
- (l) To manage all aspects of the Town Crier (including appointment, conditions of service, uniform and the Annual Town Criers' Competition;
- (m) To consider the requests for the use of the Town Crest, in line with policy; and
- (n) To consider the annual budget request of Culture, Events and Promotions Committee for recommendation to the Finance and Policy Executive.

5. Delegation to Chief Executive / Town Clerk

- 5.1 The Chief Executive / Town Clerk is the Proper Officer of the Town Council as defined in law.
- 5.2 The responsibilities and duties of the Proper Officer is set out within law and Council policies.
- 5.3 The following matters are delegated to the Town Clerk.
 - (a) To issue all statutory notifications;
 - (b) To receive Declaration of Acceptance of Office;
 - (c) To receive and record notices disclosing pecuniary interests;
 - (d) To hold the Council's seal and affix it to documents in accordance with Standing Orders;
 - (e) To sign notices and other documents on behalf of the Council;
 - (f) To sign the summons to attend meetings;
 - (g) To manage and be responsible for all Council staff, either directly or indirectly;
 - (h) To ensure compliance with Standing Orders;
 - (i) To ensure compliance with Financial Regulations;
 - (j) To determine accounting policies, records and control systems;
 - (k) To manage the provision of Council services, buildings, land and resources;
 - (l) To act on behalf of the Council in urgent situations and report back to the

Council as soon as practicably possible;

- (m) To deal with dispensation requests from Members under the Code of Conduct;
- (n) To deal with matters specifically delegated by Council; Committee or within policies;
- (o) To appoint all employees in accordance with the Council's staff structure;
- (p) To authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council;
- (q) To maintain the register of casual workers;
- (r) To maintain the register of volunteers;
- (s) To be responsible for the overall management of all budgets in accordance with Council policies;
- (t) To issue press releases on any Council activity exercise in accordance with Council policy;
- (u) To determine the outcome of employee probationary periods, following a probationary review having taken place;
- (v) To ensure proper administration of the Council's affairs;
- (w) To agree up to five days special leave with pay in any one year for compassionate or other grounds i.e. bereavement and family illness. (Compassionate leave more than five days up to ten days is subject to approval of the Mayor, Chair and Vice Chair of the Finance and Policy Executive);
- (x) To agree the use of Council Chamber and related facilities:
 - (i) by outside organisations or groups associated with public service (excluding any political organisation) for meetings only, subject to any use being restricted to Town Council Office hours and to such use being also restricted to local or identifiable organisations;
 - (ii) free of charge for meetings of groups of Town Councillors, whether political or not, provided that such meetings are directly related to Town Council business; and
 - (iii) free of charge for meetings organised by the Town Council, or any other local authority, involving Members and/or Officers of the Town Council;
- (y) Town Clerk granted reasonable discretion to refuse to accept items for

inclusion through the Council post where they are:

- (i) Political, or
 - (ii) Deal with opposing or supporting decisions on items not directly the concern of the Town Council and/or where the Town Council has not reached a view.
- (z) Where it is impracticable to refer a request for street naming to the Infrastructure (Property and Assets) Committee, the Chief Executive / Town Clerk is authorised to respond on behalf of the Town Council following consultation with the relevant Ward Members;
- (aa) Where it is impracticable to refer a planning application to the Planning Committee, the Chief Executive / Town Clerk is authorised to respond on behalf of the Town Council following consultation with the Chair and Vice Chair of the Planning Committee and the relevant Ward Members.

6. Responsibilities of Councillors

6.1 Attendance at meetings:

- (a) To attend both Council meetings and Committee meetings (to which they have been appointed); and should attendance not be possible, apologies and reasons should be given to the Clerk of the Committee.
- (b) To read agendas and documents before the meeting

6.2 To undertake casework (specific council-related issues) within the ward they represent and to signpost to the appropriate Councillor if any request falls outside of ward; or the appropriate level of Council if the requests fall outside the remit of the Town Council.

6.3 To not give any promises that the Council will undertake to carry out any actions; or that the Council accept or assume any responsibility for a situation. Issues must be raised through the correct channels.

6.4 Unless duly authorised:

- (a) Councillors shall not approach Officers (other than the Chief Executive / Town Clerk; Director of Leisure and Environment; Director of Culture, Events and Promotions; Deputy Town Clerk; Deputy Responsible Finance Officer; or Assistant Town Clerk);
- (b) Councillors shall not approach contractors and customers;
- (c) Councillors shall not visit any Council property to undertake evaluation, assessments or carry out any work;

- (d) Councillors attending outside meetings (including Council meetings other than Yeovil Town Council) in their capacity as a Councillor do not represent the Council; and
 - (e) Councillors shall not issue orders, instructions or directions to Officers or volunteers.
- 6.5 To adhere to the Standing Orders, the Code of Conduct and all other policies of the Town Council
- 6.6 To ensure that the Council's Register of Members' Interest are always kept up to date and to declare any personal, prejudicial or pecuniary interests at Council and Committee meetings.

7. Urgent Business

Unless otherwise provided, the Town Clerk shall, from time to time, after consulting the Chair of the Committee concerned (or, in his/her absence, the Vice-Chair of the relevant Committee); the Mayor (or, in his/her absence, the Deputy Mayor) and a named representative(s) of the Opposition Group(s) on the Council, take all necessary steps for protecting the interests of, or advancing the business of the Town Council, providing that action taken shall in all cases be reported to the next appropriate meeting of such Committee (*Standing Order 4 (d) (xvi)*).

Adopted: 5th November 2024
To be reviewed: November 2025

Yeovil Town Council



NOTICE OF CONCLUSION OF AUDIT

ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31 MARCH 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit (England) Regulations 2015 (SI 2015 No.234)

1. The audit of accounts for Yeovil Town Council for the year ended 31 March 2024 has been completed and the accounts have been published.
2. The Annual Governance and Accountability Return is available for inspection by any local government elector of Yeovil Town Council on application to:

Name: Amanda Card

Position: Chief Executive / Town Clerk

Address: Yeovil Town Council, Town House, 19 Union Street,
Yeovil, Somerset. BA20 1PQ

Tel No: 01935 382424

E-mail: amanda.card@yeovil.gov.uk

Days and time of availability: Monday – Friday 9:00 am to 3:00pm by appointment.

3. Copies will be provided to any person on payment for **£1.00** for each copy of the Annual Governance & Accountability Return.

Amanda Card
Town Clerk/Responsible Financial Officer

25th September 2024

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 1	For any statement to which the response is 'no', has an explanation been published?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of significant variations been published where required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of any difference between Box 7 and Box 8 been provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	<input type="checkbox"/>	<input type="checkbox"/>

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

Yeovil Town Council

www.yeovil.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes). SEE ATTACHED NOTE		✓	
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

03/04/2024

04/04/2024

19/06/2024

Name of person who carried out the internal audit

Mrs R Darkin-Miller LLB(Hons) BFP FCA

Signature of person who carried out the internal audit

Date

10/07/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Internal Auditor note on test N: Publication

I checked to see that the Council complied with the publication requirements for the previous year's Annual Governance and Accountability Return (AGAR). The Council had to publish before 03/07/23 (the start of its public rights period) ss1&2 of the AGAR, and the public rights notice including a declaration that the accounting statements were unaudited.

On or before 30/09/23, the Council was required to publish the notice of conclusion of audit, and ss1-3 of the AGAR (including the completed external audit report).

The Clerk provided evidence that the public rights documents were published before the start of the public rights period, and that they remained in place until the end of the period. The notice of conclusion and ss1-3 of the audited AGAR were not published until 03/10/23 as the external auditor did not provide the external audit report until after the Clerk had left for the day on Friday 29/09/23. The notice of conclusion documents were still on the website at the date of the first audit visit of 23/24.

The evidence shows that the Council complied with the public rights publication requirements, but that it was unable to comply with the requirements for the notice of conclusion. I have therefore assessed the test as a 'fail', albeit recognising that the Council's ability to comply was detrimentally impacted by the late arrival of the external audit report.



R Darkin-Miller LLB (Hons) BFP FCA 09/07/2024

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Yeovil Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.		✓	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.		✓	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

16/07/2024

and recorded as minute reference:

11/124 (2)

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Green Kodas

Clerk

[Signature]

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS www.yeovil.gov.uk

Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY
Yeovil Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,422,428	1,496,629	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,273,440	1,335,693	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	155,191	200,378	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	384,035	384,435	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	970,395	911,825	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,496,629	1,736,440	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,584,223	1,783,469	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,587,638	1,587,638	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

10/07/2024

I confirm that these Accounting Statements were approved by this authority on this date:

16/07/2024

as recorded in minute reference:

11/194(3)

Signed by Chair of the meeting where the Accounting Statements were approved

Erin Kendal

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Yeovil Town Council – SO0316

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertions in Section 1, Boxes 1 & 7, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2024/25 for the exercise of public rights, since the period for the exercise of public rights did not include the first 10 working days of July. As a result, the smaller authority must answer ‘No’ to Assertion 4 of the Annual Governance Statement for 2024/25 and ensure that it makes proper provision for the exercise of public rights during 2025/26.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

20/09/2024



Annual Governance Statement 2023/24

Explanations for “No” Responses

Assertion 1: Yeovil Town Council did not meet to approve the Annual Governance Statement 2023/24 by 30th June 2024. This was because Yeovil Town Council were reliant on information provided by a third party in relation to Yeovil Crematorium and Cemetery Committee accounts whereby a proportion of activity is required to be included within the Accounting Statements for Yeovil Town Council.

Assertion 7: Yeovil Town Council were unable to take appropriate action on all matters raised by the internal audit. This was because Somerset Council had declared a financial emergency which meant that a number of services would no longer be provided and a number of staff potentially made redundant. Yeovil Town Council had agreed to take these services had 6 months to transfer the services. Therefore, this work took priority.
