



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 25<sup>th</sup> January 2022 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; T Ledlie; E Potts-Jones; and R Stickland.

**Present (virtually):** Cllr G Hunting and D Recardo.

**In Attendance (in person):** A Card (Town Clerk); and S Freemantle (Deputy Town Clerk).

**In Attendance (virtually):** Cllrs T Lock (Lyde Ward); A Richards (Wyndham Hill Ward) and J Snell (Westlands Ward).

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

## **7.02 pm - Public Comment**

There was no public comment.

### **10/261 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies were received from Cllrs P Lock (personal reasons); S Lowery (conflicting unwell) and R Spinner (personal engagement).

**RESOLVED:** to accept the apologies with the reasons given.

### **10/262 DECLARATIONS OF INTEREST**

There were no declarations at this time.

### **10/263 MINUTES**

To approve as a correct record the Minutes of the meeting held on 23<sup>rd</sup> November 2021.

**RESOLVED:** that the minutes of the meeting held on 23<sup>rd</sup> November 2021 be signed as a correct record.

### **10/264 APPLICATION FOR GRANT AID**

Applications were received from:

- Yeovil Shop Mobility (£2,000)

The Committee were reminded that the unallocated budget for Grants was £1,730.

**RESOLVED:** that £1,500 be awarded to Yeovil Shop Mobility (voting: unanimous).

**10/265      BALANCE SHEET**

Members considered the Balance Sheet as of 31<sup>st</sup> December 2021.

**RESOLVED:** to approve the Balance Sheet as of 31<sup>st</sup> December 2021.

**10/266      BANK RECONCILIATION**

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

**RESOLVED:** to approve the formal bank reconciliation as at 31<sup>st</sup> October 2021.

**10/267      FINANCIAL STATEMENT – OCTOBER 2021 / NOVEMBER 2021**

Members considered the financial statement for the months of October 2021 and November 2021.

**RESOLVED:** to approve the financial statement for the months of October 2021 and November 2021.

**10/268      2021/22 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 31ST DECEMBER 2021**

Members considered the Revenue Budget Monitoring report for the period ending 31<sup>st</sup> December 2021 (Month 1 – 9). 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 underspend of £11,585 (1.1%).

**RESOLVED:** to note the report.

**10/269      DRAFT BUDGET 2022/23**

Members considered the report of the Town Clerk regarding the draft budget for 2022/23. Town Council had approved the budget at its meeting on 7<sup>th</sup> December 2021, subject to receiving the tax base from South Somerset District Council, the final Crematorium and Cemetery budget and awaiting an announcement from the Secretary of State for Communities and Local Government about whether referendum principles would be set for town and parish councils.

The tax base for 2022/23 has decreased by 173.86 from 9,104.62 to 8,930.76.

The Secretary of State for Communities and Local Government proposes no referendum principles for 2020/23 but will take careful account of the increases set in 2022/23 when reviewing the matter ahead of next year.

**RESOLVED:** (1) to note the report; and (2) to agree and recommend both the budget as detailed in the report and the precept for the financial year 2022/23 to Town Council:

<b>Yeovil Town Council - 2022/23 Budget</b>				
	£	£	£	£
<b>Committee</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
Policy, Resources and Finance	409,270	437,230	486,630	448,280
Buildings and Civic Matters	184,250	204,490	218,680	252,820
Grounds and General Maintenance	239,680	266,710	251,580	339,770
Planning	1,000	1,000	1,000	1,000
Promotions and Activities	92,000	127,550	102,550	101,040
<b>Sub Total</b>	<b>926,200</b>	<b>1,036,980</b>	<b>1,060,440</b>	<b>1,142,910</b>
Contingency	46,310	51,849	53,022	57,146
<b>Total Committees' Budget</b>	<b>972,510</b>	<b>1,088,829</b>	<b>1,113,462</b>	<b>1,200,056</b>
Joint Burial Committee	61,007	63,760	63,814	73,384
<b>Total Budget Requirement</b>	<b>1,033,517</b>	<b>1,152,589</b>	<b>1,177,276</b>	<b>1,273,440</b>
<b>Funded By:</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Grant from Billing Authority (CTRS)	0	0	0	0
Net Precept	(1,033,517)	(1,152,589)	(1,177,276)	(1,273,440)
Use of Unallocated General Fund Balances	0	0	0	0
<b>Total Funding</b>	<b>(1,033,517)</b>	<b>(1,152,589)</b>	<b>(1,177,276)</b>	<b>(1,273,440)</b>
Divided by Tax Base	9,108.12	9,107.50	9,104.62	8,930.76
<b>Band D Charge</b>	<b>£113.47</b>	<b>£126.55</b>	<b>£129.31</b>	<b>£142.59</b>

#### **10/270 RISK STRATEGY AND RISK ASSESSMENT 2022/23**

Member considered the Risk Strategy and Risk Assessment for 2022/23 to ensure that appropriate arrangements were in place to mitigate the risks as far as possible. Updates to the risk assessment were highlighted. The Town Clerk emphasised that this was a working document and would be updated as required.

**RESOLVED:** (1) to approve the Risk Strategy and Risk Assessment for 2021/22; and (2) to recommend the adoption of the Risk Strategy and Risk Assessment to Town Council.

#### **10/271 MEMBERS' TRAVEL AND SUBSISTENCE ALLOWANCE**

Currently Yeovil Town Council do not pay members any travel or subsistence allowance as members receive a parish basic allowance. Co-opted Members do not receive a parish basic allowance in accordance with the Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2004 Regulation 25 (which make provision in respect of parish basic allowance) – which interprets Members as being “elected Members only”. The present arrangements for mileage and subsistence allowances allowed for claims to be made for duties carried *outside* the parish of Yeovil Town.

Member considered whether co-opted Members should receive travelling and subsistence allowance for their role inside the parish of Yeovil Town.

**RESOLVED:** (1) to note the report; (2) to agree that co-opted members should receive travelling and subsistence allowance (to be paid in accordance with Yeovil Town Council's Members' Allowance Scheme, Travel and Subsistence document) for journeys undertaken or incurred in connection with the performance of any duty within the following categories - a) the attendance at a meeting of the council or of any committee or subcommittee of the council, or of anybody to which the council makes appointments or nominations or of any committee or subcommittee of such a body; b) the attendance at a meeting of any association of authorities of which the council is a member; c) the performance of duties in connection with a tender process; d) the performance of any duty which requires the inspection of any premises; e) the carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of the functions of the authority or of any of its committees or sub committees (including site visits for planning applications); and (3) that claims be approved by the Town Clerk in consultation with the Chair of the Policy, Resource and Finance Committee (or the Vice Chair of the Policy, Resource and Finance Committee – in the absence of the Chair).

### **10/272 FORWARD PLAN**

**RESOLVED:** to approve the forward plan.

#### **Public Comment**

The member of the press sought clarification on who was responsible for disabled parking bays.

### **10/273 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 10/274 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](#)

*7:53pm – The member of the press and the Town Clerk left the meeting and did not return. The Deputy Town Clerk (SF) continued in the role of the Clerk of the meeting.*

### **10/274 STAFFING COMMITTEE (STAFF IN CONFIDENCE)**

Members considered the written report of the Deputy Town Clerk (SF).

**RESOLVED:** (1) to note the report; (2) to support the actions of the Staffing Committee; and (3) to update the Risk Register as appropriate..

The meeting closed at 8:39 pm.

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