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Minutes of the hybrid meeting of the Policy, Resources & Finance Committee 28th March 2023 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); T Casey; N Gage; K Gill; E Hopkins; A Kendall; E Potts-Jones; J Snell; A Soughton and R Spinner (from 7:05pm).

In Attendance (in person): Cllr J Lowery (Summerlands Ward); A Card (Town Clerk); and S Freemantle (Deputy Town Clerk).

In Attendance (virtually): Cllrs T Lock (Lyde Ward).

There were one member of the public present virtually, and one member of the press present virtually.

7.00 pm - Public Comment

There were no public comments.

11/069 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies were received from Cllrs S Lowery (conflicting engagement) and R Stickland (conflicting engagement).

RESOLVED: to accept the apologies with the reasons given.

11/070 DECLARATIONS OF INTEREST

Cllr J Lowery declared a personal interest in agenda item 11/073 (Correspondence – request regarding funding of a Coronation Avenue Street Party) due to being the Council's representative on the Westfield Community Association.

Cllr A Kendall declared a personal interest in agenda item 11/073 (Correspondence – request regarding funding of a Coronation Avenue Street Party) due to living on Coronation Avenue.

Cllr E Potts-Jones declared a personal interest in agenda item 11/073 (Correspondence – request regarding funding of a Coronation Avenue Street Party) due to being a member of the Westfield Community Association and being invited to the event. She also declared an interest in 11/072 (Grants) due to one of her cadets belonging to the Squadron of the Royal Air Force Cadets.

To approve as a correct record the Minutes of the meetings held on 22nd November 2022.

RESOLVED: that the minutes of the meetings held on 22nd November 2022 be signed as a correct record.

7:05pm - Cllr R Spinner entered the meeting.

11/072 APPLICATION FOR GRANT AID

Applications were received from:

- 1032 (Yeovil) Squadron Royal Air Force Cadets (£500)

The Committee discussed the grant application.

RESOLVED: that £500 be awarded to 1032 (Yeovil) Squadron Royal Air Force Cadets towards the cost of a gazebo (*voting: 8 for, 2 abstention*).

7:26pm – A member of the public entered the meeting virtually.

11/073 CORRESPONDENCE

The Town Clerk informed the Committee that an approach had been made to the Town Council by the Westfield Community Association for funding towards the Coronation (Avenue) Street Party a couple of days before the agenda was due to be sent out. This did not allow enough time for the Grants procedure to be followed, which resulted in a letter being written.

The member of public spoke on behalf of the Westfield Community Association and the event. He informed the Committee that the Westfield area had a population of 8,000 people and the event would not just be for those who lived in Coronation Avenue.

Debate was had over whether a precedent might be set if funding was given. It was also recognised that the letter did deviate from the usual grant procedure. One Councillor felt that fundraising could be carried out by the community whilst others felt that the Street Party was a good idea. One Councillor referred to the area being within one of the top 10 deprived areas in Somerset.

At this point, Cllr T Lock declared a personal interest in this item due to being in the presence of a Committee member who had been approached by a member of the Westfield Community Association.

7:33pm – Cllr E Potts-Jones left the meeting.

7:34pm – Cllr E Potts-Jones returned to the meeting.

RESOLVED: that £400 be awarded to the Westfield Community Association towards the cost of the Coronation (Avenue) Street Party (*voting: 4 for, 3 against and 3 abstentions*).

7:35pm – The two members of the public who had joined virtually left the meeting and did not return.

11/074 BALANCE SHEET

Members considered the Balance Sheet as at 28th February 2023.

RESOLVED: to approve the Balance Sheet as at 28th February 2023.

11/075 BANK RECONCILIATION

Members considered the formal bank reconciliation as at 28th February 2023.

RESOLVED: to approve the formal bank reconciliation as at 28th February 2023.

**11/076 FINANCIAL STATEMENT – OCTOBER 2022 / NOVEMBER 2022 /
DECEMBER 2022 / JANUARY 2023**

Members considered the financial statement for the months of October 2022; November 2022; December 2022 and January 2023.

RESOLVED: to approve the financial statement for the months of October 2022; November 2022; December 2022 and January 2023.

**11/077 2022/23 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 28TH
FEBRUARY 2023 (MONTH 1 – 11)**

Members considered the Revenue Budget Monitoring report for the period ending 28th February (Month 1 – 11). The report provided Members with the current projection of the expected expenditure and income against the Council approved budget for the financial year 2022/23 and explained significant variances against budget. Current projections highlighted an anticipated underspend of £38,206 (3.2%).

RESOLVED: to note the report.

11/078 RISK STRATEGY AND RISK ASSESSMENT 2023/24

Member considered the Risk Strategy and Risk Assessment for 2023/24 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.

Questions were asked about the risks associated with the Local Government Reorganisation. The Town Clerk stated she would incorporate this highlighting the likelihood of increased contact with Yeovil Town Council asking questions about local matters.

RESOLVED: to recommend the adoption of the Risk Strategy and Risk Assessment to Town Council (with the additions of the risks and mitigation associated with the Local Government Reorganisation).

7:39pm – The member of the press who had joined virtually left the meeting and did not return.

11/079 FINANCIAL REGULATIONS REVIEW

Members considered the suggested changes to the Financial Regulations which had been highlighted. Many of the changes were to give the Assistant Town Clerk the authority to spend

(albeit on a reduced level compared to the Town Clerk and the Deputy Town Clerks. Other suggested amendments included references to payments including BACS and to the procurement card.

RESOLVED: to recommend the amended Financial Regulations to Town Council for adoption.

11/080 CIVILITY AND RESPECT

When Yeovil Town Council signed up to the Civility and Respect pledge, it agreed that it was committed to having an on-going training programme for both Councillors and Staff. Some E-Learning modules have now been developed.

RESOLVED: (1) to note the report; (2) to agree that all Members should undertake the four modules (at the cost of £16 per module, funded by the Courses and Conference budget) as detailed within the report; and (3) that Members register their interest in undertaking the training with the Clerk who will then arrange access to the E-Learning modules.

11/080 CLIMATE CONTROL ACTION PLAN

Members reviewed the Climate Control Action Plan.

RESOLVED: to note the progress made on the Carbon Control Action Plan.

11/082 FORWARD PLAN

To approve the forward plan as detailed within the agenda.

RESOLVED: to approve the forward plan.

Public Comment

There was no public comment.

11/083 EXCLUSION OF PRESS AND PUBLIC

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

11/084 INSURANCE – REGALIA (CONFIDENTIAL)

The Committee considered the report of the Town Clerk.

RESOLVED: to note the report.

The meeting closed at 8:00pm.

Signed: (Chair) Date