



# Yeovil Town Council

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## Policy, Resources and Finance Committee

The Meeting... **Policy, Resources and Finance Committee**

The Time... **7.00pm**

The Date... **Tuesday 23 November 2010**

The Place... **Town House, 19 Union Street, Yeovil**

If you need this information in large print, Braille, audio or another language, please ring 01935 382424



*Alan Tawse*

Alan Tawse  
Town Clerk

16 November 2010

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Please contact Alan Tawse at the Town House for more information about this meeting

To All Members of the Policy, Resources & Finance Committee:

J Vincent Chainey  
Philip Chandler (Ex-officio)  
Clive Davis (Ex-officio)  
Bridget Dollard  
Tony Fife (Vice-Chairman)  
John Grana  
Steve Hawker  
Andrew Kendall  
Mike Lock  
Tony Lock  
Ian Martin  
Pat Martin  
Wes Read  
David Recardo (Chairman)  
Alan Smith

# **A G E N D A**

## **1. MINUTES**

To confirm as a correct record the Minutes of the previous meeting held on 28 September 2010.

## **2. APOLOGIES FOR ABSENCE**

## **3. DECLARATIONS OF INTEREST**

## **4. CORRESPONDENCE**

## **5. APPLICATIONS FOR GRANT AID**

A number of incomplete grant applications have been received. These will be submitted to the next meeting when it is anticipated that the additional information will have been received.

In the meantime, a request for a contribution towards Streetfest Yeovil 2011, which is planned to be held on Saturday 16 and Sunday 17 July 2011, has been received from the SSDC Community Health and Well-being Project Manager, and is attached at pages 3 to 7. Earlier this year, the Town Council gave £500 towards the 2010 event, which was held on Saturday 24 and Sunday 25 July.

At present, there is £11,760 unallocated in the Grants Budget.

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## **EXCLUSION OF PRESS AND PUBLIC**

The Committee will be requested to pass a resolution excluding 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 would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

### 12. **SERVICE REVIEW**

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### 13. **STAFFING ISSUE**

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(Confidential reports circulated to Members only).

Petters House, Petters Way, Yeovil, BA20 1SH  
Website: [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)



**Alan Tawse (Town Clerk)**  
Town House, 19 Union Street  
Yeovil, Somerset  
BA20 1PQ

Date: Thursday 7<sup>th</sup> Oct 2010  
Ask For: James Divall  
Direct Line: (01935) 462703  
e-mail: [james.divall@southsomerset.gov.uk](mailto:james.divall@southsomerset.gov.uk)

Dear Alan:

**RE: STREETFEST YEOVIL 2011 GRANT AID SUPPORT**

I am writing today to ask the Town council for financial grant support towards the operation of this years returning Streetfest Yeovil event.

The event is planned to run on Saturday 16<sup>th</sup> & Sunday 17<sup>th</sup> July 2011 at Yeovil Recreation Ground. The event will involve the erection of a large stage that will host live bands, street dance workshops and street dance displays from nationally known acts such as Nemesis from BBC Britain's got talent. The event will run from 12pm – 9.30pm on Saturday and 12pm to 8pm on Sunday.

The event is a **free** access event and we are looking at approximately 5000 – 7000 attending. This year we are hoping to make the event even more successful than last year with more local acts, more live music, the development of a community 'come & try it' dance tent, more partner organisation stands and we are forecasting more local residents attending.

Marketing will be improved this year with more marketing resources made available by sponsors and partner organisations as well as planned outreach sessions in & around the Yeovil wards and neighbourhoods by the Streetfest team.

So far we have secured £10,000 towards the £17,500 needed to run this years event. The cost has increased slightly on last as a result of feedback from the steering group to increase security on site.

We have already secured £5000 addition funding from the schools federation to run 12-week sessions within Yeovil schools with the aim at the end of the course to perform on the Streetfest stage the Yeovil event helping to increase excitement, inspiration and sustainability for the town with regards to youth healthy activity.

If you require any further information please feel free to contact me,

Yours sincerely

**James Divall**  
SSDC Community Health & Well-being Project Manager  
[James.divall@southsomerset.gov.uk](mailto:James.divall@southsomerset.gov.uk)



## **Yeovil Town Council – Application for small grant assistance**

### **Local Strategic Partnership: Yeovil Inequalities Programme.**

#### **Introduction**

During 2007 South Somerset Together (SST) commissioned work to assess the health and social inequalities experienced by people living in areas of Yeovil. The report was published in January 2008 and it showed significant health and social inequalities in the wards Yeovil Central, Yeovil East and Yeovil West. In particular these wards showed higher than average levels of income support claimants, crime, numbers of lone parents, low access to cars, exclusion from school, levels of long term limiting illness and teenage pregnancies.

These areas had high levels of anti-social behaviour and according to the Health and Social Needs in Somerset report, Yeovil Central, East and West wards are in the top five most deprived areas in South Somerset. Yeovil East also has more than three times the County average for teenage births and almost double the county average of Social Services clients.

These findings confirm the levels of deprivation agencies in South Somerset have been trying to tackle but the report also identified a lack of community/health facilities at a neighbourhood level. Therefore the report suggested creating 'community hubs' and provided an action plan of multi-agency work that could take place from these 'hubs' that would help to reduce the inequalities detailed in the report.

#### **Aims and objectives of the Programme.**

The key primary aim for the programme is to target and help improve the negative health, social and economic inequalities statistics within the Milford and Birchfield neighbourhoods. These inequalities will be targeted through:

##### **Sustainable communities**

- Supporting the two residents associations established within the targeted neighbourhoods.
- Development of community led infrastructure and resources such as community newsletters, websites and notice boards, coffee mornings, community events and social programmes.
- Consultation with community groups and organisations, individuals and support services living or operating within the communities.
- Development of inclusive community owned and identified projects to be delivered by the inequalities programme.
- Development of inclusive eco-friendly programmes designed to educate sustainable resources for communities.

##### **Partnership working**

- Development of a key contact, focus and forum for partnership organisation to meet and build a co-ordinated integrated service approach to delivery in Milford and Birchfield.
- Community identified project focused work to target partnership working.
- Centrally co-ordinated partnership collection of inequality statistic's and consultation information.
- Co-ordinated delivery to target key organisation priorities and to stop service duplication.
- Co-ordinated partnership marketing of key services, programmes, training, events and initiatives.

### **Health inequalities**

- Targeting of PCT priorities – smoking, obesity, sexual health, drug & alcohol awareness, men's health, mental health, older people, and healthy workplace.
- Co-ordinated integrated service approach to health partnership key service delivery priorities.

### **Social inequalities**

- Targeting of PCT priorities – teen pregnancy, older people, parenting, sustainable communities, crime and disorder.
- Identified community programmes and initiatives from local community residents associations.

### **Economic inequalities**

- Targeting of PCT priorities – partnership working, education, employment, healthy workplace, sustainable communities, crime and disorder.
- Identified community programmes and initiatives from local community residents associations.

### **Benefit to Yeovil Town.**

Through partnership delivery the programme will help improve health, social and economic inequalities with the borough of Yeovil Town. The programme empowers local people and organisations to take ownership and make a difference with the support of local partnership organisation and services.

To ensure that our partnership delivery, development and support services is focused and based fully around the needs of the community and its residents, the project will deliver a series of approaches:

- Community consultation, a needs analysis and mapping of provision and support networking currently operating in the two communities.
- Community development techniques to establish active community champions in the targeted communities and assist them to identify and meet the needs of those most in need with their community.
- Community development techniques to develop new local active recreation and social opportunities.
- Development of project groups bringing together all the key partners and stakeholders involved in supporting both communities to develop one consistent partnership approach and targets to the individual projects.
- The building of community infrastructure to enhance a sense community, community spirit, well-being, community identity, promotion networking and social interaction and community ownership.
- Promotion of partnership programmes and initiatives at community events in order to raise awareness and profile of the need for an active and social lifestyle and what support, resources and contacts are available with their own community.
- Support to LSP partners working in the communities by offering community development advice and expertise and the opportunity for networking and co-ordinated partnership working.
- Promotion of community ownership towards projects and initiatives to develop sustainability for the long term.
- A range of partnership training opportunities for volunteers who can promote and deliver programmes to target health, social and economic inequalities within the communities.

### **Purpose of the grant sort:**

This application is for a 'Streetfest Yeovil' event planned for Saturday 16<sup>th</sup> & Sunday 17<sup>th</sup> July 2011 at Yeovil Recreation Ground. The event will be 2-day festival show casing young peoples talents in the art of dance. The event will involve a company called Streetfest Uk coming in prior to the event, setting up a large stage, music systems, support services and operational staff able to run the whole event.

The street dancing event will involve over 30 groups showcasing many different types of dance including hip-hop, break-dance, street and free-running. It was a truly interactive weekend with Nemisis (Finalists in BBC Britain's got talent) leading workshops and dancing with the crowd.

Saturday will take the form of a community event - giving everyone an opportunity to take part and dance. The energy will be high from start to finish with the opportunity of a key public figure opening the event which will be followed by a group warm up for everyone at the event - even the audience! The day will showcase local talent and ended on a high note with local bands performing in the evening providing a party atmosphere.

Sunday will be a competition for a variety of groups to battle it out to become Yeovil Streetfest champions of 2011. Nemisis will judge the competition scoring the groups on presentation, teamwork, technical merit and musical interpretation. The two groups with the highest scores repeated their routines in a 'dance-off' final that provided a fantastic climax to the event.

The event will be supported by local support agencies and organisation providing information and guidance on a number of key health and social issues from NHS smokefree homes and car, Somerset County Youth workers with a health bus, A Yarlington Homes zone, SSDC Leisure open day for free sports workshops and 'a round for a pound golf' opportunity, police and fire outreach stands, NHS Health trainers, and information stands on local sports clubs, dance centres, youth groups and organisations.

The event has moved on from last years successful event with the proposed development of the programme with more taster sessions for people to get involved in, more stands and information points, more live acts, more local dance acts and we are forecasting more people to attend the event. Extra marketing has been included for this event with more outreach opportunities planned, more marketing resources available and we are seeking further partnership organisations to get involved in the backing, sponsorship and support for this fantastic event.

### **Proposed times of event:**

Saturday 16<sup>th</sup> July 2010: 12pm – 9.30pm

Sunday 17<sup>th</sup> July 2010: 12pm – 7pm.

### **Cost:**

The cost of the event is £17,500 and currently I have secured £10,000 from Yarlington Homes and from the inequalities project fund. I am hoping to apply for a community grant from the District Council for a contribution towards the final costs but I need possible support from the Town council to be able to apply for the grant.

The cost of the event has gone up from last year due to recommendations from the steering group to include more security guards during the event with the view to increased numbers and a community marquee to include dance workshops for the community throughout the weekend to come and have go.

### **Anticipated outcomes:**

- Community event for all ages / promoting community cohesion / Family event & activities
- Use of green open space & parks / link with open flagship play space
- Promotional opportunity for partners to target mass numbers & community residents / Community engagement opportunity.
- Sustainability: promotion of local clubs and associations for people to find out how they can get involved in street dance and other related activities. Possible development with schools federation to introduce street dance into PE sessions.
- Promotion of local communities: community associations, volunteer opportunities – how they can have a voice about their own communities.
- Promotion of active lifestyle & living, positive mental health, sports development, arts development, more people more active more of the time!
- Pride in Yeovil – increasing perception of community life and how we treat one another, increase civic participation in local area, development of community spirit.
- Child & young people participation in sports, arts and active living (link to healthy schools plus & extended schools agenda's)
- Targeting perception of anti social behaviour – painting young people in a positive light, promoting their talents and abilities, giving young people an alternative to boredom, promoting personal pride, self-esteem and self-belief.
- Health and social support promotion opportunity.

### **Possible partnership involvement:**

Yarlington homes:	(Main sponsor of event)
SSDC:	Area South, Community health & leisure, Countryside, Heritage, Tourism, (Partner in the event)
SCC:	Local service team, youth workers, Adult learning & leisure, children centre zone, local schools,
Connexions:	Information outreach stand
Police:	Awareness & notification of event, Community stand.
Avon & Somerset fire:	Awareness & notification of event, Safety promotion opportunities.
NHS:	Hospital Awareness & notification of event, NHS health trainers stand, Smokefree homes campaign,
Change for life:	Campaign information and stands
National trust:	Information outreach stand
London 2012:	Counted as an open weekend promoting London 2012 (Promotion materials available).
Sports of bond street:	Outreach skate demo's on the car park & come & try session
Yeovil College:	Car parking of event, possible FEAST bus for a day.
Take art:	Possible outreach involvement
Community associations:	Trade stands advertising what they do and how people can get Involved.
Local clubs:	An opportunity to promote what they do and how people can join.
Yeovil Federation:	Promotion within schools, workshops in schools to promote event. Sustainability after event through proposed PE sessions
Yeovil Town Council:	Promotion, possible funding / partner in the event.
Extended schools:	Added to extended schools programme
Take Art	Performances, free dance workshops for community, promotions of how to get involved in dance in and around South Somerset.
Western Gazette	Stand & publicity during the event
Midwest Radio	Stand & publicity during the event

## 6. **COUNCIL TAX REFERENDUMS**

In July, the Government issued a consultation paper setting out proposals to introduce referendums to veto excessive council tax increases by all precepting authorities – including town and parish councils – as an alternative to capping by central government.

This was reported to the September meeting of the Town Council at which a response was agreed and subsequently submitted.

The Secretary of State recently announced that the Government intends to give local residents a new power to veto excessive council tax rises in the future and has written to all principal and other major precepting authorities with details of how the scheme will operate.

However, he has indicated that town and parish councils will not be included in the scheme - although he has urged such councils to exercise restraint and make sure that no council tax payer faces an increased bill.

The Committee is **RECOMMENDED** to note this development.

*(Alan Tawse, Town Clerk – 01935 382424)*

## 7. CAPITAL AND REVENUE RESERVES

### Introduction

Set out below is a breakdown of the Capital Fund and the General Reserve. These show commitments less creditors/debtors for which additional provision has been made. The allocation of these reserves is consistent with the advice of the District Auditor who had previously commented on the Council's level of uncommitted reserves.

There is currently £5,503 available within the Capital Fund to finance additional items of a capital nature. This will increase following the capital receipt that will arise from the planned sale of the former Goldcroft allotment site.

The General Reserve is at a comfortable level and, provided a minimum of £80,000 remains uncommitted, should provide sufficient resources to meet any unexpected revenue needs beyond those which can be funded from contingencies over the forthcoming year.

This figure is well above the recommended minimum level of £43,000 which represents an amount equivalent to 5% of the anticipated net revenue budget having regard to specific reserves and provisions.

### Capital Fund

The current position concerning the Capital Fund is as follows:

#### CAPITAL FUND

Balance of Capital Fund as at 31 March 2010	£113,084
<b><i>Plus Capital Receipts:</i></b>	<u>£0</u>
<b>Sub-total</b>	<b>£113,084</b>
<b><i>Less Capital Expenditure:</i></b>	
Yew Tree Park Play Area Upgrade – YTC part contribution	£14,346
Milford Hall Redevelopment – YTC contribution	<u>£85,000</u>
<b>Sub-total</b>	<b><u>£99,346</u></b>
<b>Balance of Capital Fund as at 23 November 2010</b>	<b>£13,738</b>
Less Commitments:	
Yeovil Country Park – contribution to signage	£180
Sunningdale Doorstep Green (Phase 3)	£2,415
Roundabout Enhancements	£3,382
Yew Tree Park Play Area Upgrade – YTC final contribution	£2,258
<b>Total Commitments</b>	<b><u>£8,235</u></b>
<b>New Balance (unallocated)</b>	<b>£5,503</b>

## Notes

- 1 All future Cemetery capital improvements to be met from revenue contributions to capital by the Joint Burial Committee
- 2 Essential play area repair work beyond routine maintenance budgets to be charged to capital (subject to matching contributions from SSDC)

### **Former Goldcroft Allotment Site**

Future sources of funding include the proceeds arising from the sale of surplus land at the former Goldcroft allotment site.

Last November, the Town Council agreed that approval be given to the acceptance of the highest bid received for the disposal of the above site subject to the bidder providing formal satisfactory evidence within the next two weeks of their ability to fund the acquisition.

The response was reported to the December meeting of the Town Council at which it was agreed that the disposal to the highest bidder be permitted to proceed.

The disposal of the site is proceeding as expected and, following completion of the S.106 agreement, the Planning Authority issued a planning certificate on 23 July 2010 granting outline planning approval for the residential development of the site. In accordance with the agreed disposal arrangements, a draft contract has been prepared by the Town Council's solicitor and submitted to the purchaser's solicitor. Following on from the last Town Council meeting, contracts are expected to be exchanged in the near future whereupon the purchaser will apply for detailed planning consent or reserved matters approval within the following two months.

### **Former Ski and Activity Centre**

Another potential source of funding is the former ski and activity centre should the Town Council decide to dispose of the freehold as part of the redevelopment proposals.

Alder King have been instructed to market this site on behalf of the Town Council and, following a meeting between the appointed representatives of the Town Council and Alder King, arrangements were made for a revised draft development brief to be produced and submitted to the July 2008 meeting of the Town Council for consideration. The final brief was adopted at that meeting and the property was marketed and expressions of interest invited.

Details of those received were reported to the Town Council in March 2009, and Members have approved a process for assessing these bids and reporting back on their respective merits with a view to a final decision being taken by the Town Council in due course on how best to proceed.

All expressions of interest received to date have now been considered by the Steering Group set up to give initial consideration to the matter, and details of the bids received along with their views have been submitted to the Town Council.

Although the bid put forward by the Yeovil Community Church last September for the redevelopment of the site as a creative arts centre was supported in principle, the proposal was unable to be progressed at that time owing to factors beyond the Church's control.

In May, the Town Council agreed to concentrate on remarketing the property following a review of the current development brief, which will be submitted for Members' consideration following the conclusion of the planned investigation by the Council's Property Agent.

The outcome of this exercise was reported to the October meeting of the Town Council at which approval be given to Alder King entering into discussions with representatives of the organisation commissioned to prepare an indicative masterplan for the nearby urban village - as part of the emerging Core Strategy (Preferred Options) - with a view to exploring the feasibility of the site being included in the masterplan.

It was further agreed that that the outcome of these discussions be reported to the December Town Council meeting.

### **Other Sources**

Any funding beyond these sources will need to be in the form of a loan from the Public Works Loan Board, applications for which are considered on their individual merits and subject to funding availability.

### **Redevelopment of Milford Hall**

The redevelopment of Milford Hall is almost complete. The construction work in the new extension is being finalised and new fixtures and fittings are being installed over the coming month. Arrangements have been made for the facility to be serviced by an external cleaning contractor, and a caretaker has been appointed.

As reported to the Buildings and Civic Matters Committee earlier this month, a Christmas Fayre has been arranged by members of Milford Community Association, who have visited the facility on a number of occasions and are finalising their aspirations for the hire of the Hall by the local community. The Fayre will take place between 11.00am and 2.00pm on Saturday 11 December, and all are welcome.

The delivery of this initiative is being overseen by a Project Management Board, on which the Town Council is represented by Andy Kendall and the Town Clerk.

Members will recall that the Town Council has agreed to contribute £85,000 (including VAT) towards the project, which will be funded from part of the loan granted by the Public Works Loan Board (PWLB) towards several key capital projects.

## Play Areas

The District Council has confirmed that it has committed the following capital funding at the present time:

Play Area	2008/09	2009/10	2010/11	2011/12	2012/13	Totals
Turner's Barn Lane						<b>NIL</b>
Yew Tree Park		£80,000				<b>£80,000</b>
Monks Dale Park			£15,000			<b>£15,000</b>
Milford Park				£20,000		<b>£20,000</b>
Summerhouse View						<b>NIL</b>
Preston Park				£12,500		<b>£12,500</b>
Howard Road Park						<b>NIL</b>
<b>Total</b>	<b>NIL</b>	<b>£80,000</b>	<b>£15,000</b>	<b>£32,500</b>	<b>NIL</b>	<b>£127,500</b>

The District Council has indicated that these figures are based on anticipated match-funding of 50% from the Town Council and that the revised list is a result of a districtwide prioritisation exercise that took into account the overall finance available.

The Town Council has not yet made provision to meet the proposed matching contributions totalling £32,500 in 2011/12.

### Monks Dale Park Play Area

As previously reported, the developer of a nearby new housing scheme has allocated £11,170 towards capital improvements at the Monks Dale Park play area which, when added to the combined pledged allocation of £30,000 from both authorities, has enabled an enhanced scheme in the overall sum of £41,170 to proceed.

A working group, which includes representatives of the local community and ward members, was set up to oversee the delivery of this project and a public consultation exercise was held at Preston Community School to seek the views of local people on the planned upgrade of the site. A further consultation exercise also took place at Preston Primary School and the final designs put forward by the Steering Group have been agreed by the Grounds and General Maintenance Committee.

Tenders have been sought for the work and the preferred contractor has been appointed. The work is expected to be within budget and is scheduled to start later this month and be completed within eight weeks.

The Town Council has agreed that its share of the cost of this particular scheme will be met from the anticipated capital receipt arising from the planned disposal of the former Goldcroft Allotment Site and, in the event that the receipt is delayed, the contribution be met instead from the General Reserve.

### Yew Tree Park Play Area

The planned upgrade of the Yew Tree Park play area is now completed, despite the adverse weather experienced earlier in the year, and a formal opening successfully took place in May 2010. The total recharge to the Town Council to date of the works involved amounts to £77,742.

The Play and Youth Facilities Officer (SSDC) has identified a number of essential additional works, which are required to be carried out – including the installation of steps leading up to the new feature slide; the installation of additional litter bins and the pointing up of the new dry stone wall to prevent the stones being dislodged. The

Grounds and General Maintenance Committee has agreed that the Town Council's contribution towards these works will be met from the remaining contingency sum included in the combined £160,000 budget for the project.

### **General Reserve**

The current position concerning the General Reserve is as follows:

#### **General Reserve**

General Reserve as at 31 March 2010	<b>£168,709</b>
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#### **Net Commitments**

Monks Dale Park Play area contribution (provisional)	<b><u>£15,000</u></b>
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<b>New Balance (unallocated)</b>	<b>£153,709</b>
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### **Recommendations**

Members are **RECOMMENDED:**

- (1) to note the position concerning the Capital Fund and the General Reserve;
- (2) to agree, as a matter of policy, that a minimum balance of £80,000 remains uncommitted in the General Reserves to meet to meet any unexpected revenue needs beyond those which can be funded from contingencies over the forthcoming year;
- (3) to note the current position regarding the rolling programme of play area improvements and to consider the joint funding arrangements for any approved schemes to be completed in 2011/12.

*(Alan Tawse, Town Clerk - 01935 382424)*

## 8. POLICY, RESOURCES AND FINANCE COMMITTEE REVENUE ESTIMATES - 2011/12

### **General**

The Committee's provisional budget for 2011/12 is attached at page 16. In preparing this budget, consideration has been given to this year's budget and, overall, this is likely to be underspent by £13,067. The reasons for this are set out below:

### **Insurance**

This budget covers the costs of the Town Council taking out a comprehensive insurance policy as part of its risk assessment strategy. Adjustments to the level of insurance cover arising from the acquisition of additional assets resulted in an increase in the premium and an anticipated overspend of £563.

### **Postage**

Savings of £790 are anticipated primarily due to an increased use of electronic mail for circulating information.

### **Stationery/Supplies**

This budget is used to meet the costs of stationery and printer cartridges, and an underspend of £300 is expected, which is due to improved efficiencies and working practices.

### **Furniture, Office Equipment and Servicing**

This budget meets the costs of operating and maintaining the leased photocopier and the purchase of items of office equipment and furniture. The budget is forecasted to be underspent by £1,000 following the procurement of a replacement photocopier – with networked printing and scanning facilities - on more cost-effective leasing terms earlier this year.

### **Audit Fees**

This budget covers the cost of carrying out the internal and external audit, part of which is charged on an hourly basis. An underspend of £250 is anticipated.

### **Books/Periodicals**

This budget is used to meet the cost of any new publications which are required to enable the Town Council's officers to keep up-to-date with changes in local government law, finance and procedure. It is also used to meet the cost of any training books and materials. An overspend of £200 is anticipated.

### **Courses/Conferences**

An estimated saving of £3,010 is forecast as a result of a reduction in attendance at national courses.

### **Regalia**

This budget is likely to be overspent by £850 following the necessary procurement of additional robes.

### **Best Value**

This budget covers the costs of producing the annual Best Value Performance Plan and other Best Value initiatives. This year, it is likely to be underspent by £550.

### **Contingencies**

This budget is used to meet unforeseen and inescapable expenditure. An underspend of £8,780 is expected.

### **Recommendation**

Members are **RECOMMENDED** to note the above-outlined variances in expenditure, and to consider this Committee's Revenue Estimates for 2010/11.

*(Alan Tawse, Town Clerk – 01935 382424)*

YEOVIL TOWN COUNCIL - ESTIMATES

**POLICY RESOURCES AND FINANCE COMMITTEE**

NOTES	Item	YEAR 2009/10		YEAR 2010/11				YEAR 2011/12		
		Allocated	Spent	Allocated	1/2 year	Full year	Estimated		Estimated required	To be allocated
					spent	estimated	over	under		
					30.09.10	31.03.11	spent	spent		
<b>Income</b>	Grants	20,000	15,875	20,000	4,950	20,000			20,000	
<b>2009/10</b>	Insurance	8,925	8,165	8,300	8,863	8,863	563		9,040	
	Telephone	2,100	2,358	2,150	1,173	2,150			2,200	
Investment Int	Postage	4,200	4,374	4,290	1,500	3,500		790	3,570	
	Stationery/supplies	5,400	4,797	5,100	2,416	4,800		300	4,900	
	Furniture, office equipment & servicing	5,825	4,003	4,700	1,569	3,700		1,000	3,780	
<b>Income 2010/11</b>	Advertising	680	2,372	700	197	700			710	
<b>1/2 Year to 30/09/10</b>	Audit fees	3,675	3,081	3,750	821	3,500		250	3,570	
	Prof. fees/subs	5,000	5,200	5,100	3,312	5,100			5,200	
Investment Int	Books/periodicals	400	82	200	331	400	200		200	
	Salaries	168,000	169,724	170,340	82,772	170,340			172,050	
	Mayoral allowance	8,220	8,220	8,380	8,380	8,380			8,380	
	Courses/conferences	5,400	2,284	5,510	640	2,500		3,010	5,000	
	Costs of Democracy	25,200	23,288	24,790	11,434	24,790			25,290	
<b>Estimated Income</b>	Regalia	630	66	650	1,293	1,500	850		660	
<b>2010/11</b>	Youth Council	1,220	164	1,250	454	1,250			1,270	
	Best Value	3,000	1,890	2,550	1,789	2,000		550	2,040	
Investment Int	Fixed Asset Valuation	0	0	0	0	0			0	
	NVQ Trainee Administrator	4,360	4,293	5,200	2,737	5,200			5,300	
	Police Community Support Officers	0	0	0	0	0			0	
<b>Estimated Income</b>	Franking Machine	450	461	510	386	510			520	
<b>2011/12</b>	PC Support	7,000	5,934	7,140	2,832	7,140			7,280	
	Delivery of Yeovil Vision	20,000	20,000	10,000	0	10,000			10,000	
Investment Int	Yeovil Shopmobility	5,000	5,000	5,100	5,100	5,100			5,200	
	PWLB Loan Repayments	32,211	15,351	30,704	15,352	30,704			30,704	
	New Initiatives Fund	0	0	20,000	0	20,000			20,000	
	Contingencies	43,180	30,513	43,780	19,780	35,000		8,780		
	<b>Total Expenditure</b>	<b>380,076</b>	<b>337,495</b>	<b>390,194</b>	<b>178,081</b>	<b>377,127</b>	<b>1,613</b>	<b>14,680</b>	<b>346,864</b>	<b>0</b>
<b>Notes:</b>									Estimated underspend (-)	-13,067
										333,797
1	Investment income set to reflect anticipated interest rates								Estimated 2011/12 income	6,000
2	Capital Fund commitments set out elsewhere on the agenda									327,797
3	PC Support budget extended to include Members' PC support and internal/external broadband connections								+ contingencies @ 5%	16,390
4	Costs of Democracy budget set to reflect anticipated Members' allowances									<b>344,187</b>
5	Salaries budget adjusted to meet anticipated national pay awards, Employer's pension contributions and previously agreed increments									
6	Regalia budget to meet rolling programme of civic robe refurbishment and repairs									
7	Contribution towards Yeovil Vision budget to be confirmed									
8	PWLB loan repayments reflect estimated costs of servicing £265,000 ten-year loan to meet costs of replacement Town Centre public toilets and contribution towards upgrade of Yew Tree Park Play Area and redevelopment of Milford Hall									

## 9. SERVICE COMMITTEE REVENUE ESTIMATES - 2011/12

The service committees are meeting during the current cycle of meetings to consider their draft estimates for 2011/12. These are attached at pages 19 to 22. At the time of the publication of the agenda, the Buildings and Civic Matters Committee and the Planning and Licensing Committee had not met. However, they are due to meet shortly and their views will be reported to the meeting.

### **Initial Review**

As requested by the Policy, Resources and Finance Committee, the Finance Working Group has met and carried out an analysis of the Town Council's income and expenditure over the past five years.

The results of this exercise helped to inform the Working Group as they moved to the next stage of their work, which was to review the income and expenditure for the first six months of the current financial year and to draw up proposed draft estimates for each committee to consider during the November cycle of meetings.

The Finance Working Group also reviewed the current financial control policy and has developed a strategy to guide committees on how to approach the 2011/12 budget-setting process.

### **Budget Strategy**

In setting recent year's budgets, the Council has drawn attention to the importance of officers and committees making bids for growth to give careful consideration to the impact of such bids on the overall finances of the Council as part of the initial budget process.

With this in mind, the Finance Working Group met a second time and, taking into consideration known growth bids and inescapable increases, has worked with the officers in drawing up the Committees' draft estimates for 2011/12.

To help co-ordinate the overall process, each Committee has once again been asked by the Working Group to keep their expenditure within the suggested maximum limits – with any proposed increases beyond those suggested being matched by reductions elsewhere in the draft budget.

This approach worked successfully last year, and the Working Group feels that following the same approach this year will ensure that a balanced and sustainable budget is set for 2011/12.

The Working Group has again proposed that contingencies continue to be included in a separate budget and that bids for the use of these funds be considered by the Policy, Resources and Finance Committee. This approach is consistent with the way in which unspent revenue balances are now dealt with, and it ensures that all Committees have the same opportunity to put forward bids for additional expenditure during the year.

This approach has been successfully followed for the last eight years, and the Working Group feel that the same approach should be followed next year.

The Group have also proposed that to ensure a co-ordinated approach is taken to the use of any unspent allocated budgets, committees wishing to carry forward any underspends

to the following financial year seek the prior approval of the Policy, Resources and Finance Committee.

The Finance Working Group has provisionally included a further allocation of £20,000 in the 2011/12 estimates towards new initiatives, and has proposed that the service committees put forward bids for the use of this new fund during the next financial year.

Various assumptions have been made in the budget process. An allowance of 2% has been made for price increases, which is in line with inflation expectations, and a 1% allowance for a possible national pay award.

### **Contingencies**

At present, contingencies are calculated at 6% of the overall budgets set by the Town Council. In view of the fact that inflation is predicted to rise by 2% over the coming year, and given the ongoing discussions over the future of the Ski and Activity Centre, it is proposed that these be set at 5%.

### **Bids for Growth**

None of the Service Committees has yet made any new/significant revenue bids during the current budget round. However, the Chief Executive of Somerset County Council has recently written to all town and parish councils in Somerset (copy letter attached at pages 23 to 24) inviting such authorities to put forward suggestions on:

- *Service areas where the County Council and town/parish councils could work together*
- *Service areas at risk where town/parish councils would wish to take on responsibility for running such services – possibly using precepting powers to fund such services at a local level*
- *Local people who might wish to take on responsibility for service areas at risk*
- *The adoption of a Countywide joint authority campaign to reduce the impact of anti-social behaviour and the costs involved in dealing with its effects*

### **Recommendation**

The Committee is **RECOMMENDED:**

- (1) to note and support the budget strategy drawn up by the Finance Working Group;
- (2) to consider the draft estimates of the service committees and the attached letter from the Chief Executive of Somerset County Council - with a view to making recommendations to full Council, which will be asked to set the precept at its meeting on 7 December; and
- (3) to consider setting the contingencies calculation at 5% given the anticipated level of inflation and the ongoing discussions over the future of the Ski and Activity Centre.

*(Alan Tawse, Town Clerk – 01935 382424)*

YEOVIL TOWN COUNCIL - ESTIMATES

GROUNDS AND GENERAL MAINTENANCE COMMITTEE											
NOTES	Item	YEAR 2009/10		YEAR 2010/11				YEAR 2011/12			
		Allocated	Spent	Allocated	1/2 year	Full year	Estimated		Estimated required	To be allocated	
					spent	estimated	over	under			
						30.09.10	spend to 31.03.11	spent	spent		
<b>INCOME 2010/11</b>	Materials and equipment	2,380	1,478	2,040	75	1,000			1,040	1,020	
<b>1/2 Year to 30/09/10</b>	Water Mains Refurbishment/Repairs	1,680	2,440	1,720	0	1,720				1,760	
	Water charges	1,870	2,114	1,910	569	2,300	390			2,350	
Lease	461 Allotment Maintenance (SSDC)	7,000	7,106	7,140	2,838	7,140				7,280	
Taps & Keys	0 Allotment Maintenance (Tenants)	3,000	3,272	3,060	921	3,060				3,120	
Allotment rents	9590 Allotments - Fence Repairs	1,740	1,740	1,780	698	1,780				1,820	
<b>1/2 Year</b>	<b>10051</b> Milford Hall - Materials and equipment	1,080	1,191	1,100	130	800		300		1,120	
	Leases	250	300	300	0	300				300	
	Goar Knap - Building	1,300	1,069	1,330	607	1,330				1,360	
<b>ESTIMATED INCOME</b>	Newsletter	160	42	160	0	160				160	
<b>2010/11</b>	Best Kept Allotments Competition	380	151	210	0	210				210	
Taps & keys	25 Labour	18,375	14,697	17,000	5,156	12,000		5,000		15,000	
Rent	9782 Vehicle	3,360	6,802	900	300	900				920	
Lease	1844 Protective clothing	160	87	160	26	160				160	
<b>Est 2010/11</b>	<b>11651</b> Dog Bins	500	74	510	0	510		510		0	
	<b>Open spaces:</b>										
	Open Spaces	130,050	130,050	132,650	33,163	132,650				135,300	
<b>ESTIMATED INCOME</b>	Play Area Repairs/Enhancements	10,300	10,300	10,510	0	10,510				10,720	
<b>2011/12</b>	Country Park	27,650	26,850	28,200	14,100	28,200				28,760	
	Enhancements	0	0	3,000	0	3,000				3,060	
Taps & Keys	25 Milford Hall (including services)	19,130	6,743	19,520	5,128	19,520				19,910	
Rents	9782 Play and Landscape Officer	10,500	10,500	10,710	0	10,710				10,920	
Lease	1844 Holiday Playscheme contribution	7,765	7,765	8,210	0	8,210				6,580	
<b>Est 2011/12</b>	<b>11651</b> Door Step Green	300	282	310	191	310				320	
	Yew Tree Park - Gate Opening	1,340	1,177	1,370	594	1,200		170		1,200	
	Flagship Play Area - Maintenance	1,500	0	1,530	0	0		1,530		0	
	<b>Total expenditure</b>	<b>251,770</b>	<b>236,230</b>	<b>255,330</b>	<b>64,496</b>	<b>247,680</b>	<b>390</b>	<b>8,550</b>		<b>253,350</b>	<b>0</b>
<b>Notes:</b>								Estimated underspend (-)			-8,160
											245,190
1	Budget prepared on a year on year basis, with adjustments made for previous year's accruals							Estimated 2011/12 income			11,651
2	Water mains refurbishment/repairs budget allocated to meet planned programme of phased improvements										233,539
3	Income of £1,844 pa receivable from lease of land at Higher Ryalls							+ contingencies @ 5%			11,677
											<b>245,216</b>

YEOVIL TOWN COUNCIL - ESTIMATES

**PROMOTIONS AND ACTIVITIES COMMITTEE**

		YEAR 2009/10		YEAR 2010/11		YEAR 2011/12					
NOTES	Item	Allocated	Spent	Allocated	1/2 year	Full year	Estimated		Estimated required	To be allocated	
					spent	estimated	over	under			
						30.09.10	spend to	spent	spent		
						31.03.11					
<b>INCOME 2010/11</b>	Town Centre Partnership	19,570	19,568	19,960	9,980	19,960			20,360		
<b>1/2 Year to 30/09/10</b>	Christmas Lights	19,000	29,708	19,380	2,550	19,380			19,770		
Festive Lights	Yeovil in Bloom Working Budget	13,880	13,910	14,160	3,542	14,160			14,440		
SSDC	2,000 Yeovil in Bloom Officer	21,350	21,350	21,780	5,445	21,780			22,000		
Traders	0 Town Crier	875	792	890	0	890			900		
Sponsorship	0 Yeovil Open Town Crier Competition	1,740	1,701	1,770	1,656	1,656		114	1,600		
Souvenirs	372 Customised souvenirs	500	0	510	125	510			520		
	<b>2,372</b> Town Guide/promotional publications	600	0	310	0	0		310	200		
	Town Centre Environmental Improvements	8,000	0	8,000	0	8,000			8,000		
<b>ESTIMATED INCOME</b>	Christmas Lights Competition	60	0	30	20	30			30		
<b>2010/11</b>	Yeovil Flower and Gardeners' Market	3,800	3,768	3,700	3,030	3,700			3,000		
Festive Lights	South West in Bloom Presentations	495	608	0	0	0			0		
SSDC	2,000										
Traders	0										
Sponsorship	0										
Souvenirs	450										
	<b>2,450</b>										
<b>Estimated Income</b>											
<b>2011/12</b>											
Festive Lights											
SSDC	2,000										
Traders	0										
Sponsorship	0										
Souvenirs	200										
	<b>2,200</b>										
	<b>Total Expenditure</b>	<b>89,870</b>	<b>91,405</b>	<b>90,490</b>	<b>26,348</b>	<b>90,066</b>	<b>0</b>	<b>424</b>	<b>90,820</b>	<b>0</b>	
<b>Notes:</b>								Estimated underspend (-)		-424	
										90,396	
1	Christmas Lighting - Expenditure offset by anticipated contribution from SSDC							Estimated 2011/12 income		2,200	
2	Town Centre Environmental Improvements budget previously used to help meet costs of Middle Street and Princes Street Enhancement Schemes									88,196	
								+ contingencies @ 5%		4,410	
3	Yeovil Town Centre Flower and Gardeners' Market - maximum guarantee against loss (offset by income from sponsorship)									<b>92,606</b>	

YEovil TOWN COUNCIL - ESTIMATES

**BUILDINGS AND CIVIC MATTERS COMMITTEE**

		YEAR 2009/10		YEAR 2010/11		Estimated		YEAR	
NOTES	Item	Allocated	Spent	Allocated	1/2 year spent 30.09.10	Full year estimated spend to 31.03.11	over spent	under spent	Estimated required
<b>INCOME 2010/11</b>	Yeovil Town Band - Sponsorship	3,500	3,500	3,500	3,500	3,500			3,000
<b>1/2 Year 30/09/10</b>	Litter/Grit bins	600	0	610	431	610			620
Monmouth Hall 3,593	Monmouth Hall	21,630	18,364	17,000	5,753	15,000		2,000	15,200
SCC deleg functions 0	Town House (excluding services)	5,170	5,629	5,270	3,203	6,300	1,030		6,420
Library 0	Town House - business rates	8,400	8,366	9,200	5,464	9,200			9,380
	Town House - water charges	250	289	290	112	290			300
<b>1/2 year 3,593</b>	Town House - electricity	1,700	911	1,840	1,861	2,640	800		1,500
	Town House - gas	1,365	1,470	1,630	868	1,600		30	1,400
	Town House - repairs and maintenance	3,000	2,424	5,060	4,666	5,900	840		3,000
	Civic Items (Town Twinning)	400	39	210	0	210			210
<b>ESTIMATED INCOME</b>	Sports Development Officer (SSDC)	2,000	2,000	2,000	0	2,000			2,000
<b>2010/11</b>	War memorials	280	0	290	1,340	2,280	1,990		300
Monmouth Hall 6,000	Public noticeboards	280	145	290	30	290			300
SCC deleg functions 4,000	Community safety	4,290	4,188	4,380	481	4,380			4,470
Library 2,600	CCTV	26,750	26,750	30,000	15,000	30,000			30,000
	Millennium Clock	600	380	250	251	251	1		260
<b>Yr to 31/03/11 12,600</b>	Transport support	4,000	5,126	4,080	0	2,000		2,080	2,000
	Public toilets	18,000	9,524	18,360	6,991	16,000		2,360	16,320
<b>ESTIMATED INCOME</b>									
<b>2011/12</b>									
Monmouth Hall 6,200									
SCC deleg functions 4,000									
Library 2,700									
<b>Est. 2011/12 12,900</b>									
	<b>Total expenditure</b>	<b>102,215</b>	<b>89,105</b>	<b>104,260</b>	<b>49,951</b>	<b>102,451</b>	<b>4,661</b>	<b>6,470</b>	<b>96,680</b>
<b>Notes</b>									
									Estimated underspend (-)
1	Transport Support budget to meet cost of contributions towards new bus shelters and related matters								Estimated 2011/12 income
2	Public toilets budget to meet ongoing costs of servicing and maintaining replacement public toilets in Peter Street Car Park								
									+ contingencies @ 5%



YEOVIL TOWN COUNCIL - ESTIMATES

<b>PLANNING AND LICENSING COMMITTEE</b>										
		<u>YEAR 2009/10</u>			<u>YEAR 2010/11</u>			<u>YEAR 2011/12</u>		
NOTES	Item	Allocated	Spent	Allocated	1/2 year	Full year	Estimated over/under spend	Estimated required	To be allocated	
					spent 30.09.09	estimated spend to 31.03.10				
<b>Income to 30.09.10</b>	Licensing Direct Costs	12,000	12,684	12,240	4,979	12,240		12,360		
Licensing 9,478	Planning Recharge	12,980	12,980	13,240	0	13,240		13,500		
<b>Est Income 1/2 Year</b>	<b>Total</b>	<b>24,980</b>	<b>25,664</b>	<b>25,480</b>	<b>4,979</b>	<b>25,480</b>	<b>0</b>	<b>25,860</b>	<b>0</b>	
<b>Ending 31/03/11</b>										
Licensing 10,400							Estimated recharge (+)		25,860	
<b>Total</b>	19,878						Estimated 2011/12 income (-)		20,000	
							Estimated underspend (-)		0	
									5,860	
<b>Estimated Income 2011/12</b>							Plus contingencies (5%)		293	
									<b>6,153</b>	
Licensing 20,000										
<b>Notes</b>										
1 Income for 2010/11 includes fees and charges which will be received before the financial year end which relates to 2011/12 financial year										
2 Expenditure includes the cost of Criminal Record Bureau checks for which corresponding fee income is received.										
3 Planning recharge increased in line with inflation										

**Sheila Wheeler**  
Chief Executive  
County Hall  
Taunton  
TA1 4DY

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1 November 2010

Tel. (01823) 355000

Dear Colleague

I had the pleasure of meeting with some of you at the Somerset Association of Local Councils' AGM, on Saturday 25 September, in Woolavington, though I am aware that not all of you are member organisations of SALC.

In the brief time I was speaking at the AGM on the topic of localism, I attempted to set out how I saw the relationship between the County and Parish and Town councils evolving in the current economic and political climate.

As you will be aware, the picture for local government finances is bleak. Currently, the headline figures released as part of the Comprehensive Spending Review on October 20 have indicated headline formula grant reductions of 28% over the next four years. We are still missing the whole local government picture, as we do not yet have information on specific grants, or the impact of cuts to other departments that impact very significantly on our spending, such as those funding streams from Dept for Education, Health, Transport, and Defra.

What we do know is that Local Government is being seen as the hardest hit of all areas in the public sector and that the level of funding we have locally will be much reduced. Inevitably, that will impact on our ability to continue to deliver services in the way we have done previously.

You will have heard the County Council Leader speak in the media on the scale of the cuts that we are facing locally in looking to balance our budget next year. Although we will not have the final settlement figures until early December we are currently looking at proposals of £43m cuts with a further £30m savings anticipated over the next three years. Some of these proposals are being discussed at Cabinet on 1 November and on to the full County Council meeting of 10 November. The final budget meeting will be held on 16 February, and provision has been made for an extra meeting on 22 December if this is deemed necessary. These are preceded by Cabinet meetings on 15 December and 2 February.

We cannot continue to provide the range and level of services that we currently do. We will have to completely stop delivering some services and reduce the level and scope of others. Inevitably this is going to lead to disappointment locally for current service users. I hope that by looking together at options in some service areas, we can help mitigate some of the impact. I would be

delighted to hear of any areas where you think we should be looking at working together.

It would also be helpful to hear of any areas at risk that your council would wish to take on the responsibility for running in the future. Where a service is considered to be a local priority, but is no longer able to be afforded across Somerset, it is hoped that parish and town councils might consider using their precepting powers to fund those services on a local level.

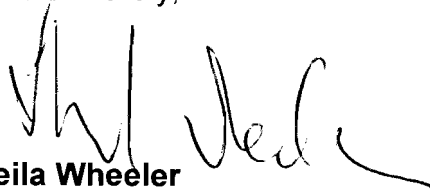
The coalition government is keen to support the building of strong and more resilient local communities and is encapsulating this thinking under the banner "Big Society". It is also clear that where local councils are unable to continue to deliver some services, the local community should be offered the option of stepping into the breach and delivering the service if it is deemed to be valuable to the local community.

You have the knowledge and understanding of that capacity locally, and I would again welcome any support you can provide in directing us to local people who might wish to take on responsibility for service areas at risk.

We also discussed the issue across Somerset of paying for the impact of anti-social behaviour, such as dog fouling, chewing gum removal, graffiti removal and litter picking. In an era of intense focus on costs, it is essential that the public recognises the cost burden on authorities of picking up the tab for what is in effect the poor behaviour of a very few individuals. It was felt that it would be a good idea to have a Somerset-wide campaign to seek to reduce the overall cost of this as well. Please let me know if you agree with this approach and would wish to participate in a joint campaign with county, districts and parish and town councils.

To give your feedback on this letter, please contact Stephen Edmonds at: [SXEdmonds@somerset.gov.uk](mailto:SXEdmonds@somerset.gov.uk)

Yours sincerely,



**Sheila Wheeler**  
Chief Executive

10. **RURAL SERVICES – COMMUNITY LED DELIVERY CONFERENCE**

Details have been received (pages 26 to 27 of a free event that is being organised by Somerset County Council about community led delivery of services.

The conference is taking place on Friday 3 December in Bridgwater, and includes a number of workshops on various themes:

- Community shops
- Local food
- Getting support and guidance
- Community shares
- Community land trusts
- Legal structures
- Community asset transfer

The Committee is **RECOMMENDED** to consider whether it wishes to appoint delegates to attend the above conference.

*(Alan Tawse, Town Clerk – 01935 382424)*

**Rural Services - Community Led Delivery**  
**9:30am - 3:30pm**  
**Friday 3<sup>rd</sup> December 2010**  
**The Canalside ([www.thecanalside.co.uk](http://www.thecanalside.co.uk))**  
**Bridgwater**

You will be aware of much discussion being held locally and nationally about the Big Society, public sector spending cuts and the need for communities to run local services.

This free event will look at what community led responses already exist, examples of them across the country and how community led services, such as community enterprises, can be set up in communities in Somerset.

### **Speakers**

We are delighted to welcome Peter Couchman, Chief Executive of the Plunkett Foundation ([www.plunkett.co.uk](http://www.plunkett.co.uk)) as our main speaker to talk about community owned and delivered local services and rural social enterprises.

We will also hear from Julie Harris, Chief Executive of RISE ([www.rise-sw.co.uk](http://www.rise-sw.co.uk)) and COSMIC. RISE has been the voice of social enterprise in the Southwest for many years now and has been instrumental in raising awareness of what social enterprise can achieve and developing the Social Enterprise Mark.

This event will look at ;

- how and where communities are already running local services - community shops, pubs etc
- the support needed and available to communities to set up and/or take over local services
- case studies of community responses to local need
- the national and local policy context, the Big Society, Localism, LEPs

There will be workshops on the following themes;

- **Community shops** - setting up and running community shops in rural communities.
- **Local Food** – the importance of local food and the economic and social benefits projects can bring
- **Getting Support and Guidance** - Specialist enterprise support to enable communities to set up viable projects.
- **Community Shares** - raising community finance for local initiatives.
- **Community Land Trusts** - how to develop affordable local housing.
- **Legal Structures** – an introduction to the range of legal structures that are available to enterprises and pros and cons of each.
- **Community Asset Transfer** – details of what asset transfer is, how it can work and why it is a good thing for LAs and the third sector

Further workshops and speakers to be confirmed.

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## Booking Form

The conference is **free** for delegates, but please complete the booking form so we can guarantee a space and ensure adequate catering will be provided.

### BOOKING FORM

I would like to attend the Rural Services - Community Led Delivery Conference, Friday December 3<sup>rd</sup> 2010  Y/N

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

**Workshops** - please indicate **top 3** preferences. We will try and accommodate everyone's first two choices but where interest is high we may have to move people to their 3<sup>rd</sup> choice

Community Shops  Local Food  Getting Support

Community Shares  Legal Structures  Community Asset Transfer

Community Land Trusts

If your organisation wishes to send more than one person please complete a separate booking form for each person you wish to attend.

Please indicate if you have any special requirements (*e.g. diet, access -note there is full parking on site*)

\_\_\_\_\_

Please return this Booking Form to; [matkinson@somerset.gov.uk](mailto:matkinson@somerset.gov.uk), or [LBlomfield@somerset.gov.uk](mailto:LBlomfield@somerset.gov.uk) post to M Atkinson, Social Enterprise Coordinator, Economy Group, Somerset County Council, County Hall, Taunton, TA1 4DY.

For further information please email as above or phone:

Mike Atkinson Tel: 01823 355611 or Lynne Blomfield Tel: 01823 358092