



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Executive

Tuesday 29th September 2026

7:00pm

Hybrid Meeting:

**Face-to-face at Town House, 19 Union Street, Yeovil
BA20 1PQ; and virtual using Zoom meeting software**

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

Amanda Card, Chief Executive / Town Clerk

23rd September 2026

Join Zoom Meeting

<https://us06web.zoom.us/j/88393737679?pwd=2E1BbVPI6LaUuTEXjO6XZiGe4L8yqt.1>

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

Executive

Members of Yeovil Town Council are summoned to attend:

Tareth Casey

Karl Gill

Tony Lock (*Ex-officio*)

Graham Oakes

Karina Parsons

Wes Read (*Ex-officio*)

Ashley Richards

Jeny Snell

Andy Soughton (*Chair*)

Royston Spinner

Rob Stickland (*Vice Chair*)

Helen Stonier

Dave Woan

Public Comments at meetings

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

If you wish to join the meeting via Zoom by following this link:

<https://us06web.zoom.us/j/88393737679?pwd=2E1BbVPI6LaUuTEXjO6XZiGe4L8yqt.1>

Equality Act 2010

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

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

The protected characteristics are:

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

Recording of Council Meetings

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

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

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

A G E N D A

Public Comment (15 Minutes)

Due to the confidential nature of the business of item 11/431, under the Public Bodies (Admission to Meetings) Act 1960 s3, a motion to exclude members of the public and press during discussion of this item will be considered by the Councillors. *Public Bodies (Admission to Meetings) Act 1960 s3*

11/407 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

11/408 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).

11/409 MINUTES

To approve as a correct record the Minutes of the meeting held on 23rd June 2026.

11/410 GRANTS

To consider applications received. A summary can be found on page 7 and the application forms have been circulated separately.

11/411 APPROVAL OF PAYMENTS

Members to approve payments made by Yeovil Town Council:

- 1st June 2026 – 30th June 2026; and
- 1st July 2026 – 31st July 2026.

(Thees documents will be circulated separately due to the size).

11/412 BUDGET MONITORING UPDATE

To consider the budget monitor update month (1st April 2026 – 31st July 2026) attached at pages 8 to 24.

11/413 BANK RECONCILIATION

Members to approve the formal bank reconciliation as at 31st July 2026 at page 25.

11/414 COMMUNITY INFRASTRCTURE LEVY 2025/26

Members to consider the report of the Chief Executive/Town Clerk regarding the Community Infrastructure Levy (CIL) 2025/26, as attached at pages 26 to 28.

11/415 HMRC MILEAGE INCREASE

Members to consider the report of the Chief Executive/Town Clerk regarding the HMRC mileage increase, as attached at pages 29.

11/416 PWLB BORROWING APPROVAL FOR THE OCTAGON THEATRE REDEVELOPMENT PROJECT

Members to consider the report of the Chief Executive/Town Clerk regarding the PWLB Borrowing approval, as attached at pages 30 to 31.

11/417 RECRUITMENT AND SELECTION POLICY

Members to consider and adopt the Recruitment and Selection Policy, as recommended by the Staffing Committee as attached at pages 32 to 44.

11/418 RESERVE FORCES AND CADET FORCES ADULT VOLUNTEER POLICY

Members to consider and adopt the Reserves Forces and Cadet Forces Adult Volunteer Policy, as recommended by the Staffing Committee as attached at pages 45 to 56.

11/419 SOCIAL MEDIA POLICY

Members to consider and adopt the Social Media Adult Volunteer Policy, as attached at pages 57 to 68.

11/420 WHATSAPP AND TEAMS MESSAGING PROTOCOL

Members to consider and adopt the Whatsapp and Team Messaging Protocol, as attached at pages 69 to 79.

11/421 COUNCILLOR – OFFICER RELATIONS PROTOCOL

Members to consider and adopt the Councillor – Officer Relations Protocol, as attached at pages 80 to 93.

11/422 DATA PROTECTION POLICY

Members to consider and adopt the Data Protection Policy, as attached at pages 94 to 105.

11/423 IT POLICY

Members to consider and adopt the IT Policy, as attached at pages 106 to 115.

11/424 CASH HANDLING POLICY

Members to consider and adopt the Cash Handling Policy, as attached at pages 116 to 122.

11/425 POTENTIAL PARISH BOUNDARY REVIEW

Members to consider the report of the Chief Executive/Town Clerk regarding the Keyford Development, as attached at pages 123 to 124.

11/426 CONFIDENTIAL SESSION ATTENDANCE AND REMOTE PARTICIPATION REVIEW

Members to consider the report of the Chief Executive/Town Clerk regarding the confidential session attendance and remote participation review, as attached at pages 125 to 126.

11/427 RECOMMENDATION FROM CULTURE COMMITTEE – CIVIC GUIDE

Members to consider the recommendation from the Culture Committee regarding the Civic Guide, as attached at pages 127 to 139.

11/428 RECOMMENDATION FROM CULTURE COMMITTEE – INCREASE IN CHRISTMAS LIGHTS SWITCH-ON BUDGET

Members to consider the recommendation from the Culture Committee regarding an increase to the Christmas Lights Switch-on budget, as attached at pages 140 to 141.

11/429 LEARNING MANAGEMENT PLATFORM FOR COUNCILLOR AND OFFICER TRAINING

Members to consider the report of the Chief Executive/Town Clerk regarding a learning platform for training, as attached at pages 142 to 144.

11/430 EXCLUSION OF PRESS AND PUBLIC

The Committee will consider passing a resolution to exclude the press and public from the *next item* in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

11/431 NJC PAY AWARD (CONFIDENTIAL)

Members to consider the report of the Chief Executive/Town Clerk regarding the NJC (National Joint Council for Local Government Services) Pay Award, as attached at pages 145 to 147.

11/410**GRANTS**

Name of Applicant	Type	Amount Sought	Purpose of Grant
Radio Ninesprings	Organisation	£1,000	Small Scale Digital Audio Broadcasting (SSDAB) project to launch new local digital radio services in Yeovil. Funding will support the purchase and installation of a DAB transmitter and associated equipment at Huish Park.

Remaining Grant Budget 2026/27 - £6,690

11/412 2026/27 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31st JULY 2026 (MONTH 1 – 4)

Report Author: Jacky Pang – Deputy Responsible Finance Officer
Amanda Card – Chief Executive / Town Clerk

E-mail: Jacky.pang@yeovil.gov.uk
Amanda.Card@yeovil.gov.uk

Meeting: Executive

Date: 29th September 2026

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

REPORT

The purpose of this report is to provide Members with the current projections of the expected spending and income against the Council's approved budget for the financial year 2026/27, and to explain significant variances against budget.

BACKGROUND

The 2026/27 budget was approved by Town Council on 27th January 2026.

Committee	Expenditure £	Income £	Net Expenditure £
Executive	938,550	121,870	816,680
Property & Community	641,360	35,330	606,030
Leisure & Environment	2,193,780	874,950	1,318,830
Culture	3,583,150	2,802,990	780,160
Total Committees Budget	7,356,840	3,835,140	3,521,700
Joint Burial Committee	76,000	0	76,000
Total Budget Requirement	7,432,840	3,835,140	3,597,700

SUMMARY OF EXPECTED INCOME AND EXPENDITURE AGAINST BUDGET

The projected position as at 31st March 2027 is **£3,503,878** against the total budget of **£3,597,700** shows an **underspend** of **£93,822 (2.61%)**.

This is summarised within the table below.

The detail and the significant variances are highlighted within Appendix A.

Committee	Original Budget £	Projected Position at 31/03/2027 £	Variance (over) / under £	Variance (over) / under %
Executive	816,680	628,844	187,836	23.00
Property & Community	606,030	617,537	(11,507)	(1.90)
Leisure & Environment	1,318,830	1,214,504	104,326	7.91
Culture	780,160	966,994	(186,834)	(23.95)
Total Committees Budget	3,521,700	3,427,878	93,822	2.66
Joint Burial Committee	76,000	76,000	0	0.00
Total Budget	3,597,700	3,503,878	93,822	2.61

APPENDIX A

2026/27 Budget Monitoring											
2025/26							Committee	2026/27			
£			£	£	£	£		£	£	£	£
Budget	Budget Virement	Revised Budget	Actual Total at 31/03/26	(Over) / Under Spend	Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve Contribution		Original Budget	Month 1- 4 spent 31/07/2026	Full Year estimated to 31/03/2027	Estimated (over) / under spend
							Executive				
885,263 (101,100)	(19,350) 0	865,913 (101,100)	733,939 (177,384)	151,324 76,284	26,445 3,332	124,879 72,952	Expenditure	938,550	241,511	771,277	167,273
							Income	(121,870)	(35,380)	(142,434)	20,564
784,163	(19,350)	764,813	556,555	227,608	29,777	197,831	Net Expenditure	816,680	206,130	628,844	187,836
							Property & Community Committee				
424,220 (35,330)	50,680 0	474,900 (35,330)	445,297 (38,419)	29,603 3,089	89,476 0	(59,873) 3,089	Expenditure	641,360	251,254	652,867	(11,507)
							Income	(35,330)	(6,847)	(35,330)	0
388,890	50,680	439,570	406,878	32,692	89,476	(56,784)	Net Expenditure	606,030	244,407	617,537	(11,507)
							Leisure & Environment Committee				
2,107,710 (846,990)	(45,890) 0	2,061,820 (846,990)	1,967,859 (903,330)	93,961 56,340	125,620 0	(31,659) 56,340	Expenditure	2,193,780	627,289	2,123,911	69,869
							Income	(874,950)	(312,700)	(909,407)	34,457
1,260,720	(45,890)	1,214,830	1,064,529	150,301	125,620	24,681	Net Expenditure	1,318,830	314,589	1,214,504	104,326
							Planning Committee				
1,000 0	0 0	1,000 0	0 0	1,000 0	0 0	1,000 0	Expenditure	0	0	0	0
							Income	0	0	0	0
1,000	0	1,000	0	1,000	0	1,000	Net Expenditure	0	0	0	0
							Culture Committee				
4,685,990 (3,902,442)	14,560 0	4,700,550 (3,902,442)	3,833,693 (3,315,403)	866,857 (587,039)	147,068 132,654	719,789 (719,693)	Expenditure	3,583,150	1,298,631	3,771,586	(188,436)
							Income	(2,802,990)	(993,362)	(2,804,593)	1,603
783,548	14,560	798,108	518,289	279,818	279,722	96	Net Expenditure	780,160	305,268	966,994	(186,834)
							Burial Committee				
78,618 0	0 0	78,618 0	78,618 0	0 0	0 0	0 0	Expenditure	76,000	0	76,000	0
							Income	0	0	0	0
78,618	0	78,618	78,618	0	0	0	Net Expenditure	76,000	0	76,000	0
							Total Yeovil Town Council				
8,182,801 (4,885,862)	0 0	8,182,801 (4,885,862)	7,059,406 (4,434,536)	1,123,395 (451,326)	388,609 135,986	734,786 (587,312)	Expenditure	7,432,840	2,418,684	7,395,642	37,198
							Income	(3,835,140)	(1,348,290)	(3,891,764)	56,624
3,296,939	0	3,296,939	2,624,870	672,069	524,595	147,474	Net Expenditure	3,597,700	1,070,394	3,503,878	93,822

Executive													
2025/26							2026/27						
Original Budget	Budget Virement	Revised Budget	Month 1 - 12 spent 31/03/2026	(Over) / Under Spend	Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve	Budget Title	Original Budget	Month 1 - 4 spent 31/07/2026	Full Year estimated to 31/03/2027	Estimated (over) / under spend	Notes	
£	£	£	£	£	£	£		£	£	£	£		
							EXPENDITURE						
							Finance & Admin Team						
0	0	0	1,953	(1,953)		(1,953)	Agency Staff	0	0	0	0	Budgeted within Employee contingency cost	
412,020	0	412,020	371,042	40,978		40,978	Salaries - Basic & NI	418,040	123,615	417,776	264	3 new posts were not filled in the beginning of the year	
83,450	0	83,450	74,119	9,331		9,331	Salaries - Pension	74,050	19,855	67,965	6,085		
0	0	0	9,400	(9,400)		(9,400)	Overtime	9,020	1,902	5,705	3,315		
	0	0	779	(779)		(779)	Other Staff Costs	0	267	800	(800)		
0	0	0	769	(769)		(769)	Pension Compensation	0	0	0	0		
500	0	500	626	(126)		(126)	Employee Travelling Costs	500	127	500	0		
2,000	0	2,000	704	1,296		1,296	Advertising	1,000	1,660	1,660	(660)		
5,400	0	5,400	8,259	(2,859)		(2,859)	Audit fees	11,780	0	11,780	0		
240	0	240	330	(90)		(90)	Books/periodicals	300	0	300	0		
0	0	0	2,536	(2,536)		(2,536)	Bank Charges	2,600	689	2,600	0		
25,000	0	25,000	0	25,000	25,000	0	Carbon Management	25,000	0	25,000	0		
153,253	(5,000)	148,253	0	148,253		148,253	Contingencies	167,700	0	0	167,700		
14,000	0	14,000	12,555	1,445	1,445	(0)	Cost of Elections	14,000	0	14,000	0		
31,600	0	31,600	31,426	174		174	Costs of Democracy	32,770	10,606	32,770	0		
5,000	0	5,000	1,084	3,916		3,916	Training	5,000	446	5,000	0		
500	0	500	439	61		61	Franking Machine	500	483	483	17		
4,000	0	4,000	2,304	1,696		1,696	Furniture, office equipment & servicing	2,000	1,229	2,000	0		
10,000	0	10,000	8,435	1,565		1,565	Grants	10,000	3,310	10,000	0		
25,000	0	25,000	27,247	(2,247)		(2,247)	Insurance	29,760	32,008	32,008	(2,248)	Budget assumptions underestimated the required expenditure	
0	0	0	23,242	(23,242)		(23,242)	Consultation Cost	0	0	0	0		
0	0	0	13,117	(13,117)		(13,117)	Devolution Legal Costs	0	0	0	0		
0	0	0	7,335	(7,335)		(7,335)	Professional costs	0	2,634	2,634	(2,634)		
0	0	0	0	0		0	HR Costs	3,000	845	3,000	0	Absence Management	
0	0	0	1,753	(1,753)		(1,753)	HMRC	0	40	40	(40)		
1,500	0	1,500	6,141	(4,641)		(4,641)	Miscellaneous	5,000	957	5,000	0		
15,000	0	15,000	0	15,000		15,000	New Initiatives Fund	15,000	0	15,000	0		
2,500	(1,350)	1,150	1,208	(58)		(58)	Telephone & Mobiles	590	175	590	0		
16,500	0	16,500	48,633	(32,133)		(32,133)	IT Support	23,680	5,955	23,680	0		
0	0	0	4,305	(4,305)		(4,305)	IT Hardware	5,000	2,151	5,000	0		
1,500	0	1,500	2,150	(650)		(650)	Postage	1,500	923	1,500	0		
							Professional Subscriptions						
4,500	0	4,500	25,312	(20,812)		(20,812)	Sage	27,620	10,185	27,620	0		
1,200	0	1,200	4,052	(2,852)		(2,852)	Other	1,200	3,518	3,518	(2,318)	ICO, Zoom, PSTAX	
3,000	0	3,000	4,087	(1,087)		(1,087)	SALC	3,000	4,408	4,408	(1,408)		
1,000	0	1,000	565	435		435	SLCC	1,000	376	1,000	0		
1,200	0	1,200	0	1,200		1,200	YCRT	1,240	104	1,240	0		
15,000	0	15,000	0	15,000		15,000	Employee Costs Contingency	10,000	0	10,000	0		
500	0	500	14	486		486	Ski Centre	0	0	0	0	Now part of Yeovil Country Park	
1,200	0	1,200	2,214	(1,014)		(1,014)	Stationery/supplies	1,000	545	1,000	0		
8,450	0	8,450	8,594	(144)		(144)	Treasury Management	8,450	0	8,450	0		
750	0	750	710	40		40	Website	750	0	750	0		
25,000	0	25,000	25,000	0		0	Yeovil 4 Families	25,000	12,500	25,000	0		
1,500	0	1,500	1,500	0		0	Yeovil Twinning Association	1,500	0	1,500	0		
885,263	(19,350)	865,913	733,939	151,324	26,445	124,879	Total Expenditure	938,550	241,511	771,277	167,273		
							INCOME						

(100,000)	0	(100,000)	(169,752)	69,752		69,752	Investment Interest	(120,000)	(34,694)	(140,000)	20,000	Interest rate is staying up for longer than previously anticipated,
0	0	0	(699)	699		699	Miscellaneous	(770)	(123)	(770)	0	
0	0	0	(2,500)	2,500		2,500	Devolution Contribution	0	0	0	0	
0	0	0	(3,332)	3,332	3,332	0	Community Infrastructure Levy	0	(564)	(564)	564	Not Guaranteed income
(1,100)	0	(1,100)	(1,100)	0		0	Salary Recharge	(1,100)	0	(1,100)	0	
(101,100)	0	(101,100)	(177,384)	76,284	3,332	72,952	Total Income	(121,870)	(35,380)	(142,434)	20,564	
784,163	(19,350)	764,813	556,555	227,608	29,777	197,831	Net Expenditure	816,680	206,130	628,844	187,836	

Leisure & Environment Committee														
2025/26							2026/27							
Original Budget	Budget Virement	Revised Budget	Month 1 - 12 spent 31/03/2026	(Over) / Under Spend	Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve	Budget Title	Original Budget	Budget Virement	Revised budget	Month 1 - 4 spent 31/07/2026	Full Year estimated to 31/03/2027	Estimated (over) / under spend	Notes
£	£	£	£	£	£	£		£	£	£	£	£	£	
							EXPENDITURE							
							Director of L&E:							
64,510	0	64,510	64,959	(449)		(449)	Salaries - Basic & NI	66,910	0	66,910	21,653	64,959	1,951	
12,650	0	12,650	12,742	(92)		(92)	Salaries - Pension	11,770	0	11,770	3,409	10,228	1,542	
0	0	0	248	(248)		(248)	Other Costs	0	0	0	43	257	(257)	
							Allotment Maintenance:			0				
10,500	0	10,500	5,031	5,469	3,000	2,469	Contract	0	0	0	0	0	0	
0	0	0	2,350	(2,350)		(2,350)	Tree Works	2,500	0	2,500	0	2,500	0	
5,000	0	5,000	4,510	490		490	Other Costs	5,000	0	5,000	2,260	2,260	2,740	
0	0	0	43	(43)		(43)	Bank Charges	0	0	0	3	3	(3)	
500	0	500	824	(324)		(324)	Equipment, Tools and Material	500	0	500	81	581	(81)	
0	0	0	2,701	(2,701)		(2,701)	Waste	0	0	0	0	0	0	
2,000	0	2,000	647	1,353		1,353	Allotment - Health & Safety	2,000	0	2,000	0	2,000	0	
2,000	0	2,000	10,897	(8,897)		(8,897)	Allotments - Fence Repairs	1,000	0	1,000	0	1,000	0	
250	0	250	125	125		125	Best Kept Allotments Competition	250	0	250	0	250	0	
1,500	0	1,500	7,047	(5,547)		(5,547)	Water charges	1,550	0	1,550	1,185	1,550	0	Recharging to allotment holder in September 2027
350	0	350	335	15		15	Leases - Turners Barn	350	0	350	0	350	0	
							Play Areas:							
0	29,644	29,644	40,331	(10,687)		(10,687)	Salaries - Basic & NI	78,860	0	78,860	25,689	77,066	1,794	
0	4,908	4,908	8,153	(3,245)		(3,245)	Salaries - Pension	14,120	0	14,120	4,170	12,509	1,611	
0	3,000	3,000	0	3,000		3,000	Overtime	0	0	0	0	0	0	
0	2,000	2,000	0	2,000		2,000	Wages (Casual)	0	0	0	0	0	0	
0	2,000	2,000	0	2,000		2,000	Training	5,000	0	5,000	860	5,000	0	
0	0	0	90	(90)		(90)	Health & Safety at work	2,000	0	2,000	89	2,000	0	
0	0	0	78	(78)		(78)	Play Area Repairs and Maintenance	0	34,000	34,000	291	291	33,709	Budget re-aligned
0	0	0	0	0		0	Tree Work	34,000	(34,000)	0	0	0	0	Budget re-aligned
0	5,000	5,000	763	4,237		4,237	Vehicle - R & M	1,000	0	1,000	381	1,000	0	
0	2,000	2,000	878	1,122		1,122	Fuel	2,000	0	2,000	472	2,000	0	
0	0	0	8,091	(8,091)		(8,091)	Vehicle - Hire	8,300	0	8,300	2,163	8,300	0	
0	0	0	55	(55)		(55)	Other Vehicle Costs	200	0	200	0	200	0	
0	2,000	2,000	486	1,514		1,514	Travel & Other Staff costs	2,000	0	2,000	478	2,000	0	
0	0	0	18,500	(18,500)		(18,500)	Purchase of new vehicles	0	0	0	0	0	0	
0	10,000	10,000	102	9,898		9,898	Printing & Stationery	500	0	500	0	500	0	
0	1,000	1,000	219	781		781	Mobile phone & Lone worker devices	800	0	800	514	800	0	
0	0	0	690	(690)		(690)	Consultant & Professional Fees	0	0	0	0	0	0	
0	3,000	3,000	0	3,000		3,000	Uniform	800	0	800	50	800	0	
0	0	0	36	(36)		(36)	Volunteers expense	0	0	0	0	0	0	
0	5,000	5,000	137	4,863		4,863	Events	1,000	0	1,000	66	1,000	0	
0	43,570	43,570	10,504	33,066	36,166	(3,100)	Equipment, Tools & Materials	43,570	0	43,570	8,281	43,570	0	
0	0	0	0	0		0	Equipment Hire	2,000	0	2,000	0	2,000	0	
0	1,000	1,000	0	1,000		1,000	Seeds and plants	1,000	0	1,000	0	1,000	0	
0	40,000	40,000	0	40,000	40,000	0	Play Area Upgrade	30,000	0	30,000	0	30,000	0	
0	10,000	10,000	7,943	2,057		2,057	Waste	0	0	0	0	0	0	
0	18,448	18,448	9,349	9,099		9,099	Contractors	2,000	0	2,000	0	2,000	0	Annual Play Inspection
							Open Spaces:							
45,930	80,949	126,879	118,538	8,341		8,341	Salaries - Basic & NI	145,240	0	145,240	47,057	141,171	4,069	
9,250	15,886	25,136	23,508	1,628		1,628	Salaries - Pension	25,800	0	25,800	7,536	22,607	3,193	
0	5,000	5,000	0	5,000		5,000	Overtime	0	0	0	356	356	(356)	
0	5,000	5,000	9,730	(4,730)		(4,730)	Training	2,000	0	2,000	840	2,000	0	
0	0	0	331	(331)		(331)	Advertising for staff	0	0	0	0	0	0	
0	0	0	3,148	(3,148)		(3,148)	Health & Safety at work	3,000	0	3,000	8	3,000	0	
254,770	(248,636)	6,134	13,167	(7,033)		(7,033)	Tree Works	25,000	0	25,000	840	25,000	0	
0	0	0	3,717	(3,717)		(3,717)	Skip Hire	6,000	0	6,000	1,248	6,000	0	
0	5,000	5,000	3,896	1,104		1,104	Vehicles R & M	4,000	0	4,000	1,646	4,000	0	
0	9,900	9,900	2,088	7,812		7,812	Fuel	6,900	0	6,900	1,729	6,900	0	
0	7,800	7,800	11,674	(3,874)		(3,874)	Vehicle Hire	10,380	0	10,380	2,056	10,380	0	
0	0	0	247	(247)		(247)	Other Vehicle Costs	250	0	250	0	250	0	
100	0	100	221	(121)		(121)	Travel	100	0	100	92	100	0	
0	10,000	10,000	3,196	6,804		6,804	Printing & Stationery	2,000	0	2,000	4	2,000	0	
0	1,000	1,000	1,242	(242)		(242)	Mobile phone	1,480	0	1,480	386	1,480	0	
0	0	0	615	(615)		(615)	IT	990	0	990	623	990	0	

0	0	0	83	(83)	(83)	IT Hardware	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	Website	0	0	0	1,298	1,298	(1,298)	new webpages in development for autumn 2026		
0	0	0	56	(56)	(56)	Office Furniture and equipment	0	0	0	0	0	0	0		
0	601	601	68	533	533	Hospitality	0	0	0	38	38	(38)			
0	500	500	1,049	(549)	(549)	Miscellaneous	0	0	0	0	0	0			
0	5,000	5,000	3,136	1,864	1,864	Uniform/Protective clothing	2,100	0	2,100	562	2,100	0			
0	2,000	2,000	0	2,000	2,000	Volunteer Expenses	1,000	0	1,000	12	1,000	0			
0	0	0	2,033	(2,033)	(2,033)	Subscriptions	500	0	500	728	728	(228)	Town centre radio subscription		
0	0	0	32,500	(32,500)	(32,500)	Purchase of new vehicles	0	0	0	0	0	0			
0	30,000	30,000	15,676	14,324	14,324	Equipment, Tools & Materials	43,770	0	43,770	1,749	43,770	0			
0	10,000	10,000	1,269	8,731	8,731	Equipment Hire	1,000	0	1,000	0	1,000	0	Standpipe		
0	5,000	5,000	5,044	(44)	(44)	Seeds and plants	3,000	0	3,000	35	3,000	0			
4,500	0	4,500	0	4,500	4,500	Door Step Green	0	0	0	0	0	0			
0	15,000	15,000	21,233	(6,233)	(6,233)	Contractors	5,000	0	5,000	1,813	5,000	0			
0	15,000	15,000	4,888	10,112	10,112	Waste	16,400	0	16,400	0	16,400	0			
0	20,000	20,000	0	20,000	20,000	Project Expenditure	10,000	0	10,000	0	10,000	0			
0	5,000	5,000	0	5,000	5,000	Events & Marketing	3,000	0	3,000	23	3,000	0			
Yeovil in Bloom:															
71,240	(43,030)	28,210	29,229	(1,019)	(1,019)	Salaries - Basic & NI	30,010	0	30,010	10,039	30,118	(108)			
0	5,020	5,020	5,932	(912)	(912)	Salaries - Pension	5,350	0	5,350	1,640	4,919	431			
0	3,000	3,000	7,103	(4,103)	(4,103)	Wages (Casual)	5,000	0	5,000	3,532	3,532	1,468	Moving to salary - contract variation		
0	500	500	0	500	500	Training	0	0	0	80	80	(80)			
0	0	0	0	0	0	Repairs and Maintenance Equipment	0	0	0	39	39	(39)			
0	0	0	0	0	0	Water	0	0	0	9	9	(9)			
0	1,000	1,000	687	313	313	Vehicle - R & M	8,330	0	8,330	240	8,330	0			
0	3,000	3,000	969	2,031	2,031	Vehicle - Fuel	1,000	0	1,000	368	368	633			
0	7,800	7,800	18,019	(10,219)	(10,219)	Vehicle - hire / lease	500	0	500	3,235	9,706	(9,206)			
0	250	250	11	239	239	Printing & Stationery	600	0	600	0	600	0			
0	300	300	244	56	56	Mobile phone & Lone worker devices	1,000	0	1,000	441	1,000	0			
0	0	0	0	0	0	Hospitality	0	0	0	385	385	(385)			
0	500	500	40	460	460	Uniform / Protective clothing	0	0	0	23	23	(23)			
0	0	0	661	(661)	(661)	Events Expenditure	200	0	200	38	200	0			
0	0	0	150	(150)	(150)	Adverts & Promotion	0	0	0	0	0	0			
0	2,000	2,000	10,114	(8,114)	(8,114)	Equipment Tools & Materials	2,000	0	2,000	1,778	2,000	0			
0	500	500	476	24	24	Equipment Hire	700	0	700	0	700	0			
0	18,000	18,000	17,216	784	784	Seeds and plants	750	13,090	13,840	16,211	16,211	(2,371)	Budget re-aligned		
0	0	0	2,100	(2,100)	(2,100)	Nursery Facilities	15,190	(13,090)	2,100	2,100	2,100	0	Budget re-aligned		
0	410	410	71	339	339	Miscellaneous	2,100	0	2,100	0	2,100	0			
0	750	750	441	309	309	Waste	500	0	500	0	500	0			
Yeovil Country Park:															
78,640	0	78,640	78,693	(53)	(53)	Salaries - Basic & NI	82,680	0	82,680	26,758	80,274	2,406			
15,540	0	15,540	18,861	(3,321)	(3,321)	Salaries - Pension	18,420	0	18,420	5,339	16,016	2,404			
620	0	620	255	365	365	Overtime	0	0	0	0	0	0			
220	0	220	0	220	220	Subsistence	220	0	220	0	220	0			
13,000	0	13,000	20,426	(7,426)	(7,426)	Wages (Casual)	11,230	0	11,230	6,019	11,230	0	Moving to salary - contract variation		
1,740	0	1,740	26	1,714	1,714	Training	1,000	0	1,000	0	1,000	0			
3,660	0	3,660	113	3,548	3,548	Repairs and Maintenance Buildings	2,000	0	2,000	0	2,000	0			
160	0	160	2,911	(2,751)	(2,751)	Health & Safety at work	1,000	0	1,000	326	1,000	0			
0	0	0	2,880	(2,880)	(2,880)	Tree works	8,000	0	8,000	990	8,000	0			
570	0	570	0	570	570	Repairs and Maintenance Plant	570	0	570	0	570	0			
0	0	0	0	0	0	Repairs and Maintenance Equipment	800	0	800	360	800	0			
8,970	0	8,970	2,803	6,167	6,167	Internal Ground Comm Charge	9,240	0	9,240	0	9,240	0			
200	0	200	0	200	200	Landscaping	0	0	0	0	0	0			
70	0	70	0	70	70	Vandalism	0	0	0	0	0	0			
630	0	630	10,110	(9,480)	(9,480)	Electricity	650	0	650	2,874	8,622	(7,972)			
60	0	60	14	46	46	Sewerage	60	0	60	1,863	1,863	(1,803)	Invoice from ADSD. Could be for Café		
40	0	40	99	(59)	(59)	Water	40	0	40	2,093	2,093	(2,053)	Invoice from ADSD. Could be for Café		
5,350	0	5,350	3,780	1,570	1,570	Cleaning	5,510	0	5,510	1,715	5,510	0			
460	0	460	0	460	460	Skip Hire	470	0	470	0	470	0			
100	0	100	0	100	100	Security - Fire and Intruder	100	0	100	0	100	0			
10,440	(1,500)	8,940	2,349	6,591	6,591	Vehicles - R & M	9,210	0	9,210	82	9,210	0			
0	1,500	1,500	1,163	337	337	Fuel	1,550	0	1,550	311	1,550	0			
0	0	0	21	(21)	(21)	Travel Allowance	0	0	0	6	6	(6)			
2,240	0	2,240	1,264	977	977	Printing and Stationery	2,310	0	2,310	734	2,310	0			
60	0	60	0	60	60	Photographic work	60	0	60	0	60	0			
0	250	250	469	(219)	(219)	Mobile phone	0	0	0	134	134	(134)			
4,230	0	4,230	1,822	2,408	2,408	IT Consultant & professional fees	4,360	0	4,360	959	4,360	0			
0	0	0	16	(16)	(16)	IT	340	0	340	191	340	0			
0	0	0	1,180	(1,180)	(1,180)	Website	0	0	0	0	0	0			
0	0	0	1,470	(1,470)	(1,470)	Coaching	0	0	0	0	0	0			

850	0	850	168	682		682	Uniform / Protective clothing	850	0	850	131	850	0	
1,600	0	1,600	2,046	(446)		(446)	Volunteer Expenses	1,600	0	1,600	235	1,600	0	
0	0	0	0	0		0	Subscriptions	0	0	0	416	416	(416)	Annual subs with YCRT
1,880	0	1,880	796	1,084		1,084	Events Expenditure	1,880	0	1,880	453	1,880	0	
10,000	0	10,000	1,254	8,746		8,746	Community Heritage Officer	10,000	0	10,000	0	10,000	0	
1,130	0	1,130	0	1,130		1,130	Adverts/promotions	1,130	0	1,130	140	1,130	0	
6,680	0	6,680	13,357	(6,677)		(6,677)	Equipment, Tools and Materials	6,680	0	6,680	5,079	6,680	0	
140	0	140	0	140		140	Equipment Hire	140	0	140	48	140	0	
0	0	0	222	(222)		(222)	Sports & Play Equipment	0	0	0	0	0	0	
2,530	0	2,530	2,172	358		358	Seeds, plants and plaques	2,530	0	2,530	1,087	2,530	0	
2,740	0	2,740	1,461	1,279		1,279	Misc Expenditure	2,740	0	2,740	1	2,740	0	
17,060	0	17,060	3,695	13,365	13,000	365	Payment to Contractors	17,570	0	17,570	2,675	17,570	0	
0	0	0	1,718	(1,718)		(1,718)	Waste collection	0	0	0	0	0	0	
Ninesprings Café														
73,300	0	73,300	59,230	14,070		14,070	Salaries - Basic & NI	75,630	0	75,630	18,411	55,232	20,398	
14,580	0	14,580	14,880	(300)		(300)	Salaries - Pension	17,960	0	17,960	4,119	12,358	5,602	
7,000	0	7,000	2,797	4,203		4,203	Overtime	7,000	0	7,000	1,107	7,000	0	
103,800	0	103,800	85,925	17,875		17,875	Wages (Casual)	96,820	0	96,820	31,235	96,820	0	
0	0	0	106	(106)		(106)	Training	0	0	0	0	0	0	
7,870	0	7,870	4,854	3,016		3,016	Repairs and Maintenance Buildings	8,110	0	8,110	0	8,110	0	
840	0	840	0	840		840	Maintenance Reserve	870	0	870	0	870	0	
220	0	220	86	134		134	Health & Safety at work	230	0	230	1,240	1,240	(1,010)	
0	0	0	7,562	(7,562)		(7,562)	Equipment Maintenance	1,500	0	1,500	517	1,500	0	
12,310	0	12,310	2,776	9,534		9,534	Electricity	12,680	0	12,680	0	12,680	0	
5,190	0	5,190	5,115	75		75	Business Rates	5,350	0	5,350	5,370	5,370	(20)	
1,340	0	1,340	274	1,066		1,066	Sewerage	1,380	0	1,380	0	1,380	0	
1,660	0	1,660	350	1,310		1,310	Water	1,710	0	1,710	0	1,710	0	
6,280	0	6,280	0	6,280		6,280	Skip Hire	6,470	0	6,470	0	6,470	0	
0	0	0	1,846	(1,846)		(1,846)	Cleaning & Domestic supplies	0	0	0	319	319	(319)	
100	0	100	2,423	(2,323)		(2,323)	Sanitary	100	0	100	210	210	(110)	
1,520	0	1,520	2,316	(796)		(796)	Security - Fire and Intruder	1,570	0	1,570	333	1,570	0	
0	0	0	0	0		0	CCTV	2,000	0	2,000	268	2,000	0	
2,080	0	2,080	0	2,080		2,080	Operational Costs	2,140	0	2,140	0	2,140	0	
1,310	0	1,310	1,100	210		210	Printing & Stationery	1,350	0	1,350	207	1,350	0	
0	540	540	450	90		90	Phones & Mobile	770	0	770	203	770	0	
5,700	0	5,700	7,465	(1,765)		(1,765)	IT	9,260	0	9,260	1,747	9,260	0	
172,260	0	172,260	136,467	35,793	20,000	15,793	Provisions	177,430	0	177,430	44,821	177,430	0	
240	0	240	569	(329)		(329)	Catering Equipment	250	0	250	0	250	0	
60	0	60	0	60		60	Hospitality	60	0	60	0	60	0	
660	0	660	376	284		284	Uniform / Protective clothing	680	0	680	173	680	0	
0	0	0	0	0		0	Subscriptions	0	0	0	416	416	(416)	Annual subs with YCRT
5,800	0	5,800	4,328	1,472		1,472	Electronic Bank Charges	5,970	0	5,970	1,042	5,970	0	
0	0	0	1	(1)		(1)	Misc	0	0	0	(5)	(5)	5	
0	0	0	1,463	(1,463)		(1,463)	Money Collection Service	1,300	0	1,300	321	1,300	0	
1,540	0	1,540	1,405	135		135	Equipment Tools & Materials	1,590	0	1,590	0	1,590	0	
4,630	0	4,630	0	4,630		4,630	Payment to Contractors	0	0	0	490	490	(490)	New A/C installation
0	0	0	1,422	(1,422)		(1,422)	Waste collection	1,200	0	1,200	452	1,200	0	
Yeovil Recreation Centre														
212,380	0	212,380	204,245	8,135		8,135	Salaries - Basic & NI	222,870	0	222,870	66,882	200,645	22,225	
42,350	0	42,350	42,961	(611)		(611)	Salaries - Pension	39,700	0	39,700	10,914	32,743	6,957	
820	0	820	15,424	(14,604)		(14,604)	Overtime	840	0	840	1,488	1,488	(648)	
4,000	0	4,000	11,841	(7,841)		(7,841)	Wages (Casual)	9,100	0	9,100	5,444	9,100	0	
20	0	20	3,362	(3,342)		(3,342)	Training	20	0	20	830	830	(810)	
37,300	0	37,300	13,130	24,170		24,170	Repairs and Maintenance Buildings	38,420	0	38,420	1,723	38,420	0	
0	0	0	50,653	(50,653)	(49,769)	(884)	Repair & Maintenance - Plants	1,000	0	1,000	0	1,000	0	
710	0	710	3,589	(2,879)		(2,879)	Health & Safety at work	730	0	730	864	1,728	(998)	
0	0	0	1,720	(1,720)		(1,720)	Tree works	8,500	0	8,500	0	8,500	0	
0	0	0	2,045	(2,045)		(2,045)	Repairs and Maintenance Equipment	1,000	0	1,000	650	1,000	0	
42,570	0	42,570	62,591	(20,021)		(20,021)	Electricity	43,850	0	43,850	12,839	43,850	0	Need to split cost between Café & Rec
10,140	0	10,140	9,422	718		718	Gas	10,440	0	10,440	1,791	10,440	0	
7,970	0	7,970	6,362	1,608		1,608	Business Rates	8,210	0	8,210	6,680	8,210	0	
2,250	0	2,250	2,779	(529)		(529)	Sewerage	2,320	0	2,320	6,116	6,116	(3,796)	Invoice from ADSD. Could be for Café
2,500	0	2,500	3,726	(1,226)		(1,226)	Water	2,580	0	2,580	7,841	7,841	(5,261)	Invoice from ADSD. Could be for Café
0	0	0	396	(396)		(396)	Gritting	300	0	300	0	300	0	
0	0	0	278	(278)		(278)	SLA - Yeovil Olympiads	400	0	400	0	400	0	
0	0	0	833	(833)		(833)	Internal Ground Comm Charge	0	0	0	0	0	0	
0	0	0	200	(200)		(200)	CCTV	500	0	500	0	500	0	
890	0	890	1,597	(707)		(707)	Cleaning & Domestic supplies	920	0	920	467	920	0	
160	0	160	12,011	(11,851)		(11,851)	Sanitary	8,000	0	8,000	3,701	8,000	0	
3,300	0	3,300	0	3,300		3,300	Skip Hire	3,300	0	3,300	0	3,300	0	

3,880	0	3,880	5,009	(1,129)		(1,129)	Security - Fire and Intruder	4,000	0	4,000	578	4,000	0	
0	0	0	9,480	(9,480)		(9,480)	Vehicles - R & M	3,000	0	3,000	2,030	3,000	0	
0	0	0	3,363	(3,363)		(3,363)	Vehicles - fuel	3,500	0	3,500	2,184	3,500	0	
0	0	0	291	(291)		(291)	Travel Allowance	0	0	0	87	87	(87)	
210	0	210	610	(400)		(400)	Printing & Stationery	220	0	220	151	220	0	
0	960	960	1,048	(88)		(88)	Phones & Mobile	1,360	0	1,360	400	1,360	0	
7,450	0	7,450	7,244	206		206	IT Support	9,220	0	9,220	2,294	9,220	0	
0	0	0	183	(183)		(183)	IT Hardware	0	0	0	2,139	2,139	(2,139)	
0	0	0	899	(899)		(899)	Website	1,000	0	1,000	0	1,000	0	
50	0	50	1,775	(1,725)		(1,725)	Consultant & professional fees	1,000	0	1,000	0	1,000	0	
2,260	0	2,260	0	2,260		2,260	Coaching Fees	2,260	0	2,260	0	2,260	0	
1,270	0	1,270	237	1,033		1,033	Provisions	500	0	500	0	500	0	
440	0	440	44	396		396	Uniform / Protective clothing	450	0	450	151	450	0	
0	0	0	0	0		0	Subscriptions	0	0	0	416	416	(416)	Annual subs with YCRT
0	0	0	46	(46)		(46)	Events Expenditure	0	0	0	1,463	1,463	(1,463)	
0	0	0	500	(500)		(500)	Adverts / Promotions	0	0	0	0	0	0	
4,460	0	4,460	1,590	2,870		2,870	Electronic Bank Charges	4,590	0	4,590	324	4,590	0	
29,420	7,480	36,900	30,225	6,675	2,000	4,675	Equipment, Tools & Materials	38,010	0	38,010	5,549	38,010	0	
0	0	0	0	0		0	Equipment Hire	0	0	0	341	1,023	(1,023)	
1,060	0	1,060	315	745		745	Cleaning and Domestic Equipment	1,090	0	1,090	79	1,090	0	
450	0	450	20,983	(20,533)	(18,202)	(2,331)	Sports & Play Equipment	460	0	460	1,133	1,133	(673)	
0	0	0	503	(503)		(503)	Money Collection Service	500	0	500	167	500	0	
530	0	530	10	520		520	Misc	550	0	550	103	550	0	
4,410	0	4,410	0	4,410		4,410	Project Expenditure	4,540	0	4,540	0	4,540	0	
4,810	0	4,810	33,734	(28,924)	(20,575)	(8,349)	Payment to Contractors	4,950	0	4,950	25,498	25,498	(20,548)	Athletics equipment replacement; SmartAccess; Incursion prevention instalment
0	0	0	2,212	(2,212)		(2,212)	Waste collection	0	0	0	0	0	0	
0	0	0	0	0	100,000	(100,000)	Reserves	0	0	0	0	0	0	
The Rec Café														
74,110	0	74,110	49,836	24,274		24,274	Salaries - Basic & NI	75,630	0	75,630	18,643	55,928	19,702	
14,730	0	14,730	16,569	(1,839)		(1,839)	Salaries - Pension	21,100	0	21,100	5,552	16,656	4,444	
8,500	0	8,500	1,084	7,416		7,416	Overtime	8,500	0	8,500	821	8,500	0	
96,770	0	96,770	81,849	14,921		14,921	Wages (Casual)	86,580	0	86,580	29,307	86,580	0	
20	0	20	90	(70)		(70)	Training	20	0	20	0	20	0	
3,310	0	3,310	0	3,310		3,310	Repairs and Maintenance Buildings	3,310	0	3,310	0	3,310	0	
210	0	210	0	210		210	Repairs and Maintenance Plant	220	0	220	0	220	0	
5,860	0	5,860	0	5,860		5,860	Maintenance Reserve	6,040	0	6,040	0	6,040	0	
0	0	0	180	(180)		(180)	Health & Safety at work	0	0	0	313	313	(313)	
0	0	0	3,897	(3,897)		(3,897)	Repairs and Maintenance Equipment	2,000	0	2,000	180	2,000	0	
0	0	0	1,378	(1,378)		(1,378)	Cleaning & Domestic Supplies	1,000	0	1,000	231	1,000	0	
0	0	0	1,042	(1,042)		(1,042)	Sanitary	0	0	0	0	0	0	
5,280	0	5,280	0	5,280		5,280	Electricity	5,440	0	5,440	0	5,440	0	
3,310	0	3,310	0	3,310		3,310	Business Rates	3,410	0	3,410	0	3,410	0	
280	0	280	0	280		280	Sewerage	290	0	290	0	290	0	
1,550	0	1,550	0	1,550		1,550	Water	1,600	0	1,600	0	1,600	0	
2,740	0	2,740	0	2,740		2,740	Skip Hire	2,820	0	2,820	0	2,820	0	
270	0	270	0	270		270	Security - Fire and Intruder	280	0	280	0	280	0	
1,920	0	1,920	0	1,920		1,920	Operational Costs	1,980	0	1,980	0	1,980	0	
240	0	240	815	(575)		(575)	Printing & Stationery	250	0	250	80	250	0	
0	120	120	207	(87)		(87)	Phones & Mobile	170	0	170	45	170	0	
0	0	0	7,351	(7,351)		(7,351)	IT	9,260	0	9,260	2,304	9,260	0	
114,790	0	114,790	109,651	5,139		5,139	Provisions	114,790	0	114,790	37,474	114,790	0	
500	0	500	633	(133)		(133)	Catering Equipment	500	0	500	53	500	0	
0	0	0	199	(199)		(199)	Uniform / PPE	50	0	50	0	50	0	
0	0	0	2,310	(2,310)		(2,310)	Electronic Bank Charges	1,100	0	1,100	795	1,100	0	
7,480	(7,480)	0	0	0		0	Equipment, Tools & Materials	0	0	0	26	26	(26)	
0	0	0	631	(631)		(631)	Money Collection Service	300	0	300	167	300	0	
500	0	500	2,860	(2,360)		(2,360)	Waste	3,500	0	3,500	1,015	3,500	0	
0	0	0	(66)	66		66	Miscellaneous	0	0	0	(17)	(17)	17	
2,107,710	(45,890)	2,061,820	1,967,859	93,961	125,620	(31,659)	Total Expenditure	2,193,780	0	2,193,780	627,289	2,123,911	69,869	
INCOME														
Play Areas:														
0	0	0	0	0		0	S.106	0	0	0	(17,812)	(17,812)	17,812	Monks Dale Play Area
Open Spaces:														
0	0	0	(1,722)	1,722		1,722	Grants	0	0	0	0	0	0	
0	0	0	(60)	60		60	Licences	0	0	0	0	0	0	
Yeovil in Bloom:														
0	0	0	(1,225)	1,225		1,225	Income	0	0	0	0	0	0	
Yeovil Rec														

0	0	0	(7,748)	7,748	7,748	Grants	0	0	0	0	0	0	
0	0	0	(549)	549	549	Contributions	0	0	0	(11,500)	(11,500)	11,500	Towards new Floodlights installations
(10,000)	0	(10,000)	(10,000)	0	0	Contribution from Yeovil Without Parish Council	(10,000)	0	(10,000)	0	(10,000)	0	
0	0	0	(430)	430	430	Sales of Meals/Refreshments - Std	(200)	0	(200)	0	(200)	0	
(65,060)	55,000	(10,060)	0	(10,060)	(10,060)	Fees & Charges - Std	(12,000)	0	(12,000)	0	(12,000)	0	
(43,300)	(43,300)	(56,741)	13,441	13,441	13,441	Hire Fee - AGP	(44,600)	0	(44,600)	(9,829)	(44,600)	0	
0	(16,150)	(16,150)	(33,582)	17,432	17,432	Hire Fee - Athletics	(16,630)	0	(16,630)	(10,132)	(16,630)	0	
0	(980)	(980)	(5,405)	4,425	4,425	Hire Fee - Football	(1,010)	0	(1,010)	(1,407)	(2,814)	1,804	
0	(31,380)	(31,380)	(39,449)	8,069	8,069	Hire Fee - Golf/Pitch & Putt	(32,320)	0	(32,320)	(16,673)	(32,320)	0	
0	(6,250)	(6,250)	(7,359)	1,109	1,109	Hire Fee - Tennis Court	(6,440)	0	(6,440)	(4,023)	(6,440)	0	
0	(240)	(240)	(240)	0	0	Licences	(250)	0	(250)	(400)	(400)	150	
(11,600)	0	(11,600)	(1,600)	(10,000)	(10,000)	Car Park Rental	(11,950)	0	(11,950)	(1,666)	(11,950)	0	to be invoiced in September for academic year
(8,340)	0	(8,340)	(8,373)	33	33	Community Room Hire	(8,590)	0	(8,590)	(2,935)	(8,590)	0	
(9,080)	0	(9,080)	0	(9,080)	(9,080)	Sports Coaching	(9,080)	0	(9,080)	0	(9,080)	0	
0	0	0	(2,000)	2,000	2,000	Sale of Vehicle	0	0	0	0	0	0	
0	0	0	(2,219)	2,219	2,219	Memorial Donations	0	0	0	(309)	(309)	309	From Friend of Yeovil Rec
0	0	0	(5,112)	5,112	5,112	Services Recharges	0	0	0	0	0	0	
(80)	0	(80)	0	(80)	(80)	Rents	(80)	0	(80)	0	(80)	0	
						Yeovil Country Park							
(10,000)	0	(10,000)	(10,000)	0	0	Contribution from Yeovil Without Parish Council	(10,000)	0	(10,000)	0	(10,000)	0	
0	0	0	(2,740)	2,740	2,740	Other grants / contributions	0	0	0	0	0	0	
(9,300)	0	(9,300)	0	(9,300)	(9,300)	Agency Reimbursements	(9,580)	0	(9,580)	0	(9,580)	0	
(1,860)	0	(1,860)	(733)	(1,127)	(1,127)	Sales - Std	(1,920)	0	(1,920)	(251)	(1,920)	0	
(80)	0	(80)	(460)	380	380	Third Party Sales	(80)	0	(80)	0	(80)	0	
0	0	0	(675)	675	675	Donations	(60)	0	(60)	(21)	(60)	0	
(2,230)	0	(2,230)	0	(2,230)	(2,230)	Fees & Charges - Std	(2,300)	0	(2,300)	0	(2,300)	0	
(1,540)	0	(1,540)	(417)	(1,123)	(1,123)	Ice Cream Van Licence	(1,590)	0	(1,590)	(1,250)	(1,590)	0	
(800)	0	(800)	(639)	(161)	(161)	Grazing Rights	0	0	0	(700)	(700)	700	
(110)	0	(110)	0	(110)	(110)	Rents	0	0	0	0	0	0	
						Ninesprings Café							
(70)	0	(70)	(13)	(57)	(57)	Sales - Std	(70)	0	(70)	(12)	(70)	0	
(380,850)	0	(380,850)	(381,824)	974	974	Sales of Meals/Refreshments - Std	(392,280)	0	(392,280)	(132,164)	(392,280)	0	
(2,150)	0	(2,150)	(134)	(2,016)	(2,016)	Sales of Meals/Refreshments - Z	(2,210)	0	(2,210)	(74)	(443)	(1,768)	
0	0	0	(6)	6	6	Third Party Sales	0	0	0	0	0	0	
						The Rec Café							
(261,780)	0	(261,780)	(280,813)	19,033	19,033	Sales of Meals/Refreshments - Std	(269,630)	0	(269,630)	(99,655)	(269,630)	0	
0	(370)	(370)	(1,047)	677	677	Sales of Meals/Refreshments - Z	(380)	0	(380)	(305)	(380)	0	
(200)	0	(200)	0	(200)	(200)	Fees & Charges - Std	(210)	0	(210)	0	(210)	0	
						Allotments							
0	0	0	(9,465)	9,465	9,465	Grants	0	0	0	0	0	0	
(24,500)	0	(24,500)	(23,720)	(780)	(780)	Rent	(26,000)	0	(26,000)	(293)	(26,000)	0	
0	0	0	(712)	712	712	Misc Income	0	0	0	(40)	(40)	40	
(2,090)	0	(2,090)	(2,359)	269	269	Lease	(2,490)	0	(2,490)	(1,247)	(2,400)	(90)	
(1,500)	0	(1,500)	(3,760)	2,260	2,260	Water Charge	(3,000)	0	(3,000)	0	(7,000)	4,000	Water charges exceeded budget by more than double, to be pass onto tenants in October
(846,990)	0	(846,990)	(903,330)	56,340	0	56,340	Total Income	(874,950)	0	(874,950)	(312,700)	(909,407)	34,457
1,260,720	(45,890)	1,214,830	1,064,529	150,301	125,620	24,681	Net Expenditure	1,318,830	0	1,318,830	314,589	1,214,504	104,326

Property & Community Committee													
2025/26							2026/27						
Original Budget	Budget Virement	Revised Budget	Month 1 - 12 spent 31/03/2026	(Over) / Under Spend	Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve	Budget Title	Original Budget	Month 1 - 4 spent 31/07/2026	Full Year estimated to 31/03/2027	Estimated (over) / under spend	Notes	
£	£	£	£	£	£	£		£	£	£	£		
							EXPENDITURE						
							Director of P&C						
0	0	0	53,277	(53,277)		(53,277)	Salaries - Basic & NI	65,320	21,140	63,420	1,900		
0	0	0	11,458	(11,458)		(11,458)	Salaries - Pension	11,500	3,329	9,988	1,512		
							Property Management						
0	0	0	20,032	(20,032)		(20,032)	Salaries - Basic & NI	41,170	13,324	39,973	1,197		
0	0	0	3,957	(3,957)		(3,957)	Salaries - Pension	7,300	2,113	6,339	961		
							Community Wardens:						
66,530	0	66,530	28,267	38,263		38,263	Salaries - Basic & NI	98,770	31,727	95,181	3,589	Vacant post for part of the year	
13,190	0	13,190	4,521	8,669		8,669	Salaries - Pension	17,580	5,055	15,166	2,414	Vacant post for part of the year	
0	0	0	51	(51)		(51)	Other Staff Costs	0	0	0	0		
							Facility Officer:						
0	29,400	29,400	32,368	(2,968)		(2,968)	Salaries - Basic & NI	27,180	10,109	31,329	(4,149)	Budget assumptions underestimated the required expenditure	
0	5,850	5,850	6,582	(732)		(732)	Salaries - Pension	5,440	1,644	4,932	508		
0	0	0	763	(763)		(763)	Other Costs	0	47	47	(47)		
							YTC Van						
0	0	0	394	(394)		(394)	Fuel / EV charge	0	162	393	(393)		
0	8,000	8,000	0	8,000		8,000	Electric Van	12,000	0	12,000	0		
0	2,000	2,000	(84)	2,084		2,084	Repair & Maintenance	1,000	0	1,000	0		
0	0	0	2,827	(2,827)		(2,827)	Staff Training	3,000	740	3,000	0		
0	0	0	460	(460)		(460)	Advertising for Staff	0	0	0	0		
0	0	0	8,780	(8,780)		(8,780)	Health & Safety at Work	1,000	66	1,000	0		
0	100	100	347	(247)		(247)	Uniform / PPE	1,000	5	1,000	0		
0	2,190	2,190	1,336	854		854	Phones & Mobile	3,110	487	3,110	0		
0	0	0	0	0		0	Radio	11,000	0	11,000	0		
0	730	730	3,797	(3,067)		(3,067)	IT	4,910	1,187	4,910	0		
0	0	0	869	(869)		(869)	IT Hardware	0	0	0	0		
							Subscriptions						
0	0	0	16	(16)		(16)	Other Subscriptions	0	0	0	0		
1,000	0	1,000	2,473	(1,473)		(1,473)	YCRT	1,000	975	1,000	0		
0	0	0	3,954	(3,954)		(3,954)	Equipment, Tools & Material	0	348	348	(348)		
11,800	0	11,800	0	11,800	11,800	0	Holiday Playscheme contribution	11,800	3,835	11,800	0	Including a Purchase of a Gala Tent	
570	0	570	511	59		59	Millennium Clock	570	0	570	0		
60,000	0	60,000	142	59,858	59,858	(0)	Building Project capital	60,000	0	60,000	0		
500	0	500	0	500		500	Public Noticeboards	500	0	500	0		
9,000	0	9,000	1,182	7,818	7,818	0	Defibrillator & Bleed Kits	4,500	2,489	4,500	0		
500	0	500	0	500		500	Litter/Grit bins	500	0	500	0		
51,000	0	51,000	53,167	(2,167)		(2,167)	CCTV	53,170	53,170	53,170	0		
1,300	0	1,300	2,520	(1,220)		(1,220)	Speed Indicator Device Installations	1,300	0	1,300	0		
750	0	750	750	0		0	War memorials	750	0	750	0	Risk assessed and cleaned every 2 years. Budget to collect 1/2 each year and add to reserve to cover charge every 2 years *£750 technical adjustment 2025/26 moved from FPE for comparative purpose	
							Youth & Community						
4,000	0	4,000	969	3,031		3,031	Youth Council	2,000	0	2,000	0		
40,600	0	40,600	36,588	4,012		4,012	Youth Services - YMCA	40,600	693	40,600	0		
15,000	0	15,000	13,750	1,250		1,250	Youth Services - Youth Drop In	25,000	12,500	25,000	0		
							Goar Knap - Building						
0	200	200	0	200		200	Building	0	147	147	(147)	Felt for Roof Repair	
0	0	0	3,256	(3,256)		(3,256)	Other Costs	0	1,725	1,725	(1,725)	Security Fencing replacing damage wall	

0	750	750	206	544		544	Electricity	770	330	770	0	
0	1,460	1,460	0	1,460		1,460	Business Rates	1,820	0	1,820	0	
							Milford Hall:					
1,000	0	1,000	6,480	(5,480)		(5,480)	Repairs and Maintenance Buildings	1,030	588	1,030	0	
6,200	0	6,200	7,745	(1,545)		(1,545)	Milford Hall - Business Rates	6,390	7,514	7,514	(1,124)	
20,000	0	20,000	18,437	1,563		1,563	Electricity	20,600	2,690	13,450	7,150	Due to Solar Panels
0	0	0	0	0		0	PV Panel installation	0	33,477	33,477	(33,477)	To Be Funded from Carbon Management Fund
13,660	0	13,660	19,922	(6,262)		(6,262)	Milford Hall - Running Costs	14,070	6,360	14,070	0	
500	0	500	0	500		500	CCTV	500	83	500	0	
1,000	0	1,000	1,601	(601)		(601)	Milford Hall - Security	1,030	400	1,030	0	
11,170	0	11,170	12,174	(1,004)		(1,004)	Salaries - Basic & NI	12,540	4,058	12,174	366	
0	0	0	2,506	(2,506)		(2,506)	Salaries - Pension	2,320	671	2,012	308	
							Pen Mill					
0	0	0	0	0		0	Security & Alarm	0	1,532	1,532	(1,532)	
0	0	0	0	0		0	CCTV	0	1,660	1,660	(1,660)	
							Peter Street Public Toilets:					
1,000	0	1,000	1,645	(645)		(645)	Repairs & Maintenance	1,030	0	0	1,030	
8,590	0	8,590	10,263	(1,673)		(1,673)	Cleaning (inc toilet rolls)	8,850	2,579	2,579	6,271	Toilet closed for public use
7,950	0	7,950	7,680	270		270	Security	1,000	0	1,000	0	
7,000	0	7,000	2,519	4,481		4,481	Other Running costs (electric/water)	7,210	88	525	6,685	Toilet Closed for public use, standing charges only
10,000	0	10,000	0	10,000	10,000	0	Refurbishment	0	0	0	0	
							Petters Way Public Toilets:					
1,000	0	1,000	5,201	(4,201)		(4,201)	Repairs & Maintenance	1,030	56	1,030	0	
7,000	0	7,000	98	6,902		6,902	Other Running costs (electric/water)	7,210	39	7,210	0	
7,950	0	7,950	7,680	270		270	Security	1,000	0	1,000	0	
8,590	0	8,590	11,091	(2,501)		(2,501)	Cleaning (inc toilet rolls)	8,850	3,276	8,850	0	
							Town House					
4,050	0	4,050	4,084	(34)		(34)	Salaries - Basic & NI (Cleaning)	4,210	1,361	4,084	126	
10,000	0	10,000	3,421	6,579		6,579	Repairs and Maintenance	5,000	501	5,000	0	
500	0	500	0	500		500	CCTV Reserve	500	0	500	0	
12,420	0	12,420	11,602	818		818	Business rates	12,420	13,342	13,342	(922)	
1,000	0	1,000	2,356	(1,356)		(1,356)	Security - Fire & Intruder	1,030	250	1,030	0	
3,000	0	3,000	2,835	165		165	Electricity	3,000	784	3,000	0	
2,000	0	2,000	2,730	(730)		(730)	Gas	2,000	369	2,000	0	
400	0	400	394	6		6	Water charges	400	17	400	0	
2,500	0	2,500	3,346	(846)		(846)	Other costs	2,580	2,210	2,580	0	
424,220	50,680	474,900	445,297	29,603	89,476	(59,873)	Total Expenditure	641,360	251,254	652,867	(11,507)	
							INCOME					
0	0	0	(3,000)	3,000		3,000	Defibrillator & Bleed Kits	0	0	0	0	
							Milford Hall					
(18,070)	0	(18,070)	(16,597)	(1,473)		(1,473)	Anchor Tenant	(18,070)	0	(18,070)	0	
(17,260)	0	(17,260)	(18,822)	1,562		1,562	Hall Bookings	(17,260)	(6,847)	(17,260)	0	
(35,330)	0	(35,330)	(38,419)	3,089	0	3,089	Total Income	(35,330)	(6,847)	(35,330)	0	
388,890	50,680	439,570	406,878	32,692	89,476	(56,784)	Net Expenditure	606,030	244,407	617,537	(11,507)	

Planning												
2025/26							2026/27					
Original Budget	Budget Virement	Revised Budget	Month 1 - 12 spent 31/03/2026	(Over) / Under Spend	Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve Contribution	Budget Title	Original Budget	Month 1 - 4 spent 31/07/2026	Full Year estimated to 31/03/2027	Estimated (over) / under spend	Notes
£	£	£	£	£	£	£		£	£	£	£	
							EXPENDITURE					
1,000	0	1,000	0	1,000		1,000	Planning	0	0	0	0	
1,000	0	1,000	0	1,000	0	1,000	Total Expenditure	0	0	0	0	
							INCOME					
0	0	0	0	0		0	Planning	0	0		0	
0	0	0	0	0	0	0	Total Income	0	0	0	0	
1,000	0	1,000	0	1,000	0	1,000	Net Expenditure	0	0	0	0	

Culture Committee														
2025/26							2026/27							
Original Budget	Revised Budget	Budget Virement	Month 1 - 12 spent 31/03/2026	(Over) / Under Spend	Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve Contribution	Budget Title	Original Budget	Month 1 - 4 spent 31/07/2026	Full Year estimated to 31/03/2027	Estimated (over) / under spend	Notes		
£	£	£	£	£	£	£		£	£	£	£			
							EXPENDITURE							
							Director of Culture:							
69,610	0	69,610	70,740	(1,130)		(1,130)	Salaries - Basic & NI	72,200	23,446	70,337	1,863			
13,650	0	13,650	14,697	(1,047)		(1,047)	Salaries - Pension	12,690	3,772	11,316	1,374			
0	0	0	1,399	(1,399)		(1,399)	Other Costs	0	1,022	1,022	(1,022)	Octagon Choir		
12,770	0	12,770	2,555	10,215		10,215	Mayoral Allowance	13,150	7,671	13,150	0			
0	0	0	54	(54)		(54)	Other Mayor Costs	0	729	729	(729)			
200	0	200	24	176		176	Travel Costs - Ex Officios	200	0	200	0			
1,000	0	1,000	617	383		383	Mace Bearer Salary	700	305	914	(214)			
3,500	0	3,500	0	3,500		3,500	Band Costs	3,500	0	3,500	0			
							Christmas Lights:							
54,840	0	54,840	55,214	(374)		(374)	Hire, Installation & Safety Checks	54,840	28,076	54,840	0			
30	0	30	0	30		30	Christmas Lights Competition	30	0	30	0			
8,000	0	8,000	7,040	960		960	Christmas Lights Switch On Event	8,000	80	8,000	0			
							Community Heritage:							
36,820	0	36,820	37,080	(260)		(260)	Salaries - Basic & NI	38,180	12,362	37,087	1,093			
6,340	0	6,340	6,377	(37)		(37)	Salaries - Pension	5,890	1,706	5,119	771			
0	0	0	90	(90)		(90)	Health & Safety at Work	0	0	0	0			
0	0	0	14,845	(14,845)		(14,845)	Business Rates	15,290	17,072	17,072	(1,782)			
0	0	0	38	(38)		(38)	Cleaning & Domestic Supplies	40	0	40	0			
70	0	70	312	(242)		(242)	Travelling	70	86	172	(102)			
1,800	0	1,800	182	1,618		1,618	Printing & Stationery	1,850	127	1,850	0			
0	540	540	586	(46)		(46)	Phone & Mobile	770	203	770	0			
7,000	0	7,000	5,257	1,743		1,743	IT	6,370	1,540	6,370	0			
0	0	0	389	(389)		(389)	IT Hardware	0	0	0	0			
0	0	0	0	0		0	Consultancy	5,000	0	5,000	0			
10	0	10	76	(66)		(66)	Uniform / Protective clothing	10	12	12	(2)			
10	0	10	251	(241)		(241)	Volunteer Expenses	500	0	500	0			
10	0	10	180	(170)		(170)	Subscriptions	100	109	109	(9)			
1,500	0	1,500	843	657		657	Events Expenditure	1,550	0	1,550	0			
0	0	0	0	0		0	Licences	0	380	380	(380)			
330	0	330	1,034	(704)		(704)	Equipment, Tools & Materials	340	245	340	0			
0	0	0	340	(340)		(340)	Miscellaneous	0	89	89	(89)			
15,530	0	15,530	5,000	10,530		10,530	SC - Overheads recharge	15,000	0	15,000	0			
28,020	0	28,020	28,689	(669)		(669)	SLA - South West Heritage Trust	28,860	19,332	28,860	0			
4,700	0	4,700	2,390	2,310		2,310	Eats:Festival	4,700	3,050	4,700	0			
1,000	0	1,000	0	1,000		1,000	Love Yeovil	0	0	0	0			
4,000	0	4,000	3,236	764		764	V E Day	4,000	0	4,000	0			
10,000	0	10,000	8,196	1,804		1,804	Super Saturday	10,000	4,853	10,000	0			
1,260	0	1,260	1,342	(82)		(82)	Town Crier	1,260	500	1,260	0			
1,820	0	1,820	1,398	422		422	Yeovil Open Town Crier Competition	1,820	1,165	1,820	0			
1,000	0	1,000	1,202	(202)		(202)	Regalia	1,000	0	1,000	0			
1,500	0	1,500	1,961	(461)		(461)	Remembrance Sunday	1,500	0	1,500	0			
							Westlands:							
645,220	(73,350)	571,870	546,128	25,742		25,742	Salaries - Basic & NI	563,690	196,735	590,205	(26,515)			
127,880	(14,520)	113,360	122,087	(8,727)		(8,727)	Salaries - Pension	113,950	34,148	102,444	11,506			
0	0	0	2,961	(2,961)		(2,961)	Overtime	0	0	0	0			
67,300	65,930	133,230	142,753	(9,523)		(9,523)	Wages (Casual)	147,140	39,249	147,140	0			
0	0	0	0	0		0	Conference Expenses	0	636	636	(636)			
230	0	230	216	14		14	Training	240	0	240	0			
60,040	0	60,040	41,894	18,146		18,146	Repairs and Maintenance Buildings	60,040	8,230	60,040	0			
16,650	0	16,650	3,859	12,791	89,000	(76,209)	Repairs and Maintenance Plant	9,700	1,485	9,700	0			
0	0	0	29,432	(29,432)		(29,432)	Technical	50,000	2,847	50,000	0			
620	0	620	4,423	(3,803)		(3,803)	Health & Safety at work	640	1,628	3,256	(2,616)			
0	0	0	6,273	(6,273)		(6,273)	Repairs & Maintenance Equipment	0	2,187	2,187	(2,187)			

108,350	0	108,350	125,161	(16,811)	(16,811)	Electricity	125,000	27,505	125,000	0	
29,470	(29,470)	0	0	0	0	Gas	0	0	0	0	
28,750	0	28,750	29,415	(665)	(665)	Business Rates	29,610	31,240	31,240	(1,630)	
6,030	0	6,030	0	6,030	6,030	Sewerage	6,210	0	6,210	0	
5,570	0	5,570	0	5,570	5,570	Water	5,740	0	5,740	0	
0	0	0	4,091	(4,091)	(4,091)	Gritting	400	0	400	0	
17,140	0	17,140	4,213	12,927	12,927	Cleaning & Domestic supplies	7,000	1,895	7,000	0	
0	0	0	1,944	(1,944)	(1,944)	Specialist Cleaning		618	618	(618)	
0	0	0	239	(239)	(239)	Skip Hire	0	445	445	(445)	
250	0	250	1,249	(999)	(999)	Maintenance Agreement Charges	0	205	205	(205)	
42,010	0	42,010	8,250	33,760	33,760	Security - Fire / Intruder / Key holding	7,500	1,057	7,500	0	
0	0	0	9,603	(9,603)	(9,603)	Security - Events	9,000	2,832	9,000	0	
160	0	160	876	(716)	(716)	Travelling Allowance	800	383	800	0	
0	0	0	4,061	(4,061)	(4,061)	Printing & Stationery	6,500	480	6,500	0	
30	0	30	46,330	(46,300)	(46,300)	Printing of Publications	60,000	1,092	60,000	0	
280	0	280	1,840	(1,560)	(1,560)	Photographic Work	0	0	0	0	
1,000	0	1,000	23,951	(22,951)	(22,951)	Postage	19,000	1,170	19,000	0	
0	9,020	9,020	9,683	(663)	(663)	Phone & Mobile	12,800	3,251	12,800	0	
20,000	0	20,000	37,893	(17,893)	(17,893)	IT	24,620	11,929	24,620	0	
0	0	0	14,364	(14,364)	(14,364)	IT Hardware	8,000	7,564	8,000	0	
0	0	0	2,109	(2,109)	(2,109)	Website	1,600	1,188	1,600	0	
3,000	0	3,000	83	2,917	2,917	Office Furniture	1,000	0	1,000	0	
3,840	0	3,840	1,588	2,253	2,253	Consultant & professional fees	1,000	2,330	2,330	(1,330)	
780	0	780	968	(188)	(188)	Hospitality	0	0	0	0	
0	0	0	329	(329)	(329)	Uniform / Protective clothing	500	0	500	0	
0	0	0	12,168	(12,168)	(12,168)	Subscriptions	12,000	769	12,000	0	
110	0	110	3,340	(3,230)	(3,230)	Events Expenditure	5,000	0	5,000	0	
32,250	0	32,250	100,113	(67,863)	(67,863)	Adverts/Promotions	58,000	17,293	58,000	0	
8,400	0	8,400	28,352	(19,952)	(19,952)	Performance Rights Licence	24,000	5,359	24,000	0	
90	0	90	295	(205)	(205)	Licences	0	0	0	0	
7,840	0	7,840	59,682	(51,842)	(51,842)	Electronic Bank Charges	26,000	9,152	26,000	0	
0	0	0	6,718	(6,718)	(6,718)	Misc	200	64	200	0	
297,230	0	297,230	1,068,847	(771,617)	(771,617)	Performance Costs	820,000	153,439	820,000	0	
5,000	0	5,000	0	5,000	5,000	Country Music Festival	5,000	0	5,000	0	
60	0	60	585	(525)	(525)	Equipment, Tools & Materials	0	85	85	(85)	
14,780	0	14,780	12,465	2,315	2,315	Equipment hire	12,000	3,787	12,000	0	
0	0	0	1,835	(1,835)	(1,835)	Cleaning Equipment	0	861	861	(861)	
130	0	130	242	(112)	(112)	Floral Decorations	0	0	0	0	
4,080	0	4,080	49,947	(45,867)	(45,867)	Arts & Engagement	20,000	12,762	20,000	0	
0	0	0	1,186	(1,186)	(1,186)	Money Collection Service	1,500	307	1,500	0	
1,540	0	1,540	5,703	(4,163)	(4,163)	Payment to Contractors	3,000	2,122	3,000	0	
0	0	0	7,783	(7,783)	(7,783)	Waste collection	7,500	2,530	7,500	0	
Westlands Front of House:											
0	73,350	73,350	90,983	(17,633)	(17,633)	Salaries - Basic & NI	90,900	39,379	118,137	(27,237)	An additional Chef, previously funded from Casuals
0	14,520	14,520	32,363	(17,843)	(17,843)	Salaries - Pension	31,740	10,291	30,872	868	
294,000	(65,930)	228,070	275,851	(47,781)	(47,781)	Wages (Casual)	251,880	76,953	251,880	0	
0	0	0	0	0	0	Training	100	320	320	(220)	
0	0	0	80	(80)	(80)	Advertising for Staff	100	0	100	0	
400	0	400	586	(186)	(186)	Repairs and Maintenance Buildings	0	0	0	0	
200	0	200	41	159	159	Health & Safety at work	200	7	200	0	
4,370	0	4,370	11,752	(7,382)	(7,382)	Repairs and Maintenance Equipment	8,000	2,564	8,000	0	
0	29,470	29,470	0	29,470	29,470	Gas	29,470	0	29,470	0	
1,800	0	1,800	4,646	(2,846)	(2,846)	Cleaning	8,000	462	8,000	0	
300	0	300	911	(611)	(611)	Printing & Stationery	0	280	280	(280)	
30	0	30	0	30	30	Printing of Publications	0	0	0	0	
3,230	0	3,230	14,009	(10,779)	(10,779)	Icecream Provision	15,000	3,076	15,000	0	
210	0	210	669	(459)	(459)	Confectionery Purchase	0	0	0	0	
151,920	0	151,920	185,129	(33,209)	(33,209)	Restaurant Provisions café bar	180,000	50,037	180,000	0	
900	0	900	0	900	900	Provisions (FOH)	930	0	930	0	
98,540	0	98,540	152,497	(53,957)	(53,957)	Bar purchases	150,000	36,337	150,000	0	
230	0	230	665	(435)	(435)	Purchases for resale	240	0	240	0	
1,550	0	1,550	2,424	(874)	(874)	Rental Catering Machines	1,600	786	1,600	0	
7,000	0	7,000	17,885	(10,885)	(10,885)	Catering Equipment	7,000	699	7,000	0	
190	0	190	191	(1)	(1)	Hospitality	200	45	200	0	

150	0	150	108	42		42	Uniform / Protective clothing	150	0	150	0	
0	0	0	3,777	(3,777)		(3,777)	Subscriptions	1,500	999	1,500	0	
40	0	40	899	(859)		(859)	Events Expenditure	5,000	11,757	11,757	(6,757)	
	0	0	4,764	(4,764)		(4,764)	Bank Charges	600	1,539	4,616	(4,016)	
1,260	0	1,260	2,834	(1,574)		(1,574)	Equipment, Tools & Materials	1,300	1,647	1,647	(347)	
2,440	0	2,440	3,073	(633)		(633)	Equipment hire	2,510	100	2,510	0	
150	0	150	1,991	(1,841)		(1,841)	Cleaning and domestic equipment	2,000	4,463	4,463	(2,463)	New Sorting Bins
30	0	30	0	30		30	Floral decorations	0	0	0	0	
940	0	940	8	932		932	Misc Expenditure	970	500	970	0	
2,265,680	0	2,265,680	151,402	2,114,278	58,068	2,056,210	Octagon	209,470	332,605	332,605	(123,135)	Phase 2 project cost - to be funded by Reserve
0	0	0	0	0		0	Contribution to Octagon Theatre Project (Transfer from Planning)	1,000	0	1,000	0	
1,000	0	1,000	1,000	0		0	Octagon Summer School - SLA	1,000	0	1,000	0	
0	5,000	5,000	5,000	0		0	Arts & Engagement Outreach Programme	0	0	0	0	
5,000	0	5,000	5,000	0		0	Yeovil Art Space (SLA)	5,000	5,000	5,000	0	
2,000	0	2,000	2,000	0		0	Yeovil Together	2,000	0	2,000	0	
4,685,990	14,560	4,700,550	3,833,693	866,857	147,068	719,789	Total Expenditure	3,583,150	1,298,631	3,771,586	(188,436)	
							INCOME					
							Westlands:					
(46,280)	0	(46,280)	0	(46,280)		(46,280)	Joint Financing Conts	(46,960)	0	(46,960)	0	
0	0	0	0	0		0	Contribution towards Panto	(20,000)	(20,000)	(20,000)	0	
(16,652)	0	(16,652)	(81,344)	64,692		64,692	Salary Recharge	(27,090)	(18,465)	(27,090)	0	
(190)	0	(190)	(12,249)	12,059		12,059	Sales - Std	(13,000)	(66)	(13,000)	0	
(3,120)	0	(3,120)	(4,202)	1,082		1,082	Fees & Charges - Std	(3,210)	(1,929)	(3,210)	0	
(14,790)	0	(14,790)	(22,693)	7,903		7,903	Equipment Hire	(20,000)	(5,560)	(20,000)	0	
(700)	0	(700)	(32,339)	31,639		31,639	Advertising	(30,000)	(15,277)	(30,000)	0	
0	0	0	(3,475)	3,475		3,475	Memberships	(3,000)	(771)	(3,000)	0	
(2,190)	0	(2,190)	(67,527)	65,337		65,337	Commission	(60,000)	(14,414)	(60,000)	0	
0	0	0	(386)	386		386	Donations	0	(35)	(35)	35	
(2,940)	0	(2,940)	0	(2,940)		(2,940)	Rents	0	0	0	0	
(1,090)	0	(1,090)	(328)	(763)		(763)	Misc Income	0	(1,425)	(1,425)	1,425	
(537,660)	0	(537,660)	(1,790,735)	1,253,075		1,253,075	Admission Charges Theatre - Std	(1,500,000)	(557,494)	(1,500,000)	0	
(160)	0	(160)	(5,260)	5,100		5,100	Admission Charges Theatre - E	0	0	(6,000)	0	
(90,000)	0	(90,000)	(129,754)	39,754	129,754	(90,000)	Ticket Levy	(140,000)	(25,263)	(140,000)	0	
0	0	0	(3,510)	3,510		3,510	Postage	(2,000)	(622)	(2,000)	0	
(69,460)	0	(69,460)	(172,137)	102,677		102,677	Venue Hire	(100,000)	(50,787)	(100,000)	0	
(57,410)	0	(57,410)	(38,004)	(19,406)		(19,406)	Room Hire - E	(59,130)	(836)	(59,130)	0	
(1,630)	0	(1,630)	(74,710)	73,080		73,080	Dance Class/Community Choir	(70,000)	(31,068)	(70,000)	0	
1,000	0	1,000	(500)	1,500		1,500	Dept for Education Apprenticeship contribution	0	0	0	0	
							Westlands Front of House:					
(811,470)	0	(811,470)	(316,210)	(495,260)		(495,260)	Sales of meals	(350,000)	(97,229)	(350,000)	0	
(188,570)	0	(188,570)	(554,121)	365,551		365,551	Bar Sales - Std	(350,000)	(151,451)	(350,000)	0	
0	0	0	(9)	9		9	Other Income	0	0	0	0	
(400)	0	(400)	0	(400)		(400)	Equipment Hire	0	0	0	0	
(2,056,210)	0	(2,056,210)	0	(2,056,210)		(2,056,210)	Octagon	0	0	0	0	
0	0	0	(650)	650	650	0	Development Project Donation	0	(66)	(66)	66	To go to Octagon Theatre Redevelopment Reserve
0	0	0	(2,250)	2,250	2,250	0	Project Contribution - Other Parish	0	0	0	0	To go to Octagon Theatre Redevelopment Reserve
							Community Heritage:					
0	0	0	(867)	867		867	Grants	0	0	0	0	
0	0	0	(1,130)	1,130		1,130	General Sales	0	(77)	(77)	77	
(1,930)	0	(1,930)	(541)	(1,389)		(1,389)	Fees & Charges - Std	(1,990)	(231)	(1,990)	0	
(590)	0	(590)	(472)	(118)		(118)	Donations	(610)	(296)	(610)	0	
(3,902,442)	0	(3,902,442)	(3,315,403)	(587,039)	132,654	(719,693)	Total Income	(2,802,990)	(993,362)	(2,804,593)	1,603	
783,548	14,560	798,108	518,289	279,818	279,722	96	Net Expenditure	780,160	305,268	966,994	(186,834)	

Earmarked Reserves and General Fund Balances

	As at 31/03/2026	Movement in year	As at 31/03/2027
	£	£	£
Total Earmarked Reserves	1,683,317		1,683,317
Unallocated General Fund Balance	1,040,616		
Underspend /(Overspend) for 2025/26		93,822	
Total Unallocated General Fund Balance			1,134,438
Total Earmarked Reserves and General Fund Balances	2,723,934	93,822	2,817,755

Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the council must maintain its accounts, recommends that the minimum level of **general reserves** should be between three and twelve months of net revenue expenditure

3 months	£ 880,425
12 months	£ 3,521,700

General Fund Balances are **£1,134,438** at 31st March 2027 which is between the recommended minimum level and is approximately **4 months** of net revenue expenditure for the financial year 2026/27.

Total Earmarked Reserves and General Fund Balances are **£2,817,755** at 31st March 2027 which is approximately **9 months** of net revenue expenditure for the financial year 2026/27.

BANK RECONCILIATION	
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Authority name and reference		Yeovil Town Council	
Prepared by:			
Name	Jacky Pang	Date:	06/08/2026
Job Title	DFRO		
Approved by:			
Name	Amanda Card	Date:	15/09/2026
Job Title	Town Clerk/CEO		
Balance brought forward: investments, plus petty cash and cah floats as at	30 June 2026	£	TOTAL £
			£ 4,349,102.86
NatWest Current A/C	£ 1,500.00		
NatWest Business Reserve A/C	£ 30,415.10		
DMADF	£ 500,000.00		
CCLA Investment Management	£ -		
Aberdeen Asset Management	£ 555,000.00		
Cheshire East Council	£ 1,000,000.00		
Easleigh Borough Council	£ 1,000,000.00		
Southampton City Council	£ 1,000,000.00		
Petty Cash - Town House	£ 93.79		
Petty Cash - Westlands	£ 110.83		
Floats - Westlands	£ 4,160.00		
Floats - Yeovil Rec	£ 100.00		
Floats - Yeovil Country Park Café (Ninesprings Café)	£ 700.00		
Floats - Yeovil Rec Café	£ 1,000.00		
Floats - Super Saturday	£ 50.00		
Less: any un-presented cheques at 31/07/2026: (List cheque number and value)	£ -		
Cash Movement since last report		-£ 255,973.14	
TOTAL – NET BALANCES	31 July 2026		£ 4,093,129.72

Balance on Sage as at	31 July 2026		£ 4,093,927.74
WEV & Town House Petty Cash expense not yet posted on Sage	-£	178.04	
WEV Float change Order - cash in transit (Loomis)	-£	620.00	
Unreconciled from WEV petty cash	£	0.02	
Total Not yet posted on sage			-£ 798.02
			£ 4,093,129.72
Variance			£ -

11/414 COMMUNITY INFRASTRUCTURE LEVY 2025/26

Report Author: Amanda Card – Chief Executive / Town Clerk

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

Meeting: Executive

Date: 29th September 2026

Executive is **RECOMMENDED:**

(1) to note the report; and

(2) to approve the attached Community Infrastructure Levy return for 2025/26 for publication and submission to the Section 151 Officer at Somerset Council in accordance with Regulation 62A of the Community Infrastructure Levy Regulations

Purpose of Report

To provide an update on Community Infrastructure Levy (CIL) receipts and expenditure for 2025/26 and to seek approval of the annual CIL reporting return for publication and submission to Somerset Council in accordance with the CIL Regulations

Background

The Community Infrastructure Levy (CIL) is a charge on new development intended to help fund infrastructure required to support growth. Within the former South Somerset area, CIL is generally levied on residential development at £40 per square metre and on large out-of-town retail development at £100 per square metre. Certain forms of development are exempt, including affordable housing, self-build developments and developments where alternative planning obligations apply.

Town and Parish Councils receive a proportion of CIL receipts generated within their area. Where no Neighbourhood Plan is in place, councils receive 15% of receipts from development within the parish, subject to an annual cap of £100 per existing dwelling. Where a Neighbourhood Plan is in place, councils receive 25% of receipts with no upper limit. Yeovil does not currently have a Neighbourhood Plan.

CIL funds may be used to support infrastructure and projects that address the impacts of development, including transport, open spaces, educational facilities, medical facilities, sporting and recreational facilities, social and community facilities, affordable housing, and the preparation of a Neighbourhood Plan.

Under Regulation 62A of the Community Infrastructure Levy Regulations, the Council is required to publish details of CIL receipts and expenditure annually and provide a copy of the report to the Section 151 Officer at Somerset Council by 31 December following the end of the reporting year. Unspent CIL should generally be utilised within five years of receipt.

Financial Implications

During 2025/26, Yeovil Town Council received £3,332.42 in CIL funding. Total expenditure during the year amounted to £5,902.79, representing a capital contribution towards the cost of the Octagon Theatre Redevelopment Project. This expenditure falls within the categories of sporting and recreational facilities permitted under the Community Infrastructure Levy Regulations.

As a result of this expenditure, the Council's CIL balance at 31st March 2026 was £0.00.

The accompanying annual CIL return details all receipts, expenditure and balances in accordance with the statutory reporting requirements and is submitted for approval prior to publication and submission to Somerset Council.

Community Infrastructure Levy Earmarked Reserve for year ended 31st March 2026

Summary of Receipt					Summary of Expenditure				Balance
Planning Reference	Description	CIL receipt (£)	Date of CIL receipt	Date CIL must be spent by	CIL expenditure (£)	Date of CIL Expenditure	Details of expenditure	CIL returned (£)	£
19/01389/FUL	6 Home Drive Yeovil Somerset BA21 3JT - The erection of a dwelling with integral garage.	668.82	06/05/2022	06/05/2027	668.82	19/03/2026	Contribution to Octagon Theatre	-	-
19/03430/FUL	41 Percy Road, Yeovil, BA21 5AJ - The erection of a dwelling with associated parking and amenities	577.67	10/07/2023	10/07/2028	577.67	19/03/2026	Contribution to Octagon Theatre	-	-
18/01704/FUL	47 Rowan Way, Yeovil BA20 2NP - The erection of a dwelling	378.00	13/02/2024	13/02/2029	378.00	19/03/2026	Contribution to Octagon Theatre	-	-
23/01534/FUL	Demolition of building and erection of bungalow at The Moose Centre, 148 St Michaels Avenue, Yeovil BA21 4LL	303.20	19/04/2024	19/04/2029	303.20	19/03/2026	Contribution to Octagon Theatre	-	-
23/013017/FUL	Workshop 35A Preston Road, Yeovil Somerset BA21 3AE	642.68	30/10/2024	30/10/2029	642.68	19/03/2026	Contribution to Octagon Theatre	-	-
23/00451/REM	Land To The Rear Of 1-2 Penfield Villas, Penfield, Yeovil, Somerset	1,266.73	31/05/2025	31/05/2030	1,266.73	19/03/2026	Contribution to Octagon Theatre	-	-
24/00736/P3MA	89 Sherborne Road, Yeovil, Somerset, BA21 4HE	566.37	31/05/2025	31/05/2030	566.37	19/03/2026	Contribution to Octagon Theatre	-	-
22/03199/FUL	1 Market Street, Yeovil, Somerset, BA20 1HR	100.06	31/05/2025	31/05/2030	100.06	19/03/2026	Contribution to Octagon Theatre	-	-
24/00640/FUL	Torre Lea House , 33 The Avenue, Yeovil, Somerset, BA21 4BN	1,399.26	28/10/2025	28/10/2030	1,399.26	19/03/2026	Contribution to Octagon Theatre	-	-
Totals		5,902.79			5,902.79			-	-

11/415 **HMRC MILEAGE RATE INCREASE**

Report Author: Amanda Card – Chief Executive / Town Clerk

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

Meeting: Executive

Date: 29th September 2026

Executive is **RECOMMENDED:**

- (1) to note the report;
- (2) to note the increase in the HMRC Approved Mileage Allowance Payment rate from 45p per mile to 55p per mile for the first 10,000 business miles per tax year; and
- (3) to approve the adoption of the revised HMRC mileage rate for all authorised business travel claims with effect from 6th April 2026.

Purpose of Report

To advise Council of the increase in the HMRC Approved Mileage Allowance Payment (AMAP) rate and to seek approval to adopt the revised rate for business travel claims.

Background

HM Revenue & Customs has increased the Approved Mileage Allowance Payment (AMAP) rate for cars and vans from 45p per mile to 55p per mile for the first 10,000 business miles in a tax year, with effect from 6th April 2026. The rate for business mileage exceeding 10,000 miles remains at 25p per mile.

The previous rate of 45p per mile was introduced in April 2011 and remained unchanged for 15 years. The increase effective from 6th April 2026 is therefore the first change to the AMAP rate since 2011.

The AMAP rate is the amount that employers may reimburse employees for qualifying business mileage undertaken in their own vehicles without creating a taxable benefit.

Financial Implications

In 2025/26, the Council paid £3,026 in mileage claims based on the previous HMRC rate of 45p per mile.

Assuming that a similar level of business mileage is undertaken during 2026/27, the total cost of mileage claims at the revised rate of 55p per mile would be approximately £3,699.

This represents an estimated increase in expenditure of £673 per annum.

**PWLB BORROWING APPROVAL FOR THE OCTAGON
THEATRE REDEVELOPMENT PROJECT**

Report Author: Amanda Card – Chief Executive / Town Clerk

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

Meeting: Executive

Date: 29th September 2026

The Committee is **RECOMMENDED:**

- (1) to note the report;
- (2) to note that borrowing approval has been granted for a PWLB loan of up to £2.7 million towards the Council's contribution to the Octagon Theatre redevelopment project;
- (3) to note that officers are progressing arrangements for the drawdown of the loan, subject to project cashflow requirements; and
- (4) to note that the final interest rate and annual repayment costs will not be confirmed until the loan is drawn down.

Purpose of Report

To formally report the granting of borrowing approval for a PWLB loan of up to £2.7 million to support Yeovil Town Council's contribution to the redevelopment of the Octagon Theatre and to summarise the process undertaken to obtain that approval. Councillors were advised of the approval by email following receipt of the formal notification.

Background

Yeovil Town Council has committed £3.75 million towards the redevelopment of the Octagon Theatre as part of the wider project being delivered in partnership with Somerset Council.

The approved funding package comprises:

- £2.7 million through PWLB borrowing.
- £1.05 million from Council reserves and one-off capital contributions received from other Somerset town and parish councils.

The proposed borrowing will enable the Council to spread the cost of its investment over the life of the asset while maintaining an appropriate level of reserves.

Borrowing Approval Process

Under the Local Government Act 2003 and parish council borrowing regulations, the Council was required to obtain borrowing approval from the Secretary of State before entering into any loan arrangements.

Following approval by Full Council, officers submitted a borrowing application through the Somerset Association of Local Councils (SALC) in April 2026. The application set out the Council's borrowing resolution, the purpose of the loan, financial forecasts, affordability assessments, reserve levels, repayment strategy, consultation activity, and details of the wider project funding arrangements.

During the assessment process, the Ministry of Housing, Communities and Local Government requested additional information on a number of occasions. Officers provided further evidence relating to project costs, affordability, cashflow assumptions, governance arrangements, consultation activity and the long-term repayment strategy.

The review process was detailed and comprehensive, requiring the Council to demonstrate that the proposed borrowing was prudent, affordable and sustainable.

Approval Granted

The Council has received formal confirmation that, by letter dated 9 July 2026, the Secretary of State approved the Octagon Theatre redevelopment as a purpose for which Yeovil Town Council may borrow up to £2.7 million. The approval permits borrowing over a repayment period of up to 20 years.

The approval is subject to standard conditions, including that borrowing must be undertaken within one year of the approval date and used solely for the approved purpose

Next Steps

Borrowing approval does not itself constitute a loan and no borrowing has yet been undertaken.

Officers are progressing arrangements for the drawdown of the loan, with timing linked to the project's cashflow requirements and funding profile. As PWLB interest rates are fixed on the date of drawdown, the final interest rate and annual repayment costs cannot yet be confirmed. The final borrowing costs will be reported once the loan has been drawn down and the interest rate has been fixed.

When the borrowing application was approved by the Council, annual loan repayments were estimated at approximately £230,000 per annum over a 20-year term. The borrowing approval remains valid until 9th July 2027 and any borrowing must be completed before that date

Conclusion

The granting of borrowing approval is a significant milestone in the Council's commitment to the redevelopment of the Octagon Theatre. Following a detailed assessment by the Ministry of Housing, Communities and Local Government, the Council has successfully demonstrated the affordability, sustainability and governance arrangements supporting its proposed investment.

The approval enables the Council to proceed with securing PWLB funding, providing a key element of the financing package for one of Yeovil's most important cultural and regeneration projects.

11/417 **RECRUITMENT AND SELECTION POLICY**

Report Author: Amanda Card – Chief Executive / Town Clerk

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

Meeting: Executive

Date: 29th September 2026

Executive is **RECOMMENDED:**

- 1) to note the report;
- 2) to note that the draft Recruitment and Selection Policy was considered by the Staffing Committee on 17th July 2026;
- 3) to consider the draft Recruitment and Selection Policy; and
- 4) to approve and the adopt the policy.

Purpose of Report

To present the proposed Recruitment and Selection Policy and seek its approval and adoption as the Council's framework for recruitment and selection activities.

Background

Effective recruitment is essential to ensuring the Council can continue to deliver high-quality services. While recruitment practices are currently supported by Human Resources procedures and guidance, the Council does not have a single policy bringing together recruitment principles, governance arrangements, safeguarding requirements, pre-employment checks, conflict of interest provisions and Armed Forces Covenant commitments.

The proposed policy has been developed to provide a clear, consistent and transparent recruitment framework across the organisation. The draft policy was considered by the Staffing Committee on 17th July 2026, which supported its progression to Executive for consideration and adoption.

Key Features of the Policy

The policy provides a comprehensive framework covering all stages of recruitment, from workforce planning and advertising vacancies through to appointment and pre-employment checks. It establishes clear arrangements for:

- Recruitment based on merit.
- Job descriptions and person specifications.
- Advertising and application processes.
- Shortlisting and selection procedures.

- References and employment checks.
- Safeguarding and safer recruitment.
- Equality, diversity and inclusion.
- Data protection and record keeping.
- Management of conflicts of interest.

The policy also clearly defines the roles and responsibilities of Human Resources, recruiting managers, interview panel members and senior officers, strengthening governance and accountability throughout the recruitment process.

Armed Forces Covenant Commitments

The policy formally incorporates the Council's commitments under the Armed Forces Covenant by:

- Welcoming applications from veterans, Reservists, Cadet Force Adult Volunteers, service spouses and partners.
- Recognising military qualifications and experience.
- Guaranteeing interviews to veterans who meet the essential criteria.
- Ensuring applicants are not disadvantaged because of current or previous military service.

Embedding these commitments within the policy will help ensure they are applied consistently and transparently across all recruitment activities.

Benefits of Adoption

The policy will:

- Establish a clear and consistent recruitment framework.
- Promote fairness, transparency and equality of opportunity.
- Support compliance with employment legislation and best practice.
- Reduce the risk of bias, inconsistency and challenge.
- Strengthen governance through clear responsibilities and conflict of interest provisions.
- Support safeguarding requirements and the Council's Armed Forces Covenant commitments.
- Enhance the Council's reputation as a professional and inclusive employer.

Financial Implications

There are no significant direct financial implications. The policy largely formalises existing recruitment practices and will be delivered using current HR resources and recruitment budgets. Effective recruitment processes may also help reduce costs associated with poor appointments, high staff turnover and repeat recruitment exercises.

Legal Implications

The policy supports compliance with employment, equality, immigration, safeguarding and data protection legislation and promotes fair, objective and transparent recruitment decisions.

Equality and Inclusion Implications

The policy promotes equality of opportunity by ensuring all applicants are assessed objectively against the requirements of the role, supported by reasonable adjustments where required and the use of a standard application process.

Risk Implications

The policy will help reduce risks associated with inconsistent recruitment practices, discrimination claims, conflicts of interest, inadequate safeguarding arrangements and poor record keeping.

Conclusion

The proposed Recruitment and Selection Policy provides a modern and comprehensive framework for recruiting employees fairly, transparently and consistently. It reflects recognised local government good practice, strengthens governance and accountability, supports equality of opportunity and legal compliance, and aligns recruitment procedures with the Council's wider organisational commitments and objectives.



RECRUITMENT AND SELECTION POLICY YEOVIL TOWN COUNCIL



YEOVIL TOWN COUNCIL



RECRUITMENT AND SELECTION POLICY

1. Purpose

- 1.1 Yeovil Town Council is committed to recruiting and retaining employees who have the skills, knowledge, experience and behaviours required to deliver high-quality services to the community.
- 1.2 The purpose of this policy is to:
- Ensure recruitment and selection processes are fair, transparent and consistent;
 - Attract and appoint the best candidate for each role;
 - Promote equality of opportunity;
 - Ensure appointments are made on merit;
 - Comply with employment legislation and best practice; and
 - Support the Council's commitments under the Armed Forces Covenant.

2. Scope

- 2.1 This policy applies to:
- Permanent appointments;
 - Casual appointments where a recruitment process is required;
 - Temporary and fixed-term appointments;
 - Internal recruitment exercises;
 - External recruitment exercises; and
 - Promotion opportunities.
- 2.2 The policy applies to all employees, Councillors and anyone involved in recruitment and selection on behalf of the Council.

3. Recruitment Principles

- 3.1 Yeovil Town Council is committed to recruiting the best person for each role through fair, transparent and objective recruitment processes.
- 3.2 The Council will:
- Recruit on merit;

- Promote equality of opportunity;
- Ensure all applicants are treated fairly and consistently;
- Provide reasonable adjustments where required;
- Comply with employment, equality and data protection legislation;
- Support its commitments under the Armed Forces Covenant; and
- Ensure recruitment decisions are based solely on an individual's ability to perform the role.

3.3 No applicant will receive less favourable treatment on the grounds of any protected characteristic under the Equality Act 2010.

4. Workforce Planning

4.1 Before commencing recruitment, managers must consider:

- Whether the vacancy remains necessary;
- Opportunities for restructuring or redesigning the role;
- Budget availability;
- Alternative methods of meeting service needs; and
- Succession planning considerations.

4.2 Consideration should also be given to any employees who may be eligible for redeployment in accordance with the Council's employment policies before external recruitment is undertaken.

4.3 Approval must be obtained in accordance with the Council's Scheme of Delegation before recruitment commences.

5. Job Descriptions and Person Specifications

5.1 All vacancies must have:

- An up-to-date job description.
- A person specification clearly identifying:
 - Essential requirements;
 - Desirable requirements;
 - Qualifications;
 - Skills;
 - Knowledge;
 - Experience; and
 - Behaviours and competencies.

5.2 Selection criteria must relate directly to the requirements of the role.

6. Advertising Vacancies

- 6.1 Vacancies will normally be advertised both internally and externally unless there are exceptional circumstances.
- 6.2 Where appropriate, vacancies may be advertised internally before being advertised externally. Decisions regarding internal-only recruitment will be made by Human Resources in consultation with the recruiting manager.
- 6.3 Advertisements will:
- Clearly describe the role;
 - Include salary information;
 - Specify how to apply;
 - State the closing date; and
 - Reflect the Council's commitment to equality, diversity and inclusion.
- 6.4 Advertisements will be placed using recruitment channels appropriate to the role.

7. Armed Forces Covenant Commitments

- 7.1 In accordance with the Council's Armed Forces Covenant commitments, Yeovil Town Council:
- Welcomes applications from veterans, Reservists, Cadet Force Adult Volunteers, service spouses and partners;
 - Recognises military skills, qualifications and experience within recruitment and selection processes;
 - Guarantees an interview to veterans who meet all essential criteria contained within the person specification; and
 - Will not disadvantage applicants because of current or previous military service.

8. Applications

- 8.1 All applicants must complete and submit the Council's official application form.
- 8.2 The Council does not accept curriculum vitae (CVs) as a substitute for a completed application form. CVs submitted without a completed application form will not normally be considered.
- 8.3 The use of a standard application form helps to:
- Ensure all applicants provide the same information;
 - Promote fairness and consistency during shortlisting;

- Enable candidates to demonstrate how they meet the requirements of the person specification; and
- Support equality of opportunity throughout the recruitment process.

8.4 Applications will be assessed against the person specification only.

8.5 Information that is not relevant to the requirements of the role will not form part of the selection decision.

8.6 Late applications will not normally be accepted unless exceptional circumstances exist.

9. Shortlisting

9.1 Shortlisting will normally be undertaken by at least two people.

9.2 Applicants will be assessed objectively against the published selection criteria.

9.3 A written record of the shortlisting process should be retained in accordance with the Council's records retention arrangements.

10. Selection Methods

10.1 Selection methods will be appropriate to the nature and seniority of the post and may include:

- Interviews;
- Presentations;
- Practical assessments;
- Skills tests; and
- Other assessment methods relevant to the role.

10.2 Reasonable adjustments will be made where required.

10.3 Interview Panels

10.3.1 Interview panels should normally consist of at least two individuals and, wherever practicable, include the recruiting manager and a representative from Human Resources.

10.3.2 Panel members must:

- Apply selection criteria consistently;
- Treat candidates fairly and respectfully;
- Maintain confidentiality; and
- Declare any conflicts of interest.

11. Employment Checks

11.1 Any offer of employment will normally be conditional upon satisfactory completion of relevant checks, which may include:

- Identity verification;
- Right to work checks;
- References;
- Qualification verification; and
- Employment history checks.

11.2 Disclosure and Barring Service (DBS) checks where required.

11.3 The Council reserves the right to withdraw an offer of employment where satisfactory checks are not obtained.

12. References

12.1 Appointments will normally be subject to the receipt of two satisfactory references.

12.2 One reference should normally be obtained from the applicant's current or most recent employer.

12.3 References will normally be sought following interview and before a formal offer of employment is confirmed.

12.4 The Council reserves the right to withdraw an offer of employment where satisfactory references are not obtained.

13. Safer Recruitment and Safeguarding

13.1 Yeovil Town Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

13.2 Where a role involves regulated activity or other activities requiring safeguarding checks, the recruitment process will comply with safeguarding legislation and best practice.

13.3 Appropriate Disclosure and Barring Service (DBS) checks will be undertaken where required for the role.

13.4 The level of DBS check required will be determined by the duties and responsibilities of the post.

13.5 Applicants will be informed where safeguarding checks form part of the recruitment process.

14. Conflict of Interest

14.1 The Council is committed to ensuring that recruitment decisions are fair, transparent and based solely on merit.

14.2 Any employee, Councillor or panel member involved in recruitment must declare any actual, potential or perceived conflict of interest as soon as it becomes apparent.

14.3 Conflict Examples

14.3.1 A conflict of interest may arise where a panel member:

- Is related to an applicant;
- Has a close personal relationship with an applicant;
- Is a friend of an applicant;
- Has had a previous personal dispute, grievance or disciplinary matter involving an applicant;
- Has a financial, business or other interest that could influence, or be perceived to influence, the recruitment process;
- Is currently managed by, or has recently managed, an applicant; and
- Has previously been involved in a recruitment process concerning the applicant which may compromise impartiality.

14.4 Declaration

14.4.1 Any individual involved in the recruitment process who identifies a conflict of interest must immediately notify Human Resources and the recruiting manager.

14.4.2 The declaration and any action taken must be recorded and retained with the recruitment documentation.

14.5 Managing Conflicts

14.5.1 Following disclosure, Human Resources will determine the most appropriate course of action. This may include:

- Continuing involvement where the conflict is considered minor and unlikely to affect impartiality;
- Restricting involvement to certain stages of the recruitment process;
- Replacing the individual on the interview panel; and
- Excluding the individual from all recruitment decisions relating to that vacancy.

14.5.2 Where a close personal relationship exists between a panel member and an applicant, the panel member will normally withdraw from the recruitment process.

14.6 Failure to Declare

14.6.1 Failure to disclose a conflict of interest may result in the recruitment process being reviewed and could lead to disciplinary action under the Council's Disciplinary Policy.

14.7 Councillors

14.7.1 Councillors will only be involved in the recruitment and selection of the Chief Executive/Town Clerk, in accordance with the Council's Standing Orders and Scheme of Delegation.

14.7.2 Where Councillors are involved in such appointments, they must:

- Act fairly, objectively and in accordance with this policy;
- Comply with the Members' Code of Conduct;
- Declare any actual, potential or perceived conflict of interest;
- Withdraw where a conflict exists; and
- Maintain confidentiality.

14.7.3 Councillors will not ordinarily participate in the recruitment or selection of any other Council employees.

15. Appointment

15.1 The successful candidate will normally receive:

- A written offer of employment;
- A statement of terms and conditions; and
- Details of induction arrangements.

15.2 Unsuccessful candidates may request feedback.

16. Reasonable Adjustments

16.1 Applicants who require reasonable adjustments at any stage of the recruitment process are encouraged to notify the Council.

16.2 The Council will make reasonable adjustments where appropriate to ensure equal access to employment opportunities.

17. Recruitment of Former Employees

17.1 Applications from former employees will be considered on merit.

17.2 The Council reserves the right to consider previous employment history when assessing suitability for appointment.

18. Temporary and Agency Appointments

- 18.1 Where operational requirements justify temporary staffing arrangements, the Council may appoint temporary employees or engage agency workers in accordance with approved procurement and employment procedures.

19. Data Protection

- 19.1 Recruitment information will be processed in accordance with applicable data protection legislation.
- 19.2 Candidate information will be retained only for as long as necessary and in accordance with the Council's records retention schedule.

20. Responsibilities

20.1 Human Resources

20.1.1 Human Resources is responsible for:

- Ensuring compliance with this policy;
- Providing recruitment and selection advice and guidance;
- Supporting managers throughout the recruitment process;
- Preparing and issuing recruitment documentation;
- Monitoring recruitment activity and promoting good practice;
- Ensuring appropriate pre-employment checks are completed;
- Maintaining recruitment records in accordance with legal and data protection requirements;
- Monitoring implementation of the Council's Armed Forces Covenant recruitment commitments; and
- Advising on equality, diversity and inclusion matters relating to recruitment.

20.2 Recruiting Managers

20.2.1 Recruiting Managers are responsible for:

- Identifying staffing requirements;
- Preparing or reviewing job descriptions and person specifications;
- Obtaining the necessary approval to recruit;
- Participating in fair and objective shortlisting and selection processes;
- Making recruitment decisions based on merit and suitability for the role; and
- Working with Human Resources throughout the recruitment process.

20.3 Interview Panel Members

20.3.1 Interview Panel members are responsible for:

- Conducting recruitment fairly, objectively and consistently;
- Applying selection criteria appropriately;
- Avoiding discrimination and bias;
- Maintaining confidentiality;
- Recording recruitment decisions appropriately; and
- Declaring any actual, potential or perceived conflicts of interest.

20.4 Chief Executive / Town Clerk

20.4.1 The Chief Executive / Town Clerk is responsible for:

- Ensuring adequate resources are available to support recruitment activity;
- Approving appointments in accordance with the Scheme of Delegation; and
- Supporting the consistent application of recruitment and selection procedures across the organisation.

21. Monitoring and Review

21.1 The Council will monitor recruitment activity to ensure compliance with this policy and identify opportunities for continuous improvement.

21.2 This policy will be reviewed every five years or sooner where legislative, organisational or operational changes require amendment.

Yeovil Town Council
September 2026
To be reviewed: September 2031

11/418 **RESERVE FORCES AND CADET FORCE ADULT VOLUNTEER POLICY**

Report Author: Amanda Card – Chief Executive / Town Clerk

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

Meeting: Executive

Date: 29th September 2026

Executive is **RECOMMENDED:**

- 1) To note the report;
- 2) To note that the draft Reserve Forces and Cadet Force Adult Volunteer Policy was considered by the Staffing Committee on 17th July 2026;
- 3) to consider the draft Reserve Forces and Cadet Force Adult Volunteer Policy; and
- 4) to approve and the adopt the policy.

Purpose of Report

To present the proposed Reserve Forces and Cadet Force Adult Volunteer Policy and seek its adoption as the Council's framework for supporting employees who are Reservists or Cadet Force Adult Volunteers (CFAVs).

Background

On 4th July 2026, Yeovil Town Council signed the Armed Forces Covenant, committing to support serving personnel, Reservists, veterans, military families and Cadet Force Adult Volunteers. As part of that commitment, the Council pledged to provide paid special leave, support employees during mobilisation, accommodate cadet commitments and promote opportunities for veterans.

The proposed policy has been developed to provide a clear and consistent framework for delivering those commitments and supporting employees who undertake Reserve Forces service or volunteer with recognised cadet organisations. The draft policy was considered by the Staffing Committee on 17th July 2026, which supported its progression to Executive for consideration and adoption.

Policy Overview

The policy applies to employees who are members of the UK Reserve Forces and those serving as Cadet Force Adult Volunteers.

Key provisions include:

- Recognition of the contribution made by Reservists, CFAVs, veterans and military families.
- Up to 10 working days' paid special leave each year for Reservist annual training.

- Up to 10 working days' paid special leave each year for approved cadet training camps, courses and activities.
- Clear arrangements for requesting and approving leave.
- Support during mobilisation and deployment.
- Guidance on pay, pensions and Reservist Awards.
- Protection from disadvantage in recruitment, promotion, training and career development.
- Return-to-work arrangements following mobilisation.
- Wellbeing and mental health support before, during and after service-related absence.

The policy also sets out the responsibilities of employees, Human Resources and the Chief Executive/Town Clerk to ensure consistent application and effective governance.

Armed Forces Covenant Commitments

The policy directly supports delivery of the Council's Armed Forces Covenant commitments by:

- Providing up to two weeks' paid special leave for Reservist training camps;
- Providing up to two weeks' paid special leave for approved cadet training camps and courses;
- Supporting mobilisation and deployment of Reservist employees;
- Preventing disadvantage arising from Reservist or cadet volunteer service;
- Recognising the skills, experience and leadership qualities developed through military and cadet service; and
- Supporting the Council's commitment to guarantee interviews for veterans who meet the essential criteria for advertised posts.

Embedding these commitments within a formal policy helps ensure consistent application across the organisation.

Benefits of Adoption

The policy will:

- Ensure Reservists and CFAVs are supported fairly and consistently.
- Demonstrate delivery of the Council's Armed Forces Covenant commitments.
- Promote equality of opportunity.
- Support employee wellbeing and successful reintegration following mobilisation.
- Recognise the valuable skills developed through military and cadet service, including leadership, teamwork, resilience and problem-solving.
- Strengthen the Council's reputation as a supportive and inclusive employer.

Community Impact

The policy demonstrates the Council's support for the Armed Forces community and ensures Covenant commitments are reflected in its employment practices.

By supporting Cadet Force Adult Volunteers, the Council helps sustain opportunities for local young people to develop leadership, citizenship, confidence and teamwork skills. The policy also recognises the important contribution made by Reservists to national resilience, defence and emergency response and the benefits their skills bring to the workplace and wider community.

Financial Implications

The policy provides up to 10 working days' paid special leave annually for eligible employees. While this represents a financial commitment, take-up is expected to be limited and costs will be managed within existing staffing budgets.

Where an employee is mobilised, salary responsibility transfers to the Ministry of Defence. Mobilised employees may also be eligible for a Reservist Award where military earnings are lower than their normal salary, subject to eligibility criteria.

Legal Implications

The policy reflects good employment practice and supports compliance with Reservist legislation, employment law and Local Government Pension Scheme requirements. It establishes clear arrangements for notification, leave, mobilisation, return to work and protection from disadvantage.

Equality and Inclusion Implications

The policy promotes equality of opportunity and seeks to ensure that employees are not disadvantaged because of:

- Membership of the Reserve Forces;
- Participation as a Cadet Force Adult Volunteer; and
- Liability for mobilisation.
- Attendance at approved military or cadet training.

Risk Implications

The policy will reduce risks associated with:

- Inconsistent treatment of Reservists and CFAVs.
- Failure to meet Armed Forces Covenant commitments.
- Employment disputes linked to mobilisation or service-related absence.
- Unclear leave arrangements.
- Inadequate support for employees returning from mobilisation.

Conclusion

The proposed Reserve Forces and Cadet Force Adult Volunteer Policy provides a clear, proportionate and practical framework for supporting employees who undertake Reserve Forces service or volunteer with cadet organisations. It delivers the Council's Armed Forces Covenant commitments, promotes good employment practice, supports employee wellbeing and demonstrates the Council's commitment to those who contribute to both public service and community life.



RESERVE FORCES AND CADET FORCE ADULT VOLUNTEER POLICY YEOVIL TOWN COUNCIL



YEOVIL TOWN COUNCIL



RESERVE FORCES AND CADET FORCE ADULT VOLUNTEER POLICY

1. Purpose

- 1.1 Yeovil Town Council recognises the valuable contribution made by members of the Reserve Forces and Cadet Force Adult Volunteers (CFAVs) and is committed to supporting employees who undertake these roles.
- 1.2 This policy demonstrates the Council's commitment under the Armed Forces Covenant and ensures that Reservists and Cadet Force Adult Volunteers are not disadvantaged as a result of their service. The Council recognises the value that serving personnel, Reservists, veterans, military families and cadet volunteers bring to both the workplace and the wider community.

2. Scope

- 2.1 This policy applies to all employees of Yeovil Town Council who are:
 - Members of the Royal Naval Reserve.
 - Royal Marines Reserve.
 - Army Reserve.
 - Royal Auxiliary Air Force.
 - Any other UK Reserve Force recognised by the Ministry of Defence.
- 2.2 This policy also applies to employees who serve as Cadet Force Adult Volunteers (CFAVs) with recognised cadet organisations.

3. Policy Statement

- 3.1 In accordance with the Armed Forces Covenant, Yeovil Town Council will:
 - Support employees who undertake Reserve service;
 - Ensure Reservists and Cadet Force Adult Volunteers suffer no disadvantage in employment because of their service commitments;
 - Support mobilisation arrangements when Reservists are called into military service;

- Promote understanding of Reservist and CFAV commitments amongst managers and councillors; and
- Recognise the skills, experience and leadership qualities developed through Reserve service and cadet volunteering.

4. Reservist and CFAV Notification

- 4.1 Employees who are members of the Reserve Forces or who act as Cadet Force Adult Volunteers should notify Human Resources (HR) as soon as reasonably practicable.
- 4.2 The Council will maintain confidential records to assist workforce planning and ensure appropriate support arrangements are in place.
- 4.3 Reservists are encouraged to permit the Ministry of Defence to provide Employer Notification confirming their Reservist status and outlining relevant rights and responsibilities.

5. Training Commitments

- 5.1 Reservists may be required to undertake regular military training throughout the year and attend an annual training camp. Training may include weekly training, weekend exercises and annual camps.
- 5.2 To support these commitments, Yeovil Town Council will:
 - Provide up to two weeks (10 working days) paid special leave per leave year for attendance at annual training camps;
 - Consider additional leave requirements using annual leave, flexitime, time off in lieu or unpaid leave where appropriate (subject to operational requirements and approval); and
 - Expect employees to provide as much notice as possible of training commitments.

6. Cadet Force Adult Volunteers (CFAVs)

- 6.1 Yeovil Town Council recognises the valuable contribution made by employees who volunteer with cadet organisations and supports those who help develop young people through cadet activities and training.
- 6.2 Cadet Force Adult Volunteers may serve with organisations including:
 - Army Cadet Force (ACF);
 - RAF Air Cadets;
 - Sea Cadets;
 - Combined Cadet Force (CCF);

- Volunteer Cadet Corps; and
- Other recognised Ministry of Defence-sponsored cadet organisations.

6.3 Volunteer roles may include:

- Cadet Instructor;
- Detachment Commander;
- Unit Commander;
- Training Officer;
- Duke of Edinburgh Award Leader;
- Welfare Officer;
- Adventure Training Instructor;
- Shooting Instructor;
- Civilian Assistant; and
- Administrative and Support Volunteers

6.4 The Council recognises that cadet volunteering develops valuable transferable skills including:

- Leadership and management;
- Coaching and mentoring;
- Teamwork and communication;
- Safeguarding awareness;
- Planning and organisation;
- Risk management;
- Problem-solving and decision-making; and
- Community engagement and civic leadership.

7. Leave for Cadet Duties

- 7.1 In support of the Council's Armed Forces Covenant commitments, employees who serve as Cadet Force Adult Volunteers may apply for up to 10 working days (two weeks) paid special leave per leave year to attend authorised cadet training camps, annual camps, instructor courses or other approved cadet activities.

8. Applying for Special Leave

- 8.1 Employees wishing to take paid special leave under this policy must submit a request to the Chief Executive/Town Clerk as soon as reasonably practicable and, wherever possible, at least four weeks before the start of the training activity, camp, course or event.

8.2 Applications should include:

- Dates of absence requested;
- Details of the training, camp, course or activity;

- Confirmation from the relevant Reserve Force unit or cadet organisation where available; and
- Details of any operational impact that may need to be considered.

8.3 The Chief Executive/Town Clerk will consider requests taking into account:

- The purpose of the activity;
- The Council's commitments under the Armed Forces Covenant;
- Service delivery requirements;
- Operational needs; and
- Any previous special leave taken during the leave year.

8.4 Employees will be notified of the outcome as soon as reasonably practicable.

8.5 Where a request cannot be fully accommodated through paid special leave, alternative arrangements may be considered including:

- Annual leave;
- Flexitime;
- Time off in lieu; and
- Unpaid leave.

8.6 Paid special leave entitlement under this policy is separate from an employee's annual leave entitlement and may only be used for approved Reservist or Cadet Force Adult Volunteer duties.

8.7 Unused special leave:

- Cannot be carried forward to a subsequent leave year;
- Has no cash value; and
- Cannot be exchanged for additional annual leave.

8.8 Special Leave Entitlement Summary

Activity	Paid Special Leave Entitlement
Reservist Annual Camp	Up to 10 working days per leave year
CFAV Annual Camp, Training Camp or Approved Course	Up to 10 working days per leave year
Mobilisation	Unpaid leave for duration of mobilisation (salary paid by the MoD)

9. Mobilisation

9.1 Where an employee receives notice of mobilisation they must inform HR immediately.

9.2 The Council will:

- Work positively with the employee and the Ministry of Defence to facilitate mobilisation;
- Fully support and accommodate mobilised deployment where required;
- Plan service delivery arrangements to minimise operational disruption;
- Maintain reasonable contact with the employee during mobilisation where appropriate; and
- Support the employee's successful return to work following demobilisation.

10. Employment During Mobilisation

10.1 During mobilisation:

- The Ministry of Defence becomes responsible for paying the Reservist's military salary;
- Yeovil Town Council will normally place the employee on unpaid leave for the duration of mobilisation;
- Continuous service will be preserved in accordance with applicable legislation; and
- Pension arrangements will be managed in accordance with Local Government Pension Scheme and Ministry of Defence requirements.

10.2 Where a Reservist's military pay and allowances are lower than their normal Council earnings during mobilisation, the employee may be eligible to apply to the Ministry of Defence for financial assistance known as a Reservist Award. The purpose of the award is to help ensure that eligible Reservists do not suffer a significant reduction in earnings as a result of mobilisation. Eligibility, entitlement and award levels are determined solely by the Ministry of Defence and may vary according to individual circumstances.

10.3 The Council will provide reasonable assistance in directing employees to relevant Ministry of Defence guidance and application processes but has no role in determining eligibility for, or payment of, a Reservist Award.

10.4 Prior to mobilisation, HR will meet with the employee to discuss:

- Pay arrangements;
- Pension arrangements;
- Annual leave implications;
- Any continuing benefits;
- Contact arrangements during mobilisation; and
- Return-to-work planning.

11. Protection of Employment

11.1 The Council recognises the statutory employment protections afforded to Reservists and will comply with its legal obligations regarding mobilisation and reinstatement.

11.2 The Council will not disadvantage any employee because of:

- Membership of the Reserve Forces;
- Participation as a Cadet Force Adult Volunteer;
- Liability for mobilisation; and
- Attendance at approved military or cadet training.

11.3 No employee will be disadvantaged in:

- Recruitment;
- Promotion;
- Training;
- Career development;
- Performance management; and
- Access to opportunities within the Council.

11.4 No employee will be dismissed solely because of their Reservist status or liability for mobilisation.

12. Return to Work

12.1 Following demobilisation, the Council will:

- Support employees returning to work;
- Arrange a return-to-work meeting with HR;
- Identify any training or professional development needs following absence;
- Recognise the skills and experience gained through military service;
- Provide appropriate workplace support during the transition back to civilian employment; and
- Comply with all legal obligations regarding reinstatement.

13. Where practicable, returning Reservists will be reinstated to their original post. Where this is not possible, the Council will seek to provide a suitable alternative post in accordance with its statutory obligations.

14. Wellbeing and Mental Health Support

14.1 Yeovil Town Council recognises that military training, mobilisation, deployment and cadet volunteering can place additional demands on employees and their families.

14.2 The Council is committed to supporting the wellbeing of Reservists and Cadet Force Adult Volunteers before, during and after periods of service-related absence.

14.3 Support may include:

- Welfare contact during periods of mobilisation where appropriate;
- Return-to-work wellbeing discussions;
- Access to the Council's wellbeing support arrangements;
- Occupational Health referral where appropriate;
- Reasonable workplace adjustments where supported by medical or occupational health advice; and
- Signposting to support available through the NHS, Armed Forces charities and veterans' organisations.

14.4 Managers should recognise that some employees returning from mobilisation may require a period of adjustment as they transition back to civilian employment. The Council will seek to provide a supportive environment where well-being concerns can be raised openly and appropriate support accessed at an early stage.

14.5 No employee will be disadvantaged for seeking support for physical or mental wellbeing issues associated with Reserve Forces service or cadet volunteering activities.

15. Related Employment Commitments

15.1 In accordance with the Council's Armed Forces Covenant commitments, Yeovil Town Council welcomes applications from veterans and guarantees an interview to veterans who meet the essential criteria contained within the person specification for an advertised post. Further details are contained within the Council's Recruitment and Selection Policy.

16. Responsibilities

16.1 Reservist and CFAV Employees

16.1.1 Employees are responsible for:

- Informing the Council of their Reservist or CFAV status;
- Providing notice of training, cadet activities and mobilisation commitments;
- Maintaining communication with the Council where reasonably practicable; and
- Complying with the special leave application process.

16.2 HR

16.2.1 HR is responsible for:

- Supporting Reservist and CFAV employees;
- Managing mobilisation and return-to-work arrangements;

- Providing advice on employment legislation and HR best practice relating to Reservists and Cadet Force Adult Volunteers; and
- Monitoring legislative changes affecting this policy.

16.3 Chief Executive / Town Clerk

16.3.1 The Chief Executive/Town Clerk is responsible for:

- Ensuring consistent application of this policy;
- Considering applications for special leave; and
- Ensuring the Council fulfils its commitments under the Armed Forces Covenant.

17. Monitoring and Review

17.1 This policy will be reviewed every five years, or sooner where changes to legislation, Ministry of Defence guidance, organisational requirements or the Council's Armed Forces Covenant commitments require amendment.

Yeovil Town Council
September 2026
To be reviewed: September 2031

11/419 **SOCIAL MEDIA POLICY**

Report Author: Amanda Card – Chief Executive / Town Clerk

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

Meeting: Executive

Date: 29th September 2026

Executive is **RECOMMENDED:**

- 1) to consider the draft Social Media Policy; and
- 2) to approve and the adopt the policy.

Purpose of Report

To present the proposed Social Media Policy and seek approval for its adoption as a corporate policy of the Council.

Background

Social media is an important way for the Council to communicate with residents, promote services and events, support community engagement and provide transparent information.

Although existing policies support standards of conduct, the Council does not currently have a single Social Media Policy setting out expectations for Councillors, employees, volunteers and authorised users.

Proposal

The proposed policy provides a framework for responsible social media use by Councillors, employees, volunteers, contractors and anyone authorised to manage Council accounts.

It requires social media activity to be lawful, professional, accurate, respectful, politically neutral and consistent with the Council's objectives, with clear arrangements for account authorisation, content publication and election-period restrictions.

The policy also covers personal use where Council matters may arise, distinguishing personal opinions from official Council positions and requiring concerns about staff, Council business or governance to be raised through established procedures.

It includes provisions on conduct, confidentiality, data protection, copyright, photography and imagery, artificial intelligence, moderation and account security.

Benefits of Adoption

Adoption will provide a clear and consistent framework for Council social media activity, supporting positive engagement while ensuring users understand their responsibilities online.

It will strengthen governance, protect confidential information, support data protection compliance and reduce the risk of inappropriate, misleading or defamatory communications.

Financial Implications

There are no significant direct financial implications. The policy formalises expectations for existing activity and may help reduce costs associated with reputational damage, complaints, legal disputes or regulatory breaches.

Legal Implications

The policy supports compliance with UK GDPR, the Data Protection Act 2018, copyright requirements, the Members' Code of Conduct, employment policies and local authority publicity and political neutrality guidance.

Risk Implications

The policy will reduce risks relating to reputational damage, data breaches, misuse of accounts, unlawful publication, security incidents and inappropriate online conduct.

It also strengthens governance by clarifying responsibilities, setting moderation arrangements and establishing procedures for managing potential breaches.

Conclusion

The proposed Social Media Policy provides a proportionate framework for responsible and effective use of social media by Yeovil Town Council.

It supports community engagement, transparency, professionalism, accountability, data protection compliance and protection of the Council's reputation.



SOCIAL MEDIA POLICY

YEOVIL TOWN COUNCIL



YEOVIL TOWN COUNCIL



SOCIAL MEDIA POLICY

1. Purpose

- 1.1. Yeovil Town Council recognises the importance of social media as a tool for communication, engagement, transparency and the promotion of Council services and activities.
- 1.2. The purpose of this Policy is to:
 - Promote responsible and effective use of social media;
 - Protect the reputation of the Council;
 - Support community engagement and local democracy;
 - Ensure compliance with legal and regulatory requirements;
 - Safeguard confidential, personal and sensitive information;
 - Maintain professional standards of conduct; and
 - Provide clear guidance on the use and management of social media accounts.

2. Scope of Policy

- 2.1. This Policy applies to:
 - All Yeovil Town Councillors;
 - The Chief Executive/Town Clerk and all Council employees;
 - Volunteers and contractors acting on behalf of the Council; and
 - Any person authorised to manage or contribute to Council social media platforms.
- 2.2. This Policy should be read alongside:
 - The Members' Code of Conduct;
 - Councillor–Officer Relations Protocol;
 - Data Protection Policy;
 - Information Security Policies;
 - Employee Code of Conduct;
 - Disciplinary Procedures;
 - Whistleblowing Policy; and
 - Relevant legislation and statutory guidance.
- 2.3. For the purposes of this Policy, social media includes, but is not limited to:
 - Facebook;
 - Instagram;

- X (formerly Twitter);
 - LinkedIn;
 - YouTube;
 - Threads;
 - WhatsApp Channels;
 - Blogs and forums;
 - Community discussion platforms; and
 - Any future social media platform adopted by the Council.
- 2.4. The principles of this Policy apply equally to messaging and collaboration platforms, including WhatsApp, Signal, Messenger, Teams and similar applications, where Council business is discussed or communicated.

3. Principles

- 3.1. The Council supports the appropriate use of social media to:
- Share information about Council services;
 - Promote Council events and activities;
 - Engage with residents, businesses and community organisations;
 - Encourage public participation; and
 - Enhance openness and transparency.
- 3.2. All use of social media on behalf of the Council must be:
- Lawful;
 - Professional;
 - Accurate;
 - Respectful;
 - Non-political;
 - Accessible; and
 - Consistent with Council policies and objectives.

4. Corporate Social Media Accounts

- 4.1. The Council may maintain official social media accounts to communicate with residents and stakeholders.
- 4.2. Official Council accounts may be used to:
- Publish Council news and announcements;
 - Promote Council services and facilities;
 - Share information relating to Council decisions;
 - Advertise events and activities;
 - Communicate emergency information;
 - Support community initiatives; and
 - Share relevant information from trusted partner organisations.

- 4.3. Access to official Council social media accounts must be authorised by the Chief Executive/Town Clerk.
- 4.4. The Chief Executive/Town Clerk shall determine who may publish content on behalf of the Council.
- 4.5. Council social media accounts must not be used to promote or oppose any political party, political campaign or candidate for election.
- 4.6. During periods of heightened sensitivity, including local, regional and national elections and referendums, all Council social media activity must remain politically neutral, factual and balanced. Council platforms must not be used in any way that could reasonably be perceived as seeking to influence public support for a political party, candidate or campaign, and all publicity must comply with the Code of Recommended Practice on Local Authority Publicity, election-period restrictions, and any guidance issued by the Returning Officer or Monitoring Officer. The factual reporting of Council decisions, services, meetings, events and statutory functions shall not be regarded as political publicity, provided such communications are accurate, balanced and consistent with legal requirements.
- 4.7. Each official Council social media account must have clear ownership, named authorised administrators and appropriate business continuity arrangements. Administrator access must be reviewed periodically and promptly updated when roles change or access is no longer required.

5. Personal Use of Social Media

- 5.1. The Council recognises that Councillors and employees may use social media in a personal capacity.
- 5.2. When using social media in a personal capacity, individuals must not:
 - Claim or imply they are speaking on behalf of the Council unless authorised to do so;
 - Bring the Council into disrepute;
 - Disclose confidential information;
 - Publish inaccurate or misleading information about the Council;
 - Engage in harassment, bullying or discriminatory behaviour; or
 - Use Council equipment or resources for inappropriate personal purposes.
- 5.3. Personal opinions must not be presented as official Council views.
- 5.4. Complaints, concerns or criticisms regarding Council services, decisions, Councillors or employees should ordinarily be raised through the Council's established complaints procedures, governance arrangements or other appropriate channels rather than through social media.

6. Councillor Responsibilities

- 6.1. Councillors must ensure that their use of social media complies with the Members' Code of Conduct.
- 6.2. When discussing Council business online, Councillors should:
- Act respectfully and professionally;
 - Consider whether they may be perceived as acting in their official capacity;
 - Distinguish clearly between personal and Council views;
 - Respect confidential information;
 - Correct inaccurate information where appropriate; and
 - Encourage constructive public debate.
- 6.3. Councillors must not:
- Use social media to bully, harass, intimidate or discriminate against others;
 - Publish confidential or exempt information;
 - Make defamatory comments;
 - Publicly criticise, undermine or make allegations regarding the conduct, capability or performance of Council employees through social media or other online platforms;
 - Seek to influence employee management matters through social media; or
 - Use Council platforms to promote political parties, candidates or political campaigns.
- 6.4. Concerns regarding employees must be raised through the Council's appropriate management, governance or complaints procedures and not through social media channels.

6.5. Council Business and Decision-Making

- 6.5.1. Councillors should not use social media, messaging applications or other online platforms to conduct Council business, make Council decisions or seek to reach collective decisions outside properly convened meetings.
- 6.5.2. Social media must not be used as a substitute for the Council's formal decision-making processes.

7. Officer Responsibilities

- 7.1. Officers must maintain professional standards when using social media.
- 7.2. Officers must not:
- Engage in online conduct that could compromise their professional impartiality;

- Disclose confidential information;
 - Misrepresent Council policy or decisions;
 - Criticise Councillors, colleagues or members of the public; or
 - Use social media in a manner that could damage working relationships or public confidence in the Council.
- 7.3. Officers managing Council social media accounts must act impartially and professionally at all times.

8. Standards of Conduct

- 8.1. When participating in social media activity, users must:

- Be respectful and courteous;
- Act honestly and transparently;
- Ensure information is accurate;
- Use appropriate language;
- Consider the potential impact of published content;
- Respect the privacy of others; and
- Comply with all relevant laws and Council policies.

- 8.2. Content must not:

- Be abusive, threatening or offensive;
- Contain discriminatory or hateful language;
- Include defamatory statements;
- Encourage unlawful activity;
- Breach copyright;
- Contain false or misleading information; or
- Infringe the rights of others.

9. Confidentiality and Data Protection

- 9.1. Users must not publish:

- Confidential Council information;
- Personal data without lawful authority;
- Commercially sensitive information;
- Legally privileged information; or
- Information designated as exempt under legislation.

- 9.2. All processing and sharing of personal information must comply with:

- UK General Data Protection Regulation (UK GDPR);
- Data Protection Act 2018; and
- The Council's Data Protection Policy.

- 9.3. Social media posts, direct messages, comments, moderation decisions, account access records and related communications concerning Council

business must be retained in accordance with the Council's records management arrangements, retention schedule and legal obligations.

- 9.4. Content and communications on social media or messaging platforms relating to Council business may be disclosable under the Freedom of Information Act 2000, the Environmental Information Regulations 2004, the UK GDPR and the Data Protection Act 2018, including in response to Freedom of Information requests, Environmental Information requests and Subject Access Requests.

10. Photography and Images

- 10.1. Photographs and video recordings must be used responsibly and in accordance with data protection requirements.
- 10.2. Photographs or videos of children and young people will only be published where appropriate consent has been obtained.
- 10.3. Users must respect the privacy of individuals when publishing photographs, videos or other visual content.
- 10.4. Where images or videos include children, young people or vulnerable adults, safeguarding considerations must be assessed before publication. The Council must avoid publishing personal details, locations or contextual information that could create safeguarding risks, and must remove or withhold content where a safeguarding concern is identified.

11. Copyright

- 11.1. Users must not publish, reproduce or distribute material owned by third parties without permission, licence or other lawful authority.
- 11.2. Copyright, intellectual property and licensing requirements must be respected at all times.

12. Accessibility

- 12.1. Council social media content should be accessible to as many people as reasonably possible. Posts should use clear and plain English, avoid unnecessary jargon, and provide key information in accessible formats where appropriate.
- 12.2. Images should include meaningful alternative text where the platform allows. Videos should include captions, subtitles or transcripts where practicable, and important information should not be conveyed by images, colour or audio alone.

13. Artificial Intelligence (AI)

- 13.1. Artificial intelligence tools may be used to assist in producing social media content.

13.2. Where AI-generated content is used:

- Content must be reviewed by an authorised officer before publication;
- Information must be checked for accuracy;
- Content must comply with Council policies and legal requirements;
- Personal data must not be entered into public AI systems without appropriate safeguards; and
- Responsibility for published content remains with the person authorising publication.

14. Social Media Moderation

14.1. The Council reserves the right to monitor and moderate content published on its social media platforms.

14.2. The Council may remove content that:

- Is defamatory;
- Is discriminatory or hateful;
- Contains personal information;
- Is offensive or abusive;
- Promotes unlawful activity;
- Constitutes spam or commercial advertising;
- Is deliberately misleading; or
- Otherwise breaches this Policy.

14.3. The Council may restrict access to its social media channels where behaviour is abusive, unlawful, discriminatory, threatening, defamatory or repeatedly breaches this Policy.

14.4. The Council's moderation rules should be published on, or made available from, its social media platforms so that users understand the standards expected and the circumstances in which content may be hidden, removed, reported or otherwise moderated.

14.5. Moderation decisions will be applied fairly, consistently and proportionately. The Council will not moderate content solely because it is critical of the Council, its decisions or services, provided that the content is lawful and does not otherwise breach this Policy or the published moderation rules.

15. Security and Incident Response

15.1. Users with access to official Council social media accounts must:

- Use strong passwords;
- Maintain account security;
- Enable multi-factor authentication where available;
- Keep login credentials confidential; and

- Report any suspected security breach immediately to the Chief Executive/Town Clerk.
- 15.2. Access rights should be reviewed regularly and removed where no longer required.
- 15.3. Suspected account compromise, impersonation, misinformation, unauthorised publication, loss of account access or urgent takedown requirements must be reported immediately to the Chief Executive/Town Clerk. The Council will take proportionate action, which may include securing accounts, correcting or removing content, notifying relevant authorities or platform providers, preserving records and communicating with the public where necessary.

16. Responsibilities

16.1. Chief Executive/Town Clerk

16.1.1. The Chief Executive/Town Clerk is responsible for:

- Overseeing implementation of this Policy;
- Authorising access to Council social media accounts;
- Managing reputational risks arising from social media activity;
- Investigating reported breaches; and
- Ensuring compliance with legal and regulatory requirements.

16.2. Councillors and Officers

16.2.1. Councillors and Officers are responsible for:

- Complying with this Policy;
- Using social media responsibly;
- Protecting Council information; and

16.2.2. Maintaining professional standards of conduct.

17. Breaches of this Policy

- 17.1. Breaches of this Policy by employees may be dealt with under the Council's disciplinary procedures.
- 17.2. Breaches of this Policy by Councillors may be considered under the Members' Code of Conduct where the conduct falls within its scope.
- 17.3. The Council reserves the right to remove access to Council social media accounts where misuse occurs.

18. Monitoring and Review

- 18.1. The Council will monitor the effectiveness of this Policy and any associated procedures.

- 18.2. This Policy will be reviewed every five years or sooner where legislative, technological or organisational changes require amendment.

Yeovil Town Council
29th September 2026

To be reviewed: September 2031

11/420 **WHATSAPP AND TEAMS MESSAGING PROTOCOL**

Report Author: Amanda Card – Chief Executive / Town Clerk

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

Meeting: Executive

Date: 29th September 2026

Executive is **RECOMMENDED:**

- (1) to note the report;
- (2) to consider the draft WhatsApp and Teams Messaging Protocol; and
- (3) to approve and adopt the Protocol.

Purpose of Report

To present the proposed WhatsApp and Teams Messaging Protocol and seek approval for its adoption.

Background

The Council relies on effective, professional communication to support service delivery and day-to-day operations. Microsoft Teams is the Council's primary communication and collaboration platform because it is secure, auditable and centrally managed through the Microsoft 365 environment.

During consideration of an employee grievance, concerns were identified about work-related WhatsApp groups being used for operational purposes without a formal corporate framework for approval, management, oversight or record keeping.

This created risks around management visibility, professional conduct, record retention and responses to Freedom of Information requests, Subject Access Requests and other statutory information obligations.

The proposed Protocol therefore establishes clear arrangements for the appropriate use of Teams and WhatsApp, ensuring communication remains secure, proportionate and properly governed.

Proposal

The proposed Protocol confirms Microsoft Teams as the Council's primary and preferred platform for internal business communication and collaboration.

It recognises that WhatsApp may be necessary in limited operational circumstances, particularly where employees do not have access to Teams, Council devices or Microsoft 365 accounts. Approved uses may include staffing arrangements, shift changes, event operations and urgent operational communications.

To address the identified risks, the Protocol introduces a formal approval and governance framework requiring each work-related WhatsApp group to have a defined business purpose, management oversight and inclusion on a centrally maintained WhatsApp Register.

The Protocol also sets expectations for professional conduct, information governance, data protection, record retention and accountability, including the recording of significant decisions or instructions in approved Council systems.

Benefits of Adoption

Adoption of the Protocol will provide a clear and consistent framework for communication platforms, helping employees understand when Teams should be used and when limited WhatsApp use may be appropriate.

It will strengthen governance by ensuring WhatsApp groups are approved, monitored and appropriately managed, while improving visibility of communication channels and supporting information governance responsibilities.

Legal Implications

The Protocol supports compliance with data protection legislation, employment law obligations, the Freedom of Information Act 2000 and wider information governance responsibilities by clarifying how Council information should be handled, retained and managed.

Risk Implications

The absence of formal arrangements for WhatsApp use creates risks relating to information governance, record management, management oversight, employee conduct and the retention of business decisions or instructions.

The Protocol reduces these risks through a formal approval process, management oversight, a corporate register of approved groups and clear expectations regarding record keeping and professional conduct.

Conclusion

The proposed WhatsApp and Teams Messaging Protocol responds to concerns identified during the grievance process and provides a proportionate governance framework for work-related communications.

By confirming Teams as the primary platform and permitting WhatsApp only where operationally necessary and approved, the Protocol will strengthen governance, improve oversight, support compliance and reduce the risks associated with unmanaged messaging groups.

YEOVIL TOWN COUNCIL FACEBOOK HOUSE RULES

Welcome to the official Facebook page of Yeovil Town Council.

We encourage residents, businesses and community organisations to engage with us and participate in constructive discussion. We welcome comments, questions, feedback and differing viewpoints.

To help maintain a safe, respectful and productive environment for everyone, we ask users to follow these House Rules.

We welcome content that:

- Relates to Council services, activities, consultations, events and decisions;
- Is relevant to the topic being discussed;
- Is respectful and constructive;
- Contributes positively to community discussion; and
- Is lawful and accurate.

We may hide, remove or report content that:

- Is abusive, threatening, intimidating or offensive;
- Contains harassment, bullying or personal attacks;
- Is discriminatory, hateful or promotes hostility towards any individual or group;
- Contains defamatory, malicious or knowingly false statements;
- Includes personal, confidential or sensitive information about any individual;
- Breaches data protection, privacy, copyright or other legal rights;
- Encourages, promotes or incites unlawful activity;
- Is obscene, indecent or otherwise inappropriate;
- Constitutes spam, repetitive posting or commercial advertising;
- Contains fraudulent, misleading or deceptive content;
- Impersonates another person or organisation;
- Is intended to disrupt discussion or provoke others; or
- Otherwise breaches the Council's Social Media Policy.

Fair Moderation

Yeovil Town Council supports open and democratic discussion.

Comments will not be removed solely because they are critical of the Council, its decisions, policies, services, Councillors or officers, provided they are lawful, relevant and expressed respectfully.

Moderation decisions will be applied fairly, consistently and proportionately.

Repeated Breaches

Where users repeatedly breach these House Rules, the Council may restrict, mute or block access to its social media channels.

Complaints and Service Requests

Social media is not monitored continuously and should not be used for:

- Emergency situations;
- Reporting crimes;
- Safeguarding concerns; or
- Urgent service requests.

Please contact the appropriate emergency service or authority where urgent action is required.

Complaints regarding Council services, Councillors or officers should normally be submitted through the Council's formal complaints procedures available on the Council's website.

Privacy

Please do not publish personal information about yourself or others in comments or messages.

Content posted on this page may form part of the Council's records and may be subject to disclosure in accordance with legal requirements.

Thank you for helping us maintain a respectful and informative community forum.

Yeovil Town Council



WHATSAPP AND TEAMS MESSAGING PROTOCOL YEOVIL TOWN COUNCIL



YEOVIL TOWN COUNCIL



WHATSAPP AND TEAMS MESSAGING PROTOCOL

1. Purpose

- 1.1. This Protocol establishes the arrangements for the use of Microsoft Teams and WhatsApp by employees of Yeovil Town Council. Its purpose is to support effective communication and service delivery while ensuring appropriate governance, management oversight, information security and professional standards.
- 1.2. The Council's preferred platform for internal business communication is Microsoft Teams. WhatsApp is permitted only where there is a legitimate operational need and its use is authorised in accordance with this Protocol.

2. Scope

- 2.1. This Protocol applies to all Council employees, workers, contractors, agency staff and casual workers.
- 2.2. Councillors shall not be members of operational staff WhatsApp groups established under this Protocol except where approved by the Chief Executive / Town Clerk for a specific operational purpose.

3. Communication Principles

- 3.1. Microsoft Teams is the Council's primary and preferred platform for internal business communication and collaboration.
- 3.2. Employees who have access to a Council Microsoft 365 account should use Teams for work-related communication wherever reasonably practicable.
- 3.3. The Council recognises that some operational services rely on casual or shift-based workers who do not have access to a Council device or Microsoft 365 account. In these circumstances, authorised WhatsApp groups may be used where there is a clear operational requirement.

4. Use of Microsoft Teams

- 4.1. Microsoft Teams should be used for:
 - Day-to-day officer communications.
 - Team discussions and collaboration.
 - File sharing and document management.
 - Meetings and video calls.
 - Communications requiring an auditable Council record.
 - Project and service management discussions.

5. Use of WhatsApp

5.1. WhatsApp may be used where:

- Staff do not have access to Microsoft Teams.
- Staff do not have a Microsoft 365 account.
- Immediate operational communication is required.
- The communication relates to service delivery or staffing arrangements.
- The purpose cannot reasonably be achieved through Council systems.

5.2. Examples include:

- Shift changes and rota arrangements.
- Short-notice sickness and absence cover.
- Casual staffing arrangements.
- Event staffing and venue operations.
- Operational updates requiring immediate attention, including out of hours incident management.
- Routine handovers between operational staff.

5.3. The Council recognises that WhatsApp may be accessed through personal devices. Employees using personal devices for authorised Council business must comply with this Protocol and take reasonable steps to protect Council information.

6. Restrictions on WhatsApp Use

6.1. WhatsApp must only be used for approved operational communication. It must not be used for matters that require formal handling, confidential management, official record keeping or wider Council oversight.

6.2. The following shall not be communicated through Whatsapp:

- Formal decision-making, approvals or instructions that should be recorded through Council systems.
- Disciplinary, grievance, capability, absence management or other formal employment matters.
- Sensitive personal data, confidential information or safeguarding information unless specifically authorised, necessary and handled in accordance with Council policy.
- Matters that are contentious, complex or likely to require a formal audit trail.
- Personal, social or non-work-related discussions within work-related Council groups.
- Offensive, abusive, bullying, harassing, discriminatory, defamatory, threatening or otherwise inappropriate content.
- Gossip, speculation, criticism of colleagues or discussion of individual performance, conduct or personal circumstances outside formal management processes.

- Sharing screenshots, forwarding messages or copying content from Council groups without a legitimate business reason and appropriate authority.
 - Using private, informal or unofficial groups to avoid Council oversight, management processes, information governance or record keeping.
- 6.3. If a matter becomes formal, sensitive, contentious or requires a record of decision, communication must be transferred to email, Microsoft Teams or another approved Council system.

7. How Communications Should Operate

- 7.1. Communications on Microsoft Teams and approved WhatsApp groups must be professional, purposeful and proportionate. Messages should be limited to the relevant service, team, rota, event or operational matter and should be written in a way that could be appropriately disclosed or reviewed if required.

Employees must:

- Use Microsoft Teams wherever it is available and suitable for routine Council business.
- Use WhatsApp only for the specific approved purpose of the group.
- Keep messages factual, concise, respectful and work-related.
- Share information only with those who need it for an authorised Council purpose.
- Avoid sending non-urgent messages outside normal working hours unless there is an operational need.
- Escalate urgent or significant operational issues through the agreed management route where a message alone is not sufficient.
- Ensure that any decision, instruction or information that needs to be retained is recorded in an approved Council system.

8. Approval of WhatsApp Groups

- 8.1. All work-related WhatsApp groups must:
- Have a clearly defined operational purpose.
 - Be approved by the relevant Director or the Chief Executive.
 - Include an appropriate manager responsible for oversight.
 - Be recorded on the Council's WhatsApp Register.
- 8.2. For the purposes of this Protocol, the responsible manager is the manager with operational responsibility for the relevant service area, activity or group using WhatsApp. The responsible manager is accountable for ensuring that the group has an approved business purpose, that membership is appropriate, that use of the group is monitored, and that any required Council records are retained in an approved Council system.
- 8.3. No employee may establish a work-related WhatsApp group for Council business without approval.

9. Existing WhatsApp Groups

- 9.1. All existing work-related WhatsApp groups shall be reviewed following the adoption of this Protocol.
- 9.2. Any existing group which has not been formally approved shall be reviewed by the relevant Director.
- 9.3. Where all members of a group have access to Microsoft Teams and there is no demonstrable operational need for WhatsApp, the group shall be discontinued and all work-related communications shall revert to Microsoft Teams.
- 9.4. Only groups that have a clear operational justification, such as supporting employees who do not have access to Microsoft 365 accounts or Council devices, may continue following approval and inclusion on the Council's WhatsApp Register.
- 9.5. Employees must not use unofficial WhatsApp groups as an alternative to Microsoft Teams for routine Council business where Teams is available and suitable for that purpose.
- 9.6. The Chief Executive or relevant Director may require any WhatsApp group to be discontinued where its continued use is no longer justified, compliant or operationally necessary.

10. WhatsApp Register

- 10.1. The Council shall maintain a register of approved work-related WhatsApp groups.
- 10.2. The register shall record:
 - Group name.
 - Purpose.
 - Service area.
 - Responsible manager.
 - Group administrator(s).
 - Date established.
 - Date of most recent review.
- 10.3. The relevant Director shall be responsible for ensuring information remains accurate and up to date.
- 10.4. The WhatsApp Register shall be reviewed annually to ensure all approved groups remain necessary and compliant with this Protocol.

11. Management Oversight

- 11.1. Managers responsible for approved WhatsApp groups shall:
 - Ensure the group continues to serve a legitimate business purpose.
 - Review membership periodically.
 - Remove individuals who no longer require access.

- Address any inappropriate use of the platform.
- Ensure compliance with this Protocol.

11.2. Group administrators shall:

- Maintain group membership records.
- Remove former employees or individuals who no longer require access where authorised to do so.
- Ensure membership remains appropriate for the group's approved purpose.
- Refer any concerns regarding inappropriate use or conduct to the responsible manager.

11.3. Removal from approved WhatsApp groups shall form part of the Council's employee leaving procedures.

11.4. The Council reserves the right to review work-related WhatsApp communications where necessary for management, disciplinary, legal, safeguarding, audit or information governance purposes.

12. Professional Conduct

12.1. The standards required by the Council's employment policies apply equally to communications conducted via Teams and WhatsApp.

12.2. Employees must:

- Communicate professionally and respectfully.
- Use communication channels appropriately.
- Avoid offensive, discriminatory or inappropriate content.
- Respect colleagues' working hours wherever practicable.

13. Information Governance and Data Protection

13.1. Communications relating to Council business may constitute Council records.

13.2. Employees must:

- Handle information in accordance with data protection legislation and Council policies.
- Take reasonable steps to protect confidential information.
- Ensure personal data is shared only where necessary and authorised.
- Report any data breach or security concern immediately.
- Ensure that significant decisions, instructions, approvals or operational matters communicated through WhatsApp are transferred to and retained within an approved Council system.
- Be aware that work-related communications conducted through Microsoft Teams or WhatsApp may be subject to disclosure under Freedom of Information and Data Protection legislation, legal proceedings, audit requirements or other statutory obligations.

- 13.3. The responsible manager shall ensure that any records requiring retention are transferred to an approved Council system in accordance with the Council's records management arrangements.
- 13.4. Employees using personal devices for Council business remain responsible for ensuring that Council information held on those devices can be accessed, retained or disclosed where required by law, policy, audit or legal process.

14. Security

- 14.1. Employees using Teams or WhatsApp for Council business must:
- Secure devices using passwords, PINs or biometric authentication.
 - Keep devices and applications updated.
 - Report lost or stolen devices promptly.
 - Take reasonable steps to prevent unauthorised access to Council information.

15. Monitoring and Review

- 15.1. The Chief Executive shall keep this Protocol under review and may amend it as necessary to reflect operational, legal or technological developments.
- 15.2. Approved WhatsApp groups shall be reviewed at least annually by the responsible manager.

16. Responsibilities

- 16.1. The Chief Executive shall keep this Protocol under review and may recommend amendments where necessary to reflect operational, legal or technological developments.
- 16.2. Directors and managers are responsible for authorising, monitoring and reviewing WhatsApp groups within their service areas.
- 16.3. All employees are responsible for complying with this Protocol.

17. Monitoring and Review

- 17.1. The Council will monitor the effectiveness of this Policy and any associated procedures.
- 17.2. This Policy will be reviewed every five years or sooner where legislative, technological or organisational changes require amendment.

Yeovil Town Council
29th September 2026

To be reviewed: September 2031

11/421 **COUNCILLOR – OFFICER RELATIONS PROTOCOL**

Report Author: Amanda Card – Chief Executive / Town Clerk

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Meeting: Executive

Date: 29th September 2026

Executive is **RECOMMENDED:**

- 1) to consider the draft Councillor – Officer Relations Protocol; and
- 2) to support and recommend to Full Council to adopt the protocol.

Purpose of Report

To present the proposed Councillor – Officer Relations Protocol for consideration and approval as a corporate governance document.

Background

Effective local government relies on clear, professional and respectful working relationships between Councillors and Officers, whose distinct but complementary roles support sound decision-making and service delivery.

The Council has adopted a range of governance documents, including the Members' Code of Conduct, Standing Orders, Financial Regulations and employment policies. The proposed Protocol brings together in a single document clear expectations regarding roles, responsibilities, conduct, communication, confidentiality and professional working relationships between Councillors and Officers

Proposal

The Protocol defines the respective roles and responsibilities of Councillors and Officers and establishes standards of professional behaviour when conducting Council business. It confirms the role of Councillors in policy formation, decision-making and community leadership, whilst recognising the responsibility of Officers to provide impartial advice, implement Council decisions and manage the day-to-day operation of Council services.

The Protocol covers:

- Mutual respect and professional conduct.
- Roles and responsibilities of Councillors and Officers.
- Day-to-day management arrangements.
- Correspondence and communication.

- Media and social media.
- Confidentiality and information governance.
- Procedures for raising and resolving concerns.

Councillor access to information.

A key element of the Protocol is the inclusion of guidance regarding Councillor access to information. The Protocol recognises that Councillors are entitled to information reasonably required to fulfil their duties but also makes clear that requests should be reasonable, proportionate and appropriately scoped. It reflects the Council's responsibility to ensure that public resources, including officer time, are used effectively and proportionately.

The Protocol establishes a framework for managing requests that are broad, repeated, overlapping or likely to require disproportionate officer resources. It also incorporates the common law "need to know" principle and provides guidance regarding personal, confidential and commercially sensitive information.

Benefits of Adoption

Adoption will provide a clear and consistent framework for Councillor-Officer relationships, helping to reduce misunderstandings, support effective decision-making and promote a positive working culture based on mutual respect, professionalism and accountability.

Financial Implications

There are no direct financial implications. The Protocol may help reduce the risk of disputes, grievances, complaints, legal costs, officer time and reputational impact.

Legal Implications

The Protocol supports good governance and compliance with relevant information, employment and conduct obligations, including the Local Government Act 1972, Freedom of Information Act 2000, UK GDPR, Data Protection Act 2018, employment legislation and the Members' Code of Conduct.

Risk Implications

The Protocol will help reduce risks arising from role confusion, inappropriate involvement in operational matters, breaches of confidentiality, undue pressure and deteriorating Councillor-Officer relationships.

Conclusion

The proposed Protocol provides a balanced framework for managing professional relationships between Councillors and Officers, clarifying roles and standards while supporting officer impartiality, good governance and constructive working relationships.



COUNCILLOR – OFFICER RELATIONS PROTOCOL YEOVIL TOWN COUNCIL



YEOVIL TOWN COUNCIL



COUNCILLOR – OFFICER RELATIONS PROTOCOL

1. Purpose

- 1.1 Yeovil Town Council recognises that effective governance depends upon positive, professional and respectful working relationships between Councillors and Officers.
- 1.2 The purpose of this protocol is to:
- Define the respective roles of Councillors and Officers;
 - Promote mutual trust, respect and professionalism;
 - Support good governance and effective decision-making;
 - Clarify expectations regarding conduct and behaviour;
 - Protect the impartiality and integrity of Officers;
 - Support Councillors in fulfilling their democratic role; and
 - Provide guidance where concerns arise regarding Councillor-Officer relationships.

2. Scope

- 2.1 This protocol applies to:
- All Yeovil Town Councillors;
 - The Chief Executive/Town Clerk and all Council employees;
 - Co-opted members where applicable; and
 - Any individual acting on behalf of the Council.
- 2.2 This Protocol should be read alongside:
- The Members' Code of Conduct;
 - Standing Orders;
 - Financial Regulations;
 - Social Media Policy;
 - Whistleblowing Policy;
 - Employment Policies and Procedures; and
 - Relevant legislation and guidance.

3. Principles

- 3.1 Yeovil Town Council recognises that Councillors and Officers are servants of the public and are indispensable to one another.
- 3.2 The Council expects all working relationships to be based upon:
- Mutual respect;
 - Professionalism;
 - Courtesy;
 - Trust;
 - Integrity;
 - Openness;
 - Accountability;
 - Stewardship of public funds and resources on behalf of the residents and taxpayers of Yeovil Town; and
 - Recognition of the distinct roles of Councillors and Officers.
- 3.3 In carrying out their respective roles, Councillors and Officers shall seek to ensure that Council resources are used efficiently, proportionately and in the best interests of the community the Council serves. All parties should have regard to the Council's responsibilities as a publicly funded body and the importance of maintaining public confidence in the Council's governance and decision-making.
- 3.4 Neither Councillors nor Officers should seek to take unfair advantage of their position or exert undue influence upon the other.

4. Roles and Responsibilities

4.1 Councillors

- 4.1.1 Councillors are responsible for:
- Determining Council policy;
 - Providing community leadership;
 - Representing their constituents and the wider community;
 - Monitoring and reviewing Council performance;
 - Making decisions within the Council's constitutional framework; and
 - Representing the Council externally where authorised.
- 4.2 Councillors are accountable to the electorate and are responsible for ensuring that Council services meet community needs.
- 4.3 Councillors should not become involved in the day-to-day management or operational running of the Council, which is the responsibility of Officers.

4.4 Expectations of Councillors

4.4.1 Councillors are expected to:

- Act within the Council's policies and procedures;
- Work constructively with Officers;
- Treat Officers fairly, respectfully and courteously;
- Respect Officer impartiality and professional advice;
- Maintain confidentiality where required;
- Avoid bullying, harassment, intimidation or undue pressure;
- Treat all Officers, Councillors, contractors and members of the public fairly and without unlawful discrimination;
- Declare and manage conflicts of interest appropriately;
- Comply with the Members' Code of Conduct; and
- Refrain from directing Officers other than through proper Council procedures.

4.4.2 Councillors must not:

- Instruct employees directly;
- Authorise financial transactions without delegated authority;
- Use their position to secure personal advantage;
- Request Officers to act outside Council policies or legal requirements;
- Seek to improperly influence or pressure Officers to alter professional advice or recommendation; or
- Ask Officers to undertake work of a political nature or seek to involve Officers in party-political activity.

4.5 Chairs and Vice-Chairs

4.5.1 The Chair of the Council and Chairs of Committees may have a closer working relationship with Officers due to their additional responsibilities.

4.5.2 However, they must:

- Respect Officer impartiality;
- Act within delegated authority;
- Avoid directing Officers outside agreed arrangements; and
- Ensure decisions are made through proper Council processes.

4.6 Officers

4.6.1 Officers are responsible for:

- Advising and supporting Councillors;
- Implementing Council decisions;
- Managing the day-to-day operation of Council services;
- Providing professional and impartial advice;

- Administering Council functions efficiently and lawfully; and
- Supporting the Council's democratic processes.

4.6.2 Officers are accountable to the Council as a corporate body, not to individual Councillors.

4.7 Expectations of Officers

4.7.1 Officers are expected to:

- Act professionally, impartially and objectively;
- Implement lawful Council decisions;
- Treat all Councillors equally;
- Treat all persons fairly and without unlawful discrimination;
- Provide accurate and timely advice;
- Maintain confidentiality where appropriate;
- Support Councillors in carrying out their duties;
- Avoid political bias; and
- Work within Council policies and procedures.

4.7.2 Officers must not:

- Use their position to influence Council decisions improperly;
- Show favour to individual Councillors;
- Allow personal relationships to affect professional judgement; or
- Engage in party-political activity during the course of their duties.

5. Working Relationships

5.1 General Principles

5.1.1 Effective administration depends on positive working relationships.

5.1.2 Councillors and Officers should:

- Respect each other's roles and responsibilities;
- Communicate openly and professionally;
- Avoid personal criticism;
- Seek to resolve disagreements constructively; and
- Always act in the best interests of the Council.

5.1.3 Councillors should not raise matters relating to the conduct, capability or performance of an Officer in public meetings, in the media or on social media. Concerns should be raised privately through the appropriate channels.

- 5.1.4 Where close personal relationships exist between Councillors and Officers, they should be managed appropriately to avoid actual or perceived conflicts of interest, preferential treatment or reputational risk to the Council.

5.2 Day-to-Day Management

- 5.2.1 Officers are responsible for determining the most appropriate means of implementing Council decisions, subject to any direction lawfully given by the Council.

- 5.2.2 Responsibility for managing employees rests with the Chief Executive/Town Clerk.

- 5.2.3 Councillors:

- Must not give instructions directly to employees;
- Must communicate operational matters through the Chief Executive/Town Clerk; and
- Should not become involved in personnel management issues.

- 5.2.4 Unless specifically authorised by the Chief Executive/Town Clerk, communications regarding operational matters should be directed through the Chief Executive/Town Clerk.

5.3 Bullying, Harassment and Undue Pressure

- 5.3.1 The Council will not tolerate:

- Bullying;
- Harassment;
- Intimidation;
- Victimisation; or
- Abuse of authority.

- 5.3.2 Examples of unacceptable behaviour may include persistent unreasonable demands, excessive correspondence, personal criticism, intimidation, or behaviour which has the purpose or effect of undermining an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

- 5.3.3 Such conduct may result in action under the Members' Code of Conduct or the Council's employment procedures.

6. Councillors' Access to Information

- 6.1 Councillors are entitled to access information reasonably required to enable them to fulfil their duties as elected members. Requests for information must be reasonable, proportionate and relevant to the discharge of those duties. Councillors should make requests as specific as possible, explain the purpose for which the information is required and identify any particular urgency. In making requests,

Councillors must have regard to the Council's obligation to ensure that public resources, including officer time, are used effectively and proportionately. Requests should normally be directed to the Chief Executive/Town Clerk

6.2 The Chief Executive/Town Clerk will require any request that is broad, repeated, overlapping, unclear or likely to require disproportionate officer time or Council resources to be clarified, narrowed, prioritised or submitted in stages. In determining how a request will be handled, regard shall be had to the purpose and importance of the request, the resources required to respond, the Council's statutory and operational responsibilities, and the need to ensure the efficient use of public funds. The Council is not required to commit disproportionate resources to any individual request.

6.3 Access to information is subject to:

- Legal restrictions;
- Data protection legislation;
- Confidentiality requirements; and
- The common law "need to know" principle.

6.4 **Need to Know Principle – Examples**

6.4.1 A Councillor's right to access information is based on whether the information is reasonably necessary to enable them to carry out their duties as a Councillor. This is known as the "need to know" principle. Councillors do not have an automatic right to inspect all Council documents. Access will depend on the purpose for which the information is requested, the Councillor's role and responsibilities and any legal or confidentiality restrictions that may apply.

6.5 **Assessing a Need to Know**

6.5.1 Whether a Councillor has a need to know will depend on the purpose for which the information is requested, the Councillor's role and responsibilities, the Council function to which the information relates, and any legal, confidentiality or data protection obligations that apply. Each request will be considered on its own merits, having regard to the Councillor's ability to fulfil their duties effectively and the Council's obligations to protect information where appropriate.

6.6 **Personal and Confidential Information**

6.6.1 Particular care should be exercised where requests involve personal, confidential or commercially sensitive information.

6.6.2 Examples include:

- Employee personnel files;
- Grievance, disciplinary or capability records;

- Recruitment and selection documentation;
- Personal information relating to residents, tenants or service users;
- Information protected under data protection legislation;
- Legally privileged advice;
- Commercially sensitive contracts, quotations or tender submissions; and
- Information provided to the Council in confidence.

6.6.3 In such cases, a Councillor must demonstrate a clear and specific need to know. Even where a need to know exists, access may be limited, redacted, provided by supervised inspection, summarised, or refused where disclosure would breach data protection legislation, employment law, contractual obligations, legal privilege or confidentiality requirements.

6.6.4 Councillors receiving exempt, confidential, personal or commercially sensitive information must ensure that such information is stored and handled securely and must not disclose, circulate, copy or use that information other than for the proper discharge of their duties as a Councillor.

6.7 Determining Need to Know

6.7.1 The Chief Executive/Town Clerk will normally determine whether a sufficient need to know exists, having regard to relevant legislation, confidentiality obligations, data protection requirements and the Councillor's role and responsibilities. Where appropriate, legal or professional advice may be sought.

6.7.2 Councillors should provide sufficient information regarding the purpose of their request to enable an informed assessment to be made.

6.7.3 In considering whether a need to know exists, regard will be had to the Councillor's duties as an elected member, including:

- Participation in Council and Committee decision-making;
- Scrutiny and monitoring of Council activities, services and expenditure;
- Representation of constituents and community interests; and
- Any specific responsibilities delegated by the Council.

6.7.4 In considering requests for information, regard should also be had to the principles of proportionality, transparency, accountability and the efficient use of Council resources. Requests should be supported where reasonably necessary to enable Councillors to discharge their duties effectively, whilst recognising the Council's obligations to balance openness with legal, confidentiality and data protection requirements.

6.7.5 Any information provided must only be used for the purpose for which it was supplied and must not be disclosed to others without proper authority.

- 6.7.6 Where a Councillor disagrees with a decision to refuse or limit access to information, the matter may be referred to the Executive for review. In undertaking such a review, the Executive shall consider whether the provisions of this Protocol have been applied correctly and may seek legal or professional advice as necessary
- 6.7.7 Nothing in this Protocol shall require the disclosure of information where disclosure would be unlawful or would breach data protection legislation, employment law, legal privilege, contractual obligations or any duty of confidence owed by the Council.

6.8 Freedom of Information

- 6.8.1 Nothing in this Protocol prevents a Councillor from making a request under the Freedom of Information Act 2000, although Councillors will normally seek information through their role as elected members in the first instance.
- 6.8.2 Such requests will be considered in accordance with the requirements of the Act. Councillors should note that rights of access available through their role as elected members may differ from rights available to members of the public under the Freedom of Information Act 2000.

7. Correspondence

- 7.1 Correspondence between Councillors and Officers should be conducted professionally and respectfully.
- 7.2 The Council expects that:
- Correspondence should only be copied to other Councillors where there is a legitimate Council purpose for doing so;
 - Confidential information will be treated appropriately;
 - Officers will normally issue official correspondence on behalf of the Council; and
 - Councillors will not issue instructions or commitments on behalf of the Council unless specifically authorised.

8. Press and Media

- 8.1 The Council recognises the importance of accurate and responsible communications.
- 8.2 Media enquiries should normally be managed through the Chief Executive/Town Clerk.
- 8.3 When dealing with the media:
- Officers may provide factual and professional information;
 - Officers must not express political opinions;

- Chairs of Committees may act as Council spokesperson where appropriate;
- Public statements on behalf of the Council should reflect agreed Council policy; and
- All communications must comply with relevant legislation and Council policies.

9. Social Media

9.1 Councillors and Officers should use social media responsibly.

9.2 Users must:

- Maintain professional standards;
- Respect confidentiality;
- Avoid conduct that could bring the Council into disrepute;
- Comply with the Members' Code of Conduct and Council policies; and
- Avoid personal criticism of Councillors, Officers or members of the public.

10. Confidentiality

10.1 Councillors and Officers must:

- Respect confidential information;
- Process information in accordance with data protection legislation;
- Avoid unauthorised disclosure of information; and
- Use Council information only for legitimate Council business.

11. Resolving Concerns

11.1 Concerns Raised by Officers

11.1.1 Where concerns arise regarding the conduct of a Councillor, Officers should:

- Seek informal resolution where appropriate;
- Raise concerns with the Chief Executive/Town Clerk;
- Follow the Council's grievance procedures where necessary; and
- Refer potential breaches of the Members' Code of Conduct through the appropriate standards process.

11.2 Concerns Raised by Councillors

11.2.1 Where concerns arise regarding the conduct, behaviour or performance of an Officer, Councillors should:

- Raise concerns privately and constructively;
- Discuss matters with the Chief Executive/Town Clerk in the first instance;

- Where concerns relate to the Chief Executive/Town Clerk, Councillors should raise the matter with the Staffing Committee;
- Avoid criticism of Officers in public meetings or social media; and
- Use the Council's established employment procedures where formal action is required.

11.2.2 Councillors must not seek to manage employee performance directly.

12. Responsibilities

12.1 Councillors

12.1.1 Councillors are responsible for:

- Complying with this Protocol;
- Maintaining professional relationships with Officers;
- Respecting Officer roles and responsibilities; and
- Supporting good governance.

12.2 Officers

12.2.1 Officers are responsible for:

- Providing professional and impartial advice;
- Maintaining constructive relationships with Councillors;
- Implementing Council decisions; and
- Complying with this Protocol.

12.3 Chief Executive/Town Clerk

12.3.1 The Chief Executive/Town Clerk is responsible for:

- Supporting effective Councillor-Officer relationships;
- Providing advice on the interpretation of this Protocol;
- Managing employee matters;
- Promoting good governance; and
- Ensuring consistent application of this Protocol.

13. Breaches of this Protocol

13.1 Breaches of this Protocol by Councillors may be considered under the Members' Code of Conduct where appropriate and where the conduct complained of falls within the scope of the Code.

13.2 Breaches of this Protocol by employees may be dealt with under the Council's disciplinary procedures.

13.3 Informal resolution should always be considered where appropriate.

14. Monitoring and Review

- 14.1 The Council will keep this Protocol under regular review to ensure it remains effective and reflects legislative and organisational requirements.
- 14.2 This Protocol will be reviewed every five years or sooner where changes in legislation, guidance or operational requirements necessitate amendment.

Yeovil Town Council
September 2026
To be reviewed: September 2031

11/422 **DATA PROTECTION POLICY**

Report Author: Amanda Card – Chief Executive / Town Clerk

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

Meeting: Executive

Date: 29th September 2026

Executive is **RECOMMENDED:**

- 1) to note the report;
- 2) to consider the draft Data Protection Policy; and
- 3) to approve and the adopt the policy.

Purpose of Report

To present the proposed Data Protection Policy and seek approval for its adoption.

Background

The Council processes significant volumes of personal and confidential information in delivering services and carrying out its statutory functions. It is therefore required to comply with the UK GDPR and the Data Protection Act 2018 and ensure that information is managed securely, lawfully and transparently.

As part of the Council's review of its 2025/26 Annual Governance and Accountability Return (AGAR), Members considered the new Assertion 10 relating to IT governance and data compliance. The review identified weaknesses including the absence of a reviewed Data Protection Policy, the lack of a formal data audit process and the absence of an adopted IT Policy. Consequently, the Council was unable to provide a positive assurance response to Assertion 10.

The proposed Data Protection Policy forms part of a wider programme of governance improvements, alongside a proposed IT Policy and the introduction of annual data audit arrangements, to strengthen compliance and internal controls.

Proposal

The proposed policy establishes a framework for the management and protection of personal data across the Council and applies to councillors, employees, contractors and volunteers.

Key provisions include:

- Data protection principles and lawful processing requirements.

- Arrangements for handling personal and special category data.
- Procedures for subject access requests, privacy notices and data sharing.
- Information security, retention and disposal requirements.
- Data breach reporting and management arrangements.
- Clearly defined responsibilities for the Council, Data Protection Officer, councillors and employees.

Benefits of Adoption

The policy will provide a clear and consistent framework for the management of personal information, support compliance with data protection legislation and strengthen information governance across the organisation.

It will also address weaknesses identified through the AGAR review by formalising data protection arrangements, improving assurance over the management of information and helping protect the rights of individuals while reducing the risk of data breaches and regulatory action

Financial Implications

There are no significant direct financial implications arising from adoption of the policy. The policy largely formalises existing arrangements and associated costs will be met from existing budgets.

Legal Implications

The policy supports compliance with the UK GDPR, the Data Protection Act 2018 and associated information governance obligations

Equality and Inclusion Implications

The policy promotes fairness and consistency by ensuring that personal information is processed lawfully, securely and transparently. It supports the rights of data subjects and ensures appropriate safeguards are in place for sensitive information.

Risk Implications

The policy will help reduce risks associated with:

- Data breaches and unauthorised disclosure.
- Non-compliance with data protection legislation.
- Inconsistent information handling practices.
- Inadequate information security controls.
- Reputational damage arising from poor information governance.

The policy also supports the Council's efforts to address the control weaknesses identified under AGAR Assertion 10 and strengthen its systems of internal control.

Monitoring and Review

The policy will be reviewed annually by the Council to ensure it remains effective and reflects current legislation and guidance. It will also be reviewed sooner where significant legislative, organisational, operational or technological changes occur, or where findings from audits, compliance reviews or data breaches indicate that amendments are required.

Conclusion

The proposed Data Protection Policy provides a clear framework for the secure, lawful and responsible management of information across the Council. It strengthens governance arrangements, supports compliance with legal requirements and forms an important part of the Council's programme of improvements arising from the 2025/26 AGAR review. Together with the proposed IT Policy and annual data audit arrangements, it will help address the issues identified under Assertion 10 and support the Council's commitment to robust and effective internal controls.



DATA PROTECTION POLICY

YEOVIL TOWN COUNCIL



YEOVIL TOWN COUNCIL



DATA PROTECTION POLICY

1. Introduction

- 1.1 The Council processes a wide range of information in order to carry out its statutory duties and services.
- 1.2 This includes personal data relating to staff, councillors, residents, and service users.
- 1.3 The Council is committed to:
 - Protecting personal data and confidentiality
 - Being transparent about how data is used
 - Complying with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018
- 1.4 This policy outlines the Council's approach to handling information securely, lawfully, and responsibly.

2. Definitions

- 2.1 Personal Data: Information relating to an identifiable individual
- 2.2 Special Category Data: Sensitive data such as health, ethnicity, political views or criminal records
- 2.3 Processing: Any activity involving personal data (collection, storage, use or deletion)
- 2.4 Business Purposes: Administrative, financial, statutory, payroll, service delivery and operational Council functions

3. Scope

- 3.1 This policy applies to all Councillors, employees, contractors and volunteers.
- 3.2 All must comply with its provisions.
- 3.3 It also applies to all information held by the Council, including:
 - Personal data
 - Special category data
 - Confidential and commercially sensitive information
 - Information in electronic or paper format

4. Types of Information Processed

4.1 The Council processes:

- Public data – information required to be published
- Confidential data – draft policies, internal business
- Personal data, including:
 - Staff and councillor records
 - Resident enquiries, complaints, and service requests
 - Contracts and financial transactions

5. Data Protection Principles

5.1 The Council will ensure personal data will be:

- Lawful, fair and transparent
- Collected for specified purposes
- Adequate, relevant and limited
- Accurate and up to date
- Retained only as necessary
- Secure and protected

6. Lawful Basis for Processing

6.1 The Council will only process personal data where a lawful basis applies, including:

- Legal obligation
- Public task
- Contract
- Consent (where required)

6.2 The Council maintains a Record of Processing Activities (ROPA) which links all processing activities to their lawful basis.

6.3 Where consent is relied upon:

- It must be freely given, specific and recorded
- Individuals may withdraw consent at any time

7. Special Category Data

7.1 Special category data will be:

- Processed only where strictly necessary
- Subject to additional safeguards
- Supported by a lawful condition under GDPR

8. Operational Procedures for Data Processing

8.1 All processing must:

- Be necessary for Council functions
- Be proportionate and relevant
- Have an identified lawful basis
- Follow data minimisation principles (only necessary data collected)

8.2 Before starting new processing:

- The Data Protection Officer (DPO) must be consulted
- DPIAs must be completed where required
- Privacy notices must be updated

9. Individual Rights

9.1 Individuals have the right to:

- Be informed
- Access their data (Subject Access Request)
- Rectification
- Erasure
- Restrict processing
- Object
- Data portability

9.2 Requests will be handled within statutory timeframes and recorded.

9.3 Individuals have the right to complain to the Information Commissioner's Office (ICO). They can be contacted at:

- www.ico.org.uk, or
- in writing to:

Information Commissioner's Office
Wycliffe House Water Lane
Wilmslow
Cheshire
SK9 5AF

10. Subject Access Requests (SARs) – Procedure

10.1 Requests must be sent immediately to the DPO.

10.2 Identity must be verified.

10.3 Relevant data identified and retrieved.

10.4 Response issued within statutory deadlines.

10.5 Records of requests must be retained.

11. Roles and Responsibilities

11.1 Council (Data Controller)

11.1.1 The Council is the Data Controller, responsible for ensuring compliance.

11.2 Data Protection Officer

11.2.1 The Chief Executive / Town Clerk acts as the Data Protection Officer (DPO).

11.2.2 They are responsible for:

- Providing guidance to staff and councillors
- Monitoring compliance and risks
- Maintaining records of processing
- Handling SARs and breaches
- Approving third-party agreements
- Liaising with the ICO

11.3 Councillors and Staff

11.3.1 All must:

- Follow this policy
- Handle data securely
- Ensure accuracy
- Report any breaches immediately

12. Data Security

12.1 General Security Measures

12.1.1 The Council will ensure appropriate technical and organisational security measures, including:

- Password-protected systems
- Secure storage (digital and physical)
- Restricted access on a “need to know” basis
- Encryption where appropriate

12.2 Detailed Handling Rules

- Paper records:
 - Stored securely and locked
 - Not left unattended
 - Shredded when no longer required

- Electronic data:
 - Protected by strong passwords
 - Not stored on unsecured devices
 - Encrypted where appropriate
- Portable devices:
 - Must be authorised and secured
 - Encrypted where possible

12.3 Data must be protected against:

- Unauthorised access
- Loss or destruction
- Misuse or disclosure

13. IT and Security Responsibilities

13.1 Systems must meet security standards

13.2 Data must be backed up regularly

13.3 Cloud services must be approved by the DPO

13.4 Third-party systems must be secure

14. Accuracy and Data Quality

14.1 Data must be accurate and kept up to date

14.2 Incorrect data must be corrected promptly

14.3 Disputes about accuracy must be recorded and reported

15. Information Handling

15.1 The Council will ensure:

- Data is used only for legitimate purposes
- Access is limited to authorised users
- Personal devices are secured if used for council business

15.2 All records must be:

- Stored securely
- Safely disposed of when no longer required

16. Data Sharing

16.1 Personal data will only be shared:

- Where necessary

- Where a lawful basis exists
- Minimum necessary data will be shared
- Third parties must have appropriate safeguards

16.2 Third-Party Processing:

- Must be governed by a formal agreement
- Must be approved by the DPO
- Must meet required security standards

17. Direct Marketing and Communications

- Individuals may opt out of marketing
- Marketing must comply with lawful basis requirements
- DPO must be consulted before campaigns

18. Data Retention

18.1 Personal data will:

- Be retained only as long as necessary
- Follow the Council's Retention Policy
- Be securely destroyed when no longer required

19. Data Breaches

- A data breach includes loss, theft or unauthorised disclosure of data

19.1 All breaches must be reported immediately to the DPO.

19.2 The Council will:

- Record all breaches
- Assess risk
- Report serious breaches to the ICO within 72 hours where required

19.3 Affected individuals will be informed where necessary.

20. Data Protection Impact Assessment (DPIAs)

20.1 The Council will carry out DPIAs where processing:

- Is high risk
- Involves new systems or technologies

20.2 DPIAs will identify and mitigate risks to individuals' rights.

21. Privacy Notices

21.1 The Council will maintain clear Privacy Notices explaining:

- What data is collected
- Why it is collected
- How it is used
- How long it is retained

21.2 Privacy Notices will be:

- Published on the Council website
- Reviewed regularly

22. Publication Scheme and Transparency

22.1 The Council will:

- Publish information in line with its Publication Scheme
- Provide non-confidential information openly to the public

23. ICO Registration

23.1 The Council will:

- Register with the Information Commissioner's Office
- Pay the required data protection fee

23.2 The Council maintains a Record of Processing Activities (ROPA) including:

- Purposes of processing
- Categories of data subjects and personal data
- Recipients of data
- Retention periods
- Security measures

24. International Data Transfers

24.1 The Council does not routinely transfer personal data outside the UK.

24.2 Where such transfers occur, appropriate safeguards will be implemented in accordance with UK GDPR.

25. Processing on Behalf of Others

25.1 Where the Council processes personal data on behalf of another organisation, it will comply with processor obligations under UK GDPR and ensure appropriate contractual controls are in place.

26. Children's Data

26.1 Where the Council processes children's data, additional care will be taken to ensure it is protected appropriately and processed lawfully.

27. Training and Awareness

27.1 The Council will ensure:

- Appropriate data protection training for staff and councillors
- Ongoing awareness of legal responsibilities

28. Monitoring and Review

28.1 This policy will be:

- Reviewed annually
- Updated in line with legislation and guidance

28.2 Compliance will be monitored through:

- Internal controls
- Audit processes (including AGAR requirements)

29. Review

29.1 This policy will be reviewed annually by the Council.

Yeovil Town Council
September 2026
To be reviewed: September 2027

11/423 IT POLICY

Report Author: Amanda Card – Chief Executive / Town Clerk

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

Meeting: Executive

Date: 29th September 2026

Executive is **RECOMMENDED:**

- 1) to note the report;
- 2) to consider the draft IT; and
- 3) to approve and the adopt the policy.

Purpose of Report

To present the proposed IT Policy and seek approval for its adoption.

Background

The Council relies extensively on information technology systems to deliver services, manage information and support day-to-day operations. Effective IT governance is essential to ensure the security, availability and integrity of Council information and to reduce the risks associated with cyber security threats, data breaches and system failures.

As part of the Council's review of its 2025/26 Annual Governance and Accountability Return (AGAR), Members considered the new Assertion 10 relating to IT governance and data compliance. The review identified a number of weaknesses, including the absence of a formally adopted IT Policy and the inability to demonstrate that comprehensive arrangements for IT governance and information security were in place. Consequently, the Council was unable to provide a positive assurance response to Assertion 10.

The proposed IT Policy forms part of a wider programme of governance improvements which also includes a revised Data Protection Policy and the introduction of annual data audit arrangements. Together, these measures will strengthen the Council's governance framework and support future compliance with Assertion 10.

Proposal

The proposed IT Policy establishes a framework for the secure and effective use, management and protection of the Council's IT systems, devices and information assets. The policy applies to councillors, employees, contractors and volunteers and covers Council-owned devices, systems and authorised personal devices used for Council business.

Key provisions include:

- Clear responsibilities for IT governance and compliance.
- Acceptable use requirements for Council IT systems and devices.
- Information security and password management controls.
- Mandatory use of Council-issued email accounts for councillors conducting Council business.
- Email, internet and communications requirements.
- Security requirements for remote working and mobile devices.
- Data storage, backup and retention arrangements.
- Cyber security incident reporting procedures.
- Training and awareness requirements.

The policy also supports compliance with UK GDPR and the Data Protection Act 2018 and complements the Council's wider information governance framework

Benefits of Adoption

The policy will provide a clear and consistent framework for the management and security of the Council's IT systems and information assets. It establishes clear standards and responsibilities, helping to protect Council information, support efficient working practices and reduce the risk of cyber incidents and data breaches.

The policy also addresses weaknesses identified through the AGAR review by formalising IT governance arrangements and improving assurance over the security and management of Council systems and data.

Adoption of the policy will support compliance with legal and regulatory requirements, strengthen internal controls and improve the Council's ability to demonstrate compliance with Assertion 10 in future years

Financial Implications

There are no significant direct financial implications arising from the adoption of the policy. The policy formalises and strengthens existing arrangements and will be implemented using existing resources and budgets. Effective IT governance may also help reduce costs associated with cyber incidents, data loss and system failures.

Legal Implications

The policy supports compliance with UK GDPR, the Data Protection Act 2018 and wider information governance obligations. It establishes clear requirements relating to information security, access controls, acceptable use and incident reporting.

Equality and Inclusion Implications

The policy applies equally to all councillors, employees, contractors and volunteers and promotes consistent and secure working practices across the organisation.

Risk Implications

The policy will help reduce risks associated with:

- Cyber security incidents and phishing attacks.
- Unauthorised access to Council systems or data.
- Data breaches and loss of information.
- Inconsistent IT practices.
- Non-compliance with legal and regulatory requirements.
- Reputational damage arising from poor IT governance.

The policy also supports the Council's efforts to address the control weaknesses identified under AGAR Assertion 10 and strengthen its systems of internal control.

Monitoring and Review

The IT Policy will be reviewed annually by the Council to ensure that it remains effective, reflects current legislation, guidance and cyber security best practice, and continues to support the Council's governance arrangements.

The policy will also be reviewed and updated sooner where significant legislative, organisational, operational or technological changes occur, or where incidents, audits or compliance reviews identify the need for amendment.

Conclusion

The proposed IT Policy provides a clear framework for the secure and effective management of the Council's IT systems and information assets. It strengthens governance arrangements, supports compliance with legal requirements and promotes good cyber security and information management practices.

The policy forms an important part of the Council's programme of improvements arising from the 2025/26 AGAR review. Together with the revised Data Protection Policy and annual data audit arrangements, it will help address the issues identified under Assertion 10 and support the Council's commitment to maintaining robust and effective systems of internal control.



IT POLICY

YEOVIL TOWN COUNCIL



YEOVIL TOWN COUNCIL



IT POLICY

1. Purpose

- 1.1 This policy sets out the principles and rules governing the use, management, and security of the Council's information technology (IT) systems and data.
- 1.2 It aims to:
 - Protect Council information assets
 - Ensure compliance with legal and regulatory requirements (including UK GDPR and Data Protection Act 2018)
 - Promote secure and efficient use of IT resources
 - Reduce risks such as cyber incidents and data breaches

2. Scope

- 2.1 This policy applies to all Councillors, employees, contractors, and volunteers.
- 2.2 All must comply with its provisions.
- 2.3 This policy applies to:
 - All Council-owned or managed IT systems, devices, and data
 - Personal devices used to access Council systems (where permitted)
 - All Council-owned mobile devices, including work mobile phones

3. Responsibilities

3.1 Council

- 3.1.1 Ensure appropriate IT systems and security measures are in place
- 3.1.2 Provide training and guidance on IT use

3.2 Responsible Officer

- 3.2.1 The Chief Executive / Town Clerk acts as the Responsible Officer
- 3.2.2 Overall responsibility for IT governance and compliance
- 3.2.3 Ensures policies are implemented and reviewed

3.3 Users

3.3.1 All users must:

- Use Council IT systems responsibly and securely
- Follow this policy and associated procedures
- Report any suspected security incidents immediately

3.4 Councillors

3.4.1 Councillors will be provided with an official Council email address for the conduct of Council business.

3.4.2 Councillors do not have access to Council IT systems, networks, or data beyond their Council email account unless explicitly authorised.

3.4.3 The Council email account must be the only email account used by Councillors for all Council-related communications, including both sending and receiving emails.

3.4.4 Councillors must not use personal email accounts for Council business.

3.4.5 Councillors must ensure their Council email account is used in a secure and responsible manner in line with this policy.

3.4.6 Failure to comply with the requirement to use Council-issued email addresses for Council business may result in action being taken by the Council, including:

- Withdrawal or restriction of access to Council IT services (including email access)
- Referral to the appropriate Council body (e.g. Standards Committee) where conduct may breach the Councillor Code of Conduct
- Formal notification and requirement to comply with this policy

4. Acceptable Use

4.1 Users must:

- Use IT systems primarily for Council business
- Ensure communications are professional and lawful
- Avoid accessing inappropriate, offensive, or illegal content
- Not install unauthorised software or hardware

4.2 Limited personal use may be permitted where it:

- Does not interfere with work
- Does not incur additional costs or risks
- Complies with this policy

5. Information Security

5.1 Data Protection

5.1.1 All personal data must be handled in accordance with UK GDPR and the Data Protection Policy

5.1.2 Only collect and store data necessary for Council functions

5.1.3 Data must be securely stored and not retained longer than necessary

5.2 Passwords and Access

5.2.1 Strong passwords must be used (minimum 12 characters recommended)

5.2.2 Passwords must not be shared

5.2.3 Multi-factor authentication (MFA) must be used where available and is mandatory for access to Council systems where it is implemented, including all remote access

5.2.4 Access to Council systems will be restricted to authorised users only and granted on a least-privilege basis

5.3 Device Security

5.3.1 Devices (including laptops, tablets, and work mobile phones) must be locked when unattended

5.3.2 Only authorised users may access Council devices

5.3.3 Anti-virus software and updates must be enabled and kept up to date where applicable

5.3.4 Work mobile phones must be secured with a PIN, password, or biometric lock

5.3.5 Where possible, encryption and remote wipe capabilities must be enabled on mobile devices

6. Email and Communications

6.1 Council email accounts must be used for official correspondence

6.2 Users should be cautious of phishing emails and suspicious links

6.3 Confidential information must only be shared securely

6.4 Email retention must follow Council records management policies

- 6.5 Councillors must use their Council-issued email address exclusively for all Council business and must not use personal email accounts for Council correspondence
- 6.6 Non-compliance with Council email requirements may be treated as a breach of Council policy and, where applicable, the Councillor Code of Conduct
- 6.7 Council-issued mobile phones must be used in accordance with this policy, and any Council communications sent from a mobile device must use approved Council systems (e.g. Council email accounts)

7. Internet Use

- 7.1 Internet access must be used responsibly
- 7.2 Users must not download illegal or unsafe content
- 7.3 Council reserves the right to restrict or monitor internet access

8. Remote Working and Mobile Devices

- 8.1 Remote access to Council systems must be secured using multi-factor authentication (MFA) and will not be permitted without MFA enabled
- 8.2 Work mobile phones may be used for Council business where authorised and must comply with this policy
- 8.3 Personal devices must meet minimum security standards if used
- 8.4 Council data accessed via mobile devices must not be stored locally unless authorised
- 8.5 Loss or theft of devices (including work mobile phones) containing Council data must be reported immediately

8.6 Mobile Phone Acceptable Use

- 8.6.1 Work mobile phones are provided for Council business and must be used responsibly and primarily for official purposes
- 8.6.2 Limited personal use may be permitted where it:
 - Does not interfere with Council duties
 - Does not incur additional costs to the Council
 - Complies with this policy
- 8.6.3 Users must not:
 - Install unauthorised or unsafe applications

- Use devices for illegal, offensive, or inappropriate activities
- Circumvent security controls or monitoring systems

8.6.4 Council data accessed or stored on mobile phones must be:

- Kept secure at all times
- Not shared via unapproved applications or messaging services

8.6.5 When working within Council premises, users must connect work mobile phones to the Council's secure Wi-Fi network where available and appropriate, in order to minimise the use of mobile data and manage costs effectively

8.6.6 Users are responsible for:

- Keeping devices physically secure
- Ensuring devices remain operational for Council duties
- Reporting faults, loss, theft, or misuse immediately

8.6.7 The Council reserves the right to:

- Monitor usage in line with legal requirements
- Restrict applications or services
- Recover devices when no longer required or upon termination of role

9. Data Storage and Backup

9.1 Data must be stored on approved cloud or hosted systems

9.2 Regular backups must be maintained

9.3 Users must not store Council data on unauthorised external devices

10. Cyber Security and Incident Reporting

10.1 All suspected incidents (e.g. data breach, phishing attack, lost device) must be reported immediately to the Responsible Officer

10.2 The Council will investigate incidents and take corrective action

10.3 Serious breaches may need to be reported to the Information Commissioner's Office (ICO)

11. Monitoring and Compliance

11.1 The Council may monitor IT use in line with legal requirements

11.2 Breaches of this policy may result in disciplinary action

12. Training

12.1 All users should receive basic IT security training

12.2 Regular awareness updates should be provided

13. Related Policies

13.1 Data Protection Policy

13.2 Data Retention Policy

14. Review

14.1 This policy will be reviewed annually by the Council; or following significant changes in legislation or IT infrastructure.

Yeovil Town Council
September 2026
To be reviewed: September 2027

11/424 CASH HANDLING POLICY

Report Author: Luke Chainey – Finance Assistant

E-mail: luke.chaine@yeovil.gov.uk

Meeting: Executive

Date: 29th September 2026

Executive is **RECOMMENDED:**

- (1) to note the report;
- (2) to consider the draft Cash Handling Policy; and
- (3) to approve and the adopt the policy.

Purpose of Report

To present the proposed Cash Handling Policy and seek approval for its adoption.

Background

Although the Council encourages electronic payments wherever possible, cash and cheque payments continue to be received through a number of Council services and facilities. Appropriate arrangements are therefore required to ensure that all cash is handled securely, accurately and consistently and that the risk of theft, fraud, loss and error is minimised.

The proposed policy has been developed to provide a clear framework for the receipt, storage, transportation, reconciliation and banking of cash. It also supports the Responsible Finance Officer's responsibility for the proper administration of the Council's financial affairs and complements the Council's Financial Regulations and associated financial procedures.

Proposal

The proposed Cash Handling Policy applies to all employees and authorised persons who handle cash on behalf of the Council. It establishes clear controls and responsibilities designed to safeguard Council funds and protect employees involved in cash handling activities.

Key provisions include:

- Clear responsibilities for managers, employees and the Responsible Finance Officer.
- Segregation of duties and dual verification arrangements.
- Secure storage and transportation requirements.
- Procedures for banking cash and cheques.
- Reconciliation and variance reporting arrangements.
- Controls relating to cash floats and safe access.
- Incident reporting and investigation procedures.
- Training, record keeping and audit requirements.

The policy also reinforces the Council's preference for electronic payment methods in order to reduce the risks associated with handling cash.

Benefits of Adoption

The policy will provide a clear and consistent framework for managing cash across the Council and will strengthen financial governance by establishing robust controls and accountability arrangements. [\[Cash Handl...Policy ac | Word\]](#)

Adoption of the policy will:

- Protect Council funds from loss, theft, fraud and error.
- Safeguard employees involved in cash handling activities.
- Promote consistent working practices across services.
- Strengthen audit trails and record keeping.
- Support compliance with financial regulations and recognised good practice.

Financial Implication

There are no significant direct financial implications arising from adoption of the policy. The policy formalises existing arrangements and may help reduce financial losses arising from fraud, theft, error or misappropriation of funds

Legal Implications

The policy supports the Council's responsibility for the proper administration of its financial affairs and complements existing financial governance arrangements.

Maintaining appropriate pay differentials is important to ensure that greater responsibility, accountability and leadership duties are sufficiently rewarded.

Risk Implications

The policy will help reduce risks associated with:

- Fraud and theft.
- Loss or misappropriation of cash.
- Human error and reconciliation discrepancies.
- Weaknesses in cash security arrangements.
- Inconsistent cash handling practices.
- Reputational damage arising from poor financial controls.

Conclusion

The proposed Cash Handling Policy provides a clear and proportionate framework for the secure management of cash on behalf of the Council. It strengthens financial governance, supports effective internal controls and helps safeguard both Council funds and employees involved in cash handling activities. Adoption of the policy will ensure that cash handling arrangements are undertaken consistently and in accordance with recognised good practice.



CASH HANDLING POLICY

YEOVIL TOWN COUNCIL



YEOVIL TOWN COUNCIL

CASH HANDLING POLICY



1. Purpose

- 1.1. This policy sets out the principles, responsibilities and procedures governing the receipt, handling, storage, transportation, reconciliation and banking of cash on behalf of the Council.
- 1.2. The policy aims to:
 - Protect Council funds from loss, theft, fraud and error.
 - Protect employees involved in cash handling activities.
 - Ensure appropriate internal controls and segregation of duties.
 - Support compliance with the Council's Financial Regulations.
 - Promote secure and efficient cash management arrangements.

2. Scope

- 2.1. This policy applies to all employees, contractors, agency staff and other authorised persons who handle cash on behalf of the Council.
- 2.2. The policy applies to:
 - Cash received by the Council.
 - Cheques received by the Council.
 - Cash floats and change funds.
 - Cash held within Council premises or in transit.
 - Banking and reconciliation activities.
- 2.3. The Council's preferred method of payment is electronic payment and officers should encourage the use of online payments, direct debit, debit card and credit card facilities wherever possible

3. Responsibilities

3.1. Council

- 3.1.1. The Council is responsible for ensuring appropriate arrangements are in place for the secure management of cash and financial controls.

3.2. Responsible Finance Officer (RFO)

- 3.2.1. The Responsible Finance Officer and Deputy Responsible Finance Officer are responsible for:
 - Administration of cash handling arrangements.
 - Maintaining records of authorised cash handlers.
 - Monitoring compliance with this policy.

- Reviewing risk assessments
- Undertaking spot checks and investigations where required.

3.3. Directors and Managers

3.3.1. Directors and managers must:

- Ensure staff comply with this policy.
- Undertake risk assessments.
- Ensure appropriate training is provided.
- Report incidents and concerns promptly. [Cash Handl...Policy ac | Word]

3.4. Employees

3.4.1. Employees must:

- Handle cash responsibly and securely.
- Follow this policy and local procedures.
- Report incidents immediately.
- Maintain confidentiality regarding cash movements and security arrangements.

4. Segregation of Duties

4.1. Appropriate segregation of duties must be maintained wherever practicable.

4.2. No individual should be responsible for more than one of the following functions:

- Counting and transporting cash.
- Banking preparation.
- Banking or courier collection.
- Reconciliation of records.

4.3. Dual verification should be used for high-value transactions, cash transfers and cash float counts wherever practicable.

5. Cash Collection and Storage

5.1. All cash received must be recorded immediately and stored securely.

5.2. Cash must be stored in an approved locked safe and access restricted to authorised personnel only.

5.3. Cash holdings must not exceed approved safe limits unless the safe meets the required security standard.

5.4. Safe keys and access arrangements must be safeguarded at all times. Any loss or compromise must be reported immediately.

6. Cash Transportation

- 6.1. Cash must be transported to a secure location or banked at the earliest opportunity.
- 6.2. Cash must be carried in unmarked bags and transported discreetly.
- 6.3. Where cash exceeds £2,500, two authorised officers must accompany the transfer.
- 6.4. Personal safety takes priority in any attempted theft or robbery.

7. Banking Procedures

- 7.1. Cash and cheques must be banked promptly.
- 7.2. Separate paying-in slips and collection bags must be used for cash and cheques.
- 7.3. Banking records, bag references and supporting documentation must be retained for audit purposes.

8. Reconciliation and Verification

- 8.1. All cash received must be reconciled to receipts, till reports, booking systems, banking records and other supporting documentation as appropriate.
- 8.2. Reconciliations should be independently reviewed wherever practicable.
- 8.3. Any variance or discrepancy must be reported immediately to the relevant manager and the RFO or DRFO.
- 8.4. The RFO or DRFO may undertake unannounced spot checks.

9. Cash Floats and Cheques

- 9.1. Cash floats must be formally authorised, recorded and reconciled.
- 9.2. Float values should be kept to the minimum required for operational purposes.
- 9.3. Cheques must be stored securely and banked promptly.

10. Counterfeit Notes

- 10.1. Employees must take reasonable steps to identify suspected counterfeit notes.
- 10.2. Suspected counterfeit currency must be secured, recorded and reported to the line manager and Finance.

11. Incident Reporting

- 11.1. Any loss, theft, suspected fraud, banking discrepancy, missing records or security incident must be reported immediately.
- 11.2. Where criminal activity is suspected, the Police must be contacted as appropriate.

12. Training and Records

- 12.1. Employees involved in cash handling must receive appropriate instruction before undertaking cash handling duties.
- 12.2. All supporting records must be retained in accordance with the Council's retention arrangements
- 12.3. Employees must confirm they have read and understood this policy.

13. Related Documents

- 13.1. 13.1 Please refer to:
 - Financial Regulations.
 - Financial Procedure Rules.
 - Anti-Fraud and Corruption Policy.
 - Risk Management Policy.
 - Records Retention Policy.

14. Review

- 14.1. This policy will be reviewed every three years by the Council, or sooner if required by changes in legislation, insurance requirements, banking arrangements, guidance or operational practice.
- 14.2. Cash handling risk assessments will be reviewed annually by the Responsible Finance Officer or Deputy Responsible Finance Officer.

Yeovil Town Council
September 2026
To be reviewed: September 2031

11/425 POTENTIAL PARISH BOUNDARY REVIEW

Report Author: Amanda Card – Chief Executive / Town Clerk

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

Meeting: Executive

Date: 29th September 2026

Executive is **RECOMMENDED:**

- (1) to note the report;
- (2) to note the correspondence received from East Coker Parish Council;
- (3) to consider the strategic, governance and financial implications of a potential incorporation of the Keyford development area into the Yeovil Town Council parish boundary;
- (4) to determine whether there is merit in undertaking further exploratory discussions with East Coker Parish Council and Somerset Council regarding a potential Community Governance Review; and
- (5) to recommend an appropriate course of action to Full Council.

Background

At its meeting on 30th June 2026, Yeovil Town Council considered correspondence from East Coker Parish Council suggesting that the proposed Keyford development be considered for inclusion within the Yeovil parish boundary. The matter was subsequently referred to Executive for further consideration. East Coker Parish Council has made clear that the proposal is exploratory and is intended to establish whether mutual benefits may exist in pursuing a future boundary review.

The Proposal

The Keyford development is a major urban extension comprising approximately 800 dwellings. Given its close relationship with Yeovil's services, infrastructure, employment, education and community facilities, East Coker Parish Council has suggested that the area may be more appropriately governed as part of Yeovil. Any change would require a formal Community Governance Review undertaken by Somerset Council and would be subject to statutory consultation and approval processes.

Strategic Considerations

The development is expected to function largely as part of the urban area of Yeovil, with future residents relying heavily on the town's facilities, transport links and community infrastructure. Governance by Yeovil Town Council could therefore provide stronger alignment between local representation and community identity.

Inclusion within the Yeovil parish boundary could also support more integrated planning and delivery of local services, public open spaces, community engagement and representation. The proposal provides an opportunity to consider the long-term governance arrangements for a significant strategic housing development that will contribute to the future growth of the town.

Financial Implications

There are no immediate financial implications arising from this report. However, should a boundary change occur, the development would increase the council tax base and could generate additional annual precept income. Based on approximately 800 dwellings, a broad estimate suggests additional annual income of between £150,000 and £250,000, although this would depend on final dwelling numbers, council tax bandings and future precept levels. A detailed financial appraisal would be required before any formal proposal progressed.

Legal and Governance Considerations

Any amendment to parish boundaries would require:

- A Community Governance Review by Somerset Council.
- Public consultation with affected residents and stakeholders.
- Consideration of electoral arrangements and parish representation.
- Assessment of any impact on assets, liabilities, services, and administrative arrangements.

The process would likely be lengthy and involve professional and legal support.

Discussion

At this stage, East Coker Parish Council is seeking only an indication as to whether Yeovil Town Council would be willing to explore the proposal further.

No commitment is being sought regarding support for a future boundary review.

Should Members consider that there is merit in examining the proposal, officers could undertake preliminary discussions with East Coker Parish Council and Somerset Council and report back with further information regarding governance, process, costs, timelines, and financial implications.

Conclusion

The Keyford development represents a significant strategic housing allocation that is likely to become closely integrated with Yeovil. East Coker Parish Council has invited Yeovil Town Council to consider whether a future parish boundary review may be beneficial to both authorities. While any change would require a formal Community Governance Review and extensive consultation, the proposal has potential advantages in terms of governance, representation and future precept income. Members are therefore invited to consider whether there is sufficient merit to justify further exploratory discussions with East Coker Parish Council and Somerset Council before any formal position is adopted.

Report Author: Amanda Card – Chief Executive / Town Clerk

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

Meeting: Executive

Date: 29th September 2026

Executive is **RECOMMENDED**:

- 1) to note the report;
- 2) to agree that attendance in person shall be required for councillors wishing to participate in confidential business where the press and public have been excluded from a meeting or part of a meeting;
- 3) to agree that councillors attending a meeting remotely shall not be permitted to participate in any item considered in confidential session where the press and public have been excluded from a meeting or part of a meeting and must leave the remote meeting before the confidential item is taken; and
- 4) to agree that these arrangements be reviewed should Government legislation come forward permitting or requiring alternative arrangements for remote attendance at local authority meetings.

Purpose of Report

To review the arrangements agreed by the Executive at its meeting held on 29th November 2024 relating to councillors attending confidential business remotely and to consider whether those arrangements should continue.

Background

Meetings of the Council and its committees are held in public unless there is a lawful reason to exclude the press and public from the discussion of a particular item.

Where confidential or exempt information is to be considered, the Council may resolve: "That the press and public be excluded from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity of the remaining agenda items would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted."

Such exclusions are typically applied where the Council is considering information that is confidential, commercially sensitive, legally privileged, relates to employees, or otherwise falls within the categories of exempt information set out in Schedule 12A of the Local Government Act 1972.

At its meeting in November 2024, the Executive considered arrangements relating to virtual attendance during confidential sections of meetings. Members agreed that councillors could participate remotely in confidential discussions subject to several conditions, including keeping cameras switched on, confirming that they were alone, using appropriate audio equipment and not recording proceedings. The Executive also agreed that these arrangements should be reviewed should Government legislation come forward to the contrary.

Review of Current Arrangements

The arrangements agreed in November 2024 sought to strike a balance between enabling participation by councillors attending remotely and protecting the confidentiality of information discussed during exempt sessions.

Whilst there have been no known breaches of confidentiality arising from the current arrangements, the Council has limited ability to verify the environment from which a councillor is participating remotely. Although assurances can be provided by the councillor concerned, it is not possible for the Council to independently verify that confidential discussions cannot be overheard by others or otherwise compromised.

When the Council has resolved to exclude the press and public, Members are entrusted with information that is not available to the wider public. The purpose of the exclusion is to protect the public interest and the confidentiality of the information under consideration. Members may therefore wish to consider whether attendance in person provides the most appropriate and robust means of safeguarding confidentiality during such discussions.

Members are invited to consider whether attendance in person should be required for councillors wishing to participate in confidential business where the press and public have been excluded from a meeting or part of a meeting.

The Council may determine its own procedures in relation to the conduct of meetings and the participation of Members, subject to legislative requirements and its Standing Orders.

11/427 **RECOMMENDATION FROM CULTURE COMMITTEE - CIVIC GUIDE**

Report Author: Tabettha Short– Admin Officer

E-mail: tabetha.short@yeovil.gov.uk

Meeting: Executive

Date: 29th September 2026

The Committee is **RECOMMENDED**:

- 1) to note the report;
- 2) to adopt the Civic Guide.

Background

At its meeting held on 15th September 2026, the Culture Committee **RESOLVED**:

- to approve the Civic Guide subject to the amendments detailed within the minutes; and
- to recommend to Executive the Civic Guide for adoption.

The report considered by the Culture Committee is below.

11/252 **THE CIVIC GUIDE**

Report Author: Tabettha Short– Admin Officer

E-mail: tabetha.short@yeovil.gov.uk

Meeting: Culture Committee

Date: 15th September 2026

The Committee is **RECOMMENDED** to:

- 3) to note the report;
- 4) to approve the Civic Guide;
- 5) to recommend to Executive the Civic Guide for adoption.

REPORT

The Yeovil Town Council Civic Guide 2026 has been produced as a practical reference document to support the Town Mayor, Deputy Mayor, Councillors, consorts, civic

representatives and officers in understanding the civic traditions, responsibilities and protocols associated with the Mayoralty of Yeovil.

The guide explains the role of the Mayor as both the Chair of the Council and the Town's First Citizen, setting out the standards, expectations and procedures that help maintain the dignity and reputation of the office. It provides clear guidance on civic engagements, mayoral events, ceremonial regalia, civic support arrangements and the conduct expected when representing Yeovil Town Council.

In addition to outlining the constitutional and ceremonial aspects of the role, the guide serves as a valuable resource for preserving local civic traditions and ensuring consistency in how official duties are carried out. Topics include attendance at civic events, the role of the Deputy Mayor, mayoral charities, mayoral allowances, civic awards and the important contributions made by the Mayor's Consort, Chaplain, Cadets and Mace Bearer.

The Civic Guide reflects Yeovil Town Council's commitment to strong civic leadership, public accountability and community engagement. By providing clear guidance and practical information, it helps ensure that those undertaking civic responsibilities can do so with confidence, professionalism and respect for the traditions of the town.

If Members have any questions regarding this report, please contact Tabetha Short – Admin Officer, prior to the meeting.



YEOVIL TOWN COUNCIL CIVIC GUIDE

Amanda Card
Chief Executive / Town Clerk

Adopted: 29th November 2016

Reviewed: July 2026

To be reviewed: July 2033

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1 INTRODUCTION

This Civic Guide has been produced to assist the Town Mayor, Deputy Mayor, their consorts, Councillors and employees to understand the civic roles and responsibilities of the Mayoralty and provide useful information for when undertaking a Civic Role.

2 THE ROLE OF THE MAYOR

2.1 Background

Section 245 (6) of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council and the Chair of the Town Council the title of 'Town Mayor'.

The Mayor is elected by the Full Council at the Annual Town Council Meeting (Mayor Making) in May. A Deputy Mayor is also elected at this meeting. The new Mayor and Deputy Mayor each make the following declaration when accepting the Term of Office.

"I,, having been elected to the Office of Mayor of Yeovil Town, declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability."

The Mayor is the Civic Head and First Citizen of Yeovil and, in a civic and ceremonial capacity, represents the Crown within the Town.

2.2 The Role of the Mayor as Chair of the Council

A Mayor has the same rights and duties as a Local Council Chair. The Mayor is the Chair of the Town Council and is a member by virtue of being elected to the Office of Mayor (ex officio) of all Council Committees. As Chair of the Town Council the Mayor may exercise a casting vote in addition to their ordinary vote in decision making by the Full Town Council but otherwise has no additional formal powers to those of other Councillors.

The Mayor will concentrate on representing the whole Town of Yeovil during their term of office whilst maintaining an appropriate and active role in their ward.

The Mayor will act as the principal ambassador for the Town. The Mayor can expect to be asked for public statements concerning Town Council policies and actions. Any statements given should reflect the agreed policy of the Town Council rather than individual or party-political views. The Chief Executive / Town Clerk is available for advice on any aspect of Town Council policy. On occasion, the Mayor may need to make it clear whether they are speaking as Mayor, as a Councillor or in a personal capacity to avoid confusion.

2.3 The Civic Role of the Mayor

The office of Mayor of Yeovil is respected and held in high regard by the community because of its service to the community and the dignified behaviour of the successive Mayors and Deputy Mayors. A Mayor, by virtue of the Office, can use their position to stimulate community pride, encourage business, promote the voluntary sector and mould social cohesion. The Mayoralty can also be a front-

line focus for the expression of community concerns. The Chief Executive / Town Clerk will support and advise the Mayor.

A Mayor will also have many meetings, some with dignitaries, numerous engagements and is the public eye for virtually the whole year. With this mind the mayor needs to exhibit a keen and genuine interest in those they meet, show enthusiasm and commitment to the role, ensure they are non-party political, speak up for the town's interests and always be mindful of the dignity of the Office.

For those chosen, or who are thinking about putting themselves forward for selection it is essential to discuss this with employers and family in advance of accepting the office.

3 INVITATIONS AND EVENTS

Invitations are received from a wide variety of organisations to meetings and events within the Town and outside.

Invitations are considered on their own merits and should be ranked in order of priority:

- State occasions
- Invitations and events within the Town
- Invitations and events within South Somerset District
- Invitations within Somerset
- Other events

The Chief Executive / Town Clerk will advise where there is a clash of events or any other issue concerning engagements.

All engagements are arranged through the Town Council office through the Mayors PA. Where the Mayor is approached personally concerning an official Mayoral event, they must advise that contact through the Town Council must be made, either by telephoning, emailing (mayor@yeovil.gov.uk) or writing.

All engagements are reported to Town Council to ensure public accountability and openness.

Neither the Mayor nor Deputy Mayor or any other Councillor must solicit engagements or visits or otherwise obtain favours by virtue of office.

The Mayor should not accept engagements that coincide with Town Council meetings. These engagements should be offered to the Deputy Mayor. If neither the Mayor, nor the Deputy Mayor is available, then the engagement should be offered to the Chair of Executive, if this is acceptable to the organisation issuing the invitation.

4 MAYOR/DEPUTY MAYOR'S ATTENDANCE PRO FORMA

A copy of the Mayor/Deputy Mayor's Attendance Pro Forma (Appendix A) is sent out to organisers that have invited the Mayor or Deputy Mayor to attend their function. The information returned provides the necessary information to attend, including function details, the dress code and whether a speech is required. If the pro forma is not completed, the Mayor's PA will contact the organisation to confirm.

5 MAYORESS AND CONSORT

The Mayor may signify an official Mayoress or Consort at the Annual Mayor Making. The Mayoress or Consort maybe a spouse/partner, fellow Councillor, family member or friend. The Mayoress/Consort will accompany the Mayor on engagements but other than that has no other civic role and must not undertake engagements alone.

6 MAYOR'S CHAPLAIN

The Mayor may signify a recognised minister of religion to act as Mayor's Chaplain at the Annual Mayor Making. The Chaplain may be invited to provide spiritual support to the Mayor and Council and to act as the religious lead on certain civic occasion such as Remembrance Sunday.

7 MAYOR'S CADET

The Mayor may signify young people to act as Mayor's Cadets at the Annual Mayor Making. The Cadet(s) will accompany the Mayor at certain official functions when invited to do so. The Mayor should provide the cadet with a description of their roles and responsibilities. At the conclusion of the year of office, it is customary for an outgoing Mayor to present the cadet(s) with a small token of thanks.

8 MACE BEARER

The Mace Bearer provides assistance and advice to the Mayor. The Mace Bearer is subject to their own set of rules and must adhere to the guidance within "The Official Handbook of the Guild of Mace Bearers". This handbook supersedes any information held within this Civic Guide unless otherwise advised by the Chief Executive / Town Clerk.

9 CIVIC REGALIA

Official chains and badges of office are normally worn for civic engagements within the Town. Permission for the Mayor to wear the chain must be requested if an engagement is in another Town or Parish. Invitations should specify the regalia to be worn. In any case of doubt, clarification on the most appropriate regalia must be sought with the event hosts.

Chains of Office will normally be worn in public places where the Mayor is accompanied by the Mace Bearer. The Mace Bearer under the direction of the Chief Executive / Town Clerk is responsible for the Chains of Office.

The maintenance and security of the civic regalia is the responsibility of the Mace Bearer under the direction of the Chief Executive / Town Clerk.

Guidance on wearing the chain and badge of office and other items of regalia is set out beneath:

Item of Regalia	Guidance on wearing them
Mayors Chain and Badge of Office	The Mayor can wear the chain and badge of office in both public and private places.
Mayoress'/Consort's Chain and Badge	The Mayoress/Consort will only wear the chain when accompanying the Mayor
Deputy Mayors Badge of Office	The Deputy Mayor can the badge of office in both public and private places.
Deputy Mayoress' Chain and Badge of Office	May be worn when accompanying the Deputy Mayor
Past Mayor's Badge	May be worn at civic events when the Mayor is present and at other occasions when clearly indicated on the invitation or notification.
The Mace	Carried by the Mace Bearer before the Mayor at certain events. Placed in front of the Mayor at meeting of Town Council.

The Chief Executive / Town Clerk will provide further guidance if required.

The Council provides insurance cover for the regalia and robes. The chains and badges should be kept locked away between engagements and overnight in the safe at Town House unless other secure arrangements have been agreed with the Chief Executive / Town Clerk. Where secure arrangements are situated in the individuals' home, it is the Mayor's and/or Deputy Mayor's responsibility to inform their insurance provider. During any holiday period or where it is likely that the Mayor or Deputy Mayor will be away from home for a long period of time, the chains should be returned to Town House and locked in the safe.

The Council will be responsible for the maintenance of the regalia and robes, including any damage or wear and tear. However, any damage should be reported to the Town Clerk as soon as possible.

The Mace is a ceremonial item and a symbol of the Mayor's authority. The Mace indicates that the Mayor is present in their official capacity. The Mace immediately precedes the Mayor on all official occasions to represent their authority as delegated from the Crown. The Mace Bearer carries the mace over their right shoulder; they walk in front of the Mayor and no one (except a member of the Royal family) must come between the mace and the Mayor. The Mace Bearer should attend any engagement when the Mayor is adorned in the robes and chain.

The Mace is used at official ceremonies, such as Mayor Making and at Town Council meetings. If the Monarch is present, the Mace is reversed, which signifies that the Mayor is surrendering the token of their power. When the Mayor is seated the Mace rests horizontally before them with the crown end to their right hand or in the more important direction. Should the Mayor occupy a pew in a church the crown of the Mace should be towards the altar.

At the Annual General Meeting, during the ceremony for the election of the Mayor, the outgoing Mayor, after being handed the mace by the Mace Bearer, then hands it to the newly installed Mayor thus publicly displaying the transfer of office.

There may be occasion where the Mayor or the Deputy Mayor attends events out of the country, for example with Yeovil Twinning Association. If the Mayor or Deputy Mayor intends to take the regalia out of the Country, for the purposes of insurance they must inform the Chief Executive / Town Clerk. In addition, the

Chief Executive / Town Clerk will supply the Mayor or Deputy Mayor with a letter of authorisation on behalf of the Council.

10 MAYORAL SUPPORT

Day to day support for the Mayor is provided by the Mayor's PA under the direction of the Chief Executive / Town Clerk. The exact nature and extent of support and processes will be agreed with the Chief Executive / Town Clerk. The Mayor may expect all diary arrangements and processes to support them in undertaking duties.

The Mayor's PA will be responsible for keeping the Mayoral engagement diary and liaison between the events host and Town Council. The Mayor must refer and agree all such matters with the Town Council office to avoid confusion concerning event arrangements.

If the Mayor is unable to accept an invitation, then it may be passed to the Deputy Mayor and then the Chair of Executive (if this is acceptable to the inviting organisation).

Once an invitation has been properly accepted it should not be cancelled unless absolutely necessary.

All correspondence for the Mayor is kept in Town House; it will be opened by Officers (alongside all other mail) and belongs to the Town Council. Items addressed in error to former Mayors will be redirected by the Chief Executive / Town Clerk to the current Mayor. Personal invitations and correspondence to former Mayors will be forwarded as appropriate.

11 EVENTS

11.1 Civic Events

The Mayor is expected to attend the following Civic Events:

	When	Robes?	Councillors to attend *
Mayor Making	May	✓	✓ Mandatory - smart dress
Civic Service	June / July	✓	✓ Mandatory - smart dress
Clergy Tea Party	Mayor's choice	✗	✗
Armistice Day	11 th November	✗	✓ Discretionary – smart dress
Remembrance Sunday	Second Sunday of November	✓ not at Cemetery war graves	✓ Mandatory - smart dress
Civic Day	Mayor's choice	✗	✗

Civic Evening	Mayor's choice	✗	✓ Discretionary – smart dress
St George's Day Parade	April – Sunday closest to 23 rd April	✓ If requested	✓ Discretionary – smart dress
Freedom of the Town	As requested by RNAS Yeovilton	✓	✓ Mandatory - smart dress
Wells Cathedral	As per invitation	✓	✗

** Councillors should contact the Chief Executive / Town Clerk if they require clarification on dress code.*

Only in extenuating circumstances should the Deputy deputise for the Mayor, the Chief Executive / Town Clerk will advise.

If a member of the Royal family visit Yeovil, specific instructions will be circulated by the Chief Executive / Town Clerk.

The protocol to mark the death of a senior member of the Royal family will be actioned as appropriate.

11.2 Other Events

The Mayor is expected to attend the following events:

	When	Robes?	Councillors to attend *
Super Saturday	September	✗	✓ Discretionary - Volunteers (casual dress)
Mayor's Ball	Last Saturday of November	✗	✓ Discretionary – black tie/formal wear
Town Crier's Competition	April	✗	✓ Discretionary – smart dress
Yeovil College University Centre Graduation Ceremony	December	✓	✗
Christmas Lights Switch On	November	✗	✓ Discretionary – smart warm dress

** Councillors should contact the Chief Executive / Town Clerk if they require clarification on dress code.*

12 MAYOR'S CHARITIES

The Mayor should give some consideration to the charity or charities they propose to support in their Mayoral year. The choice is left to the discretion of the Mayor but tends to be a local based charity. The Mayor may identify the charity or charities of their choice at the Annual Mayor Making.

13 MAYORAL ALLOWANCE

The Local Government Act 1972 allows for the Mayor to be paid an allowance to meet the expenses of their term in office. The Town Council sets the budget for the Mayoral allowance during its budget setting process and is the responsibility of the Executive Committee. The Mayoral Allowance is separate from the Councillors Basic Allowance

The provision of the Mayoral Allowance is to allow any Councillor to be able to be Mayor regardless of personal financial circumstances and to allow each Mayor to fulfil the duties of the role with dignity.

General items of appropriate expenditure may include (but not be limited to):

- Clothing for civic representatives to be worn at events
- Donations to charities and collection
- Tickets for events
- Hospitality provided by the Mayor
- Travel to engagements and subsistence
- Appropriate gifts and/or cards.

The Mayoral Allowance is paid to the Mayor in instalments over the year, with heavier weighting to the earlier months of the municipal year to fund expenditure for Civic Events such as Mayor Making and Civic Service. The Mayor will set up a bank account specifically for Mayoral expenditure and the Mayor's Allowance shall be paid directly into this account.

For purposes of transparency, the Mayor must maintain a spreadsheet expenditure, which is reconciled to the Mayor's Bank Account on a quarterly basis by the Mayor and Town Clerk. A summary of expenditure will be produced and reported back to the Executive Committee following the end of the municipal year. Any donations for the Mayor's Charities are asked to be made Payable to Yeovil Town Council and any cash donations are paid immediately to the office at Yeovil Town Council.

14 DEPUTY MAYOR

The Councillor elected as Deputy Mayor will support the Mayor throughout the year and will represent the Council when asked to do so.

If the Mayor is not present at a Council meeting the Deputy Mayor must preside if present. The Mace is never carried in front of the Deputy Mayor. In this instance, the mace is placed before the meeting starts and collected when the meeting is finished.

The Deputy Mayor has no standing in that role when the Mayor is present but assumes the precedence and standing of the Mayor when deputising for the Mayor.

15 MAYOR'S END OF YEAR

At the Annual Town Council which denotes the end of the Mayor's Term of Office, the custom is to invite the outgoing Mayor to make a short speech as response to a vote of thanks for their services during the year. This normally comprises a short review of their period office, thanks to the

organisation and people of Yeovil who extended hospitality and have worked with the Mayor and Town Council during the year and to any other supported.

The new Mayor will present the previous Mayor with a Past Mayor's badge.

Retired Mayors are encouraged to help incoming Mayors to familiarise themselves in the role.

16 MAYORS AWARD

Every year the Mayor will award an individual or an organisation who provides a worthwhile service to the community. The recipient(s) of this award will receive a silver salver as a token of recognition and thanks on behalf of the Mayor and the Town. Their name will also be added to the Mayor's Award Roll of Honour.

**11/428 RECOMMENDATION FROM CULTURE COMMITTEE –
INCREASE IN CHRISTMAS LIGHT SWITCH-ON BUDGET**

Report Author: Tamara McKay – Events Officer

E-mail: tamara.mckay@yeovil.gov.uk

Meeting: Executive

Date: 29th September 2026

The Committee is **RECOMMENDED:**

- 1) to note the report;
- 2) to agree that the event budget be increased to £12,000, and that the additional £4,000 be funded from contingencies in 2026/27 and built into the base budget for future years.

Background

At its meeting held on 15th September 2026, the Culture Committee **RESOLVED:**

- to support an increase in the Christmas Lights Switch-On event budget from £8,000 to £12,000; and
- to recommend to Executive that the event budget be increased by an additional £4,000 to be funded from contingencies for 2026/27 and built into the base budget for future years.

The report considered by the Culture Committee is below.

11/259 CHRISTMAS LIGHT SWITCH-ON BUDGET

Report Author: Tamara McKay – Events Officer

E-mail: tamara.mckay@yeovil.gov.uk

Meeting: Culture Committee

Date: 15th September 2026

The Committee is **RECOMMENDED:**

- 3) to note the report;
- 4) to agree the principle of increasing the Christmas Light Switch-On event budget to £12,000 from £8,000; and

- 5) subject to (2) being agreed; to recommend to the Executive that the event budget be increased to £12,000, and that the additional £4,000 be funded from contingencies in 2026/27 and built into the base budget for future years.

REPORT

Planning for the 2026 Christmas Light Switch-On, scheduled for 28 November 2026, is well underway. There is a clear ambition from both Members and officers to further develop and expand the event, which consistently attracts the highest attendance of any event in the Council's annual programme.

A number of opportunities have been explored to enhance the event offer and increase footfall. These include the introduction of a funfair, which would be delivered at no direct cost to the Council, with the operator generating income through ride charges. Additionally, engagement has commenced with local businesses and independent traders regarding the provision of retail and food stalls throughout the event. Pitch fees would be charged to participating traders, generating income that could help offset a proportion of the event costs.

The current event budget stands at £8,000, excluding the cost of the Christmas lights themselves. At present, approximately £5,000 of this budget is allocated to technical and production requirements, including staging, sound, and associated infrastructure. These elements are essential to ensuring the safe, professional, and effective delivery of the event. Consequently, the remaining budget available for entertainment, performances, and additional programming is limited.

It is considered that an increased budget of £12,000 would provide greater scope to enhance the quality and scale of the event. This additional investment would support the introduction of higher-profile attractions and entertainment, helping to establish the Christmas Light Switch-On as a premier seasonal event comparable to those delivered in larger towns and cities.

One proposed enhancement is the inclusion of a pyrotechnic display to coincide with the switching on of the Christmas lights, creating a memorable focal point and adding significant visual impact to the event. Discussions have taken place with a local specialist provider who has undertaken a site visit and confirmed the feasibility of delivering a display suitable for a town-centre environment. An indicative quotation of approximately £4,000 has been received for a 5 to 7-minute display.

However, it should be noted that it would not be possible to deliver this enhancement, or meaningfully explore other additional attractions and programming opportunities, within the current budget allocation. Any significant expansion of the event would require an increase in the overall event budget to ensure that enhancements can be delivered safely, professionally, and to a standard that meets public expectations.

**11/429 LEARNING MANAGEMENT PLATFORM FOR COUNCILLOR
AND OFFICER TRAINING**

Report Author: Amanda Card
E-mail: manda.card@yeovil.gov.uk
Meeting: Executive
Date: 29th September 2026

The Committee is **RECOMMENDED:**

- 1) to note the potential benefits of introducing a Learning Management Platform for councillor and officer training;
- 2) to support officers in continuing to research suitable platforms and training solutions; and
- 3) to note that a further report setting out available options, costs and recommendations for member consideration will be brought to a future meeting of this Committee.

Purpose of Report

To introduce the concept of a Learning Management Platform (LMS) for councillor and officer training and to seek support for officers to investigate suitable solutions that meet the Council's governance, operational and compliance needs.

Background

The Council operates within an increasingly complex regulatory and governance environment. Councillors and officers are required to understand and comply with a wide range of policies, procedures, financial regulations, legal duties and governance requirements in order to effectively discharge their responsibilities.

Training is currently delivered through a variety of methods, including inductions, briefings, professional guidance, policy documents and external training courses. Whilst these arrangements provide access to learning opportunities, they do not provide a single, centralised system for managing, recording and evidencing training activity.

The Council has adopted a significant number of policies, procedures and governance documents to support effective decision-making, regulatory compliance and good governance. However, having policies in place is only one part of effective governance. It is equally important that councillors and officers are aware that those policies exist, understand their responsibilities under them and take personal responsibility for familiarising themselves with the requirements relevant to their roles.

As the Council's governance framework continues to develop, it is important that appropriate arrangements are in place to support awareness, understanding and ongoing learning across the organisation. Recent governance discussions have also highlighted the importance of ensuring that councillors and officers have access to consistent information, guidance and training resources to support informed decision-making and compliance with Council procedures.

Proposal

Officers propose to explore the introduction of a Learning Management Platform that would provide a central location for training, learning resources and development materials for both councillors and officers.

Such a platform could support training and awareness across a wide range of areas, including:

- Governance and decision-making.
- Financial Regulations and financial management.
- Councillor and officer roles and responsibilities.
- Data protection and information governance.
- Health and safety.
- Equality, diversity and inclusion.
- Human resources policies and procedures.
- Cyber security awareness.
- Procurement and contract management.
- Records management and access to information.
- Code of Conduct and standards matters.
- Project and risk management.

The platform could also provide a means of recording training completion, monitoring mandatory training requirements and maintaining an auditable record of learning activity.

Benefits

A Learning Management Platform has the potential to:

- Support good governance and regulatory compliance.
- Promote consistent understanding of Council policies and procedures.
- Improve access to training resources for councillors and officers.
- Assist with induction and ongoing professional development.
- Provide evidence of completed training.
- Support organisational resilience and succession planning.
- Reduce administrative burdens associated with organising and recording training.

In addition, a Learning Management Platform would enable the Council to move beyond simply publishing policies and procedures to actively monitoring engagement with them. The platform could provide functionality to issue reminders, require

completion of specific learning modules, record acknowledgements of key policies and produce management reports demonstrating participation and completion rates.

This would provide assurance that important policies have not only been adopted and made available but have also been brought to the attention of those responsible for applying them. It would help reinforce the shared responsibility of councillors and officers to remain informed of current policies, procedures and governance requirements and would provide a clear audit trail should confirmation of training and awareness be required.

Current Position

At this stage no commitment is sought to procure a specific system.

Officers are currently researching a range of Learning Management Platforms used within local government and other organisations to establish which solutions may be most suitable for the Council's size, requirements and budget.

The research will consider:

- Functionality and ease of use.
- Availability of training content.
- Reporting and compliance monitoring capabilities.
- Accessibility for councillors and officers.
- Implementation requirements.
- Ongoing licensing and support costs.
- Value for money.

Financial Implications

There are no immediate financial implications arising from this report.

Should officers identify a preferred solution, a further report will be presented to members setting out the available options, costs, implementation arrangements and any budget implications.

Conclusion

The introduction of a Learning Management Platform has the potential to strengthen governance, improve compliance and support the ongoing development of both councillors and officers. It would provide a structured and auditable approach to learning, promote greater awareness of Council policies and procedures, and assist the Council in demonstrating that appropriate training and development opportunities are being made available across the organisation.

Officers are therefore seeking support to continue researching suitable platforms and to bring a further report to members with recommendations for consideration.