

Yeovil Town Council

Town House
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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 29th July 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; J Snell (until 8:01pm); and D Woan.

In Attendance (in person): A Card (Chief Executive / Town Clerk); J Pang (Deputy Responsible Finance Officer) and Joella Summers (Yeovil4Family Joint Programme Lead, Yeovil Community Church).

There was one member of the press present virtually.

Public Comment

There was no public comment.

7:00pm – the meeting commenced.

11/295 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies for absence were received from Cllrs J Lock (conflicting engagement); W Read (conflicting engagement) 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.

11/296 DECLARATIONS OF INTEREST

All Councillors present declared a personal interest in agenda item 11/299 Grants as the CEO of the grant application was a fellow councillor - Cllr Barry Boyton.

11/297 MINUTES

To approve as a correct record the Minutes of the meeting held on 3rd June 2025.

RESOLVED: that the minutes of the meetings held on meeting held on 3rd June 2025 be signed by the Chair as a correct record.

11/298 YEOVIFAMILIES SLA

Joella Summers (Yeovil4Family Joint Programme Lead, Yeovil Community Church) gave a presentation highlighting the achievements of Yeovil4Families and the impact that Yeovil Town Council's financial contribution (in accordance with the service level agreement) had made.

The Committee thanked Joella Summers for her interesting presentation and work carried out. They requested that the set of slides be made available for Yeovil Town Council to put on their website.

At this point, Cllr R Stickland (as Chair of Yeovil Without Parish Council) and Cllr J Snell (as Councillor of Brympton Parish Council) declared an interest as reference was made to their councils in the presentation.

RESOLVED: to note the presentation.

7:27pm – Joella Summers left the meeting and did not return.

11/299 APPLICATION FOR GRANT AID

Oddments Theatre Company - £2,000 towards the renovation of their HQ building. Oddments Theatre Company is a Yeovil based charity producing theatre with a message to churches, schools and prisons.

Discussions were held regarding the benefit to Yeovil Town.

RESOLVED: to award £2,000 to Oddments Theatre Company towards the renovation of their HQ building

11/300 APPROVAL OF PAYMENTS

Members considered the payments made by Yeovil Town Council:

- 1st April 2025 – 30th April 2025 (transactions missed from previous agenda)
- 1st May 2025 – 31st May 2025; and
- 1st June 2025 – 30th June 2025.

RESOLVED: to approve the payments made by Yeovil Town Council as detailed above.

11/301 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 30TH JUNE 2025 (MONTH 1 – 2)

The Chief Executive/Town Clerk introduced the budget monitoring report for the period ending 30th June 2025. She highlighted that there was a current estimate of £111,619 (3.5%) underspend.

She also stated the Council were holding about £2.1 million in general reserves which equated to about 8 months of net revenue expenditure. This amount was between the recommended minimum levels.

RESOLVED: to note the report.

11/302 BANK RECONCILIATION

Members considered the formal bank reconciliation as at 31st May 2025.

RESOLVED: to approve the formal bank reconciliation as at 31st May 2025.

11/303 BALANCE SHEET

Members considered the Balance Sheet as at 30th June 2025.

RESOLVED: to approve the Balance Sheet as at 30th June 2025.

11/304 INTERNAL AUDIT REPORT

The final internal audit report for 2024/25 had been agreed and distributed on the date of the meeting.

RESOLVED: to defer consideration of the Internal Audit Report and the management responses to the next meeting of the Policy & Finance Executive.

11/305 MEMBERS' TRAINING

RESOLVED: to defer to the next meeting of the Policy & Finance Executive.

11/306 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.

7:59pm – the member of the press left the meeting and did not return.

11/307 PROCUREMENT OF TAX ADVISORY SERVICE (COMMERCIAL IN CONFIDENCE)

Members considered the report of the Deputy Responsible Finance Officer regarding the procurement of a tax advisory service.

8:01pm – Cllr J Snell left the meeting and did not return.

RESOLVED: (1) to note the report; and (2) to approve that Yeovil Town Council proceed with the appointment of PSTAX.

11/308 PROCUREMENT OF NEW FINANCIAL SYSTEM (COMMERCIAL IN CONFIDENCE)

Members considered the report of the Deputy Responsible Finance Officer regarding the procurement of a new financial system.

RESOLVED: (1) to note the report; and (2) to approve that Yeovil Town Council proceed with the upgrade from Sage 50 to Sage Intacct.

11/309 VAT AND SDLT ADVICE – OCTAGON THEATRE (COMMERCIAL IN CONFIDENCE)

Members considered the report of the Chief Executive/Town Clerk regarding VAT and Stamp and Land Duty Tax for the Octagon Theatre.

RESOLVED: (1) to note the report; (2) that the Chief Executive/Town Clerk proceed as agreed; and (3) that the relevant VAT and SDLT advice is sought.

11/310 OCTAGON THEATRE (COMMERCIAL IN CONFIDENCE)

Members considered the verbal report and presentation of the Chief Executive/Town Clerk regarding the financing of the Octagon Theatre and the consultation for the loan. The consultation to the residents of the Parish of Yeovil would be commencing over the next couple of weeks

RESOLVED: (1) to note the report; (2) to agree the term and value of the loan; and (3) agreed that the final consultation would be delegated to the Chief Executive/Town Clerk in consultation with both the Chair of Finance & Policy Executive and the Chair of Culture, Events and Promotions.

The meeting closed at 8:55 pm.

Signed: (Chair) Date