



Yeovil Town Council

Town House
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Yeovil
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Mayor: Cllr A Kendall
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 Tuesday 25th March 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); A Kendall; G Oakes; E Potts-Jones; A Richards; A Wilkes (until 8:30pm) and D Woan.

In Attendance (in person): A Card (Chief Executive / Town Clerk); and J Pang (Deputy Responsible Finance Officer).

There was on member of the public and one member of the press present virtually.

Public Comment

The member of the press asked some questions relating to the Octagon Theatre and the Hyper Acute Stroke Unit in Yeovil.

7:03pm – the meeting commenced.

11/266 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies for absence were received from Cllrs T Casey (unwell); T Lock (unwell); J Lowery (personal reasons) and R Stickland (conflicting engagement).

RESOLVED: to accept the apologies with the reasons given.

11/267 DECLARATIONS OF INTEREST

Councillor	Agenda Item	Interest	Interest due to
Cllr A Kendall Cllr G Oakes Cllr E Potts-Jones Cllr D Woan	11/279 Urgent Decision – Octagon Theatre Project Brief 11/281 Octagon Theatre (Confidential)	Personal	Member of: Somerset Council

11/268 MINUTES

To approve as a correct record the Minutes of the meeting held on 14th January 2025.

RESOLVED: that the minutes of the meetings held on 14th January 2025 be signed by the Chair as a correct record.

11/269 APPLICATION FOR GRANT AID

The grant for Sing2Breathe was deferred.

11/270 APPROVAL OF PAYMENTS FROM 1ST APRIL 2024 – 28TH FEBRUARY 2025

Members considered the payments made by Yeovil Town Council from 1st April 2024 – 28th February 2025.

RESOLVED: to approve the payments made by Yeovil Town Council from 1st April 2024 – 28th February 2025.

11/271 2024/25 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 28TH FEBRUARY 2025 (MONTH 1 – 11)

The Executive considered the report of the Chief Executive/Town Clerk. The report provided Members with the current projection of the expected expenditure and income against the Council's approved budget for the financial year 2024/25. Current projections highlighted an anticipated underspend of £123,593 (5.0%) which is largely due to devolved services being in the control of Yeovil Town Council for 8 months in the current financial year.

RESOLVED: to note the report.

11/272 TOWN AND PARISH COUNCIL TAX COMPARISONS

The Executive considered the report of the Chief Executive/Town Clerk, which highlighted the differences in tax bases, precepts and Band D charges for both 2024/25 and 2025/26 for those Towns and Parishes in Somerset whose Band D charges for 2025/26 were above £200.

RESOLVED: to note the report.

11/258 INTERNAL AUDIT REPORT

The Chief Executive / Town Clerk introduced the Internal Audit Report and commented that there were no surprises. The Internal Auditor had highlighted the challenges that taking over the numerous services from Somerset Council had generated. The Chief Executive / Town Clerk (in her capacity as Responsible Finance Officer) and the Deputy Responsible Finance Officer had undertaken that the recommendations will be achieved (if not already) in time for the completion of the 2024/25 statutory accounts.

RESOLVED: to note the report.

11/274 WHISTLEBLOWING POLICY

The Chief Executive / Town Clerk introduced the Whistleblowing Policy. She stated that now the organisation was bigger and spread over several sites, that there was a stronger need to have a policy that allowed employees to highlight issues of concern, in a safe way.

A Councillor commented that the policy made the process very clear.

Councillors thanked the Chief Executive / Town Clerk for writing the policy.

RESOLVED: to approve and adopt the Whistleblowing Policy

11/275 PROCUREMENT CARD POLICY

The Chief Executive / Town Clerk introduced the Procurement Card Policy. The Town Council had made an application for more procurement cards. These cards will be allocated to individual users and it was very important that they were clear on how the procurement cards should be used.

Cardholders would be expected to sign that they had not only received the card, but had read, understood and undertook to abide by this policy and the Financial Regulations Policy.

Councillors thanked the Chief Executive / Town Clerk for writing the policy.

RESOLVED: to approve and adopt the Procurement Card Policy.

11/276 FINANCIAL REGULATIONS

The Chief Executive / Town Clerk introduced the Financial Regulations which followed the model as set out by NALC (National Association of Local Councils) but adapted for the requirements of Yeovil Town Council. The Chief Executive / Town Clerk indicated that the items highlighted in yellow were recommendations made by herself in order for the Council to be able to run as efficiently and effectively as possible.

A Councillor wished to ask a question under confidential session so this item was deferred to confidential.

**Please see below for the remainder of this minute and resolution.*

11/277 RISK STRATEGY AND RISK ASSESSMENT 2025/26

Members considered the Risk Strategy and Risk Assessment for 2025/26.

The Chief Executive/Town Clerk highlighted that any amendments that had been made were highlighted.

RESOLVED: to recommend the adoption of the Risk Strategy and Assessment 2025/26 to Town Council

11/278 URGENT DECISION – SUPPORTING ARTS AND CULTURE IN SOMERSET

The Committee considered the report of the Chief Executive/Town Clerk regarding supporting arts and culture in Somerset, with the Town Council contributing £5,000 to the Arts and Engagements Outreach Service.

RESOLVED: to note the report.

11/279 URGENT DECISION – OCTAGON THEATRE PROJECT DESIGN BRIEF

The Committee considered the report of the Chief Executive/Town Clerk regarding the signing off of the Octagon Project design brief.

RESOLVED: to note the report.

11/280 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: to exclude the press and public 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. Public Bodies (Admission to Meetings) Act 1960 s3.

8:18pm – the members of the public and the press left the meeting and did not return.

11/276 FINANCIAL REGULATIONS

Continued from above. A question was raised regarding IFRS 16 (International Financial Reporting Standards) which is the way that leases are accounted for. The Chief Executive/Town Clerk stated that Local Council's whose gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million adhered to a different accounting regime than Principal Authorities. She did explain that Yeovil Town Council could find themselves in position in the future where they would have to use a different regime as gross expenditure or income may exceed £6.5 million. However, the Ministry of Housing Communities and Local Government (MHCLG) may increase these thresholds.

RESOLVED: to recommend the adoption of the Financial Regulations to Town Council.

11/281 OCTAGON THEATRE (CONFIDENTIAL)

The Chief Executive / Town Clerk presented her report regarding the Octagon Theatre.

8:30pm – Cllr Wilkes left the meeting and did not return.

RESOLVED: (1) to note the report; and (2) to agree and to recommend to Town Council to the use of reserves for phase 1 and 2, understanding the risks associated (as detailed in the report).

The meeting closed at 8:50 pm.

Signed: (Chair) Date