

# Yeovil Town Council

Town House  
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BA20 1PQ



Mayor: Cllr T Lock  
Chief Executive/ Town Clerk: Amanda Card BA (Hons), FCPFA, BSc (Open)  
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**Minutes of the hybrid meeting of the Finance & Policy Executive held on Tuesday 30<sup>th</sup> September 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 A Soughton (in the Chair); T Casey; K Gill, A Kendall; T Lock; G Oakes; W Read; R Spinner; R Stickland; A Wilkes and D Woan.

**Present (virtually):** Cllr J Lock

**In Attendance (in person):** A Card (Chief Executive / Town Clerk); J Pang (Deputy Responsible Finance Officer); Cllrs A Richard (Wyndham) and R White (Westlands).

There was two members of the press present virtually.

## **Public Comment**

There was no public comment.

*7:00pm – the meeting commenced.*

### **11/311 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies for absence were received from Cllrs J Lock\* (work commitments) and J Snell (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.

### **11/312 DECLARATIONS OF INTEREST**

Cllr R Stickland declared a personal interest as Chair of Yeovil Without Parish Council, particularly for agenda item 11/323 Motion.

Cllr K Gill declared a personal interest in agenda item 11/314 (Grant for Yeovil Street Pastors) in that his brother-in-law was a previous trustee (mentioned within the application) for the Street Pastor and agenda item 11/322 (Recommendation from Leisure and Environment Committee – Allotment rent review) due to him being an allotment holder.

All Councillors present declared a personal interest in agenda item 11/314 (Grant for Yeovil Street Pastors) as a fellow councillor - Cllr Justice Jumba is a street pastor.

**11/313      MINUTES**

To approve as a correct record the Minutes of the meeting held on 29<sup>th</sup> July 2025.

**RESOLVED:** that the minutes of the meetings held on meeting held on 29<sup>th</sup> July 2025 be signed by the Chair as a correct record.

**11/314      APPLICATION FOR GRANT AID**

Councillors considered the applications received for grant aid. However, it was noted that a procedural issue had arisen, as the applications had not been properly checked against the established criteria.

**RESOLVED:** (1) that the application for Mr Osio be rejected on the grounds that it does not meet the required criteria; and (2) that the remaining four applications be deferred for consideration at a future meeting of this Committee.

**11/315      CORRESPONDENCE FROM PREVIOUS GRANT APPLICATIONS**

The Councillors considered the letters from Westfield Community Association regarding the £500 grant for the installation of a safety barrier outside the Westfield Community Gardens – Stiby Road entrance; and the Youth Adventure Trust regarding the contribution of £1,377.55 towards the young people form Yeovil's Place on the Youth Adventure Trust Resilience Programme Overnight Expedition.

**RESOLVED:** to note both letters.

**11/316      APPROVAL OF PAYMENTS**

Members considered the payments made by Yeovil Town Council:

- 1<sup>st</sup> July 2025 – 31<sup>st</sup> July 2025; and
- 1<sup>st</sup> August 2025 – 31<sup>st</sup> August 2025.

The documents were circulated separately due to the size; however, it appeared that Councillors did not receive them.

**RESOLVED:** that the documents be re-circulated so that they could be considered at the November meeting.

**11/317      BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31<sup>st</sup> JULY 2025 (MONTH 1 – 4)**

The Chief Executive/Town Clerk introduced the budget monitoring report for the period ending 31<sup>st</sup> July 2025. She highlighted that there was a current estimate of £97,901 (3.0%) underspend.

**RESOLVED:** to note the report.

**11/318      BANK RECONCILIATION**

Members considered the formal bank reconciliation as at 31<sup>st</sup> July 2025.

**RESOLVED:** to approve the formal bank reconciliation as at 31<sup>st</sup> July 2025.

**11/319      BALANCE SHEET**

Members considered the Balance Sheet as at 31<sup>st</sup> July 2025.

**RESOLVED:** to approve the Balance Sheet as at 31<sup>st</sup> July 2025.

**11/320      INTERNAL AUDIT REPORT**

The Committee considered the Internal Audit Report along with the attached management responses. The Chief Executive / Town Clerk noted that the report had increased significantly in scope, reflecting the growing number of services now under the Council's responsibility.

he noted that she had previously addressed the contents of the report at the Town Council meeting in June and emphasised that the outcome of the internal audit was to be expected following the recent transfer of services. It was further reported that many of the recommendations had already been implemented.

Councillors requested that comparative exercise be conducted, using a Finance Improvement plan with RAG (Red, Amber, Green) ratings, between audits to demonstrate that recommendations have been implemented.

**RESOLVED:** (1) to note the report; and (2) to implement a Finance Improvement plan with RAG (Red, Amber, Green) ratings, between audits to demonstrate that recommendations have been implemented

**11/321      COMMUNITY INFRASTRUCTURE LEVY**

Members considered the report of the Chief Executive / Town Clerk regarding the Community Infrastructure Levy.

A Councillor expressed concern that the list appeared limited and questioned whether the Town Council could be confident that all entitlements had been received. In response, the Chief Executive / Town Clerk explained that the Council was reliant on the information provided by Somerset Council but confirmed that she would carry out further investigation.

**RESOLVED:** to note the report.

**11/322      RECOMMENDATION FROM LEISURE AND ENVIRONMENT COMMITTEE  
– ALLOTMENT RENT REVIEW**

Member considered report of the Deputy Town Clerk regarding an increase in allotment rents, as recommended by the Leisure & Environment Committee.

**RESOLVED:** (1) to note the report; and (2) to agree that the allotment rent be increased to 55p per m<sup>2</sup> for the period 1<sup>st</sup> October 2026 to 30<sup>th</sup> September 2027.

Cllr T Casey had submitted an amendment to his motion regarding the exploration of a Yeovil Town resident discount card.

*7:46pm – The Chair adjourned the meeting for Councillors to familiarise themselves with the amended motion.*

7:55pm – The meeting was reconvened.

Cllr T Casey presented a motion highlighting that residents of Yeovil Town pay a significantly higher council tax precept than neighbouring parishes but do not receive preferential access to the services funded by that precept. He proposed the introduction of a discount card to reward those contributing to local services and requested that Officers undertake a feasibility study to explore this idea.

Councillors expressed broad support for the feasibility study, acknowledging that a thorough investigation would be required and would take time.

It was also noted that other parishes that had contributed to Council services would need to be considered.

Some concern was raised regarding the capacity of Officers to undertake this work. In response, the Chief Executive / Town Clerk recommended establishing a working party to carry out the study, which was supported by Councillors.

*8:21pm – Cllr A Wilkes left the meeting and did not return.*

**RESOLVED:** (1) to set up a working party (membership: Cllrs T Casey; K Gill; G Oakes; R Spinner; R White; and D Woan – supported by relevant officers); (2) that the working party carry out a feasibility study into a Yeovil Town Resident Discount Card, assessing potential structures, costs, and benefits; (3) that the feasibility study should include options for a modest resident discount (for example, around 10%, subject to viability) on services operated by Yeovil Town Council, such as food and drink (excluding alcohol) at Westlands, Mudford Recreation Centre, Ninesprings Café, and The Octagon Theatre in future; (4) that the study should also consider the potential for partnerships with local businesses, options for non-resident membership fees, and the likely financial impact on Council services; and (5) that a report with recommendations be brought back to Finance & Policy Executive for consideration.

The meeting closed at 8:23 pm.

Signed: ..... (Chair) Date .....