

Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ



Mayor: Cllr T Lock
Chief Executive/ Town Clerk: Amanda Card BA (Hons), FCPFA, BSc (Open)
T-01935 382424, W - www.yeovil.gov.uk
E-mail Town.Clerk@yeovil.gov.uk

Minutes of the hybrid meeting of the Finance & Policy Executive Tuesday 3rd June 2025 at 7.00pm held by video-conference using Zoom meeting software; and in the Town House, 19 Union Street, Yeovil BA20 1PQ.

Present (in person): Cllrs R Stickland (in the Chair); T Casey; K Gill, A Kendall; T Lock; J Lock; G Oakes; W Read; R Spinner; A Wilkes and D Woan.

Present (virtually): Cllr J Snell

In Attendance (in person): A Card (Chief Executive / Town Clerk); and J Pang (Deputy Responsible Finance Officer), Rev David Keen; Ruth Glendinning (Youth Worker, St Peter's Community Centre); Marie Rice (Centre Manager, St Peter's Community Centre).

Public Comment

There was no public comment.

7:00pm – the meeting commenced.

11/283 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies for absence were received from Cllrs J Snell* (family commitment); and A Soughton (unwell).

**Legislation requires that Councillors need to be physically present at the meeting to be shown as present. If a Councillor is unable to attend in person but can attend virtually, then apologies for absence should be given.*

RESOLVED: to accept the apologies with the reasons given.

11/284 DECLARATIONS OF INTEREST

Councillor	Agenda Item	Interest	Interest due to
Cllr R Stickland	General Declaration	Personal	Chair of Yeovil Without Parish Council

Cllr A Kendall	11/286: Westfield Youth Service 11/287: Grants – Westfield Community Association	Personal	Somerset Council's representative for Westfield Community Association
Cllr W Read	11/286: Westfield Youth Service 11/287: Grants – Westfield Community Association	Personal	Attends Westfield Community Association meetings
Cllr A Wilkes	11/286: Westfield Youth Service 11/287: Grants – Westfield Community Association	Personal	Trustee of Westfield Community Association

11/285 MINUTES

To approve as a correct record the Minutes of the meetings held on 25th March 2025 and 13th May 2025.

RESOLVED: that the minutes of the meetings held on 25th March 2025 and 13th May 2025 be signed by the Chair as a correct record.

7:08pm – Standing Orders were suspended so that the Rev D Keen, Ruth Glendinning and Marie Rice could speak in support of the following agenda item.

11/286 WESTFIELD YOUTH SERVICES

Rev D Keen, Ruth Glendinning and Marie Rice spoke in support of the extension of the Service Level Agreement. Councillors asked some questions of the representatives regarding additional fundraising. The representatives stated that fundraising and grant applications was made as a whole by the centre. Grant applications were completing with consideration to the criteria.

7:16pm – Standing Orders were re-instated.

Councillors spoke in support of the extension, and the work carried out by St Peters Church provided evidence of the outcomes and successes.

RESOLVED: (1) to agree to extend the Service Level Agreement with St Peters Church for Youth Services in Westfield; (2) to increase the value of the Service Level Agreement to £25,000 per year for 3 years so that the full suite of youth programmes could be ran all year around; and (3) that the Chief Executive / Town Clerk prepare the paperwork for the extension of the Service Level Agreement.

11/287 APPLICATION FOR GRANT AID

Westfield Community Association - £500 for the purchase and installation of a pavement barrier at the Westfield Community Garden. Councillors agreed that this was a safety issue.

Somerset Geology Group - £335 to cover the cost of production of fifty copies of an urban geology walking tour guide, which would be sold at Super Saturday.

Get Me Home and Friends CIC - £2,000 to support the launch of the delivery of supporting older adults and individuals living with dementia across the town. Councillors raised concerns regarding retrospective costs. Applications had not been made to Yeovil Without Parish Council or Brympton Parish Council, and there was no intention of doing so.

RESOLVED: (1) to award £500 to Westfield Community Association for the purchase and installation of a pavement barrier at the Westfield Community Garden; (2) to award £335 to Somerset Geology Group subject to a report back to the Council at a later date regarding costs and how the money was used; and (3) to reject the application of Get Me Home and Friends CIC, on the basis that the application did not meet the Grant criteria.

11/288 APPROVAL OF PAYMENTS FROM 1ST MARCH 2025 – 30TH APRIL 2025

Members considered the payments made by Yeovil Town Council from 1st March 2025 – 30th April 2025.

RESOLVED: to approve the payments made by Yeovil Town Council from 1st March 2025 – 30th April 2025.

11/289 2024/25 OUTTURN REPORT FOR THE YEAR ENDING 31ST MARCH 2025

The Chief Executive/Town Clerk stated that there were some anomalies which had become known and that the Outturn Report would be reported back to Town Council alongside the Annual Governance and Accountability Return.

11/290 INCOME COLLECTION AND DEBT MANAGEMENT POLICY.

The Chief Executive/Town Clerk introduced the Income Collection and Debt Management Policy. She stated that it was essential to have a procedure to collect income and to chase income that had not been paid, especially now the Council's services were more reliant on the income to support expenditure.

A Councillor identified a single point of failure should the Deputy Responsible Finance Officer or Responsible Finance Officer not be available. It was suggested that either/or the Deputy Responsible Finance Officer and Responsible Finance Officer should be able to carry out responsibilities appointed to either Officer.

RESOLVED: to adopt and approve the Income Collection and Debt Management Policy subject to the amendment regarding the above suggestion.

11/291 TREASURY MANAGEMENT AND INVESTMENT STRATEGY

The Chief Executive/Town Clerk introduced the Treasury Management and Investment Strategy. She spoke of security, liquidity and yield, and how the strategy would better protect Council money as well as earning a better return. A cashflow was in place to assist when money would be required for outgoings, and also to inform the length of time for investments. She spoke of the DMADF (Debt Management Account Deposit Facility at the UK Government).

A Councillor mentioned that he would like to see limits in terms of percentages for each type of investment.

RESOLVED: to adopt and approve the Treasury Management and Investment Strategy, but that the further consideration be given to the limits for each type of investment and reported back to a future meeting.

11/292 BULLY AND HARASSMENT POLICY AND BULLY AND HARASSMENT COMPLAINTS PROCEDURE

The Chief Executive/Town Clerk introduced both documents. The documents were written using a template provided by South West Councils. The policy and procedure are necessary considering the employers' legal duty to take reasonable steps to prevent sexual harassment and create a safe working environment. A sign would be installed at all Council buildings.

Discussions were held regarding how to circulate to all staff.

RESOLVED: to approve and adopt the Bully and Harassment Policy and Bully and Harassment Complaints Procedure.

11/293 MENOPAUSE POLICY

The Chief Executive / Town Clerk introduced the Menopause Policy, which had been written using a template provided by South West Councils.

8:09 pm - Cllr Wes Read left the meeting.

8:11 pm - Cllr Wes Read returned.

RESOLVED: to approve and adopt the Menopause Policy.

11/294 INFRASTRUCTURE (PROPERTY & ASSETS) – REQUEST FOR ADDITIONAL RESOURCES

Councillors discussed the report regarding the request for additional funding for a Community Warden.

RESOLVED: to agree funding for an additional Community Warden as detailed within the report.

The meeting closed at 8:17 pm.

Signed: (Chair) Date