

Yeovil Town Council

Town House
19 Union Street
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Mayor: Cllr E Potts-Jones, Town Clerk: Amanda Card BA (Hons), CPFA, BSc (Open)
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Minutes of the hybrid meeting of the Policy, Resources & Finance Committee 23rd November 2021 at 7.00pm held by video-conference using Zoom meeting software; and in the Town House, 19 Union Street, Yeovil BA20 1PQ.

Present (in person): Cllrs G Oakes (Chair); K Gill; D Gubbins; A Kendall; E Potts-Jones; D Recardo; R Spinner and R Stickland.

Present (virtually): Cllr P Lock.

Also present (in person): Cllr M Lock (Yeovil College Ward)

In Attendance (in person): A Card (Town Clerk); H Ferdinand (Deputy Town Clerk); and Mark Wilcox (Director of Youth and Community at YMCA Brunel).

In Attendance (virtually): Cllrs T Lock (Lyde Ward) and A Richards (Wyndham Hill Ward).

There were no members of the public and one member of the press present.

7.00 pm - Public Comment

There was no public comment.

10/244 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies were received from Cllrs G Hunting (conflicting engagement), T Ledlie (conflicting engagement) and S Lowery (conflicting engagement).

RESOLVED: to accept the apologies with the reasons given.

10/245 DECLARATIONS OF INTEREST

There were no declarations at this time.

10/246 MINUTES

To approve as a correct record the Minutes of the meeting held on 28th September 2021.

RESOLVED: that the minutes of the meeting held on 28th September 2021 be signed as a correct record.

10/247 APPLICATION FOR GRANT AID

Applications were received from:

- Yeovil Shop Mobility (£2,000)

Due to a technical issue, the grant application was not received in advance of the meeting and consideration for this application will be deferred until the meeting of this Committee to be held on 25th January 2022.

10/248 GRANTS AND SERVICE LEVEL AGREEMENTS

Members considered the revised Grants Policy; new style application forms for both organisations and individuals and the service level agreements templates for both service provider and non-commercial as recommended by the Grants and SLA Working Party.

The Town Clerk stated that the changes to the Grants Policy had been highlighted; and that the new style application forms included a page which would not be put in the public domain in order to comply with General Data Protection Regulations 2016.

Concerns were raised over precedents that previous applications could set. The Town Clerk pointed out that the policy did state “Each application will be considered on its own merit” and suggested that it might be prudent to add the following wording: “...and no precedent will be assumed on applications previously granted.”

RESOLVED: (1) to approve and adopt the revised Grants Policy with the amendment: “Each application will be considered on its own merit and no precedent will be assumed on applications previously granted”; (2) to agree the new style applications for Small Grant Assistance to both Local Organisations and to Individuals; and (3) to approve the Service Level Agreements templates for both Service Provider and Non-Commercial.

10/249 BALANCE SHEET

Members considered the Balance Sheet as of 31st October 2021.

RESOLVED: to approve the Balance Sheet as of 31st October 2021.

10/250 BANK RECONCILIATION

Members considered the formal bank reconciliation as at Balance Sheet as of 31st October 2021.

RESOLVED: to approve the formal bank reconciliation as at 31st October 2021.

10/251 FINANCIAL STATEMENT – AUGUST 2021 / SEPTEMBER 2021

Members considered the financial statement for the months of August 2021 and September 2021.

RESOLVED: to approve the financial statement for the months of August 2021 and September 2021.

10/252 2021/22 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31ST OCTOBER 2021

Members considered the Revenue Budget Monitoring report for the period ending 31st October 2021 (Month 1 – 7). The report provided Members with the current projection of the expected expenditure and income against the Council approved budget for the financial year 2021/22 and explained significant variances against budget. Current projections highlighted an anticipated £11,165 (1%) underspend.

RESOLVED: to note the report.

10/253 YOUTH SERVICES – EXTENSION OF CURRENT CONTRACT

The Committee considered the report by the Town Clerk regarding the extension of the current contract with YMCA Brunel for another 3 years with the opportunity to extend at the end of that period for a further 2 years.

RESOLVED: that the decision taken in accordance with Standing Order 4/D/xiv be noted.

10/254 YOUTH SERVICES – PROPOSAL FOR A DETACHED AND OUTREACH SERVICE

Members considered the proposal for a service level agreement between Yeovil Town Council and YMCA Brunel Group for Yeovil for a detached and outreach service. The service would have an annual cost of £10,588.

Cllr K Gill requested that the YMCA Brunel Safeguarding Policy be resent to him.

RESOLVED: (1) adopt the proposal for a service level agreement between Yeovil Town Council and YMCA Brunel Group for Yeovil for a detached and outreach service as detailed within the proposal; (2) that the Town Clerk forward Cllr K Gill the YMCA Brunel Safeguarding Policy; and (3) that YMCA Brunel Group submit a progress report to this Committee at its meeting to be held on 31st May 2022.

10/255 YEOVIL TOWN COUNCIL NEW WEBSITE

Members considered the report of the Deputy Town Clerk (SF) regarding the new website.

RESOLVED: to note the report.

10/256 COUNCIL MEETING FOLLOWING LIFTING OF COVID-19 RESTRICTIONS - REVIEW

Members considered the report of the Town Clerk regarding the review of how meeting will operate in the future. Discussions were held on the merits of face to face, hybrid and zoom meetings.

The Town Clerk commented that should the Committee decide to continue with hybrid committee meetings (i.e. decision makers physically present and the remainder of attendees attend virtually) and informal Town Council meetings (i.e. via zoom), that the meeting in

February 2022 would need to be held face to face as the Budget needed to be set by Council.

RESOLVED: (1) that Committee meetings to continue to hold hybrid meetings whereby only those who are the decision makers are physically present and the remainder of attendees attend virtually; (2) that Town Council meetings are held informally as zoom meetings; with decisions delegated to the Town Clerk (when necessary) in consultation with the Mayor and other Councillors; (3) that the decision be reviewed by this Committee at its meeting to be held on 29th March 2022; and (4) that an alternative venue be secured for the Budget Setting meeting in February 2022, so that all Councillors could attend and be safe.

10/257 DRAFT BUDGET 2022/23

Members considered the report of the Town Clerk regarding the draft budget for 2022/23.

RESOLVED: (1) that the Policy, Resources and Finance Committee recommend to Council the Grounds and General Maintenance Committee budget for 2022/23, including allotments rents to increase to 43p per m² with effect from 1st January 2023; (2) that the Policy, Resources and Finance Committee recommend to Council the Promotions and Activities Committee budget for 2022/23, (3) that the Policy, Resources and Finance Committee recommend to Council the Buildings and Civic Matters Committee budget for 2022/23, including the following (a):

Milford Community Hall and Town Council Chamber – Hire Charges		
Type of Hire	Current Rate of Hire 2021/22 (per hall/room per hour or part thereof)	Proposed Rate of Hire 2022/23 (per hall/room per hour or part thereof)
Milford Hall:		
<i>Commercial organisations / persons</i>	£17.50	£18.00
<i>Private Functions</i>	£8.00	£8.50
<i>Damage Deposit for Private Functions (returnable if hall left in a satisfactory condition)</i>	£125.00	£130.00
<i>Non-profit making Organisations</i>	£7:00	£7:50
<i>Use of Main Hall Kitchen</i>	£11.50 per hire	£11.50 per hire
Town House Council Chamber:		
<i>Provision of tea/coffee</i>	£7.00	£7.50
<i>Provision of tea/coffee</i>	£10.00	£10.00
<i>Use of kitchen</i>	£5.50	£5.50

(b) that the regalia budget be moved from Policy, Resources and Finance Committee budget to the Buildings and Civic Matters Committee; and (c) to agree to add an additional £15,000 to the Community Safety budget line; (4) that the Policy, Resources and Finance Committee recommend to Council the Planning budget for 2022/23; (5) to note that the Crematorium and Cemetery Committee budget for 2022/23 for Yeovil Town Council will be finalised at the Crematorium & Cemetery Committee meeting held on 12th January 2022; and (6) that the Policy, Resources and Finance Committee, recommend to Council, it's budget for 2022/23; including an additional £10,600 for a detached and outreach youth provision in Yeovil.

10/258 FORWARD PLAN

RESOLVED: to approve the forward plan with the inclusions as listed above regarding both 10/254 - Youth Services – Proposal for a detached and outreach service and 10/256 – Council Meetings following lifting of COVID-19 Restrictions review.

Public Comment

The member of the press commented on the consistency between town and parish councils for holding face to face meetings.

Cllr D Recardo commented on the opinions that had been expressed to him regarding disappointment that the shops did not open late on the night of the Christmas Light Switch on.

10/259 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: to exclude the press and public from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity of agenda item 10/260 would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Public Bodies (Admission to Meetings) Act 1960 s3

7:52pm – The member of the press and Mark Wilcox (YMCA Brunel Group) left the meeting and did not return.

10/260 STAFFING (STAFF IN CONFIDENCE)

Members considered the verbal report of the Town Clerk.

RESOLVED: (1) to note the verbal report; and (2) to support the Town Clerk in her actions.

The meeting closed at 7:57 pm.

Signed: (Chairman) Date