



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Finance & Policy Executive

Finance & Policy Executive

Tuesday 25th March 2025

7:00pm

Hybrid Meeting:

**Face-to-face at Town House, 19 Union Street, Yeovil
BA20 1PQ; and virtual using Zoom meeting software**

For further information on the items to be discussed, please contact
town.clerk@yeovil.gov.uk.

Amanda Card,
Chief Executive / Town Clerk
19th March 2025

This information is also available on our website: www.yeovil.gov.uk

Members of Yeovil Town Council are summoned to attend:

Tareth Casey

Karl Gill

Andy Kendall (*Ex-officio*)

Tony Lock (*Ex-officio*)

Jane Lowery

Graham Oakes

Evie Potts-Jones

Ashley Richards

Andy Soughton (Chair)

Royston Spinner

Rob Stickland (*Vice Chair*)

Adrian Wilkes

Dave Woan

Public Comments at meetings

Members of the public may attend the meeting either physically or via zoom.

If you would like to join the meeting via zoom, please e-mail ytic@yeovil.gov.uk by 9:00am on Tuesday 25th March 2025. Instructions will be sent to you to view the meeting.

Equality Act 2010

The general public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Disability	Religion or Belief
Gender Reassignment	Sex
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

Recording of Council Meetings

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chair of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. Please refer to our Policy on audio/visual recording and photography at Council meetings at www.yeovil.gov.uk. This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chair who will instruct those taking a recording or filming to cease doing so while they speak.

A G E N D A

Public Comment (15 Minutes)

Due to the confidential nature of the business of item 11/281, under the Public Bodies (Admission to Meetings) Act 1960 s3, a motion to exclude members of the public and press during discussion of this item will be considered by the Councillors. *Public Bodies (Admission to Meetings) Act 1960 s3*

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

Council to receive apologies for absence and to consider the reasons given. *LGA 1972 s85(1)*

11/267 DECLARATIONS OF INTEREST

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).

11/268 MINUTES

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

11/269 GRANTS

Applications received from (circulated separately):

- Sing2Breathe - £1,500

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

Members to approve payments made by Yeovil Town Council from 1st April 2024 – 28th February 2025. (This document will circulated separately due to the size).

*Please note that in future, this agenda item will ask members to approve payments for the 2 months prior to the meeting date.

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

Members to consider the report of Chief Executive / Town Clerk and Deputy Responsible Finance Officer as attached at pages 7 to 17.

11/272 TOWN & PARISH COUNCIL TAX COMPARISONS

Members to consider the report of the Chief Executive / Town Clerk, regarding comparative information for other Town and Parish Council tax as attached at page 18.

11/273 INTERNAL AUDIT REPORT

Members to consider the report of the Internal Auditor (to follow).

11/274 WHISTLEBLOWING POLICY

Members to consider the Whistleblowing Policy as attached at pages 19 to 23.

11/275 PROCUREMENT CARD POLICY

Members to consider the Procurement Card Policy as attached at pages 24 to 30.

11/276 FINANCIAL REGULATIONS

Members to consider the amended Financial Regulations and to recommend to Town Council as attached at pages 31 to 44.

11/277 RISK STRATEGY AND RISK ASSESSMENT 2024/25

To approve the Risk Strategy and carry out a risk assessment to ensure that appropriate arrangements are in place to mitigate the risks as far as possible as attached at pages 45 to 61. The Committee is asked to recommend the adoption of the Risk Strategy and assessment to Town Council. *Account & Audit Regulations 2015*
s3

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

To note the report of the Chief Executive / Town Clerk, regarding supporting arts and culture in Somerset at attached at pages 62 and 65.

11/279 URGENT DECISION – OCTAGON THEATRE PROJECT BRIEF

To note the report of the Chief Executive / Town Clerk, regarding supporting arts and culture in Somerset at attached at page 66.

11/280 EXCLUSION OF PRESS AND PUBLIC

The Committee will consider passing a resolution to exclude the press and public from the ***next items*** in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

11/281 OCTAGON THEATRE (CONFIDENTIAL)

Report to follow.

Purpose of Report

The purpose of this report is to provide Members with the current projections of the expected spending and income against the Council's approved budget for the financial year 2024/25, and to explain significant variances against budget.

Background

The 2024/25 budget was approved by Town Council on 30th January 2024. The 2024/25 budget has since been restated to reflect the change in Service Committees in line with the recently approved Scheme of Delegation.

Committee	Original Budget £	Restated Budget £
Policy, Resources and Finance	649,567	0
Buildings and Civic Matters	326,780	0
Grounds and General Maintenance	273,610	0
Planning	1,000	1,000
Promotions and Activities	208,400	0
Finance & Policy Executive	0	653,922
Infrastructure (Property & Assets)	0	323,180
Leisure & Environment	0	875,311
Culture, Events & Promotions	0	607,310
Devolution	1,001,366	0
Total Committees Budget	2,460,723	2,460,723
Joint Burial Committee	76,688	76,688
Total Budget Requirement	2,537,411	2,537,411

This report focuses on the Total Committees Budget (figures for the Joint Burial Committee are excluded).

Summary of expected spending and income against budget

The projected position as at 31st March 2025 is **£2,337,130** against the budget of **£2,460,723** shows an **underspend** of **£123,593 (5%)**. This is summarised within below. The detail and the significant variances are highlighted within Appendix A.

Committee	Restated Budget £	Projected Position at 31/03/2025 £	Variance (over) / under £	Variance (over) / under %
Planning	1,000	0	1,000	100
Finance & Policy Executive	653,922	785,891	(131,969)	(20.2)
Infrastructure (Property & Assets)	323,180	298,052	25,128	7.8
Leisure & Environment	875,311	661,230	214,081	24.5
Culture, Events & Promotions	607,310	591,956	15,354	2.5
Total Committees Budget	2,460,723	2,337,130	123,593	5.0

The projected position has been very difficult to predict. This is due to the following reasons:

- The Council is predicting expenditure and income for 8 months of activity based on 5 months of activity for the services that have devolved from Somerset Council. Since the services are new, the Council do not have the historical data of actuals and trends throughout the year.

(Amanda Card, Chief Executive / Town Clerk – amanda.card@yeovil.gov.uk)
(Jacky Pang, Deputy Responsible Finance Officer – jacky.pang@yeovil.gov.uk)

Planning Committee

	2024/25				
	Budget	Month 1 - 11 spent 28/02/2025	Full year estimated spend to 31/03/2025	Estimated (over) / under spend £	Notes
EXPENDITURE					
Planning	1,000	0	0	1,000	
Total Expenditure	1,000	0	0	1,000	
INCOME	0	0	0	0	
Total Income	-	-	-	-	
Net Expenditure	1,000	0	0	1,000	

Finance & Policy Executive

	2024/25				
	Budget	Month 1 - 11 spent 28/02/2025	Full year estimated spend to 31/03/2025	Estimated (over) / under spend £	Notes
EXPENDITURE					
Finance & Admin Team					
Agency Staff	0	9,933	13,433	(13,433)	
Salaries - Basic	320,754	380,522	416,540	(95,786)	Pay Award 2024/25
Salaries - Pension	26,000	0	0	26,000	
Other Staff Costs	0	2,285	2,500	(2,500)	
Pension Compensation	0	473	5,676	(5,676)	
Advertising	500	350	500	-	
Audit fees	3,500	4,264	5,260	(1,760)	Additional Internal Audit Days
Books/periodicals	240	288	385	(145)	
Bank Charges	0	826	991	(991)	
Carbon Management	25,000	0	25,000	0	To reserve
Contingencies	117,178	0	0	117,178	
Cost of Elections	15,500	10,811	23,367	(7,867)	Elections every 4 year. Budget to collect 1/4 each year and add to reserve to cover charge from SSDC every 4 years.
Costs of Democracy	31,200	28,094	30,663	537	
Training	5,000	3,064	4,500	500	
Franking Machine	500	399	600	(100)	
Furniture, office equipment & servicing	4,000	5,747	7,000	(3,000)	New desks, seats and office setting for increase in team numbers
Grants	10,000	3,703	5,000	5,000	
Insurance	7,200	15,041	16,000	(8,800)	
Devolution Legal Costs	0	119,315	150,000	(150,000)	There will be more but recommend to pay from contingencies as not on going costs.
Devolution Professional costs	0	2,260	2,260	(2,260)	
HR Costs	0	3,095	5,000	(5,000)	
Miscellaneous	0	2,446	3,000	(3,000)	
New Initiatives Fund	15,000	0	5,000	10,000	Drop kerbs - agreed 23/24
IT Support	14,100	49,808	52,000	(37,900)	
IT Recharge - SC	0	5,000	5,000	(5,000)	Costs during transitioning to YTC IT
IT Hardware	0	57,383	65,000	(65,000)	Infrastructure costs and new hardware for increased team
	2,000	1,651	1,800	200	
Professional Subscriptions					
Sage	4,000	4,040	4,394	(394)	
Other	800	1,002	1,500	(700)	NSALG, South West Councils, Zoom, ICO, CIPD
SALC	3,000	2,919	2,919	81	
SLCC	1,000	1,196	1,196	(196)	
YCRT	1,200	1,104	1,104	96	
Employee Travelling Costs	0	354	500	(500)	
Ski Centre	500	2,184	2,300	(1,800)	
Sponsorship (Octagon Theatre - SLA)	1,000	1,000	1,000	0	
Stationery/supplies	2,000	2,828	3,200	(1,200)	
Telephone	2,500	3,395	4,000	(1,500)	Including mobile phones
Treasury Management	8,000	8,240	8,240	(240)	Treasury Management Advisors contracted (agreed 30/05/23)
Website	750	1,365	1,365	(615)	
Yeovil 4 Families		25,000	25,000	(25,000)	
Yeovil Twinning Association	0	1,500	1,500	(1,500)	
Youth Council	7,000	0	2,000	5,000	
Youth Services - YMCA	40,600	28,060	40,600	0	
Youth Services - Youth Drop In	15,000	15,000	15,000	0	
Total Expenditure	685,022	805,946	962,294	(277,272)	
INCOME					
Investment Interest	(30,000)	(78,206)	(85,000)	55,000	
Devolution Legal Costs	0	0	(90,000)	90,000	
Reimbursement (Somerset Council)	0	(303)	(303)	303	Not guaranteed income.
Community Infrastructure Levy	0				Salary recharged to Yeovil Crematorium and Cemetery budget for Town Clerk
Salary Recharge	(1,100)	0	(1,100)	0	
Total Income	(31,100)	(78,510)	(176,403)	145,303	
Net Expenditure	653,922	727,437	785,891	(131,969)	

Infrastructure (Property & Assets)

	2024/25				Notes
	Budget	Month 1 - 11 spent 28/02/2025	Full year estimated spend to 31/03/2025	Estimated (over) / under spend £	
EXPENDITURE					
Band Costs	3,500	3,500	3,500	0	
Community Ambassadors:					
Salaries - Basic	63,000	46,046	46,046	16,954	Pay Award 2024/25. Vacancies.
Salaries - Pension	12,000	0	0	12,000	
Other Staff Costs	900	382	382	518	
Other Costs	9,100	8,563	8,563	537	
Milford Hall:					
Repairs and Maintenance Buildings	1,000	2,154	2,350	(1,350)	
Milford Hall - Business Rates	5,700	6,196	6,196	(496)	
Electricity	30,000	20,846	25,015	4,985	
Milford Hall - Running Costs	12,770	17,931	19,561	(6,791)	Gas/Water/Cleaning/sanitary units/insurance
CCTV	1,000	495	550	450	
Milford Hall - Security	460	1,305	1,305	(845)	
Salaries - Basic	13,070	10,210	11,138	1,932	Pay Award 2024/25
Millennium Clock	570	0	570	0	
Monmouth Hall capital	60,000	0	60,000	0	To reserve
Public noticeboards	1,000	2,029	2,100	(1,100)	
Bus Shelter	0	1,785	1,785	(1,785)	
Defibrillator	12,420	19,194	19,194	(6,774)	
Litter/Grit bins	700	0	250	450	
CCTV	32,490	49,669	49,669	(17,179)	New SLA
Speed Indicator Device installations	1,250	0	1,250	0	
War memorials	750	7	757	(7)	Risk assessed and cleaned every 2 years. Budget to collect 1/2 each year and add to reserve to cover charge every 2 years
Peter Street Public Toilets:					
Repairs & Maintenance	0	1,685	2,022	(2,022)	
Cleaning (inc toilet rolls)	8,300	7,291	8,749	(449)	
Security	7,680	5,120	7,680	0	
	9,990	3,226	3,871	6,119	
Refurbishment	10,000	0	0	10,000	To reserve
Petters Way Public Toilets:					
Repairs & Maintenance	0	644	773	(773)	
Other Running costs (electric/water)	6,810	3,795	4,554	2,256	
Security	7,680	5,120	7,680	0	
Cleaning (inc toilet rolls)	8,300	308	8,300	0	
St Georges Day Parade	100	100	100	0	End of SLA
Town House					
Repairs and Maintenance	10,000	3,885	5,000	5,000	
Cleaner	3,750	3,628	3,958	(208)	Pay Award 2024/25
CCTV Reserve	500	0	500	0	Build up a reserve to repair/replace CCTV BCM 17/11/20
Business rates	12,000	11,602	11,602	398	
Security - Fire & Intruder	800	656	1,000	(200)	
Electricity	3,500	3,063	3,676	(176)	
Gas	2,200	1,208	1,450	750	
Water charges	400	239	300	100	
Other costs	2,450	2,064	2,477	(27)	
Total Expenditure	356,140	243,947	333,872	22,268	
INCOME					
Defibrillator	0	(1,600)	(1,600)	1,600	
Milford Hall					
Anchor Tenant	(18,070)	(6,023)	(18,070)	0	
Hall Bookings	(14,890)	(16,397)	(17,250)	2,360	
Town House	0	(368)	(500)	500	
Total Income	(32,960)	(22,788)	(35,820)	2,860	
Net Expenditure	323,180	221,159	298,052	25,128	

Culture, Events & Promotions					
	2024/25				
	Budget	Month 1 - 11 spent 28/02/2025	Full year estimated spend to 31/03/2025	Estimated (over) / under spend £	Notes
EXPENDITURE					
Director of CEP:					
Salaries - Basic	64,670	48,371	55,037	9,633	Pay Award 2024/25
Salaries - Pension	12,920	0	0	12,920	
Mayoral allowance	12,400	11,319	12,400	0	
Travel Costs - Ex Officios	0	138	160	(160)	
Mace Bearer Salary	0	0	160	(160)	
Christmas Lights:					
Hire, Installation & Safety Checks	52,000	58,273	58,273	(6,273)	New scheme for 2024
Christmas Lights Competition	30	0	0	30	
Christmas Lights Switch On Event	2,000	8,069	8,069	(6,069)	
Community Heritage:					
Salaries - Basic	33,340	24,558	27,994	5,346	Pay Award 2024/25
Salaries - Pension	5,890	0	0	5,890	
Travelling	70	0	0	70	
Printing & Stationery	1,740	904	1,160	580	
IT	10	1,913	3,730	(3,720)	
Uniform / Protective clothing	10	0	0	10	
Volunteer Expenses	10	20	30	(20)	
Subscriptions	10	0	0	10	
Events Expenditure	1,860	0	0	1,860	
Equipment, Tools & Materials	320	0	0	320	
Miscellaneous	0	396	450	(450)	
SC - Overheads recharge	15,000	0	10,000	5,000	
SLA - South West Heritage Trust	0	11,486	11,486	(11,486)	
Customised souvenirs	650	0	650	0	£324 souvenir bags - remainder to reserve
Eats:Festival	5,000	4,750	4,750	250	
Love Yeovil	1,000	0	0	1,000	
	75,000	(12,490)	(12,490)	87,490	
D Day	0	3,070	3,070	(3,070)	
V E Day	0	170	170	(170)	
Super Saturday	10,000	9,342	9,342	658	2 x Super Saturdays
Town Crier	1,260	2,249	2,500	(1,240)	
Yeovil Open Town Crier Competition	1,820	1,761	1,761	59	
Regalia	2,000	95	2,000	0	Remainder to reserve
Remembrance Sunday	1,600	1,425	1,570	30	Stewards and Road Closure and PA System
Westlands:					
Salaries - Basic	310,630	399,159	459,959	(149,329)	Pay Award 2024/25 Includes FOH Staff costs - but need to split
Salaries - Pension	52,360	0	0	52,360	
Wages (Casual)	50,000	43,540	58,053	(8,053)	
Training	220	711	1,000	(780)	
Repairs and Maintenance Buildings	58,010	10,743	25,000	33,010	Including purchase of dressing unit
Repairs and Maintenance Plant & Equipment	16,090	13,486	16,000	90	
Health & Safety at work	600	116	200	400	
Electricity	66,340	65,564	75,000	(8,660)	
Gas	28,470	0	18,980	9,490	
Business Rates	27,780	19,266	19,266	8,514	
Sewerage	5,830	0	3,887	1,943	
Water	5,380	0	3,587	1,793	
Cleaning & Domestic Supplies	16,560	1,358	2,500	14,060	
Skip Hire	0	874	1,500	(1,500)	
Maintenance Agreement Charges	240	0	0	240	
Security - Fire and Intruder	40,590	3,083	5,000	35,590	
Security - Events	0	3,069	3,750	(3,750)	
Travelling Allowance	150	0	100	50	
Stationery	0	2,014	2,500	(2,500)	
Printing of Publications	30	21,687	26,000	(25,970)	
Photographic Work	270	5,719	6,000	(5,730)	
Postage	0	955	1,200	(1,200)	
IT	280	14,965	17,000	(16,720)	
IT Hardware	0	2,794	4,000	(4,000)	
Office Furniture	2,980	0	0	2,980	
Consultant & professional fees	3,710	0	2,000	1,710	
Restaurant Provisions - café bar	750	1,051	1,200	(450)	
Purchases for resale	0	231	231	(231)	
Events Expenditure	110	1,842	2,000	(1,890)	
Performance Rights Licence	8,110	8,408	10,000	(1,890)	
Licences	90	266	250	(160)	
Adverts/Promotions	31,160	37,716	38,000	(6,840)	
Subscriptions	0	150	150	(150)	
Electronic Bank Charges	7,570	18,860	12 30,000	(22,430)	

Performance Costs	287,270	509,044	525,000	(237,730)	
Equipment, Tools & Materials	60	23,947	26,000	(25,940)	
Equipment hire	14,280	5,760	7,000	7,280	
Floral Decorations	130	0	0	130	
Project Expenditure	3,940	9,022	10,000	(6,060)	
Money Collection Service	0	401	800	(800)	
Payment to Contractors - Storage	1,490	139	1,800	(310)	
Uniform / Protective clothing	0	700	750	(750)	
Misc		23	50		
Waste collection	0	2,528	4,000	(4,000)	
Website	0	672	1,000	(1,000)	
Westlands Front of House:					
Salaries - Basic	253,220	0	0	253,220	See Westlands above
Salaries - Pension	49,750	0	0	49,750	
Wages (Casual)	216,010	163,254	217,672	(1,662)	
Training	0	88	120	(120)	
Repairs and Maintenance Buildings	390	2,222	2,500	(2,110)	
Health & Safety at work	190	35	70	120	
Repairs and Maintenance Equipment	4,220	2,791	3,100	1,120	
Environmental Levy	0	78	105	(105)	
Cleaning	4,640	5,609	6,000	(1,360)	
Printing & Stationery	290	459	600	(310)	
Printing of Publications	30	0	0	30	
Icecream Provision	3,120	11,116	12,000	(8,880)	
Confectionery Purchase	200	354	0	200	
Restaurant Provisions café bar	146,780	92,777	100,000	46,780	
Provisions (FOH)	870	12,105	14,000	(13,130)	
Bar purchases	95,210	81,828	90,000	5,210	
Purchases for resale	220	8,063	10,000	(9,780)	
Rental Catering Machines	1,500	2,378	3,000	(1,500)	
Catering Equipment	7,010	5,257	6,000	1,010	
Hospitality	180	0	0	180	
Uniform / Protective clothing	140	58	93	47	
Events Expenditure	40	1,790	2,000	(1,960)	
Subscriptions	0	790	790	(790)	
Equipment, Tools & Materials	1,220	45	100	1,120	
Equipment hire	2,360	320	600	1,760	
Cleaning and domestic equipment	140	0	0	140	
Floral decorations	30	0	0	30	
Misc Expenditure	910	0	0	910	
Octagon	2,265,680	0	0	2,265,680	
Yeovil Art Space (SLA)	5,000	5,000	5,000	0	Agreed PR&F 28/06/22
Yeovil Together	2,000	2,000	2,000	0	SLA for 3 years 2024 - 2026
Total Expenditure	4,403,440	1,849,814	2,088,735	2,314,755	
INCOME					
Recharge of Director of CPE to SC	0	(10,666)	(11,007)	11,007	One day a week to SC
Westlands:					
Joint Financing Conts	(44,710)	0	(29,807)	(14,903)	
Sales - Std	(180)	(1,572)	(1,700)	1,520	
Fees & Charges - Std	(3,010)	(1,116)	(1,500)	(1,510)	
Equipment Hire	(14,290)	(3,479)	(4,000)	(10,290)	
Advertising	(670)	(5,694)	(6,500)	5,830	
Commission	(2,120)	(41,770)	(45,000)	42,880	
Rents	(2,840)	0	0	(2,840)	
Room Hire	0	(2,526)	(2,700)	2,700	
Misc Income	(1,050)	0	0	(1,050)	
Admission Charges Theatre - Std	(519,480)	(1,173,809)	(635,853)	116,373	Actual income include sales of meals and bar sales - needs splitting
Admission Charges Theatre - E	(150)	(113)	-140	(10)	
Ticket Levy	(58,230)	(880)	(38,820)	(19,410)	
Venue Hire	(67,110)	(32,358)	(35,000)	(32,110)	
Room Hire - E	(55,470)	(32,023)	(36,980)	(18,490)	
Dance Class/Community Choir	(1,570)	0	(2,355)	785	
HIRE Ticket Sales	0	0	0	0	
HIRE ticket deposits	0	0	0	0	
Holding Merchandise	0	0	0	0	
Dept for Education Apprenticeship contribution	0	0	0	0	
Westlands Front of House:					
Sales of meals	(784,030)	(38,372)	(522,687)	(261,343)	Actual income include sales of meals and bar sales - needs splitting
Bar Sales - Std	(182,190)	(5,538)	(121,460)	(60,730)	Actual income include sales of meals and bar sales - needs splitting
Equipment Hire	(390)	0	(260)	(130)	
Octagon	(2,056,210)	0	0	(2,056,210)	
Community Heritage:					
Fees & Charges - Std	(1,860)	(709)	(709)	(1,151)	
Donations	(570)	(180)	(300)	(270)	
Total Income	(3,796,130)	(1,350,804)	(1,496,778)	(2,299,352)	
Net Expenditure	607,310	499,010	591,956	15,404	

Leisure & Environment					
	2024/25				Notes
	Budget	Month 1 - 11 spent 28/02/2025	Full year estimated spend to 31/03/2025	Estimated (over) / under spend £	
EXPENDITURE					
Director of L&E:					
Salaries - Basic	58,780	45,881	51,909	6,871	Pay Award 2024/25 + 2.5%.
Salaries - Pension	10,720	0	0	10,720	
Mobile phone	0	44	80	(80)	
Allotment Maintenance:					
Contract	13,800	10,126	10,126	3,674	Removal of Monksdale Hedge and replacement fence (phase 1)
Other Costs	0	10,366	13,000	(13,000)	
Equipment, Tools and Material	3,000	1,045	1,200	1,800	
Allotment - Health & Safety	5,000	31	50	4,950	
Allotments - Fence Repairs	2,000	2,570	2,570	(570)	
Best Kept Allotments Competition	250	52	52	198	
Community Heritage Officer	10,000	0	10,000	0	Community Heritage Officer at Yeovil Country Park
Electric Van	8,000	0	8,000	0	Lease of electric van (estimate) - will go through the procurement process
Protective Clothing	100	134	150	(50)	
Maintenance Vehicle	1,800	2,175	2,200	(400)	
Water charges	1,000	2,973	2,973	(1,973)	
Leases - Turners Barn	350	335	335	15	
Goar Knap - Building					
Building	90	1,028	1,100	(1,010)	
Electricity	700	750	900	(200)	
Business Rates	1,410	1,412	1,412	(2)	
Labour:					
Salaries - Basic	27,000	30,118	32,867	(5,867)	Pay Award 2024/25 + 2.5%.
Salaries - Pension	6,000	0	0	6,000	
Mobile	0	120	144	(144)	
Open Spaces & Play Areas:					
Salaries - Basic	0	0	0	0	Pay Award 2024/25 + 2.5%.
	0	0	0	0	
	0	0	0	0	
Travel	0	0	0	0	
Advertising for staff	0	249	250	(250)	
Maintaining Open Spaces	133,480	0	133,480	0	
Door Step Green	7,000	2,731	3,000	4,000	Lighting, repair of pathway
Lights for Milford Park	400	0	0	400	
Play Areas	0	0	0	0	
Play and Landscape Officers	15,510	0	15,510	0	
Play Area Repairs/Enhancements	14,170	0	14,170	0	
Play Area Upgrade	3,340	0	3,340	0	
Playpark Programme	10,000	0	10,000	0	
Yeovil Country Park:					
Salaries - Basic	73,690	41,591	48,905	24,785	Pay Award 2024/25
Salaries - Pension	11,610	0	0	11,610	
Overtime	600	0	0	600	
Subsistence	220	0	0	220	
Wages (Casual)	12,450	3,728	4,971	7,479	
Training	1,740	965	1,000	740	
Advertising for staff	0	509	520	(520)	
Repairs and Maintenance Buildings	3,530	323	700	2,830	
Health & Safety at work	160	1,512	1,600	(1,440)	
Grounds Maintenance	0	6,534	7,000	(7,000)	
Tree works	0	11,165	15,000	(15,000)	
Landscaping	200	0	0	200	
Vandalism	70	0	0	70	
Electricity	210	1,560	1,800	(1,590)	
Sewerage	60	23	60	0	
Water	40	5	40	0	
Cleaning	5,170	1,399	1,678	3,492	
Skip Hire	440	615	615	(175)	
Security - Fire and Intruder	0	652	652	(652)	
Internal Ground Comm Charge	8,970	2,702	4,500	4,470	
Vehicles	10,090	3,701	5,000	5,090	
Printing and Stationery	2,160	147	500	1,660	
Photographic work	60	0	0	60	
IT	0	991	1,000	(1,000)	
Consultant & professional fees	4,090	1,200	1,500	2,590	
Uniform / Protective clothing	820	1,181	1,500	(680)	
Volunteer Expenses	1,550	295	500	1,050	
Events Expenditure	1,820	0	0	1,820	
Adverts/promotions	1,090	0	0	1,090	
Equipment, Tools and Materials	6,450	1,973	3,000	3,450	
Equipment Hire	130	0	0	130	
Seeds, plants and plaques	2,530	595	750	1,780	
Misc Expenditure	2,740	430	500	2,240	
Payment to Contractors	16,480	200	2,000	14,480	
Waste collection	0	329	350	(350)	
Website	0	1,364	1,500	(1,500)	
Mobile phone	0	63	100	(100)	
Ninesprings Café					
Salaries - Basic	65,780	37,749	45,088	20,692	Pay Award 2024/25
Salaries - Pension	12,170	0	0	12,170	
Overtime	15,940	0	0	15,940	
Wages (Casual)	41,490	39,608	52,811	(11,321)	
Training	0	32	50	(50)	
Repairs and Maintenance Buildings	7,600	1,384	2,000	5,600	
Repairs and Maintenance Plant	550	109	367	183	
Equipment Maintenance	0	2,877	4,000	(4,000)	
Ten year plan maintenance	810	0	540	270	
Health & Safety at work	210	5	140	70	
Electricity	12,210	6,013	8,140	4,070	
Business Rates	5,010	3,405	3,405	1,605	
Sewerage	1,290	599	860	430	
Water	1,600	774	1,067	533	
Skip Hire	6,070	105	500	5,570	
Cleaning & Domestic Supplier	0	1,544	2,000	(2,000)	
Sanitary	0	271	300	(300)	
Security - Fire and Intruder	1,470	2,515	3,000	(1,530)	
CCTV	0	2,602	3,000	(3,000)	
Operational Costs	2,010	0	500	1,510	
Printing & Stationery	1,270	1,546	1,600	(330)	
IT	170	1,799	3,802	(3,632)	
Provisions	166,430	72,918	100,000	66,430	
Catering Equipment	230	116	153	77	
Hospitality	60	0	40	20	
Uniform / Protective clothing	660	0	440	220	
Electronic Bank Charges	5,600	2,534	3,733	1,867	
Money Collection Service	0	279	200	(200)	
Equipment Tools & Materials	1,490	136	933	497	
Payment to Contractors	4,470	0	2,980	1,490	
Yeovil Recreation Centre					

Salaries - Basic	167,910	141,729	161,941	5,969	
Salaries - Pension	31,210	0	0	31,210	Pay Award 2024/25 Includes Staff budgetted from Internal Ground Comm Charge
Overtime	800	0	0	800	
Wages (Casual)	14,150	1,664	2,218	11,932	
Advertising for staff	0	300	300	(300)	
Training	20	160	13	7	
Repairs and Maintenance Buildings	36,040	8,028	15,000	21,040	
Repairs and Maintenance Equipment	0	2,688	3,000	(3,000)	
Health & Safety at work	690	904	2,500	(1,810)	
Grounds Maintenance	0	144	144	(144)	
Tree works	0	800	1,000	(1,000)	
Electricity	40,950	35,378	42,453	(1,503)	
Gas	9,650	9,488	11,385	(1,735)	
Business Rates	7,700	4,236	4,236	3,464	
Sewerage	2,170	455	1,000	1,170	
Water	3,630	884	1,500	2,130	
Cleaning & Domestic	860	3,637	4,365	(3,505)	
Sanitary	150	113	200	(50)	
Skip Hire	3,190	1,010	1,500	1,690	
Internal Ground Comm Charge	136,621	0	0	136,621	Costs included in salary
Printing & Stationery	200	43	200		
Waste	0	854	900	(900)	
Security - Fire and Intruder	3,750	2,690	2,800	950	
CCTV	0	634	700	(700)	
Repairs and Maintenance Vehicle	0	7,046	8,000	(8,000)	
IT Support	220	2,727	4,244	(4,024)	
IT Hardware	0	557	750	(750)	
Consultant & professional fees	50	0	33	17	
Coaching Fees	2,180	0	500	1,680	
Provisions	1,230	189	820	410	
Uniform / Protective clothing	420	829	829	(409)	
Electronic Bank Charges	4,310	1,135	2,873	1,437	
Equipment, Tools & Materials	28,420	795	2,000	26,420	
Cleaning and Domestic Equipment	1,020	0	680	340	
Sports & Play Equipment	430	1,507	1,600	(1,170)	
Website	0	1,581	1,750	(1,750)	
Misc	510	12	100	410	
Payment to Contractors	4,650	11,280	11,280	(6,630)	
The Rec Café					
Salaries - Basic	65,780	39,123	49,401	16,379	
Salaries - Pension	12,170	0	0	12,170	Pay Award 2024/25
Overtime	13,860	0	0	13,860	
Wages (Casual)	51,110	38,543	51,391	(281)	
Training	20	32	32	(12)	
Repairs and Maintenance Buildings	3,200	301	2,000	1,200	
Repairs and Maintenance Plant	200	0	150	50	
Ten year plan maintenance	5,660	0	3,750	1,910	
Repairs and Maintenance Equipment	0	2,380	2,500	(2,500)	
Electricity	5,100	0	3,400	1,700	
Business Rates	3,200	0	2,000	1,200	
Sewerage	270	0	180	90	
Water	1,500	0	1,000	500	
Cleaning	0	1,136	1,500	(1,500)	
Skip Hire	2,650	0	1,767	883	
Security - Fire and Intruder	550	12	367	183	
Operational Costs	1,850	0	1,233	617	
Printing & Stationery	230	198	250	(20)	
IT	0	507	600	(600)	
Provisions	110,910	54,095	73,940	36,970	
Catering Equipment	0	412	500	(500)	
Money Collection Service	0	263	300	(300)	
Equipment, Tools & Materials	7,230	0	4,820	2,410	
Project Expenditure	4,260	0	2,840	1,420	
Holiday Playscheme contribution	11,400	1,000	1,000	10,400	
Yeovil in Bloom:					
Officers	24,800	0	24,800	0	
Working Budget	16,440	0	16,440	0	
Water Mains Refurbishment/Repairs	2,200	0	2,200	0	Water mains refurbishment/repairs budget was allocated to meet planned programme of phased; now in a reserve to use when necessary
Total Expenditure	1,705,381	758,306	1,208,945	496,436	
INCOME					
Yeovil Rec					
Contribution from Yeovil Without Parish Council	0	0	(10,000)	10,000	Amount in principle - tbc
Sales of Meals/Refreshments - Std	0	(2,106)	(2,106)	2,106	
Hire Fee - Golf/Pitch & Putt	(62,860)	(17,571)	(19,000)	(43,860)	
Hire Fee - Football	0	(5,377)	(6,400)	6,400	
Hire Fee - Athletics	0	(15,247)	(18,000)	18,000	
Hire Fee - AGP	(41,840)	(34,242)	(40,000)	(1,840)	
Hire Fee - Tennis	0	(585)	(600)	600	
Licences	0	(180)	(180)	180	
Car Park Rental	0	(800)	(16,600)	16,600	
Community Room Hire	(8,060)	(3,753)	(4,500)	(3,560)	
Sports Coaching	(8,770)	0	0	(8,770)	
Rents	(80)	0	(180)	100	
Yeovil Country Park					
Contribution from Yeovil Without Parish Council	0	0	(10,000)	10,000	Amount in principle - tbc
Agency Reimbursements	(41,690)	0	0	(41,690)	
Commuted Sums	(10,880)	0	0	(10,880)	Commuted sum payments have expired
Sales - Std	(1,800)	0	0	(1,800)	
Sales - O	(80)	(99)	(100)	20	
Fees & Charges - Std	(2,150)	0	0	(2,150)	
Ice Cream Van Licence	(1,490)	0	(500)	(990)	
Grazing Rights	(770)	0	(513)	(257)	
Rents	(110)	0	0	(110)	
Ninesprings Café					
Sales - Std	(70)	(233,022)	(250,000)	249,930	
Sales of Meals/Refreshments - Std	(367,970)	0	0	(367,970)	
Sales of Meals/Refreshments - Z	(2,080)	(220)	(300)	(1,780)	
The Rec Café					
Sales - Std	(360)	(113,207)	(140,000)	139,640	
Sales of Meals/Refreshments - Std	(252,930)	(466)	(1,000)	(251,930)	
Fees & Charges - Std	(190)	0	(127)	(63)	
Allotments					
Taps & keys	(100)	(148)	(150)	50	
Rent	(22,200)	(20,996)	(22,000)	(200)	
Lease	(2,090)	0	(2,088)	(2)	Income of £2,090 pa receivable from lease of land at Higher Ryalls
Water Charge	(1,500)	(3,198)	(3,370)	1,870	
Total Income	(830,070)	(449,112)	(547,714)	(282,356)	
Net Expenditure	875,311	309,194	661,230	214,081	

Total Reserves and General Fund Balances

	As at 31/03/2024	Movement in year	As at 31/03/2025
	£	£	£
Total Earmarked Reserves	545,959	112,716	658,675
Unallocated General Fund Balance	896,880		
Estimated Underspend /(Overspend) for 2024/25		123,643	
Total Unallocated General Fund Balance			1,020,523
	1,442,839	236,359	1,679,198

Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the council must maintain its accounts, recommends that the minimum level of general reserves should be between three and twelve months of net revenue expenditure

3 months	£ 634,353
12 months	£ 1,903,058

Yeovil Town Council - Estimated Reserves as at 31/03/25

Earmarked Reserve	Balance as at 31/03/23 (£)	Movement in Year In (£)	Balance as at 31/03/24 (£)	Movement in Year In (£)	Estimated Balance as at 31/03/25 (£)
Major Projects	984	0	984	0	984
Water Mains Refurbishments/Repairs	12,732	2,200	14,932	2,200	17,132
Allotment Fence Repairs	605	1,989	2,594	1,989	4,583
Regalia	13,623	1,946	15,569	1,946	17,515
Custom Souvenirs	2,726	650	3,376	650	4,026
Youth Council	8,384	2,000	10,384	7,000	17,384
Monmouth Hall site	275,494	59,957	335,451	60,000	395,451
Community Infrastructure Levy	3,267	956	4,223	578	4,801
Costs of Elections	1,500	0	1,500	1,500	3,000
War Memorial	2,209	750	2,959	750	3,709
Sidney Gardens Fountain	12,600	0	12,600	0	12,600
Defibrillators	6,779	950	7,729	3,346	11,075
CCTV	1,000	500	1,500	500	2,000
Climate Change	50,000	25,000	75,000	25,000	100,000
Community Safety	17,500	12,500	30,000	7,257	37,257
Christmas lights	0	26,079	26,079		26,079
	410,482	135,477	545,959	112,716	658,675

Town/Parish	2024/25			2025/26			Difference		
	Tax Base	Precept (£)	Band D Charge (£)	Tax Base	Precept (£)	Band D Charge (£)	Tax Base	Precept (£)	Band D Charge (£)
Bridgwater	10,399.12	3,071,221	295.33	10,458.59	4,299,101	411.06	59.47	1,227,880	115.72
Wells	4,380.25	1,178,497	269.05	4,407.69	1,603,433	363.78	27.44	424,936	94.73
Langport	337.09	114,795	340.55	346.61	124,620	359.54	9.52	9,825	18.99
Yeovil Town	9,199.49	2,537,412	275.82	9,492.17	3,296,939	347.33	292.68	759,527	71.51
Taunton Town	19,728.07	5,904,630	299.30	20,186.95	6,571,886	325.55	458.88	667,256	26.25
Glastonbury	3,241.87	960,000	296.13	3,336.61	1,056,000	316.49	94.74	96,000	20.36
Shepton Mallet	3,462.85	1,058,142	305.57	3,515.57	1,110,510	315.88	52.72	52,368	10.31
Frome	9,223.31	2,553,158	276.82	9,413.20	2,777,935	295.11	189.89	224,777	18.29
Somerton	2,140.03	625,592	292.33	2,190.01	640,200	292.33	49.98	14,608	-
Castle Cary	873.24	229,142	262.40	894.74	257,906	288.25	21.50	28,764	25.84
Martock	1,767.92	485,219	274.46	1,787.87	514,523	287.79	19.95	29,304	13.33
Crewkerne Town	2,546.69	637,714	250.41	2,603.27	663,503	254.87	56.58	25,789	4.46
Chard Town	4,582.00	1,151,765	251.37	4,660.44	1,185,000	254.27	78.44	33,235	2.90
Bruton	982.47	181,675	184.92	1,005.25	255,505	254.17	22.78	73,830	69.25
Ilminster	2,123.77	506,911	238.68	2,138.02	506,911	237.09	14.25	-	1.59
Minehead	4,342.84	931,642	214.52	4,427.82	1,011,635	228.47	84.98	79,993	13.95
South Petherton	1,552.18	297,700	191.79	1,555.81	345,743	222.23	3.63	48,043	30.43
Watchet	1,289.68	205,093	159.03	1,340.41	293,720	219.13	50.73	88,627	60.10
Street	3,840.17	718,000	186.97	3,917.94	842,117	214.94	77.77	124,117	27.97
Wellington	5,685.33	945,392	166.29	5,824.73	1,234,120	211.88	139.40	288,728	45.59
Wincanton Town	2,259.97	442,352	195.73	2,283.98	458,896	200.92	24.01	16,544	5.19

(Amanda Card, Chief Executive / Town Clerk – amanda.card@yeovil.gov.uk)

YEOVIL TOWN COUNCIL



WHISTLE BLOWING POLICY

1. Introduction

- 1.1. Yeovil Town Council is committed to the highest standards of openness, probity and accountability.
- 1.2. It is important that any fraud, misconduct or wrongdoing by staff or others working on behalf of the council is reported and properly dealt with. Yeovil Town Council therefore require all individuals to raise any concerns that they may have about the conduct of others in the council.
- 1.3. Whistleblowing is the term used when a worker passes on information concerning wrongdoing. In this guidance, we call that “making a disclosure” or “blowing the whistle”. The wrongdoing will typically (although not necessarily) be something they have witnessed at work.
- 1.4. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.
- 1.5. The policy clarifies that all employees can report, in confidence, their concerns without fear of victimisation, subsequent discrimination or disadvantage, and is intended to encourage and enable serious concerns to be raised with the Council.

2. Scope of Policy

- 2.1. The policy applies to employees of Yeovil Town Council. Agency workers, casual works and other individuals performing functions for the Council (such as contractors), are also encouraged to use this procedure.

3. Background

- 3.1. The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures". A qualifying disclosure is one made by an employee who has a reasonable belief that one of the following is being, has been or is likely to be committed:
 - a criminal offence;
 - a miscarriage of justice;
 - an act creating risk to health and safety;

- an act causing damage to the environment;
 - a breach of any other legal obligation; or
 - concealment of any of the above.
- 3.2. It is not necessary for the employee to have proof that such an act is being, has been, or is likely to be, committed; a reasonable belief is sufficient.
- 3.3. The employee has no responsibility for investigating the matter. It is Yeovil Town Council's responsibility to ensure that an investigation takes place.
- 3.4. An employee who makes such a protected disclosure has the right not to be dismissed, subjected to any other detriment, or victimised, because they have made a disclosure.

4. Principles

- 4.1. Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and others working on behalf of the council should report anything of an illegal or unethical nature that they become aware of.
- 4.2. Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue.
- 4.3. No employee or other person working on behalf of the council will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the worker will not be prejudiced because they have raised a legitimate concern.
- 4.4. Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- 4.5. If misconduct is discovered as a result of any investigation under this procedure our disciplinary procedure will be used, in addition to any appropriate external measures.
- 4.6. Maliciously making a false allegation is a disciplinary offence.
- 4.7. An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, the employee should not agree to remain silent; and should report the matter to the Chief Executive / Town Clerk or the Chair of the Staffing Committee.

5. Procedure

- 5.1. If the employee believes a Councillor has breached the councillor Code of Conduct, then the matter should be raised with the Chief Executive / Town

Clerk. Concerns relating to an alleged breach of the councillor Code of Conduct will be referred to the Monitoring Officer for investigation.

- 5.2. This procedure is for disclosures about matters other than a breach of the employee's own contract of employment, which should be raised via the Grievance Procedure.

5.3. Raising a concern

Any concerns should be raised with the Chief Executive/Town Clerk, in the first instance. Concerns may be raised verbally or in writing. The Chief Executive/Town Clerk will arrange an investigation of the matter. The investigation may involve the employee and other individuals concerned giving a written statement. Any investigation will be conducted in accordance with the principles set out above. The employee's statement will be taken into account, and they will be asked to comment on any additional evidence obtained.

The Chief Executive/Town Clerk (or delegated officer) will take any necessary action, including reporting the matter to the Council, or any appropriate government department or regulatory agency. The Chief Executive/Town Clerk (or delegated officer) will also invoke any disciplinary action, if required. On conclusion of any investigation, insofar as confidentiality allows, the employee will be told the outcome and what the council has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

If the employee is concerned that the Chief Executive/Town Clerk is involved in the wrongdoing, has failed to make a proper investigation; or has failed to report the outcome of the investigations to the relevant person; the employee should escalate the matter to the Chair of the Staffing Committee. The Chair of the Staffing Committee will arrange for a review of the investigation to be conducted, make any necessary enquiries.

5.4. How the Council will respond

The action taken will depend on the nature of the concern. The matters raised may:

- be investigated internally by management, or through the disciplinary or other internal process;
- be referred to the Police;
- be referred to the External Auditor; or
- form the subject of an independent inquiry.

To protect individuals and the Council, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

Concerns or allegations which fall within the scope of specific procedures of Yeovil Town Council will normally be referred for consideration under those

procedures. Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required, this will be taken before any investigation is conducted.

The employee will be written to within ten working days:

- acknowledging that the concern has been received;
- indicating how the Council proposes to deal with the matter;
- giving an estimate of how long it will take to provide a final response
- informing the employee if any initial enquiries have been made; and
- whether further investigations will take place and, if not, why not.

5.5. How the matter can be taken further

The procedure is intended to provide individual with an avenue to raise concerns with Yeovil Town Council.

If the employee is not satisfied with the action that has been taken, the matter should be reported to the relevant body. This includes:

- HM Revenue & Customs;
- The Health and Safety Executive;
- The Environment Agency;
- The Serious Fraud Office;
- The Charity Commission;
- The Pensions Regulator;
- The Information Commissioner; or
- The Financial Conduct Authority.

The full list in The Public Interest Disclosure (Prescribed Persons) Order 2014 can be found:

www.gov.uk/government/uploads/system/uploads/attachment_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf

If the matter is taken outside Yeovil Town Council, the employee must take all reasonable steps to ensure that confidential or privileged information is not disclosed. If in doubt, the employee should check with the Chief Executive/Town Clerk.

6. **Safeguards**

6.1. Harassment or Victimisation

Yeovil Town Council will not tolerate any form of harassment or victimisation by any worker and will take appropriate action to protect individuals when they make a qualifying disclosure.

6.2. Confidentiality

All concerns will be treated in confidence and every effort will be made to protect an employee's identity if that is their wish. At the appropriate time, however, they may need to be called as a witness, following a full factual investigation of the concerns raised.

6.3. Anonymous Allegations

To ensure that employees receive the protection of the Public Interest Disclosure Act 1998, employees should put their name to their concern. Concerns expressed anonymously are much less convincing. Anonymous concerns and allegations will therefore be investigated at the discretion of the Council.

In exercising the discretion, the factors to be considered would include:

- The seriousness of the issues raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from factual evidence.
- Unsubstantiated Allegations

If an employee makes an allegation which they reasonably believe to be true but it is not confirmed by the investigation, no action will be taken against them. However, if they make an allegation frivolously, maliciously, or for personal gain, disciplinary action may be taken against them.

7. **Data protection**

7.1. When an individual makes a disclosure, any personal data collected will be processed in accordance with the data protection policy. Data collected from the point at which the individual makes the report is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the disclosure.

7.2. This is a non-contractual procedure which will be reviewed from time to time.

Yeovil Town Council
25th March 2025

To be reviewed: March 2030

YEOVIL TOWN COUNCIL



PROCUREMENT CARD POLICY

1. Introduction

- 1.1. This policy has been produced for the Government Procurement Cardholders at Yeovil Town Council.
- 1.2. The purpose of this policy is to:
 - Clearly define the procedures that must be followed by all Government Procurement Card Holders; and
 - Clearly define the situations in which card use is and is not appropriate.
- 1.3. The Government Procurement Card (GPC) is a branded charge card and offers opportunity to improve both the focus and the flexibility of the Council's purchasing processes.
- 1.4. The GPC is a MasterCard debit card and it looks, and is used, like any normal debit card and is widely accepted within the UK.
- 1.5. The GPC should be used for ad hoc purchases.
- 1.6. The card is free at point of use and management information is also free of charge.

2. Benefits of the GPC

- 2.1. Improvements in the overall efficiency in the purchase and payment process for goods and services, which are expected to be realised mainly within the following areas:
 - Suppliers are paid directly by the Card Issuer; the Card Issuer is then reimbursed monthly by Yeovil Town Council.
 - Improved cash flow should make the Council's business requirements more attractive to many suppliers, particularly SMEs. The potential for negotiating prompt payment discounts will also be enhanced.
 - Allows staff to make greater use of the online purchasing process now preferred by many suppliers.
- 2.2. In summary, use of the card will enable local needs to be met promptly while giving visibility and local control over purchases, but without having to raise requisitions or purchase orders, or log and process individual invoices.

3. Roles within the GPC Scheme

3.1. GPC Authoriser

The Chief Executive/Town Clerk is the GPC Authoriser who will authorise the issue of additional GPCs to named individual. They will also authorise any changes to credit limits or individual transaction limits.

3.2. Administrator

This will be a member of the Finance Team. The Administrator will be responsible for card administration and management reporting. The Administrator will also be responsible for the liaison and communication with the Cardholder. The Administrator will monitor that the GPC is being used correctly and will report to the Deputy RFO any incidents when they believe it is not. The Administrator will ensure that receipts provided are reconciled to the balance on each individual GPC.

3.3. Cardholder

The named individual is issued with a GPC. The Cardholder is responsible for the use of their procurement card, reviewing their transactions and ensuring that receipts are obtained and passed to the Finance Team. The Cardholder will comply with the GPC procedures (particularly to the appropriate use of the card) and will only use their procurement card in relation to official Yeovil Town Council business.

4. Procurement Card Rules

- 4.1. These rules apply to all Cardholders and are in addition to the Financial Regulations.
- 4.2. The Cardholder will receive a procurement card, details of credit limit, individual transaction limits and instructions on how to review transactions.
- 4.3. The Cardholder will be required to sign a GPC acknowledgement form confirming that they understand the rules, will abide by them and are also in receipt of the card.
- 4.4. The Cardholder may only use the card for purchases made on behalf of the Council for official Yeovil Town Council business. Use for any other purposes or failure to comply with the rules, will result in immediate withdrawal of the card and may be subject to disciplinary action.
- 4.5. The procurement card may not be used for personal purchases.

- 4.6. The Procurement card is to be used by the Cardholder only. It is not permitted to give the card or the card number to someone else to use under any circumstances.
- 4.7. Procurement cards will not be issued to casual staff.
- 4.8. All Procurement Card spend will be detailed and made available to public inspection via the Yeovil Town Council website in accordance with the Local Government Transparency Code 2015. Any personal information will be removed prior to publication.
- 4.9. Limits for Procurement Cards will be authorised by the GPC Authoriser.
- 4.10. All receipts and all delivery of goods must be to an official Yeovil Town Council address.
- 4.11. Receipts are not acceptable if they do not show the correct information.
- 4.12. The payments of the Procurement Card statements will be collected automatically by Direct Debit. This has been set up by the Finance Team. Therefore, the Cardholder is not required to make any payments on receipt of a Statement.
- 4.13. All Procurement Cards statements and receipts will be held by the Finance Team for 7 years in accordance with the Document Retention Policy.

5. Making a Purchase

5.1. Procurement Cards can be used for:

- All Council business related purchases with an individual transaction limit as authorised by the GPC Authoriser (including VAT);
- Travel arrangements;
- Overnight accommodation (bed and breakfast); and
- The GPC can be used in store, online or over the telephone. The GPC user must ensure that they always use secure websites and reputable suppliers.

5.2. Procurement Cards cannot be used for:

- Items that are included within a corporate contract such as office stationery and furniture, computers and IT accessories, mobile or fixed phones and accessories;
- Personal purchases (including non-work- or work-related social events);
- Fuel;
- Cash;
- Alcohol and Tobacco;
- Subsistence (meals) - this should be claimed through payroll expenses; and

- Capital expenditure projects.
- 5.3. Before making a purchase, the cardholder must ensure that the amount does not exceed the single transaction limit as authorised by the GPC Authoriser.
- 5.4. The Cardholder must make every effort to obtain a valid VAT receipt (where applicable) at point of sale. If the VAT cannot be re-claimed the Council will effectively be paying an additional 20%.
- 5.5. If a VAT receipt is not available at the till, the Cardholder should request a VAT receipt from the Store's Customer Services. For online or telephone purchases the Cardholder should contact the Supplier and request that a VAT receipt be sent.
- 5.6. A VAT invoice/Receipt must satisfy the criteria set out by HMRC and must include:
- Unique invoice number that follows on from the last invoice;
 - Suppliers' business name and address;
 - Suppliers VAT number;
 - Date;
 - The tax point (or 'time of supply') if this is different from the invoice date;
 - Customer's name or trading name, and address (Yeovil Town Council at Yeovil Town Council address);
 - Description of the goods or services;
 - Total amount excluding VAT ;
 - Total amount of VAT ;
 - Price per item, excluding VAT ;
 - Quantity of each type of item;
 - Rate of any discount per item ⁽¹⁾;
 - Rate of VAT charged per item - if an item is exempt or zero-rated make clear no VAT on these items ⁽¹⁾; and
 - Total amount including VAT.

⁽¹⁾ If items are charged at different VAT rates, then show this for each

- 5.7. A simplified invoice can be issued if the value of the supply is under £250.00.
- Unique invoice number that follows on from the last invoice;
 - Suppliers' business name and address;
 - Suppliers VAT number;
 - The tax point (or 'time of supply') if this is different from the invoice date;
 - Description of the goods or services;
 - Rate of VAT charged per item - if an item is exempt or zero-rated make clear no VAT on these items ⁽¹⁾; and

- Total amount including VAT ⁽¹⁾

⁽¹⁾ If items are charged at different VAT rates, then show this for each

5.8. Payments Outside the UK

- The Cardholder must tell the Supplier Yeovil Town Council's VAT Registration Number - GB 634 502 854 when purchasing the goods; and
- attach a copy of the invoice/receipt to the statement on receipt.

6. Receipt of Statement

- 6.1. Once the Cardholder has received the Statement they should review each transaction.
- 6.2. The Cardholder should attach a receipt (valid VAT receipt where applicable) for each transaction.
- 6.3. The Cardholder should write the correct Budget Code next to the transaction. If they are unsure of the Budget Code, they should leave it blank.

7. Card Security

- 7.1. The Procurement Card is not a general office card and is only be used by the named Cardholder.
- 7.2. Giving the Procurement Card or PIN to another person to use is classed as fraudulent use.
- 7.3. The Cardholder should sign the back of the Procurement card on receipt.
- 7.4. The Procurement card should be kept as secure place.

8. Lost, stolen or fraudulent use of the card

- 8.1. A lost or stolen card or a card that has potentially been used fraudulently must be reported immediately.
- 8.2. The cardholder must contact the bank and confirm the loss to the Administrator.
- 8.3. The cardholder must complete the "Lost/stolen cards report" for all instances of loss or fraudulent use (including instances where NatWest notify the Cardholder of fraud) and return it to a Card Officer in Support Services.
- 8.4. The Cardholder ensure that all credits due because of the fraud (if applicable) are refunded to the card.

Yeovil Town Council
25th March 2025
To be reviewed: March 2030



Government Procurement Card (GPC) MasterCard

Cardholder Acknowledgement Form

GPC Cardholder Name:

Service:

I hereby acknowledge receipt of the GPC (last 4 digits of card number) ('the card'), which has been allocated to me in my capacity as, within Yeovil Town Council.

I acknowledge the Single Transaction Limit of £..... and a Monthly Expenditure Limit of £..... placed on the card.

I have received guidance on the use of the card, and have read, understand and will abide by the Procurement Card Policy:

☐ Yeovil Town Council's Procurement Card Policy

☐ Yeovil Town Council's Financial Regulations

I understand that:

- I am the only person to use this card and that I should not give my card details to anyone else.
- the card is to be used for official purposes only, that goods purchased using the card must be delivered to an official address, and that fraudulent misuse of the card is not only a disciplinary offence, but also a criminal offence for which I may be prosecuted.
- the card may be withdrawn immediately in the event of any non-compliance with the procedures.

I accept that issue of the card confers on me delegated authority to purchase, to commit funds and to reconcile the monthly cardholder transactions in a timely manner.

I agree to return the card if I leave the Organisation, or earlier on request.

Cardholder Signature: _____

Date: _____

Administrator Signature: _____

Administrator Name: _____

Administrator Position: _____

(FORM TO BE RETAINED BY ADMINISTRATOR)



Government Procurement Card LOST/STOLEN CARDS REPORT

To: The Administrator

Please complete all sections as appropriate:

Name:	
MASTERCARD no:	

My card has been: (✓)		
Lost	Stolen	Used fraudulently

Details of my last transaction:		
Date:	Supplier:	Transaction value:

Place where card was lost/stolen or used fraudulently (if known):

Bank contact details:	
Date & Time contacted	
Bank Contact name	

Comments regarding the loss:

Cardholder signature:	Date:

YEOVIL TOWN COUNCIL

FINANCIAL REGULATIONS



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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and bold text refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Chief Executive/ Town Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;

- seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing; and**
 - **declaring eligibility for the General Power of Competence**
- 1.7. In addition, the council shall:
- authorise any grant or single commitment in excess of £30,000.

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The RFO shall prepare, for approval by Yeovil Town Council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least monthly and at each financial year end, the RFO shall verify bank reconciliations (for all accounts) produced by the Deputy RFO. The RFO shall sign and date the reconciliations and the original bank statements (or similar

document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance and Policy Executive.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return (AGAR) in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the Finance and Policy Executive and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;

- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council.
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Staffing Committee at least annually in January for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the RFO and the Chair of the Staffing Committee. Committees will be informed of any salary implications before they consider their budgets.
- 4.3. No later than January each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Each committee shall review its draft budget and submit any proposed amendments to the Finance and Policy Executive by January each year.

- 4.5. The draft budget, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance and Policy Executive.
- 4.6. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.7. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.8. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.9. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.10. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Finance and Policy Executive.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the RFO shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £5,000 excluding VAT, the RFO (or delegated Officer) shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £2,500 and £5,000 excluding VAT, the RFO (or delegated Officer) shall try to obtain 3 estimates (which might include evidence of online prices, or recent prices from regular suppliers), unless the supplier/contractor appears on the preferred supplier list.
- 5.10. For smaller purchases (under £2,500), Officers shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract; and
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive these financial regulations to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 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;

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- A committee of the council for all items of expenditure within their delegated budgets for items under £30,000 excluding VAT;
- the council for all items over £30,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference, except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the RFO may authorise expenditure of up to £20,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The RFO shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the Finance and Policy Executive. The council has resolved to bank with Natwest. The arrangements shall be reviewed every 5 years for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure budget line and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking (where possible).
- 6.6. The Deputy RFO shall present a schedule of payments which have been authorised by the RFO, forming part of the agenda for the meeting to the Finance and Policy Executive.

7. Electronic payments

- 7.1. No employee shall disclose any PIN or password, relevant to the council or its banking.
- 7.2. A delegated Officer shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent to either the RFO or Deputy RFO.
- 7.3. A full list of all payments shall be provided as appropriate to the next Finance and Policy Executive meeting.
- 7.4. Payment may be made by BACS or CHAPS.
- 7.5. Account details for suppliers may only be changed upon verified written notification by the supplier. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every **two years**.
- 7.6. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.7. Remembered password facilities (other than secure password stores requiring separate identity verification) should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Procurement and trade cards

- 9.1. Any procurement card issued for use will be specifically authorised by the RFO and will also be restricted to a single transaction maximum value as agreed by the RFO.
- 9.2. Users of procurement card must adhere to the Procurement Card Policy.

- 9.3. Any trade card account opened by the council will be specifically restricted to use by those authorised by the RFO and any balance shall be paid in full each month.
- 9.4. Trade card accounts must not be used for personal use.

10. Petty Cash

- 10.1. Services shall maintain petty cash at appropriate levels as agreed by the RFO.
- 10.2. Petty cash can be used for the purpose of defraying operation and other expenses.
- 10.3. Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- 10.4. Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- 10.5. Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the Finance and Policy Executive, having been recommended by the Staffing Committee.
- 11.4. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Finance and Policy Executive (with the exception of increments within authorised grades, which shall be authorised by the RFO, and the Annual Pay Award).
- 11.5. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.6. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.7. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook
- 11.8. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.3. All investment of money under the control of the council shall be in the name of the council.
- 12.4. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.5. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the RFO. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Finance and Policy Executive by the RFO and shall be written off in the year. The Finance and Policy Executive's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record

such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the RFO to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each service, shall be responsible for the care and custody of stores and equipment in that service.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The RFO shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £5,000. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The RFO shall give prompt notification to the Deputy RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The Deputy RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations annually and following any change of Chief Executive / Town Clerk or RFO. The RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Chief Executive /Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Chief Executive /Town Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Chief Executive /Town Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Yeovil Town Council
March 2025
To be reviewed March 2026

YEOVIL TOWN COUNCIL



RISK STRATEGY

1. Introduction

Yeovil Town Council manages risk via the Risk Strategy and Risk Register, to protect its employees, assets, liabilities, reputation and community against potential losses.

Yeovil Town Council recognises that it has a responsibility to manage risk, both internal and external and is committed to the implementation of a risk management strategy to protect the Council.

The Council delegates the carrying out of its risks assessments to the Finance and Policy Executive under Local Government Act 1972 (S101). Although a working document, the risk assessment is reviewed annually.

Where a committee considers the risk assessment under delegated powers, the full Council must specifically review, and minute the review, of the risk assessment (rather than simply adopting the minutes of that Committee including all recommendations).

2. Definitions

Risk: can be defined as an event or action which will adversely affect an organisation's ability to achieve its objectives, project plans and processes to successfully execute its strategies.

Risk Management: the process by which risks are identified, evaluated and controlled.

Controls are identified to mitigate risks, using the following approaches:

- Terminate the risk – the circumstances from which the risks arise are removed so that the risk no longer exists by not pursuing the course of action, the risk is unacceptable and cannot be mitigated to an acceptable level.
- Treat the risk – control measures are implemented to reduce the probability or impact to an acceptable level
- Transfer the risk – the risk is passed to others by insurance/outsourcing/design and build option for contracts

- Tolerate the risk – the risk is acceptable and additional controls would not be cost effective.

3. Risk Management Strategy

Yeovil Town Council is committed to identifying and managing risks by taking the necessary actions to ensure that risks are maintained at an acceptable level

The Chief Executive/Town Clerk reviews risks on a regular basis, including any newly identified risks, and will report on such matters to the Finance and Policy Executive. The review will include identification of any unacceptable levels of risk.

The Guidance on Governance and Accountability for Local Councils in England (published by the Joint Practitioners' Advisory Group) makes the following observations regarding risk management:

- Risk management is not just about financial management: it is about ensuring the achievement of objectives set by the council to deliver high quality public services; and
- The local council audit approach seeks to encourage local councils to address these issues by placing emphasis on the need to keep under review and, if necessary, to strengthen their own corporate governance arrangements, thereby improving their stewardship of public funds and providing positive and continuing assurance to taxpayers

It is important that Risk Management becomes embedded into the everyday culture and performance management processes of the Council. Responsibility is placed on all Councillors and Officers to have regard for risk in carrying out their duties.

Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives. Therefore, each year Members should:

- take steps to identify and update their record of key risks facing the Council;
- evaluate the potential consequences to the Council if an event identified as a risk takes place (in terms of likelihood and impact);
- decide upon appropriate measures to avoid, reduce or control the risk or its consequences; and
- record any conclusions or decisions reached.

4. Assessment of Risk

Each risk will be assessed in terms of its likelihood and impact on the Council.

Likelihood


		Probability	Possible Indicators
4	Almost Certain	> 90%	Frequent occurrence
3	Likely	> 60%	Regular occurrence
2	Possible	> 10%	Occasional occurrence
1	Unlikely	< 10%	Has never occurred

Impact

		Risk Threat
4	Major	Financial Impact > £500,000 Fatality/disabling injuries to public or staff / adverse national media attention / external intervention / total service disruption / extensive legal action against the Council
3	Serious	Financial Impact > £250,000 Adverse local media attention / extensive public complaints / adverse comments by regulators or auditors / significant service disruption / failure to deliver projects or targets / service disruptions / injuries to public or staff / legal action against the Council
2	Significant	Financial Impact > £50,000 Adverse service users complaints / service disruption / minor injuries and near misses to staff and public
1	Minor	Financial impact less than £5,000 / isolated complaints / minor service disruption

5. Risk Matrix

Likelihood	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
		1	2	3	4
		Impact			



High

Medium

Low

The key risks for the Council are assessed for impact and likelihood (using the criteria listed above); so that risks are identified as low, medium or high.

It is anticipated that the risk will be reviewed annually unless there is a change in intelligence. The table also assigns responsibility to the relevant Officers/Committee.

6. Risk Register

Ref	Risk	Impact	Likelihood	Level	Controls	Review	Responsibility
ASSETS							
1	Protection of physical assets	3	2	Medium	Asset Register updated annually, with any changes through additions and disposals updated on an adhoc basis. This is presented to Council annually with the Annual Accounts. Regular inspection of properties under the Council's direct management. Maintenance of buildings, sites and equipment is undertaken on a planned and responsive basis. Playground equipment is checked and maintained independently by Somerset County on a weekly basis (this will change from June 2025 when play is transferred to Yeovil Town Council, who will then be responsible). Yeovil Cemetery is checked and maintained by the Cemetery workforce via a Service Level Agreement. Insurance cover reviewed annually, with any changes through additions and disposals updated on an adhoc basis. Currently insured with Zurich Municipal. Recommendations as necessary to Policy, Resources and Finance Committee Finance and Policy Executive to update cover.	January 2026	Director of Infrastructure (Property & Assets) / Deputy Responsible Finance Officer/ Relevant Committees
2	Security for vulnerable buildings, amenities or equipment	3	2	Medium	Appropriate security devices are fitted to all the Council's buildings and linked as necessary to a central control station. CCTV at Milford Hall, Town House, Westlands Entertainment Venue, Yeovil Country Park and Yeovil Recreation Centre. TRU Atlas Security first point of contact for any breaches, for quick response and safety of staff. Designated staff are responsible for the security of these buildings. Fobs required to enter the back offices	January 2026	Director of Infrastructure (Property & Assets) / Relevant Committees

					of Town House. In the event of any breaches of security, appropriate measures are taken as soon as practicable to re-secure the property. Crime reports are made for all breaches of security to Avon and Somerset Constabulary and recorded with Yeovil Crime Reduction Team (where appropriate).		
3	Maintenance for vulnerable buildings, amenities or equipment	3	2	Medium	All premises are mostly maintained within the approved budget with one-off expenditure for urgent works covered by contingencies. Maintenance is undertaken in-house where possible and external contractors used as required. A preferred list of suppliers is maintained. Issues found are addressed as appropriate. Inspections for equipment and safety features programmed as required. Legislation and best practice reviewed on a regular basis. A property maintenance and facilities management schedule will be maintained.	January 2026	Director of Infrastructure (Property & Assets) / Relevant Committees
4	Provision of amenities/facilities for local community groups	3	2	Medium	The council has approved the hire of Milford Community Hall, Town House, Community Room at Yeovil Recreation Centre and rooms at Westlands Entertainment Venue on an hourly charge basis. Conditions of hire have been reviewed that will assist in safeguarding the Council's assets.	January 2026	Director of Infrastructure (Property & Assets) / Relevant Committees
5	Security and safety of defibrillators	4	1	Medium	Monthly visual checks carried out on all defibrillator cabinets. Defibrillators connect via 3G and will send warnings if there are any problems with the defibrillator. Defibrillators registered with the Circuit which sends notifications if the defibrillator is accessed. Agreements are in place with hosts to report any damage or issues.	January 2026	Director of Infrastructure (Property & Assets) / Infrastructure (Property & Assets) Committee

FLEET							
6	Fleet is maintained	4	1	Medium	Individuals responsible for daily checks. Fleet is serviced annually and MOT (as appropriate).	January 2026	Director of Leisure & Environment / Leisure & Environment Committee
7	Individuals are competent drivers	4	1	Medium	Individuals are aware of their responsibilities regarding driving Council fleet. Driver assessment biennially. Quarterly driver licence checks. The Fleet Management and Driver Policy offers guidance on responsibilities of the individual.		Director of Leisure & Environment / Leisure & Environment Committee
FINANCE							
8	Banking arrangements	2	1	Low	Reviewed periodically by Policy, Resources and Finance Committee Finance and Policy Executive. Suppliers mostly paid by BACS where appropriate but any cheques require two Members' signatures. The Council have moved to electronic income collection via BACS, online payments or card payments where possible. The Policy, Resources and Finance Committee Finance and Policy Executive review all payments and income following their consideration by the service committees.	January 2026	Chief Executive / Deputy Responsible Finance Officer / Finance & Policy Executive
9	Protection of Investments	2	1	Low	An investment register is reviewed monthly. There is a 3-year contract with Arlingclose who provide investment advice which monitors the security of any investment/counterparty.	January 2026	Chief Executive / Deputy Responsible Finance Officer / Finance & Policy Executive

10	Consequential loss of income	2	1	Low	Insurance cover (to cover loss of income and relocating office). Computers backed up periodically through the day; data saved in house on server and to the cloud. IT support quickly accessed and data can be restored if/when appropriate.	January 2026	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive
11	Loss of cash through theft or dishonesty	1	1	Low	Fidelity Guarantee cover up to £2 million for employees and members. Minimal cash kept on premises, and segregation of duty for all non-cash payments made. The Council have moved to electronic income collection via BACS, online payments or card payments where possible. Bank Reconciliations conducted monthly.	January 2026	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive
12	Financial controls and records	3	1	Medium	Financial Regulations in place and reviewed annually. Two signatories on cheques, and segregation of duty for BACs payments. Internal and external audit.	January 2026	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive
13	Paying invoices on time	3	1	Low	Two BAC runs per week with additional run if required. Team adequately resourced to process payments in a timely fashion	January 2026	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive

14	Debt collection	3	1	Low	As the number of services have increased, it will be necessary to have a Debt Management Policy.	January 2026	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive
15	Comply with HMRC Regulations	2	1	Low	VAT payments and claims calculated by Sage and checked by Deputy Responsible Finance Officer Finance Officer and checked by RFO. Internal and external auditor to provide assurance. Increased accounts payable invoices and sales invoices offer more scope for incorrect accounting of VAT but this is monitored by the Deputy Responsible Finance Officer.	January 2026	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive
16	Sound budgeting to underlie annual precept	3	2	Medium	Budget workshop held annually. Inflationary increases applied to costs of goods and services. Committees consulted. Salary spreadsheet maintained (which considers increments and likely pay award increases and directives from Central Government) for each Directorate. Policy, Resources and Finance Committee Finance and Policy Executive recommend budget to Council. Expenditure and income against budget reported to relevant Committees Policy, Resources and Finance Committee on a regular basis, with material variations explained and considered. Outturn report at the end of the financial year.	January 2026	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive
17	Complying with borrowing restrictions	1	1	Low	Reviewed when any new borrowing becomes likely.	January 2026	Chief Executive / Deputy Responsible

							Finance Officer /Finance & Policy Executive
18	Ensuring robustness of insurance providers	4	1	Medium	The Council currently insures with Zurich Municipal on a 3-year basis. A tender process is conducted at the end of each 3 years to ensure best value and to ensure that the Council is adequately covered. Insurance company informed of any additions and disposals.	January 2026	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive
19	Clear statements of management responsibility for each service	2	1	Low	Under the Council's Scheme of Delegation, each of the service committees and the Policy, Resources and Finance Committee Finance and Policy Executive have delegated management responsibility for their own budget. Expenditure and income reported to each committee meeting with an Outturn report at the end of the financial year. Director responsible for each Directorate.	January 2026	Chief Executive / Deputy Responsible Finance Officer /Finance & Policy Executive
20	The Council remains solvent	4	1	Low	Council's activities are adequately funded through accurate budget setting and income collected for services/goods sold. Reserves maintained at an appropriate level. Cashflow monitored to ensure cash is available when required.	January 2026	
21	Inappropriate use of Procurement Card	2-3	1	Low Medium	There is one procurement card which is the responsibility of, and kept secure by the Town Clerk. Records are kept and reconciled with the statement monthly. Credit limit £2,000. The number of procurement cards have increased as has the credit limit. A Procurement Card Usage Policy will be written.	January 2026	Chief Executive / Deputy Responsible Finance Officer /Finance &

							Policy Executive
PROCUREMENT							
22	Awarding of contracts for services and the purchase of capital equipment	3	1	Medium	The Financial Procedures are reviewed every year to ensure they are fit for purpose. Best value is sought for all purchases of services, equipment and assets. For larger contracts, the Council utilises Contract Finder and will seek references where appropriate for those organisations awarded contracts. Relevant expertise sought for complex specifications. A Contracts register will be maintained.	January 2026	Chief Executive / Deputy Responsible Finance Officer / Finance & Policy Executive
23	Professional services and contractors	3	1	Medium	The Council endeavours to ensure that wherever possible it has the opportunity to select (from several) the provider of any professional services it requires. Where necessary, all prospective contractors are required to provide references for which they have recently undertaken similar work and adequate insurances. Due diligence is given where the number of prospective contractors is limited. Council maintains a list of preferred suppliers.	January 2026	Chief Executive / Deputy Responsible Finance Officer / Finance & Policy Executive
HEALTH AND SAFETY							
24	All Officers to be aware of their responsibility	3	2	Medium	The Health and Safety Policy will be reviewed to ensure that with the additional services and changes in legislations that everyone is aware of their role. A competent person will be responsible for overseeing all aspects of Health and Safety.	January 2026	Chief Executive / Director of Infrastructure (Property & Assets) / Infrastructure (Property & Assets) Committee

25	The Council is compliant with all relevant regulations	3	2	Medium	A competent person will be responsible for overseeing all aspects of Health and Safety.	January 2026	Chief Executive / Director of Infrastructure (Property & Assets) / Infrastructure (Property & Assets) Committee
LIABILITY							
26	Risk of damage to third party property or individuals/Legal liability	3	2	Medium	Public Liability Insurance £15 million £20 million – covering personal accident liability for employees and members. Risk assessments of individual events such as Christmas lights, Super Saturday conducted as necessary. Advice is sought and consideration given for any new event added.	January 2026	Chief Executive / Relevant Committees
27	Legal liability as consequence of assets ownership	4	2	High	Insurance in place. Regular inspection of properties under the Council's direct management. Maintenance of buildings, sites and equipment is undertaken on a planned and responsive basis. Open spaces checked regularly by Somerset Council (this will change from June 2025 when play is transferred to Yeovil Town Council, who will then be responsible). Playground equipment is checked and maintained independently by Somerset County on a weekly basis (this will change from June 2025 when play is transferred to Yeovil Town Council, who will then be responsible). Equipment and plant serviced as appropriate. Yeovil Cemetery is checked and maintained by Cemetery workforce.	January 2026	Chief Executive / Relevant Committees

28	Events (Super Saturdays, 2-day event, Town Criers Competition, Remembrance Sunday)	2	3	Medium	Operation Risk and event plans carried out for Council Events.	January 2026	Director of Culture, Events & Promotions / Culture, Events & Promotions Committee
EMPLOYER LIABILITY							
29	Comply with Employment Law	1	2	Low	Yeovil Town Council is member of SALC. Town Clerk is a member of SLCC. Assistant Town Clerk undergoing training with Chartered Institute of Personnel and Development (Level 3 & 5). Subscription to South West Councils. Policies reviewed and updated as necessary. Regular meetings of Staffing Committee. Advice sought as necessary.	January 2026	Chief Executive/ Finance & Policy Executive/ Staffing Committee
30	Comply with Inland Revenue HM Revenue and Customs (HMRC) requirements	2	1	Low	Sage Payroll software which is IR HMRC compliant is used. Internal and External auditor carry out checks.	January 2026	Chief Executive/ Deputy Responsible Finance Officer / Finance & Policy Executive
31	Safety of Staff and visitors	2	1	Low	Records kept of those who visit. Camera fitted at front desk of Town House. Regular risk assessments. Advice sought and actioned from Police and Yeovil Crime Reduction Team regarding maintaining the safety of all.	January 2026	Chief Executive/ Finance & Policy Executive
32	Recognise and accepts responsibility as employer	3	2	Medium	Policies and Procedures in place and regularly reviewed. Staff concerns treated as appropriate. Regular meetings of Staffing Committee.	January 2026	Chief Executive/ Finance & Policy

							Executive/ Staffing Committee
33	Remote Worker Facilities Officer Safety	2	2	Medium	Lone working policy that all staff members are aware of. Key duties risk assessed.	January 2026	Chief Executive/ Finance & Policy Executive
34	Remote working health and well- being	2	2	Medium	The Council does not allow routine working from home. Any remote working needs to be agreed with the Town Clerk with regular check -ins with those working remotely.	January 2026	Chief Executive/ Finance & Policy Executive
35	Identification of staff	4	1	Low	ID badges to be worn so that staff can be identified	January 2026	Chief Executive/ Finance & Policy Executive
36	Protection of staff against malicious behaviour (both online and offline)	3	2	Medium	Dignity at Work Policy available. Notices on Facebook and within office that that Yeovil Town Council will not tolerate bullying or harassment of any of its employees, officials, members, contractors, visitors to the council or members of the public from the community. Any malicious behaviour reported to the police or other agency as appropriate.	January 2026	Chief Executive/ Finance & Policy Executive
STAFFING							
37	Staff Cover	3	2	Medium	All key duties can be covered. Annual Leave is co- ordinated to ensure the office-workplace can be always covered. If the office can not be covered, the office is closed to the public with notifications given on Facebook and the Notice Board outside Town House.	January 2026	Chief Executive/ Finance & Policy Executive

38	Staff Retention	3	2	Medium	A learning and developmental organisation. Annual appraisals and regular team meetings.	January 2026	Chief Executive/ Finance & Policy Executive
LEGAL LIABILITY							
39	Ensuring activities are within legal powers	3	1	Medium	Clerk to clarify legal position of any new proposal and seek legal advice where necessary. The Council can utilise the General Power of Competence.	January 2026	Chief Executive/ Finance & Policy Executive
40	Proper and timely reporting via the Minutes	1	1	Low	Council meets regularly; committees meet at least 6 times a year. Minutes are distributed in a timely fashion and approved and signed at following meeting. Minutes are made available to the press and public.	January 2026	Chief Executive/ Finance & Policy Executive
41	Proper document control	2	1	Low	Land and buildings registered at Land Registry. Comprehensive filing system holding all relevant documents. Use of fireproof cabinet where relevant. Document Retention Policy	January 2026	Chief Executive/ Finance & Policy Executive
42	Breach of personal data	3	2	Medium	Data Protection Policy in place. Staff kept up to date with changes in legislation and requirements. Registered with Information Commissioners Office. Data only processed if there is a legal basis to do so.	January 2026	Chief Executive/ Finance & Policy Executive
COUNCIL PROPRIETY							
43	Register of Interests and gifts and hospitality in place	2	2	Low	Register of interest completed annually and amended throughout year as necessary. Gifts and hospitality register. Declarations of interests should be made when appropriate at all meetings (the onus is on Councillors to	January 2026	Chief Executive/ Finance & Policy Executive

					identify when they should declare an interest, but advice is given when requested).		
DEVOLUTION OF ASSETS AND SERVICES							
44	Potential of transfer of assets from Somerset Council	4	3	High	<ul style="list-style-type: none"> • Assessment and due diligence regarding the following: • Value of assets • Assets include - Property (freehold/leasehold) – Fixtures, fittings, equipment, inventory • Costs of maintaining • Legal transfer • Security • Insurance requirements 	June 2025	Chief Executive/ Director of Leisure & Environment/ Leisure & Environment Committee /Finance & Policy Executive
45	Responsibility for undertaking and providing services	4	3	High	<p>Assessment and due diligence regarding the following:</p> <ul style="list-style-type: none"> • Requirements for assets and equipment to provide services • Costs of maintaining assets and equipment • Expertise and knowledge to provide services • Reputational risks • Staffing requirements – front line and support staff • Legalities • Funding of service • Service standards 	June 2025	Chief Executive/ Director of Leisure & Environment/ Leisure & Environment Committee /Finance & Policy Executive
46	Transfer of Staff	4	3	High	<p>Assessment and due diligence regarding the following:</p> <ul style="list-style-type: none"> • Costs – salary, employers NI, employers pension contributions • Legalities 	June 2025	Chief Executive/ Director of Leisure & Environment/

					<ul style="list-style-type: none"> • Contractual arrangements of staff and differences with existing staff • Requirements of Staffing Committee • Structure Chart and reporting lines 		Leisure & Environment Committee /Finance & Policy Executive
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Yeovil Town Council
xxth March 2025

To be reviewed: January 2026

11/278

**URGENT DECISION – SUPPORTING ARTS AND CULTURE IN
SOMERSET**

This report is for information only.

Correspondence was received from the Executive Lead Member for Communities, Housing and Culture at Somerset Council (copy attached), regarding financial support to the Arts and Engagement Outreach Service which forms part of the NPO (National Portfolio Organisation – Funded by Arts Council England).

The Arts and Engagement Outreach Service provides many benefits and opportunities to Westlands Entertainment Venue.

It was agreed, in accordance Standing Orders, 4d(xiv) 'Urgent Business', to contribute £5,000 (as requested) to the initiative.

The Committee is **RECOMMENDED** to note the report.

*(Amanda Card, Chief Executive / Town Clerk – 01935 382424 or
amanda.card@yeovil.gov.uk)*

6 February 2025

Dear Cllr Kendall

Support for arts and culture in Somerset

Following on from Cllr Bill Revans' letter to parishes last year, I'm reaching out to understand whether your local council would be in a position to support, or further increase, its contribution and investment in the arts and culture locally.

As Executive Lead Member for Communities, Housing and Culture at Somerset Council, I'm in the privileged position to oversee our work with communities, and I have witnessed first-hand the wonderful impact arts and culture play in uniting people and improving their quality of life.

My portfolio responsibilities include the Council's Arts and Engagement Outreach Service which delivers programmes that celebrate young talent, benefit health and wellbeing, and enrich learning and education, both inside and outside of the school setting. The Service supports local artists and storytelling and encourages inclusion and the breaking-down of barriers.

Within your local area the Arts and Engagement Outreach Service has been delivering activities to reduce isolation and loneliness, with 100% of participants reporting significant improvements in their mental health and wellbeing as a result of their engagement. There have been paid employment opportunities for 130 artists, and training for 150 young people and creatives, in the past year. And the local economy has strengthened, attracting £3 for every £1 invested in 2024. With such obvious benefits, I am sure Yeovil Town Council would want to see this established and much-valued provision continue to thrive.

The Arts Engagement and Outreach Service is principally funded through Arts Council England, and also Somerset Council. The total budget forecast for the Service 2025-26 is £503k (including staffing costs), with spend extended across South Somerset. Supporting documents are attached for you to examine.

An investment of £183,629 (excluding staff and marketing costs) will be made in your area in the next financial year. I am reaching out to Yeovil Town Council to ask if you are in a position to make a contribution of around £5,000 towards that spend, with a firm commitment that any monies received will be invested back into the community. I understand you may have set your precept already. If this is the case, could I ask you consider revisiting your budget in light of this appeal?

Please help us ensure local people continue to enjoy access to arts and culture on their doorstep. Any monies you can provide to this Service demonstrates to our funders that these programmes are valued and recognised, and helps us leverage investment.

Thank you for taking the time to read this correspondence, and for your continued support. If you have questions, or require further information, please don't hesitate to contact me.

Yours sincerely,

A handwritten signature in grey ink, appearing to read 'Federica Smith-Roberts'.

Cllr Federica Smith-Roberts

Executive Lead Member for Communities, Housing and Culture

Call: 07545 895768

Email: federica.smithroberts@somerset.gov.uk



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Telephone : (01935) 382424
Website : www.yeovil.gov.uk

Amanda Card Chief Executive / Town Clerk

Cllr Federica Smith-Roberts
Executive Lead Member for Communities,
Housing and Culture
Somerset Council
County Hall
The Crescent
TAUNTON
TA1 4DY

Date: 25th February 2025
Your Ref:
Our Ref:
Ask for: Amanda Card
E-mail: amanda.card@yeovil.gov.uk

Dear Cllr Smith-Roberts

Support for Arts and Culture in Somerset

I write on behalf of Yeovil Town Council in response to your letter of 6th February 2025 regarding Yeovil Town Council's position to further support the arts and culture locally, through the Arts and Engagements Outreach Service.

It has been agreed that Yeovil Town Council will contribute £5,000 towards this initiative.

Yours sincerely

Amanda Card
Chief Executive / Town Clerk FCPFA, PSLCC, BA (Hons), BSc (Open)
For and on behalf of Yeovil Town Council

11/279

URGENT DECISION – OCTAGON THEATRE PROJECT DESIGN BRIEF

This report is for information only.

The Project Board met on 28th February to look at the design brief which will be given to the designers as part of the procurement process for the design of the Octagon. It is essential that sign off on this design brief comes from both Yeovil Town Council and Somerset Council, however this needed to be done as a matter of urgency.

Both Yeovil Town Council and Somerset Council each have 6 members on the Project Board. A request was made under urgent business that sign off from Yeovil Town Council be delegated to the Chief Executive/Town Clerk in consultation with our 6 members who have been appointed to the Octagon Project Board.

It was agreed, in accordance Standing Orders, 4d(xiv) 'Urgent Business', that sign off from Yeovil Town Council be delegated to Chief Executive/Town Clerk in consultation with our 6 members who have been appointed to the Octagon Project Board.

The design brief has since been signed off by Yeovil Town Council.

The Committee is **RECOMMENDED** to note the report.

*(Amanda Card, Chief Executive / Town Clerk – 01935 382424 or
amanda.card@yeovil.gov.uk)*