



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 25 November 2008**

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



QUALITY
TOWN
COUNCIL

Alan Tawse

Alan Tawse
Town Clerk

19 November 2008

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

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

Philip Chandler (Ex-officio)

Clive Davis

Bridget Dollard

Tony Fife

Dave Gooding

John Grana

Dave Greene

Steve Hawker

Andrew Kendall

Tony Lock (Chairman)

Pat Martin (Vice-Chairman)

Tom Parsley

Wes Read (Ex-officio)

David Recardo

Alan Smith

A G E N D A

Public Comment (15 minutes)

1. **MINUTES**

To confirm as a correct record the Minutes of the previous meeting held on 30 September 2008.

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

4. **CORRESPONDENCE**

PAGES

5. **APPLICATIONS FOR GRANT AID**

(Circulated separately)

6. **MILFORD HALL REDEVELOPMENT**

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7. **CAPITAL AND REVENUE RESERVES**

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8. **SERVICE COMMITTEE REVENUE ESTIMATES 2009/10**

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9. **POLICY, RESOURCES AND FINANCE COMMITTEE
REVENUE ESTIMATES 2009/10**

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10. **PIONEER SOMERSET**

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11. **AUDIT OF ANNUAL RETURN 2007/08**

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12. **NAME BADGES**

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13. **FINANCIAL STATEMENT - AUGUST/SEPTEMBER 2008**

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Public Comment (15 minutes)

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.

14. STAFFING ISSUES

(Confidential report circulated separately to Members only).

6. MILFORD HALL REDEVELOPMENT

Head of Service: Martin Woods, Area Development Manager
Lead Officer: Natalie Ross, Community Development Officer
Contact Details: natalie.ross@southsomerset.gov.uk or (01935) 462956

Purpose of the Report

The purpose of the report is to seek the Committee's support to the Town Council making a financial contribution towards the redevelopment of Milford Hall in Yeovil.

In September, the Town Council received a presentation on the outcome of the Milford Planning for Real community consultation exercise that had taken place last year.

During the ensuing discussion, Members expressed their support for the need to address the identified inequalities in the Milford area, and for the upgrade of the community hall as part of the solution. However, it was felt that a fully costed detailed report identifying the capital and ongoing revenue costs and potential funding sources needed to be considered before any financial commitment could be made by the Town Council. The Council resolved:

- (1) that the matter be noted;
- (2) that the proposals for the upgrading of Milford Community Hall be supported, in principle, and a detailed report be awaited outlining the anticipated capital and revenue costs along with anticipated funding sources and the planned implementation timetable; and
- (3) that the report be considered during the forthcoming budget cycle of meetings.

Recommendation

The Buildings and Civic Matters Committee has considered the proposals, and has agreed to support the Town Council making a contribution of £85,000 towards the project in the year 2009/2010, and has referred the matter onto the Policy, Resources and Finance Committee and full Council to explore the funding options.

Background

South Somerset Together awarded £35,000 toward health and well-being development at their prioritisation meeting in late 2006. £15,000 of the funding was allocated toward a feasibility study into options for delivering better health in the areas of Yeovil exhibiting the most significant incidence of poor health. Matched by SWRDA. The report was to include examining options for an 'Iconic Healthy Lifestyle Centre' for Yeovil.

Roger Tym Associates undertook the study and produced a detailed report, a conclusion was that functions that could have the most dramatic effect on health, and therefore LAA targets, are best located in the communities themselves as 'hubs' rather than as a single 'Iconic' facility.

The report identified the need for agencies to work in partnership to tackle the Health Inequalities in Yeovil and produced an action plan for the local agencies that highlighted the need to provide co-ordinated services directly within the deprived areas rather than providing them centrally. Agencies including the PCT, South

Somerset District Council (SSDC), Yeovil College, South Somerset Homes (SSH), Yeovil Hospital, Yeovil Town Council (YTC), Avon and Somerset Constabulary and Somerset County Council support this plan. The PCT have committed £40,000 each year for the next 5 years to the revenue costs of providing the multi-agency community focussed Health Inequalities work.

One of the key recommendations in the Roger Tym report therefore was for localised Community Hubs to address needs, build capacity, and reduce inequality. It is from these 'hubs' that the multi-agency health work would take place. The project group considers that these must be built on firm community foundations, with full local support.

Part one of the research and consultation with stakeholders identified 5 suitable locations for such facilities and after consultation with key stakeholders it has been decided that Milford Hall is the preferred location. Milford is in Yeovil Central ward and borders Yeovil East ward. These wards are two of the most deprived in South Somerset.

A Planning For Real consultation was undertaken recently in the Milford Area and there is a great deal of public support for the redevelopment of the hall. This has been backed up by ward members and agencies that work in the area. A new Community Association has also started as a positive outcome from the Planning For Real exercise, and the committee members have expressed a desire to improve the facilities.

Milford Hall Building

The Hall comprises two distinct sections:

- the "new" hall, which is a brick-built relatively modern extension and includes a hall, entrance corridor, kitchen, office, toilets and storage area; and
- the "old" hall, which is the original building and is a prefabricated structure comprising a hall and storage area, and which is coming to the end of its lifespan.

It is the latter part of the premises which is of concern and requires addressing.

Since the Town Council took over responsibility for the management of the premises in December 1996, almost £25,000 has been spent on carrying out a variety of improvements to the premises, including:

- Provision of additional disabled accessible toilet
- Installation of uPVC double-glazed windows and window guards
- Complete refurbishment of kitchen
- Installation of replacement boiler
- Upgrade of security alarm system
- Installation of radiator covers

These improvements have been carried out in the "new" hall area, which under the current redevelopment proposals would remain.

It has been a long-term aspiration of the Town Council to seek the replacement of the "old" hall – by possibly incorporating the nearby disused toilet block. However, previous efforts to secure external funding to meet the costs involved have regrettably failed.

South Somerset District Council's Property Services have said that the prefabricated part of the building in its current state is a liability as it is likely to become unsafe in the future due to its deteriorating condition. There is also an asbestos tiled roof, which is becoming increasingly difficult and expensive to maintain and repair. SSDC and YTC are each responsible for 50 per cent of the maintenance costs of the building and these are likely to increase significantly as the state of the building deteriorates. There is also a small block of unused toilets nearby, which are owned by SSDC, that are regularly vandalised and are a financial liability, these would be demolished as part of the building works.

SSDC's Leisure Facilities Management has said that the hall does not have easy access for disabled users. The layout of the hall also makes it very difficult to attract users, as there is limited storage and only space for limited number of activities. The state of the hall also puts off the community from using this important community facility. The layout, design and lighting are intimidating to residents, which prevents them using it.

The Hall is on a 999 year lease (from December 1996) from SSDC to YTC. YTC are responsible for all the revenue costs. YTC, community members, current users and SSDC recognise the deteriorating condition of the prefabricated part of the building and the continuing patching up that needs to be done. Members of YTC have expressed a desire to redevelop the building for some time, there is now a good opportunity to secure the necessary funding to realise this goal.

The current largest user is a pre-school, the leader of which has said that Ofsted have expressed concern regarding the state of the prefabricated part of the hall and this has affected their Ofsted score.

The hall is also used to run open access holiday activities, which are very well supported but the facilities do limit the activities that SSDC's Young People's Officer can offer.

Project Objectives

The key objectives of this project are:

- To provide residents with a suitable and sustainable community facility in response to a comprehensive local consultation.
- To provide agencies with a 'hub' from which they can work to improve health and tackle the deprivation in the area.
- To reduce the maintenance costs of the building.
- To improve the security in the area and reduce vandalism and anti-social behaviour.

Project Scope

Inclusions

- The demolition of the prefabricated section of Milford Hall and nearby disused toilets
- The build of a new multi purpose community hall
- The upgrade of the remaining facilities
- The creation of a car park and footpaths
- Landscaping and improved security at the entrance of Milford Park

Exclusions

- Subject to finalisation of arrangements, South Somerset Homes have offered to manage the build, so there could be no need for SSDC/YTC officer time to be spent commissioning contractors etc.

Constraints and Decisions

There are financial and time constraints imposed by SWRDA. SWRDA have in the past allocated funding of £200,000 towards 'Stepping Towards Enterprise' a regeneration project based in Yeovil that ceased in the late 90's. This funding has been kept to one side for a sustainable Yeovil project and SWRDA have been engaged in the Reducing Health Inequalities project.

SWRDA have now changed their corporate plan and criteria for projects and it is likely that this type of project will shortly not be eligible for funding. However, officers at SWRDA have suggested that if this project can be worked up to a suitable level of design by the end of this financial year then the money can be used. SWRDA are likely to stipulate design and sustainability standards that could increase the cost of the project, and match funding will be essential.

The project may also be affected by planning decisions i.e. the design may have to be modified due to planning objections.

Quality Expectations

The Health Inequalities in Yeovil multi-agency steering group will evaluate the project, as a report will be produced for the key stakeholders and residents in the area who have been involved in designing the project. This report will include usage figures post completion, and user feedback.

Initial Business Case

Reasons

One of the key recommendations in the Roger Tym Associates report was for localised Community Hubs to address needs, build capacity, and reduce inequality. The project group considers that these must be built on firm community foundations, with full local support. Milford is in Yeovil Central ward and borders Yeovil East ward. These wards are two of the most deprived in South Somerset.

A Planning For Real consultation was undertaken recently in the Milford Area and there is a great deal of public support for the redevelopment of the hall. This has been backed up by ward members and agencies that work in the area. The hall in its current state is not suitable for use as a community hub.

In its current state the hall is a liability rather than an asset as it is likely to become unsafe in the future due to its deteriorating condition. YTC is responsible for 50 per cent of the maintenance costs of the building and these are likely to increase significantly as the state of the building deteriorates.

Anticipated Benefits

Improving the condition of the hall will reduce the maintenance costs caused by the deteriorating condition of the prefabricated part of the building. The improved security

should prevent the vandalism to the hall and prevent YTC funds being spent on repairing malicious damage.

Central Government and the Local Government Association are keen to see local authorities explore potential opportunities for asset transfer as part of a strategic approach to local public sector asset management. The establishment of a Community Association in the area raises the possibility of transferring Milford hall to community ownership. This would not be possible with the hall in its current state, due to the financial liability of the deteriorating condition of part of the premises, but once improved this option could be explored. If agreed, this would absolve YTC from any future maintenance and revenue costs as these would be paid for by the Community Association from the rental income and from access to grants not available to YTC.

Options

Option 1 - Rebuild Whole Building

This option would ensure the best layout of facilities and allow sustainability principles to be incorporated into the whole building. However, it would be an expensive option and unnecessary as the sub hall is structurally sound.

Option 2 - Rebuild Part of the Building – Preferred option

This is the preferred option, as it will solve the issues concerning the state of the prefabricated hall without demolishing the brick sub hall. The new hall will be bigger than the current hall to enable sport and dance activities to take place, which have been highlighted in the community consultation and the Health Inequalities report.

Option 3 - Do Nothing

This option will not solve the problems with the state of the hall and could result in SSDC and YTC having to unexpectedly find funds in the future to make the hall safe when it deteriorates further.

This option would also inhibit the Health Inequalities work to be undertaken by South Somerset Together and would not address any of the concerns expressed by residents during the local consultation. Therefore there would be no confidence from the community that agencies act on clearly expressed community need.

Milestones

Start date: 2nd Quarter 2009

Other key milestones with Dates:

Consultation with Partners: November 2008

Concept Drawings: December 2008

Consultation with Community: January 2009

Detailed architects drawings and full project plan: February 2009

Planning Permission: April 2009

Receipt of SWRDA grant: May 2009

Building works started: 4th Quarter 2009

Expected Completion Date: 2nd Quarter 2010

Costs and Funding

Total Costs and Funding		
	Funding Body	£'000
SSDC Capital: - Other Sources: - e.g. Grants	Corporate Grant	200 (To be secured)
	SWRDA Grant	200 (To be secured)
	Yeovil Town Council	85 (This application)
	County Councillor and Ward Member Contributions	30 (Secured)
	South Somerset Homes	Project Management of the build
	Awards For All Grant	10 (To be secured)
	Youth Opportunities Fund	25 (To be secured)
Total		550

Breakdown of Main Areas of Capital Cost						
	2009/10 £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000	2013/14 £'000	
Demolitions	25					
Road and car park	50					
Landscape	5					
Footpaths	7					
Upgrade of services	5					
Building works	420					
Fees, Planning application, Professional fees etc	38					
Totals	550					

Risks

Risk Assessment		
1.	Risk Partners not contributing to the scheme – If matched funding is not secured by March 2009, it is likely that SWRDA will not give funding, which will make the project financially unviable.	Steps taken to Mitigate Risk SSDC capital funding applied for. YTC capital funding applied for. If these applications are agreed, then with the other agencies contributions the project will have the matched funding needed to secure the £200,000 from SWRDA.
2.	Increased costs	Contract will be clearly specified and costed

		<p>prior to commencement of works. Project Management will be undertaken by SSH's experienced Project Managers.</p>
3.	<p>The hall usage does not increase and hall is left under-utilised after re-build.</p>	<p>Key stakeholders in the area such as PCT, SSH and Yeovil College have expressed an interest in using the new facility. Potential users have been put off using the current hall due to its condition – this project will resolve this. A new community association has been started in the area and they would like to use the new hall for community activities. Local consultation has shown demand for improved facilities.</p>
4.	<p>Project fails deadlines/ milestones</p>	<p>Regular project meetings in place and project programme drawn up for the scheme, which allows officers time to identify problems and find solutions.</p>

Financial Implications

Current Revenue Costs

The current annual revenue costs for the hall are approximately £13396. The total gross costs are approximately £15912 but these are partially offset by an income of approximately £2516.

Future Revenue Costs

Similar halls that have undergone redevelopment/rebuilds have reported that although the halls are now at least twice the size that they once were, the improved insulation and updated heating has meant that their running costs have not increased (yet their income has).

It is predicted that the usage of the hall will increase, resulting in an increase in income, which should cover any increased costs incurred by the expansion of the hall.

If the new Community Association were willing, and a suitable trustee structure could be established, then it may be possible in the future to transfer the hall as a community asset and this would absolve YTC of any future revenue and capital costs. Such a course of action would require the express consent of the Town Council as leaseholder.

Town Council Capital Funding

Should the Committee support the Town Council making a contribution towards the capital costs of the project, the matter will need to be referred to the Policy, Resources and Finance Committee and then the Town Council for approval.

Given that the Town Council does not currently have sufficient capital resources to meet the level of contribution being sought, the District Council has been asked to explore what other funding options may be available to bridge the funding gap - in the

event that the Town Council supports making a contribution but is not in a position to fund its commitment towards the initiative by the required date.

However, as the funding from SWRDA has a strict time limit it is unlikely that other funding could be found in time to secure this grant. It may also have an adverse affect on the scoring for the capital bid submitted to the District Council.

Therefore, if the Town Council is not in a position to contribute it is likely that the project will have to be postponed while a new funding package is considered.

Leaseholder's Obligations

Under the terms of the lease and the management agreement that is in force, the Town Council is responsible for keeping the property (including any additions) secure and in good repair and condition. Whilst it may choose to carry out improvements to the building, it is not under a legal obligation to do so.

Although the Town Council may apply to the District Council for a contribution towards any improvements that it wishes to carry out, there are no provisions in the lease regarding the making of a contribution by the leaseholder towards the demolition and rebuilding of part of the premises, which, in essence, would constitute a Landlord's improvement.

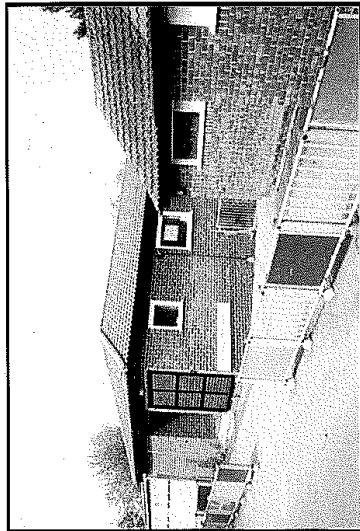
Should any demolition and rebuilding take place, the Town Council's repair obligation will extend to the new part of the premises.

Background Papers

Milford Planning For Real full report by the Neighbourhood Initiatives Foundation.
Addressing Health Inequalities in Yeovil report by Roger Tym Associates.
Milford Report to Yeovil Town Council 2nd September 2008.

Milford Hall Lease Information

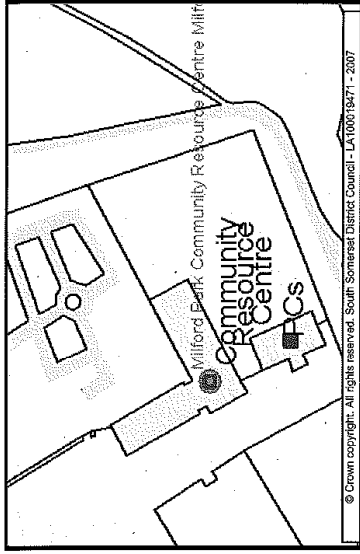
PROPERTY:



TENURE: FREEHOLD

Milford Recreation Centre
 Milford Road
 Yeovil
 BA21 4QD
 UPRN 100041073557
 Plan No: 384
 Deed No: YEOVIL MIL 2

DATA SHEET: 043



DESCRIPTION

A single storey part brick and part timber building with access by prior agreement only as the premises are not staffed and kept locked when not in use.

GENERAL

<i>Built</i>	20th century	<i>Rent amount for L/H only</i>	N/A
<i>Extended</i>	No	<i>Landlord</i>	N/A
<i>Listed</i>	No	<i>Break Clause</i>	N/A
<i>Disabled Access</i>	Yes	<i>Termination Date</i>	N/A
<i>Use</i>	Childrens day centre	<i>Tenants</i>	Yeovil Town Council

FLOOR PLAN

Ground Floor	164.90	m ²
Basement	104.62	m ²
TOTAL	269.52	m²

COMMENTS

The building is leased to Yeovil Town Council on a peppercorn basis from 1 December 1996 for 999 years. The lease states that the Town Council are responsible for the maintenance of the property.

BUILDING UTILISATION

USE	m ²	%
Hall / Theatre	69.37	26
Function Room	43.65	16
Offices	5.09	2
Storage	128.37	48
Other	23.04	9
TOTAL FLOOR AREA	269.52	100

CONDITION

Good
 A B C D
 Poor

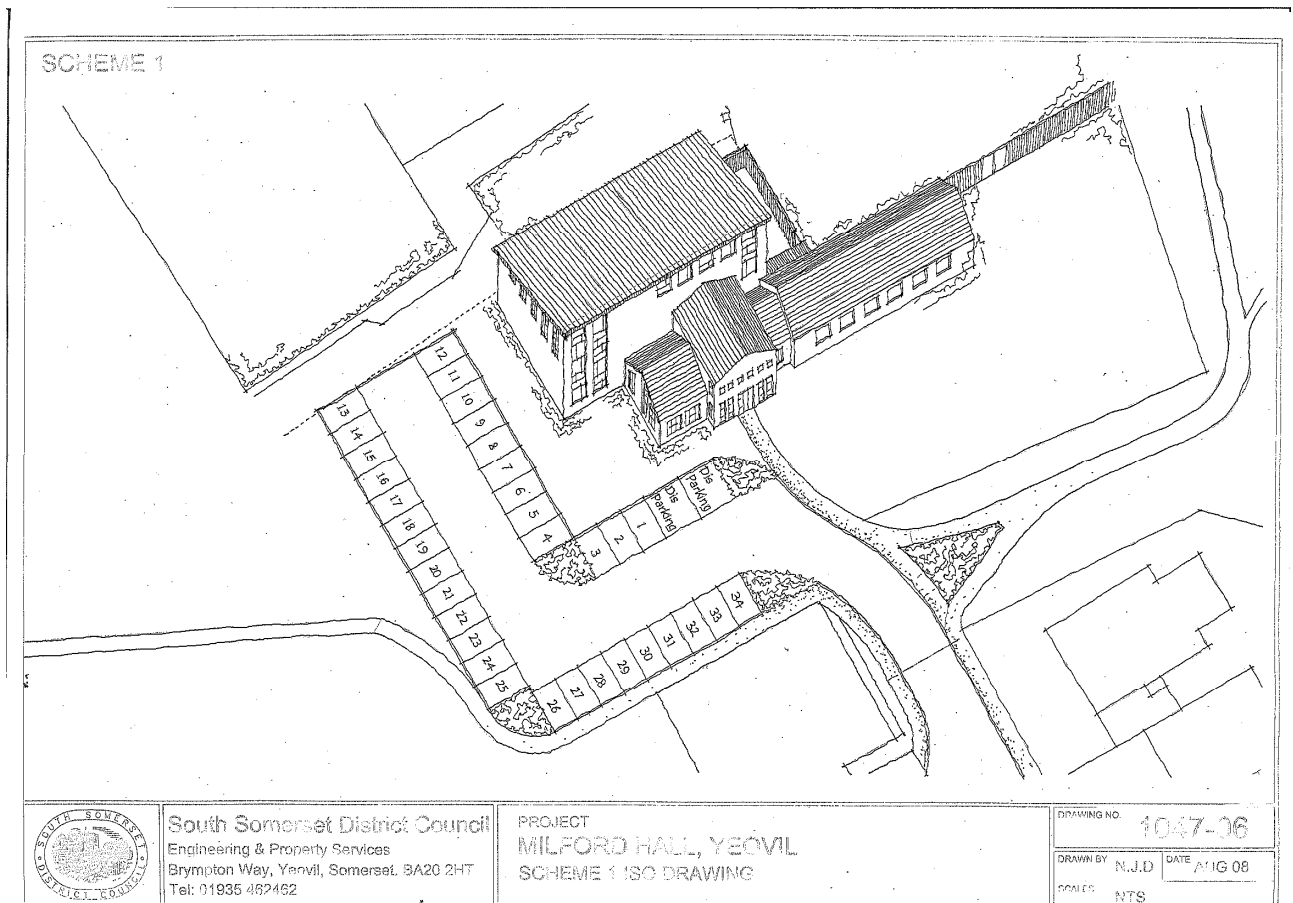
Building structure					
Internal environment					
External environment					

Possible redevelopment of the site which is linked to public convenience work.

Milford Hall



Milford Hall Initial Designs



Community Hubs

Addressing Economic Inequalities in Yeovil - Strategy and Delivery Plan
Draft Report

3 COMMUNITY 'HUBS'

Introduction

- 3.1 The idea of creating 'community hubs' in the deprived wards of Yeovil is a core proposal in the task of addressing needs, building capacity and reducing economic inequality. It represents a potential 'quick win' action for Yeovil.
- 3.2 The idea is based upon experience from elsewhere and will help to address shortages of community facilities outside the town centre. Once in place the centres will have the capacity to deliver many of the initiatives associated with health and training that have been identified in this action plan.
- 3.3 The overall aim of community hubs is to give neighbourhoods a stronger focus and sense of identity, and to increase awareness of local services, opportunities, knowledge and resources.
- 3.4 Community hubs can take a variety of different forms. In general terms however they are a facility where local people can meet and gain access to a wide range of support services.
- 3.5 In order to achieve this, a centre manager is usually appointed to build capacity both within the centre and in the local neighbourhood. This individual is usually a local resident who is familiar with the community networks and the issues facing local people in the area. Their role is to use community development principles and practices to inspire and engage local people to bring about the changes they desire.
- 3.6 Through building relationships in the local community and with service providers, a variety of projects can be developed and delivered for the benefit of the neighbourhood.

Best Practice

- 3.7 The borough of Blyth Valley is located in South East Northumberland and serves a population of 82,000 residents, the majority of whom live in urban areas⁵. The area had gone through such a period of structural and economic decline that by the 1990s 50% of Blyth's population lived in the 10% of most deprived wards nationally. In order to tackle the considerable social and economic problems in the area, the Council realised that it had to become 'community led', ensuring that local people played a central role in tackling local issues and shaping future public service delivery.
- 3.8 Through the Councils commitment and influence on others to invest heavily in community development, a strong community infrastructure was developed, including a network of over 40 community 'hubs'.
- 3.9 These community centres have been created to provide a place where local people can meet, socialise, and gain access to a wide range of training and support services.
- 3.10 The centres also aim to support community development within the area, giving local people the opportunity to have a key role in shaping what happens in their community.
- 3.11 One such centre, the Briardale Centre, was opened in 1999 and has provided the springboard for over 150 user groups delivering a wide range of activities and services. The centre has had a major local impact and has seen many more people becoming more active in their community as well as increasing both the interest and opportunity to get involved and make their voice heard in local affairs. The centre has helped to restore community confidence and their relationship with the Council and other providers. Through building up strong links with other statutory providers in the

⁵ DeA Knowledge website (2005) Case Study: Blyth Valley Borough Council - 'Connected, Creative and Enterprising Communities'.

borough, a range of outreach services have been provided to local people, focussing on health, crime disorder and getting people back to work etc.

Community Hubs in Yeovil

3.12 Consultation with local stakeholders and community representatives indicated that there is a strong need for meeting facilities local to centres of deprivation. These could enable a number of activities and initiatives including:

- Local drop in centre, information and meeting point
- Coffee mornings
- Baby clinics
- IT classes
- Venues for talks, advice and surgeries
- Small scale youth facilities and play areas.

Accommodation

3.13 Essential accommodation to accommodate these activities could include:

Table 2.2 Community Hub (Metre²)

Room	No of people	Area M2
Reception / entrance lobby	3	8
Meeting room	20	30
Unisex disabled toilet	1	4
Equipment store	0	4
Kitchenette	1	4
Total	25	50

Source: Sandover Associates (2007)

3.14 Access to the facilities must be suitable for all those with special needs. Door openings, corridors, paving widths, handrails, work top heights and other features should be designed to accommodate those of all ages and abilities. The latest provisions of the Building Regulations part M and recommendations of advisory bodies like the Sensory Trust should be followed.

3.15 An illustration of a generic layout for this accommodation is included in Appendix 2.

Location

3.16 Part 1 research and consultation with stakeholders identified 5 suitable locations for such facilities:

- Stiby Road/ Coronation Avenue/ Westfield Road/ Westfield School
- Milford Recreation Ground
- Birchfield Primary School/ St. Johns Road
- Crofton Park/Eastland Road/Gordon Road/ Southville
- Pen Mill/Rosebury Avenue/ Camborne St

Building Options

3.17 There are a range of options open to deliver these facilities:

New Build

3.18 Providing a site is available, the accommodation could be built as a permanent or temporary structure.

3.19 This type of structure could be designed specifically for the location, purchased or hired from a prefabricated building supplier.



Source: Portakabin Titan Range

- 3.20 If temporary facilities were considered suitable modular containers could be converted to this use for example:
- 2no 40ft containers (12.0x2.4m); or
 - 4no 20ft containers (5.8 x 2.3m).
- 3.21 New build facilities could be located on a greenfield or brownfield site or within the boundary of an existing school for example:
- Westfield School
 - Birchfield Primary School

Conversion

- 3.22 An existing housing or shop unit could be converted to accommodate the space. The major social landlord in the area South Somerset Housing Association should be approached to investigate if they have any housing void units suitable for this.

Modification

- 3.23 Existing community facilities could be upgraded, modified or extended to make them more suitable for the various activities proposed.
- 3.24 Existing accommodation considered suitable for modification is available at:
- Milford Community Hall (existing rooms of 67m² and 32m²)
 - Birchfield Community Centre
 - Monmouth Hall

Cost

- 3.25 The capital cost for building a centre, as described above, would be between £900 and £1,000 per metre² for a new build and between £700 and £800 per metre² for renovating an existing facility.
- 3.26 Therefore, based upon a building measuring 50 metres² it is likely that new build costs would be between £45,000 and £50,000. Similarly, the cost for renovating an existing 50 metre² facility would be between £35,000 and £40,000.
- 3.27 Additional funding may, however, be required to cover for other site infrastructure like access, treatment and landscaping as well as professional costs. Thought would also need to be given to revenue costs, including running costs and maintenance, and management.

A Phased Approach

- 3.28 Community hubs will not kick start community development on their own. The buildings are just part of the community capacity building process. Other activities, including the identification and training of community champions, need to occur in advance of any construction proposals.

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 £6,095 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 £60,000 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 2008	£17,862
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Plus Capital Receipts:

Public Toilets - Peter Street (SCC contribution)	<u>£46,485</u>
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Sub-total	£64,347
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<i>Less Capital Expenditure:</i>	<u>£0</u>
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Balance of Capital Fund as at 25 November 2008	£64,347
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Less Commitments:

Public Toilets - Peter Street (SCC contribution)	£46,485
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Yeovil Country Park – contribution to signage	£180
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Sunningdale Doorstep Green (Phase 3)	£3,200
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Roundabout Enhancements	£5,073
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Yeovil Country Park – Breathing Places Project	£3,314
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Total Commitments	<u>£58,252</u>
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New Balance (unallocated)	£6,095
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Notes

- 1 YTC Sunningdale Doorstep Green contribution totals £20,820 as follows:
 - Phase 1 - £6,860 (£3,360 met from capital and the remaining £3,500 met from the reimbursement for the feasibility study costs) (Phase 1 commitment included £11,580 contribution from SSDC)
 - Phase 2 - £6,980 - met as a capital contribution from revenue (2004/05)
 - Phase 3 - £6,980 - met as a capital contribution from revenue (2005/06)
- 2 All future Cemetery capital improvements to be met from revenue contributions to capital by the Joint Burial Committee
- 3 Essential play area repair work beyond routine maintenance budgets to be charged to capital (subject to matching contributions from SSDC)
- 4 Breathing Places Project to be completed by November 2008
- 5 Capital commitments totalling £180,000 (£80,000 towards the upgrade of Yew Tree Park Play Area and £100,000 towards replacement public toilets in Yeovil Town Centre) agreed. Costs involved to be met from the proceeds of sale of former allotment land at Goldcroft or, if sale delayed, from a possible PWLB loan.

Updated Position

The sum of £6,095 is available for allocation to new capital schemes. Future sources of funding include the proceeds arising from the sale of surplus land at the former Goldcroft allotment site.

As previously reported, the Town Council has secured a resolution from the Planning Authority to grant outline planning permission for general housing development on this site with a 35% affordable housing element.

The Town Council has recently accepted the highest bid received for the land and discussions are continuing between the prospective purchaser and the Town Council's agents with a view to concluding the disposal at an early date.

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 meeting of the Town Council for consideration. The final brief was adopted at that meeting and the property is currently being marketed.

Alternatively, revenue provision could be made for schemes in the relevant Committee's estimates.

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.

Play Areas

The Committee will recall that a formal approach was previously made to South Somerset District Council requesting that the Authority considers making a contribution of 50% towards the capital costs of carrying out improvements identified in the rolling Play Areas Improvement Programme.

In response, the District Council has agreed to consider requests for funding by way of separate grant applications and, to date, has agreed to meet 50% (£56,800) of the costs of upgrading the following sites:

Howard Road	£17,000
Westfield Park (MUGA/Youth Shelter)	£22,800
Rosebery Avenue (MUGA/Youth Shelter)	£22,800
Oxford Road	£25,000
Westfield Park	£20,000
Yew Tree Park (interim improvements)	<u>£6,000</u>
Total	£113,600

The Town Council has previously allocated finance from the Capital Fund to meet the remaining 50% (£56,800) of these costs. No further provision has been made to meet the costs of other upgrades that were set out in a revised Audit of Play Areas published two years ago, although both authorities have indicated their willingness to jointly fund the planned upgrade of the Yew Tree Park play area at an estimated cost of £80,000 per authority.

It was noted that the overall cost of this rolling programme totalled £345,000 and, on the assumption that the findings of the Audit were agreed and that the costs were jointly shared with SSDC, that the cost to the Town Council would be £172,500 over five years starting in 2008/09.

The revised programme is as follows:

Five-year Funding Plan – Assumes 50% contribution from SSDC

Play Area	2008/09	2009/10	2010/11	2011/12	2012/13	Totals
Turner's Barn Lane		£25,000				£25,000
Yew Tree Park	£80,000					£80,000
Monksdale Park		£15,000				£15,000
Milford Park			£20,000			£20,000
Summerhouse View				£10,000		£10,000
Preston Park				£12,500		£12,500
Howard Road Park				£10,000		£10,000
TOTAL	£80,000	£40,000	£20,000	£32,500	NIL	£172,500

The Committee noted the position concerning the ongoing programme of Play Area Improvements and agreed that the financing of the proposed programme be further considered at a future meeting when the District Council's share of the

funding had been agreed. However, owing to changes in the District Council's capital planning process, this has not been possible as each year's proposed SSDC contribution now needs to be the subject of a separate bid.

The bid for the next scheme (Yew Tree Park) which was due to be carried out in 2008/09, was delayed until 2009/10 to enable a public consultation exercise to be carried out. The District Council has allocated £80,000 towards this scheme and it is anticipated that the Town Council's matching contribution would be met from the proceeds of the sale of the former Goldcroft Allotment site.

In the event that the capital receipt from the sale of the land is delayed beyond the required payment date, the Town Council has agreed, in principle, to their contribution being met instead by way of a loan from the PWLB – the amount and duration of which to be considered by the Policy, Resources and Finance Committee and determined by the Town Council.

In response to a request made at the last meeting of the Grounds and General Maintenance Committee, the Play and Youth Facilities Officer has agreed to meet with South Ward Members and the Town Clerk to discuss the designs for the play area, the development brief and the outcome of the public consultation exercise. The outcome of their discussion will be reported to the meeting.

The funding of the schemes planned for 2009/10, which amount to £40,000, has yet to be discussed and agreed between the two authorities.

General Reserve

The current position concerning the General Reserve is as follows:

General Reserve

General Reserve as at 31 March 2008	£83,386
Plus Revenue Contributions:	£0
Less Revenue Commitments:	<u>£0</u>
Net Commitments	<u>£0</u>
New Balance (unallocated)	£83,386

Possible Loan Arrangements

Impending commitments on the Capital Fund include proposed contributions towards the upgrading of the play area at Yew Tree Recreation Ground (£80,000) and the provision of replacement public toilets in the Town Centre (£100,000).

South Somerset District Council (SSDC) has confirmed its intention to make the following capital contributions towards these two projects:

- Yew Tree Recreation Ground £80,000 (50% matching contribution)
- Replacement public toilets up to £150,000

As previously reported, Somerset County Council has confirmed that the Town Council's application for LAA funding towards the replacement public toilets has been successful, and a contribution of £46,485 was awarded earlier this year, which has been received by the Town Council and included as a commitment in the Capital Fund.

The contract for the building of the toilets has now been let by the District Council, who has entered into a contractual commitment on behalf of the funding partners. The contract for the upgrade of the Yew Tree Park project has not yet been let.

Having regard to the anticipated timing of these two projects, the Town Council's contributions are unlikely to be required to be paid until February 2009 (in respect of the public toilets project) and July 2009 (in respect of the Yew Tree Park project) at the earliest.

Funding Options

This factor should enable the costs involved to be met from the proceeds of the disposal of the former Goldcroft site. However, in the event that the sale is delayed beyond this date, it has been agreed in principle that arrangements need to be put in place to meet the Town Council's obligations.

The Town Council has agreed that this could be achieved by short-term borrowing from the PWLB. Coincidentally, the fixed-rate loan taken out in 1999 to meet the cost of the extension to the Town House comes to an end next year, and the revenue budget allocated to service this loan could be used to help meet the ongoing costs of taking out a new fixed-rate loan.

The costs of borrowing will depend on the period of the loan and the prevailing interest rates. However, assuming a loan for £180,000 was taken out; the annual cost of servicing the loan at *current* interest rates would be as follows:

Duration of Loan	Annual Repayments	Total Cost of Borrowing	Interest Rate
2 years	£92,944	£185,888	2.6%
5 years	£39,192	£195,960	3.15%
10 years	£21,879	£218,790	3.87%

The cost to the Council over 10 years would be offset by the current loan repayment allocation (£10,150) resulting in an effective *additional* cost of £11,729 per annum if the loan were taken out at the quoted rate.

Another potential project for which a capital contribution is being sought is the proposed redevelopment of part of Milford Hall, towards which the District Council is seeking a contribution of £85,000. A separate report on this proposal, which is being considered initially by the Buildings and Civic Matters Committee, is attached to the agenda.

8. SERVICE COMMITTEE REVENUE ESTIMATES - 2009/10

All the service committees have now met and considered their draft estimates for 2009/10. These are attached at pages 25 to 28. The Planning and Licensing Committee meets on 24 November to consider their draft estimates, and any proposed amendments will be reported to the meeting.

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 has met and, taking into consideration predicted spending requirements, known growth bids and inescapable increases has worked with the officers in drawing up the Committees' draft estimates for 2009/10.

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 2009/10.

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 six years, and the Working Group feel that the same approach should be followed this year.

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 currently running at 4.5%, and given the current uncertainty over the future of the Ski and Activity Centre, it is proposed that these be maintained at 6%.

Bids for Growth

The following new/significant revenue bids have been made by the various Committees of the Council during the current budget round and are included in their draft estimates. Also included are bids above the levels recommended by the Finance Working Group:

Grounds and General Maintenance Committee

Open Spaces (additional provision)	£4,891
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To ensure allocated contribution by Town Council towards costs of maintaining open spaces keeps pace with inflation.

Holiday Play Scheme (additional provision)	£3,765
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To help meet anticipated overall costs of schemes planned for 2009/10

Flagship Play Area (new provision) £1,500

To help meet anticipated costs of providing supervision and security for new play area in Yeovil Recreation Ground

Promotions and Activities Committee

Yeovil in Bloom (additional provision) £1,025

To ensure allocated contribution by Town Council towards costs of Yeovil in Bloom initiative keeps pace with inflation.

Customised Souvenirs (additional provision) £200

To provide adequate resources to enable quality items to be procured for resale in sufficient quantities

South West in Bloom Presentations (new provision) £495

To meet costs of providing local transport for visitors to the 2009 event, which is to be held in Yeovil

Buildings and Civic Matters Committee

Public Toilets (new provision) £22,000

To meet anticipated costs of cleaning, servicing, and maintaining the new facilities in Peter Street

PWLB loan repayments (additional provision) £12,450

To help meet anticipated costs of borrowing funds to meet proposed contributions towards the replacement public toilets and Yew Tree Park play area upgrade initiatives

CCTV (additional provision) £4,400

To ensure allocated contribution by Town Council towards costs of Town Centre CCTV system keeps pace with inflation and meets necessary equipment repairs and replacements.

(NB Allowance has also been made in all salary-related budgets to meet the anticipated costs of implementing the 2009/10 National Pay Award).

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 attached at page xx, taking into account the new/significant revenue bids and those above the levels recommended by the Finance Working Group, as set out above, with a view to making recommendations to full Council, which will set the precept at its meeting on 2 December; and
- (3) to consider maintaining the contingencies calculation at 6% given the current level of inflation and the uncertainty over the future of the Ski and Activity Centre.

(Alan Tawse, Town Clerk – 01935 382424)

YEOVIL TOWN COUNCIL - ESTIMATES

GROUNDS AND GENERAL MAINTENANCE COMMITTEE										
		YEAR 2007/08			YEAR 2008/09				YEAR 2009/10	
NOTES	Item	Allocated	Spent	Allocated	1/2 year	Full year	Estimated		Estimated required	To be allocated
					spent	estimated	over	under		
					30.09.08	spend to	spend	spent		
						31.03.09				
INCOME 2008/09	Material & equipment	2,200	2,589	2,270	1,214	2,270			2,380	
1/2 Year to 30/09/08	Water Mains Refurbishment/Repairs	1,550	3,150	1,600	0	0		1,600	1,680	
	Water charges	1,725	1,611	1,780	271	1,780			1,870	
Lease	800 Allotment Maintenance (SSDC)	6,700	5,153	6,700	2,576	6,700			7,000	
Taps & Keys	45 Allotment Maintenance (Tenants)	3,200	3,680	3,300	1,770	3,300			3,000	
Allotment rents	6994 Allotments - Fence Repairs	1,600	959	1,650	0	1,650			1,740	
1/2 Year	7839 Milford Hall - Cleaning	1,200	1,018	1,030	556	1,030			1,080	
	Leases	250	250	250	0	250			250	
	Goar Knap - Building	1,200	979	1,236	609	1,236			1,300	
ESTIMATED INCOME	Newsletter	250	140	150	75	150			160	
2008/09	Best Kept Allotments Competition	350	298	360	137	360			380	
Taps & keys	90 Labour	16,500	15,349	17,000	7,857	17,000			18,375	
Rent	7100 Vehicle	3,100	3,473	3,200	1,647	3,200			3,360	
Lease	1600 Protective clothing	140	131	150	28	150			160	
Est 2008/09	8790 Dog Bins	620	654	640	0	640			500	
	Open spaces:									
	Open Spaces	160,030	160,027	163,109	82,184	163,109			168,000	
	Enhancements	0	0	0	0	0			0	
ESTIMATED INCOME	Milford Park	19,130	7,825	19,130	2,850	19,130			19,130	
2009/10	Play and Landscape Officer	10,500	10,420	10,500	2,625	10,500			10,500	
	Holiday Playscheme contribution	7,500	2,288	5,000	5,000	5,000			7,765	
Taps & Keys	100 Door Step Green	0	0	500	81	500			300	
Rents	9635 Yew Tree Park - Gate Opening	1,300	990	1,340	561	1,340			1,340	
Lease	1600 Flagship Play Area - Maintenance	0	0	0	0	0			1,500	
Est 2009/10	11335									
	Total expenditure	239,045	220,984	240,895	110,041	239,295	0	1,600	251,770	0
Notes:								Estimated underspend (-)		-1,600
										250,170
1	Budget prepared on a year on year basis, with adjustments made for previous year's accruals							Estimated 2009/10 income		11,335
2	Water mains refurbishment/repairs budget allocated to meet planned programme of phased improvements									238,835
3	Income of £1,600 pa receivable from lease of land at Higher Ryalls							+ contingencies @ 6%		14,330
4	Water mains refurbishment/repairs budget allocated to meet planned programme of phased improvements									253,165
5	Enhancements expenditure of £12,000 pa capitalised in 2006/07									
6	Open Spaces budget includes contribution of £26,850 towards maintenance of Yeovil Country Park and £10,000 towards play area repairs/enhancements									
7	Proposed contribution towards maintenance of new Flagship Play Area in Yeovil Recreation Ground - due to open in 2009/10									

YEOVIL TOWN COUNCIL - ESTIMATES

8	Holiday Playscheme provision to help meet anticipated shortfall in partnership funding arrangements								
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YEOVIL TOWN COUNCIL - ESTIMATES

PROMOTIONS AND ACTIVITIES COMMITTEE										
		<u>YEAR 2007/08</u>		<u>YEAR 2008/09</u>					<u>YEAR 2009/10</u>	
NOTES	Item	Allocated	Spent	Allocated	1/2 year	Full year	Estimated		Estimated required	To be allocated
					spent	estimated	over	under		
					30.09.08	spend to	spent	spent		
						31.03.09				
INCOME 2008/09	Town Centre Partnership	19,000	19,000	19,570	9,784	19,570			19,570	
1/2 Year to 30/09/08	Christmas Lights	18,000	36,741	18,000	2,525	34,940	4,940		19,000	
Festive Lights	Yeovil in Bloom	33,372	33,378	34,205	17,103	34,205			35,230	
SSDC 11,000	Town Crier	820	714	850	0	850			875	
Traders 0	Yeovil Open Town Crier Competition	1,600	1,535	1,650	1,384	1,384		266	1,740	
Souvenirs 0	Customised souvenirs	300	0	300	0	600	300		500	
11,000	Town Guide/promotional publications	0	0	600	150	600			600	
	Town Centre Environmental Improvements	10,000	10,000	10,000	0	10,000			8,000	
ESTIMATED INCOME	Christmas Lights Competition	60	18	60	0	60			60	
2008/09	Yeovil Flower and Gardeners' Market	3,000	361	3,100	2,834	1,740		1,360	3,800	
Festive Lights	Yeovil Country Park Fayre	650	609	700	184	184		516	0	
SSDC 11,000	South West in Bloom Presentations	0	0	0	0	0			495	
Traders 1,000										
Souvenirs 0										
12,000										
Estimated Income										
2009/10										
Festive Lights										
SSDC 11,000										
Traders 1,000										
Sponsorship 1,500										
Souvenirs 0										
13,500										
	Total Expenditure	86,802	102,356	89,035	33,964	104,133	5,240	2,142	89,870	0
Notes:							Estimated underspend (-)			3,098
										92,968
1	Christmas Lighting - Expenditure in 2009/10 offset by anticipated contribution from SSDC						Estimated 2009/10 income			13,500
2	Town Centre Environmental Improvements budget previously used to help meet costs of Middle Street and Princes Street Enhancement Schemes						+ contingencies @ 6%			79,468
										4,768
3	Yeovil Town Centre Flower Show - maximum guarantee against loss (offset by income of £1,670 in 2007/08)									84,236
4	South West in Bloom Presentations - costs of transport provision									

YEOVIL TOWN COUNCIL - ESTIMATES

5 Savings in May Fayre budget (£700) transferred to Yeovil Flower and Gardeners' Market budget									
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YEOVIL TOWN COUNCIL - ESTIMATES

BUILDINGS AND CIVIC MATTERS COMMITTEE										
		YEAR 2007/08			YEAR 2008/09					YEAR
NOTES		Item	Allocated	Spent	Allocated	1/2 year	Full year	Estimated		Estimated
						30.09.08	estimated	over	under	required
						spend to	31.03.09	spent	spent	
INCOME 2008/09		Yeovil Town Band - Sponsorship	4,000	4,000	4,000	4,000	4,000			3,500
1/2 Year 30/09/08		Litter bins	930	160	960	0	960			600
Monmouth Hall	1,992	Monmouth Hall	20,000	16,425	20,600	10,389	20,600			21,630
SCC deleg functions	0	Town House (excluding services)	4,770	4,852	4,920	2,231	4,920			5,170
Ski Centre	0	Town House - business rates	7,700	7,659	8,000	4,782	8,000			8,400
Library/Car Park	0	Town House - water charges	220	184	230	107	230			250
1/2 year	1,992	Town House - electricity	1,200	1,325	1,240	746	1,620	380		1,700
		Town House - gas	1,000	896	1,030	624	1,300	270		1,365
		Town House - repairs and maintenance	2,260	5,176	2,350	2,504	3,700	1,350		3,000
		Civic Items (Town Twinning)	2,570	2,644	570	6	570			400
ESTIMATED INCOME		Sports Development Officer (SSDC)	2,000	2,000	2,000	0	2,000			2,000
2008/09		War memorials	250	0	260	75	2,975	2,715		280
Monmouth Hall	4,700	Public noticeboards	250	0	260	0	260			280
SCC deleg functions	4,000	Community safety	5,130	-4,051	5,290	2,761	5,290			4,290
Ski Centre	0	CCTV	21,700	21,700	22,350	0	22,350			26,750
Library/Car Park	2,880	PWLB loan repayments	10,150	10,150	10,150	5,075	10,150			22,600
		Millennium/St John's Clocks	470	463	490	577	577	87		600
Yr to 31/03/09	11,580	Transport support	5,130	4,727	5,300	68	5,300			4,000
		Ski Centre - Shortfall in Rent Income	0	14,265	0	0	0			0
		Public toilets	0	0	0	0	0			22,000
ESTIMATED INCOME										
2009/10										
Monmouth Hall	4,935									
SCC deleg functions	4,000									
Ski Centre	0									
Library/Car Park	3,000									
Est. 2009/10	11,935									
		Total expenditure	89,730	92,575	90,000	33,945	94,802	4,802	0	128,815
Notes										Estimated underspend (-)
1		PWLB loan repayments reflect estimated costs of servicing potential £180,000 ten-year loan to meet costs of replacement								Estimated 2009/10 income
		Town Centre public toilets and contribution towards upgrade of Yew Tree Park Play Area - in event of capital receipt being unavailable								
2		Transport Support budget to meet cost of contributions towards new bus shelters and related matters								+ contingencies @ 6%
3		Public toilets budget to meet ongoing costs of servicing and maintaining replacement public toilets to be built in Peter Street Car Park								

YEOVIL TOWN COUNCIL - ESTIMATES

PLANNING AND LICENSING COMMITTEE										
		<u>YEAR 2007/08</u>			<u>YEAR 2008/09</u>			<u>YEAR 2009/10</u>		
NOTES	Item	Allocated	Spent	Allocated	1/2 year	Full year	Estimated over/under spend	Estimated recharge	To be allocated	
					spent	estimated				
					30.09.08	spend to				
						31.03.09				
Income to 30.09.08	Licensing Direct Costs	24,900	22,209	23,100	10,062	16,542	6,558	12,000		
Licensing	10,340	Planning Recharge	12,000	12,000	12,360	0	12,360	12,980		
Est Income 1/2 Year	Total	36,900	34,209	35,460	10,062	28,902	6,558	24,980	0	
Ending 31/03/09										
Licensing	<u>7,160</u>						Estimated recharge (+)		24,980	
Total	17,500						Estimated 2009/10 income (-)		17,000	
							Estimated underspend (-)		<u>6,558</u>	
									1,422	
Estimated Income 2009/10							Plus contingencies (6%)		<u>85</u>	
									1,507	
Licensing	17,000									
Notes										
1 Income for 2008/09 includes fees and charges which will be received before the financial year end which relates to 2009/10 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										

9. POLICY, RESOURCES AND FINANCE COMMITTEE REVENUE ESTIMATES - 2009/10

General

The Committee's provisional budget for 2009/10 is attached at page 31. In preparing this budget, consideration has been given to this year's budget and, overall, this is likely to be underspent by £8,038. 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. A marginal overspend of £52 is anticipated to meet the cost of unanticipated additional cover.

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.

Advertising

This budget covers the advertising of the Town Council's meetings. An overspend of £200 is anticipated arising from the advertising of a staff vacancy.

Costs of Democracy

This budget is likely to be overspent by £3,000 following the implementation of the Independent Remuneration Panel's recommendations arising from the review of the Parish Basic Allowance.

Regalia

This budget meets the costs of maintaining and upgrading the Civic Regalia as required. An underspend of £550 is anticipated.

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 £3,000.

Fixed Asset Valuation

An underspend of £540 is anticipated as no valuations need to be carried out this year in respect of the Council's Fixed Assets.

NVQ Trainee Administrator

An underspend of £1,000 has arisen due to an extension in the previous postholder's contract to help meet the work arising from a delay in the filling of a permanent post on the Town Council's establishment, the costs of which were charged to the Planning and Licensing budget.

Police Community Support Officers (PCSO's)

An underspend of £5,200 has arisen. The Town Council has recently been informed that the funding for all of the PCSO's allocated to Yeovil is, since April 2008, being jointly funded by Central Government, the Avon and Somerset Constabulary and Somerset County Council, and there are no plans to change this arrangement.

Delivery of Yeovil Vision

The proposed budget for 2009/10 includes a *provisional* sum of £20,000 contribution towards the cost of funding the first year of a proposed extension of the Yeovil Vision Delivery Organisation for a further two years, which has been supported by the Yeovil Vision Project Board.

Three years ago, the Town Council agreed to allocate £25,000 per year for a two-year period towards this initiative which, owing to a delay in setting up the organisation, has been used to help fund its costs over the 2007/08 and 2008/09 financial years.

Assuming this *provisional* sum is included in the Committee's budget, it is proposed that a final decision on whether to allocate this funding for this purpose be taken by the Town Council after the District Council, which also funds the initiative, has taken a view on the matter and a full report is submitted to Members.

Recommendation

Members are **RECOMMENDED** to note the above-outlined variances in expenditure, and to consider this Committee's Revenue Estimates for 2009/10.

(Alan Tawse, Town Clerk – 01935 382424)

10. PIONEER SOMERSET

The Working Group of Members from all Wards in the Town has met and given initial consideration to the Town Council's response to the devolution of services survey, which the District Council is undertaking amongst all the town and parish councils across South Somerset as part of the Pioneer Somerset initiative.

The survey is part of the devolution workstream and aims to:

- Establish the current position in relation to District Council services that are being delivered by town and parish councils; and
- Explore the willingness of town and parish councils to take on any (whole or part) District Council services in the future. At this stage, this is only intended to estimate initial interest, if any, exists. Detailed discussions will follow to allow clarification of the full scope of services.

In considering the matter, the Working Group was mindful of the Guidance issued by the Government on the Quality Town and Parish Council Scheme, which allows accredited quality councils – such as Yeovil Town Council – to play a stronger role in their community by taking on the delivery of additional services on behalf of principal authorities where this represents best value.

The Guidance identifies the following five principles, which should govern all financial arrangements between principal authorities and parish and town councils. They set out the key aims to be achieved when setting up new arrangements. The principles should also be used by those reviewing existing arrangements, as a checklist to see whether all these objectives are being achieved by them.

- **Fairness in the provision of services** (and access to them) by the principal authority between different parts of their area;
- **Simplicity** – to keep administrative costs of operation to a minimum;
- **Transparency** – to help understanding;
- **Democratic control and accountability** – to let local councils support additional services with additional expenditure while ensuring accountability to all those responsible for funding. This means distinguishing between funding by principal authorities (for a service carried out by a local council) and funding raised by local councils themselves (eg. using their precepting powers);
- **Finance following function** – where provision of a service is devolved or transferred from a principal authority to a local council, funding is also transferred, with the amount involved being agreed by the principal authority and the parish or town council.

These principles should be a continual reference point when setting up new or assessing existing financial arrangements between principal authorities

and parish and town councils.

A copy of the Working Group's draft survey response is attached at pages 34 to 40.

The services and functions that the Group felt could be effectively devolved to the Town Council can be grouped into five broad areas:

- The provision of a convenient town centre one-stop-shop/advice service providing tourist information and giving advice on a range of issues, including benefits, customer enquiries, energy efficiency, community assistance, funding and farmers' markets. In addition, the service could issues bus passes and passports to leisure.
- The co-ordinated management of a range of related environmental services including street cleaning, planning enforcement, car parks, dog/litter bins, flyposting/graffiti and the handyperson scheme. Whilst not part of the existing survey, it was felt that the operation of a local pavement repair service using delegated powers currently exercised by the County Council, would also fit neatly into this proposed arrangement.
- The management of a number of open spaces and amenities already partly funded by the Town Council, including open spaces and parks, grass cutting, grounds maintenance, footpaths and rights of way, countryside activities, recreation, events and management, guided walks.
- The administration and management of street markets and the street naming/numbering services that are closely aligned to the licensing functions already delegated to the Town Council, which it was felt should continue.
- The management of the District Council grants service would mirror the grants service already operated by the Town Council.

The Working Group was mindful of the fact that the devolution of these functions and services would have resource implications. However, should the five principles set out in the Guidance issued by the Government be followed, the existing budgets would be transferred to the Town Council.

The Committee is **RECOMMENDED** to consider the Working Group's draft response; to identify the top three services that the Town Council would like to provide, and to submit its views to the Town Council for a final response to be agreed.

(Alan Tawse, Town Clerk – 01935 382424)

Pioneer Somerset: Town & Parish Councils Survey - Devolution of services across Somerset

Q1) Name of your council: YEOVIL TOWN

Please answer the questions for each service

Example of how to complete the table

District Council Services currently delivered across Somerset	Q2) How are the council services delivered in your Parish/Town?				Q3) Are the current arrangements working well? Please tick only one option				Q4) Would this service be better delivered by your council?	Q5) Answer this question after you have completed Q2 – 4 for all services Of the services ticked in Q4) which are the top 3 services that your council would like to provide? Tick only 3 services
	District	Parish/Town	N/A	Don't know	Yes	No	N/A	Don't know		
Example services										
Service 1	✓					✓			✓	✓
Service 2		✓			✓					
Service 3			✓				✓			
Service 4				✓				✓		
Service 5	✓				✓					
Service 6	✓					✓				
Service 7								✓		
Service 8	✓					✓			✓	

Please answer the questions for each service

Note: Space is provided at the end of the list for any services that you may feel have not been covered by the list.

District Council Services currently delivered across Somerset	Q2) How are the council services delivered in your Parish/Town?				Q3) Are the current arrangements working well? Please tick only one option				Q4) Would this service be better delivered by your council?	Q5) Answer this question after you have completed Q2 – 4 for all services Of the services ticked in Q4) which are the top 3 services that your council would like to provide? Tick only 3 services
	District	Parish/Town	N/A	Don't know	Yes	No	N/A	Don't know		
Abandoned vehicles	✓				✓					
Activity bus	✓				✓					
Agriculture & rural regeneration (Economic development)	✓				✓					
Air pollution	✓				✓					
Air quality management	✓				✓					
Anti social behaviour	✓				✓					
Arboricultural services	✓				✓					
Art shop (Community Resource Service)	✓				✓					
Arts developments & grants	✓	✓			✓					
Benefits- advice	✓				✓			✓		
Benefits- investigation (fraud)	✓				✓					
Building control (enforcement of regulations)	✓				✓					
Building regulations	✓				✓					
Bus passes	✓				✓			✓		
Business grants	✓				✓					
Business premises & relocation	✓				✓					
Business rate payment	✓				✓					

District Council Services currently delivered across Somerset	Q2) How are the council services delivered in your Parish/Town?				Q3) Are the current arrangements working well? <i>Please tick only one option</i>				Q4) Would this service be better delivered by your council?	Q5) Answer this question after you have completed Q2 – 4 for all services Of the services ticked in Q4) which are the top 3 services that your council would like to provide? <i>Tick only 3 services</i>
	District	Parish/Town	N/A	Don't know	Yes	No	N/A	Don't know		
Business rate relief	✓				✓					
Business start up	✓				✓					
Byelaws advice	✓	✓			✓					
Car parks	✓				✓			✓		
Caravan sites/ mobile homes	✓				✓					
Careline (alarm monitoring)	✓				✓					
Cashiers	✓				✓					
Club development- sports (advice)	✓				✓					
Commercial waste	✓				✓					
Community consultation (advice)	✓	✓			✓			✓		
Community groups & projects (Advice & assistance)	✓	✓			✓			✓		
Community Heritage Access Centre	✓				✓					
Composting	✓				✓					
Conservation- built & natural environment	✓				✓					
Contaminated land	✓				✓					
Countryside activities, events education & management	✓				✓			✓		
Countryside recreation	✓				✓			✓		
Crematorium	✓	✓			✓			✓		
Customer advice	✓	✓			✓			✓		

District Council Services currently delivered across Somerset	Q2) How are the council services delivered in your Parish/Town?				Q3) Are the current arrangements working well? Please tick only one option				Q4) Would this service be better delivered by your council?	Q5) Answer this question after you have completed Q2 - 4 for all services Of the services ticked in Q4) which are the top 3 services that your council would like to provide? Tick only 3 services
	District	Parish/Town	N/A	Don't know	Yes	No	N/A	Don't know		
Dangerous buildings & demolition control	✓				✓					
Dead animals	✓				✓					
Democratic services	✓	✓			✓					
Development control (planning) (SEE OTHER SERVICES)	✓				✓					
Dog bins	✓	✓				✓			✓	
Dog warden services	✓				✓					
Drains & sewers	✓				✓					
Elections & electoral registration	✓				✓					
Energy efficiency- advice	✓				✓				✓	
Environmental health-enforcement	✓				✓					
Farmers markets- advice	✓				✓				✓	
Flooding	✓				✓					
Fly posting	✓				✓					
Fly tipping & dumping	✓				✓					
Food complaints	✓				✓					
Food hygiene inspections	✓				✓					
Footpaths & rights of way	✓				✓				✓	
Funding advice	✓	✓			✓				✓	
Graffiti	✓				✓				✓	
Grants	✓	✓			✓				✓	
Grass cutting	✓	✓			✓				✓	
Grounds maintenance	✓	✓			✓				✓	
Guided walks	✓				✓				✓	

District Council Services currently delivered across Somerset	Q2) How are the council services delivered in your Parish/Town?				Q3) Are the current arrangements working well? Please tick only one option				Q4) Would this service be better delivered by your council?	Q5) Answer this question after you have completed Q2 – 4 for all services Of the services ticked in Q4) which are the top 3 services that your council would like to provide? Tick only 3 services
	District	Parish/Town	N/A	Don't know	Yes	No	N/A	Don't know		
Gypsies & travellers:										
- liaison	✓				✓					
-unauthorised encampments	✓				✓					
Handyperson scheme	✓				✓			✓		
Health & Safety	✓				✓					
Home maintenance scheme	✓				✓					
Homelessness	✓				✓					
Housing – multiple occupation inspections	✓				✓					
Housing standards- private sector	✓				✓					
Innovation & incubation – new businesses support	✓				✓					
Land charge searches	✓				✓					
Landscape management	✓				✓					
Leisure centres	✓				✓					
Licensing	✓	✓			✓				✓	
Litter bins	✓	✓				✓			✓	
Markets- admin & management	✓				✓				✓	
Museums& heritage	✓				✓					
Noise services- advice, complaints	✓				✓					
Open spaces & parks	✓	✓			✓				✓	
Passport to leisure	✓				✓				✓	
Pest control	✓				✓					

District Council Services currently delivered across Somerset	Q2) How are the council services delivered in your Parish/Town?				Q3) Are the current arrangements working well? <i>Please tick only one option</i>				Q4) Would this service be better delivered by your council?	Q5) Answer this question after you have completed Q2 - 4 for all services Of the services ticked in Q4) which are the top 3 services that your council would like to provide? <i>Tick only 3 services</i>
	District	Parish/Town	N/A	Don't know	Yes	No	N/A	Don't know		
Pro Active – active lifestyle scheme	✓				✓					
Public conveniences	✓	✓			✓					
Radon- advice	✓				✓					
Recycling	✓	✓			✓					
Refuse collection	✓				✓					
Registration of food premises	✓				✓					
Street cleaning	✓				✓			✓		
Street naming & numbering	✓				✓			✓		
Swimming pools	✓				✓					
Theatres	✓				✓					
Tourism	✓				✓			✓		
Tree maintenance	✓				✓					
Volunteering	✓				✓					
Other: (Please add any other services you feel should be included)										
PLANNING ENFORCEMENT	✓					✓		✓		

Please use this space for any additional comments you may wish to make:

PLEASE SEE ATTACHED REPORT

Thank you for taking the time to complete this survey. Your input is important and greatly appreciated.

Please return it in the pre paid envelope supplied, to Policy & Performance team, South Somerset District Council asap, no later than 12 December 2008

11. AUDIT OF ANNUAL RETURN - 2007/08

The External Auditor's report on the 2007/08 Audit of Annual Return has been received. This new report replaces the annual audit of accounts following previously reported changes in local council audit procedures.

For the fourth time, the external audit has been undertaken by Moore Stephens – Chartered Accountants who are based in Bath and who were initially appointed by the Audit Commission as the Town Council's external auditors for a period of two years (which was subsequently extended by a further three years).

I am pleased to report that the report confirms that the information contained in the annual return is in accordance with the Audit Commission's requirements and that no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

It is **RECOMMENDED** that the report be noted and welcomed.

(Alan Tawse, Town Clerk - 01935 382424)

12. NAME BADGES

In response to a request by a number of Members, enquiries have been made of a leading manufacturer of magnetic personal name badges. This type of badge may be worn without damaging fabric.

Such badges are commonly used by most local authorities, and assist the public to identify Members and Staff when visiting the Council's Offices and when attending public events – including meetings, seminars and presentations.

A quotation has been received of £5.95 per badge plus a one-off badge set-up charge of £25.00. Carriage would amount to £3.00. To supply all Members of the Town Council and Staff at the Town House would cost £206.50.

Should the Committee support this proposal, the costs involved could be met from Contingencies.

The Committee is **RECOMMENDED** to consider the matter.

(Alan Tawse, Town Clerk – 01935 382424)