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**Minutes of the hybrid meeting of the Policy, Resources & Finance Committee 26<sup>th</sup> May 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; G Hunting; A Kendall; S Lowery; E Potts-Jones; D Recardo; R Spinner and R Stickland.

**Present (virtually):** Cllrs K Gill and P Lock.

**In Attendance (in person):** A Card (Town Clerk) and H Ferdinand (Deputy Town Clerk).

**In Attendance (virtually):** Cllrs T Ledlie (Abbey Manor South Ward); T Lock (Lyde Ward) and A Richards (Wyndham Hill Ward) and Mr Graham House (Secretary at the Swan Theatre Company)

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

## **7.07pm - Public Comment**

There was no public comment.

### **10/191 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

There were no apologies.

### **10/171 DECLARATIONS OF INTEREST**

Cllr S Lowery declared a personal interest in 10/194 Application for Grants for Wassail Theatre Company in that she distantly knows the applicants.

Cllr K Gill declared a personal interest in 10/194 Application for Grants for Swan Theatre in that he was a paid member.

Cllr E Potts-Jones declared a personal interest in 10/195 Correspondence from Grant Recipients in that she is a school governor at Milford School where Life Education Wessex would be carrying out their service.

## **10/172**      **MINUTES**

To approve as a correct record the Minutes of the meetings held on 30<sup>th</sup> March 2021 and 4<sup>th</sup> May 2021.

**RESOLVED:** that the minutes of the meeting held on 30<sup>th</sup> March 2021 and 4<sup>th</sup> May 2021 be signed as a correct record.

## **10/173**      **APPLICATION FOR GRANT AID**

Applications were received from:

- Swan Theatre (£2,499)
- Wassail Theatre Company (£500)

Mr G House spoke on his application and informed the Committee that the Swan Theatre had received an award of £12,500 from South Somerset District Council.

**RESOLVED:** (1) that £2,499 be awarded to Swan Theatre; and (2) that £500 be awarded to Wassail Theatre Company (voting: unanimous).

*7:18pm – Mr G House left the meeting and did not return.*

## **10/195**      **CORRESPONDENCE FROM GRANT RECIPIENTS**

Members considered the letters received from both YFW Blood Bikes (Yeovil Freewheelers) and Life Education Wessex, thanking the Council for the grants that had been awarded at the previous meeting of this Committee.

**RESOLVED:** to note the report.

## **10/196**      **CORRESPONDENCE**

Members considered the correspondence regarding the writer's concerns of Somerset County Council pension fund investing in fossil fuels.

**RESOLVED:** (1) to note the correspondence; (2) that the correspondence be forwarded to Somerset County Council Pensions Committee; (3) that the Town Clerk investigate from the Somerset County Council Pensions Committee the facts; and (4) that the Town Clerk send an appropriate response to the correspondence on behalf of the Committee.

## **10/197**      **BALANCE SHEET**

Members considered the Balance Sheet as of 30<sup>th</sup> April 2021.

**RESOLVED:** to approve the Balance Sheet as of 30<sup>th</sup> April 2021.

**10/198**      **BANK RECONCILIATION**

Members considered the formal bank reconciliation as at Balance Sheet as of 30<sup>th</sup> April 2021.

**RESOLVED:** to approve the formal bank reconciliation as at 30<sup>th</sup> April 2021.

**10/199**      **FINANCIAL STATEMENT – FEBRUARY 2021 / MARCH 2021**

Members considered the financial statement for the months February 2021 and March 2021.

**RESOLVED:** to approve the financial statement for the months of February 2021 and March 2021.

**10/200**      **REVENUE BUDGET OUTTURN 2020/21**

Members considered Revenue Budget Outturn for 2020/21.

**RESOLVED:** (1) to note the report; (2) to note the outturn position of £996,174 (an underspend of £156,415) and the explanation of significant variances as identified within Appendix A of the report; (3) to approve the carry forwards and movement in reserves as listed within the report; (4) to note that final outturn position; (5) to note the Earmarked Reserve Balances; and (6) to note the Unallocated General Fund Balance.

**10/201**      **STATEMENT OF ACCOUNTS FOR 2020/21**

Members considered the report of the Town Clerk and the Statement of Accounts for the year ended 31<sup>st</sup> March 2021.

**RESOLVED:** (1) to note the £156,415 surplus for the year ended 31<sup>st</sup> March 2021; (2) to note the position regarding the General Reserve, the Capital Fund and the Asset Register; and (3) to approve the Statement of Accounts for 2020/21 and the Chairman sign the Statement of Accounts on behalf of the Committee.

**10/202**      **MAYORS ACCOUNTS 2020/21**

Members considered the report of the Town Clerk relating the expenditure of the Mayor's Allowance for the municipal year 2020/21.

The former Mayor explained the auction lot of a trip to Italy situation further, stating that it was a unique circumstance. The auction lot winning bid was £750, and the winner has kindly agreed to donate £100, so that £650 is refundable.

**RESOLVED:** (1) to note the report; (2) that the £650 refund is to be paid from the underspend of the Mayoral Allowance for 2020/21; and (3) the Clerk write to the bidder on behalf of the former Mayor thanking him for his kind donation.

### **10/203 COMMUNITY INFRASTRUCTURE LEVY**

Member considered the report of the Town Clerk regarding the Community Infrastructure Levy.

**RESOLVED:** (1) to note the report; and (2) to agree and approve the proposed spreadsheet for the purposes of publication and reporting to the Section 151 Officer at South Somerset District Council.

### **10/204 CONFERENCE CAM FACILITIES (URGENT BUSINESS)**

Members considered the report by the Town Clerk regarding the purchase of conference cam facilities so that hybrid meetings can be held. This had been purchased in accordance with Standing Orders, paragraph 4d(xiv) 'Urgent Business'. There is a requirement to report to this meeting.

**RESOLVED:** to the note report; and that the use of Standing Orders, paragraph 4d(xiv) 'Urgent Business' be noted.

*8:03pm – Cllr D Gubbins left the meeting and did not return.*

### **10/205 ATTENDANCE AT TOWN COUNCIL MEETINGS**

Members considered the report of the Town Clerk regarding how the attendance at Town Council could be managed. The Chair highlighted his concerns that all Council members should attend Town Council meetings. The Town Clerk also commented that she was nervous about how to fit 20 people in the Council Chamber safely. This situation only affects Town Council meetings and not the Committee meetings as the numbers of attending Councillors on Committees could be accommodated safely within the current guidelines.

**RESOLVED:** (1) to note the update; (2) to agree that an alternative location for the next meeting be sought (since this meeting the Town Clerk has confirmed that Milford Community Hall has been booked for Town Council meeting to be held on 15<sup>th</sup> June 2021; and (3) that the Town Clerk await the guidance for when further restrictions be lifted so that the location of future meetings of the Town Council can be planned.

### **10/206 FORWARD PLAN**

Members considered the Forward Plan as detailed within the agenda.

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

### **Public Comment**

### **10/207 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 10/208 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

8:16pm – Cllr A Richards and the member of the press left the meeting and did not return.

**10/208 RECOMMENDATIONS FROM GROUND AND GENERAL MAINTENANCE  
(COMMERCIAL IN CONFIDENCE)**

Members considered the report of the Town Clerk regarding the recommendations from the meeting of the Grounds and General Maintenance Committee held on 24<sup>th</sup> May 2021 requesting funding for the Sunningdale Allotment Site Fencing (£9,952.33 as £6,500 would be used from the Allotment Fence Reserve); the Trackway at Goar Knap allotments (£2,943.60) and the Trackway at Sunningdale allotments (£4,414.30).

**RESOLVED:** (1) to note the report; and (2) to agree £17,310.23 (breakdown detailed above) to be funded from the Contingency budget.

Meeting closed at 8:21pm.

Signed: ..... (Chairman)      Date .....