

# 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](http://www.yeovil.gov.uk)  
E-mail Town.Clerk@yeovil.gov.uk

**Minutes of the hybrid meeting of the Finance & Policy Executive held on Tuesday 25<sup>th</sup> November 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); K Gill, A Kendall; T Lock; G Oakes; R Stickland; A Wilkes; and D Woan.

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

**In Attendance (virtual):** Cllr J Snell.

There was one member of the press present virtually.

## **Public Comment**

There was no public comment.

*7:00pm – the meeting commenced.*

## **11/332      APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies for absence were received from Cllrs T Casey (unwell); W Read (conflicting engagement); J Snell (family commitments)\* and R Spinner (conflicting engagement).

*\*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.

## **11/333      DECLARATIONS OF INTEREST**

Cllr R Stickland declared a personal interest as Chair of Yeovil Without Parish Council.

## **11/297      MINUTES**

To approve as a correct record the Minutes of the meeting held on 28<sup>th</sup> October 2025.

**RESOLVED:** that the minutes of the meetings held on meeting held on 28<sup>th</sup> October 2025 be signed by the Chair as a correct record.

**11/335      APPLICATION FOR GRANT AID**

**2 x students at Westfield Academy (siblings) - £2,500** towards the cost of a netball scholarship.

**Wessex MS Therapy Centre - £1,500** towards the costs of bring an Outreach Project to Yeovil for people living with Multiple Sclerosis and other neurological conditions and disabilities.

**Say Aphasia Yeovil - £984.89** towards the cost of a community group for Aphasia.

Discussions were held regarding the benefit to Yeovil Town.

**RESOLVED:** (1) that there be no action for the application for the two students at Westfield Academy; (2) that there be no action for the application for the Wessex MS Therapy Centre; and (3) to award £1,000 to Say Aphasia Yeovil.

**11/336      APPROVAL OF PAYMENTS**

Members considered the payments made by Yeovil Town Council:

- 1<sup>st</sup> September 2025 – 30<sup>th</sup> September 2025; and
- 1<sup>st</sup> October 2025 – 31<sup>st</sup> October 2025

A question was raised over Members Allowance and a process issue was identified, which the Deputy Responsible Finance Officer agreed to rectify.

**RESOLVED:** (1) to approve the payments made by Yeovil Town Council as detailed above; and (2) that the Deputy Responsible Finance Officer rectify the issue with the Members Allowance.

**11/337      BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31<sup>ST</sup> OCTOBER 2025 (MONTH 1 – 7)**

The Chief Executive/Town Clerk presented the budget monitoring report for the period ending 31 October 2025. She noted that the current forecast indicates an underspend of £74,776, representing 2.3% of the approved budget.

**RESOLVED:** to note the report.

**11/338      BANK RECONCILIATION**

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

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

**11/339      BALANCE SHEET**

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

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

**11/340      REVIEW OF RESERVES**

The Committee reviewed the reserves falling within the remit of the Finance & Policy Executive. It was agreed that the Youth Council Reserve and the Community Infrastructure Levy Reserve should be redesignated to the Octagon Theatre Reserve.

The Committee then considered the outcomes of the other Committees' reviews of the earmarked reserves and discussed the recommendations set out within the report.

**RESOLVED:** (1) to note the report; (2) to agree that the Youth Council Reserve (£10,384) and the Community Infrastructure Levy Reserve (£5,903) be designated to the Octagon Theatre Report Reserve; and (3) to agree to redesignate, in total £294,976 (as detailed within the report) to the Octagon Theatre Project Reserve.

#### **11/341      DRAFT BUDGET 2026/27**

Members considered the report of the Chief Executive/Town Clerk on the draft budget for 2026/27.

The Chief Executive/Town Clerk reminded Councillors that the budget-setting process is iterative and that further refinements would be made ahead of the January Town Council meeting.

She also noted that the Tax Base figure is expected from Somerset Council in late December, enabling the calculation of the Band D equivalent.

**RESOLVED:** (1) that the Finance & Policy Executive recommend to Council the Leisure & Environment Committee budget for 2026/27; (2) that the Finance & Policy Executive recommend to Council the Culture Committee budget for 2026/27 (acknowledging that this budget still required quite a bit of work); (3) that the Finance & Policy Executive recommend to Council the Property & Community Committee budget for 2026/27, including the following:

<b>Type of Hire</b>	<b>Rate of Hire (202526) (per hall/room per hour or part thereof)</b>	<b>Rate of Hire (202526) (per hall/room per hour or part thereof)</b>
<b>Milford Community Hall:</b>		
<i>Rate for commercial organisations/persons</i>	£26.00	<b>£26.00</b>
<i>Private Functions</i>	£13.00	<b>£13.00</b>
<i>Non-profit making Organisations</i>	£11.00	<b>£11.00</b>
<i>Use of Main Hall Kitchen (included in hall/room hire charge for non-profit making organisations)</i>	£17.00	<b>£18.00</b>
<b>Town House Council Chamber:</b>		
<i>Hire</i>	£11.00	<b>£11.00</b>
<i>Provision of tea/coffee (per hire)</i>	£15.00	<b>£15.00</b>
<i>Use of Kitchen without tea/coffee (per hire)</i>	£7.50	<b>£7.50</b>

; (4) that the Finance & Policy Executive recommend to Council the Planning budget for 2026/27 (with the £1,000 budget being moved to Culture Committee as a contribution towards the Octagon Theatre Project; (5) to note that the Crematorium and Cemetery Committee budget for 2026/27 for Yeovil Town Council will be available at the Crematorium & Cemetery Committee meeting held on 10<sup>th</sup> December 2025; and (7) that the Finance & Policy Executive, recommend to Council, it's budget for 2026/27.

#### **11/342      AMENDMENT TO FINANCIAL REGULATIONS**

Members considered the report of the Deputy Responsible Finance Officer regarding two amendments to the Financial Regulation 5.15 to the following:

*5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:*

- *The Chief Executive/Town Clerk (under delegated authority), for any items below £20,000 excluding VAT;*
- *Directors and the Deputy Responsible Finance Officer (under delegated authority), for any items below £10,000 excluding VAT;*
- *Deputy Town Clerk and Assistant Town Clerk (under delegated authority), for any items below £5,000 excluding VAT; and*
- *Named Officers as nominated by the relevant director, for any items below £5,000 excluding VAT.*

**RESOLVED:** (1) to note the report; (2) to agree to the proposed amendments to Financial Regulation 5.15 as shown above; and (3) to recommend to Full Council for approval and adoption of the amendments.

#### **11/343      TRANSFER OF OPEN SPACES AND PLAY PARKS – EXECUTION AND SEALING OF LEGAL DEEDS**

Members considered the report of the Chief Executive/Town Clerk regarding the authorisation for the legal deeds to be executed in accordance with Standing Order 26.

**RESOLVED:** (1) to note the report; and (2) to authorise that the legal deeds be executed (as appropriate) in accordance with Standing Order 26 (Execution and Sealing of Legal Deeds)

The meeting closed at 7:44 pm.

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