



Mayor: Cllr E Potts-Jones, Town Clerk: Amanda Card BA (Hons), CPFA, BSc (Open)  
T-01935 382424, W - [www.yeovil.gov.uk](http://www.yeovil.gov.uk)  
E-mail Town.Clerk@yeovil.gov.uk

**Minutes of the hybrid meeting of the Policy, Resources & Finance Committee 29<sup>th</sup> March 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 R Stickland (Chair); K Gill; D Gubbins; A Kendall; S Lowery; and E Potts-Jones.

**Present (virtually):** Cllr P Lock; G Oakes; D Recardo and R Spinner.

**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 was on member of the public and one member of the press present.

## **7.00 pm - Public Comment**

The member of the press queried whether there was a budget for the Sydney Gardens Fountain. The Clerk explained that there was a reserve of £12,600 which was available for any match funding to any grant applications that may be put forward to restore the fountain.

The Chair explained to the member of the public that the grants would be considered at a future meeting of this Committee.

*7:13pm The member of the public left the meeting and did not return*

## **10/275 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies were received from T Ledlie (conflicting engagement).

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

## **10/276 DECLARATIONS OF INTEREST**

There were no declarations at this time.

## **10/277 MINUTES**

To approve as a correct record the Minutes of the meeting held on 25<sup>th</sup> January 2022.

**RESOLVED:** that the minutes of the meeting held on 25<sup>th</sup> January 2022 be signed as a correct record.

**10/278      APPLICATION FOR GRANT AID**

Applications were received from:

- Yeovil Arts Group (£1,000)
- We Hear You (£1,000)
- Yeovil Opportunity Group (£2,500)

**RESOLVED:** that these applications be deferred until the next meeting of this Committee.

**10/279      CORRESPONDENCE**

The Committee considered the e-mail from Pop Up Play Village regarding a request assistance to support funded Pop Up Play Village sessions.

**RESOLVED:** that Pop Up Play Village apply for funding via the Small Grant Assistance to Local Organisations procedure.

**10/280      BALANCE SHEET**

Members considered the Balance Sheet as of 28<sup>th</sup> February 2022.

**RESOLVED:** to approve the Balance Sheet as at 28<sup>th</sup> February 2022.

**10/281      BANK RECONCILIATION**

Members considered the formal bank reconciliation as at 28<sup>th</sup> February 2022.

**RESOLVED:** to approve the formal bank reconciliation as at 28<sup>th</sup> February 2022.

**10/282      FINANCIAL STATEMENT – DECEMBER 2021 / JANUARY 2022**

Members considered the financial statement for the months of December 2021 and January 2022.

**RESOLVED:** to approve the financial statement for the months of December 2021 and January 2022.

**10/283      2021/22 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 28<sup>th</sup> FEBRUARY 2022**

Members considered the Revenue Budget Monitoring report for the period ending 28<sup>th</sup> February 2022 (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 2021/22 and explained significant variances against budget.

The Clerk highlighted an error in the report, in that the expenditure for the Queen's Jubilee Celebrations had been shown as expenditure for 2021/22 when it would actually be incurred in 2022/23. This reduced the projected position to £1,036,328, giving a predicted underspend of £77,134 (6.9%).

**RESOLVED:** to note the report.

**10/284 COUNCIL MEETINGS FOLLOWING LIFTING OF COVID-19 RESTRICTIONS REVIEW**

Members considered the report of the Town Clerk regarding the review of how Council meetings should be held following the lifting of COVID 19 restrictions. Discussions were held regarding the preferences of Members but also the statistics relating to COVID-19 cases locally.

**RESOLVED:** (1) to note the report; (2) 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; (3) 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; (4) that the decision be reviewed by this Committee at its meeting to be held on 26th July 2022; and (5) that the Town Clerk investigate broadcasting meetings via YouTube.

**10/285 SCHEME OF DELEGATION UPDATE**

Member considered the amended Scheme of Delegation. The Town Clerk stated that this document was the key document that outlined Council decisions and policies made.

**RESOLVED:** to approve and adopt the amended Scheme of Delegation.

**10/286 QUEEN'S JUBILEE BEACON LIGHTING EVENT (URGENT BUSINESS)**

The Committee considered the report by the Town Clerk regarding the proposal submitted by Love Yeovil to organise the Queen's Jubilee Beacon Lighting Event on Thursday 2<sup>nd</sup> June 2022 as detailed within the report.

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

**10/287 FORWARD PLAN**

The Town Clerk highlighted that the next meeting of this Committee was in June 2022 and not May 2022 as shown on the plan, this was due to the elections to be held in May 2022.

**RESOLVED:** to approve the forward plan with the addition in July 2022 of the review of the way Council Meetings are held as detailed within 10/284 of these minutes.

**Public Comment**

There were no public comments.

The meeting closed at 8:00pm.

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