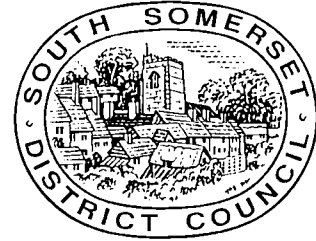


**South Somerset District Council**

*Notice of Meeting*



# South Somerset District Council

*Making a difference where it counts*

**Thursday 17th August 2017**

**7.30 pm**

**Council Chamber  
Council Offices  
Brympton Way  
Yeovil, BA20 2HT**

(disabled access and a hearing loop are available at this meeting venue)



All members of Council are requested to attend this meeting:

If you would like any further information on the items to be discussed, please contact the Democratic Services Manager on 01935 462148 or [democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk)

This Agenda was issued on Wednesday 9 August 2017.

**Ian Clarke, Director (Support Services)**

This information is also available on our website  
[www.southsomerset.gov.uk](http://www.southsomerset.gov.uk) and via the mod.gov app



INVESTORS IN PEOPLE

# South Somerset District Council Membership

**Chairman:** Mike Best  
**Vice-chairman:** Tony Capozzoli

|                     |                  |                    |
|---------------------|------------------|--------------------|
| Clare Aparicio Paul | Kaysar Hussain   | Jo Roundell Greene |
| Jason Baker         | Val Keitch       | Dean Ruddle        |
| Cathy Bakewell      | Andy Kendall     | Sylvia Seal        |
| Marcus Barrett      | Jenny Kenton     | Gina Seaton        |
| Mike Beech          | Mike Lewis       | Peter Seib         |
| Neil Bloomfield     | Sarah Lindsay    | Garry Shortland    |
| Amanda Broom        | Mike Lock        | Angie Singleton    |
| Dave Bulmer         | Tony Lock        | Alan Smith         |
| Hayward Burt        | Paul Maxwell     | Sue Steele         |
| John Clark          | Sam McAllister   | Rob Stickland      |
| Nick Colbert        | Graham Middleton | Gerard Tucker      |
| Adam Dance          | David Norris     | Andrew Turpin      |
| Gye Dibben          | Graham Oakes     | Linda Vijeh        |
| Sarah Dyke          | Sue Osborne      | Martin Wale        |
| John Field          | Tiffany Osborne  | William Wallace    |
| Nigel Gage          | Stephen Page     | Nick Weeks         |
| Carol Goodall       | Ric Pallister    | Colin Winder       |
| Anna Groskop        | Crispin Raikes   | Derek Yeomans      |
| Peter Gubbins       | Wes Read         |                    |
| Henry Hobhouse      | David Recardo    |                    |

## Information for the Public

The meetings of the full Council, comprising all 60 members of South Somerset District Council, are held at least 6 times a year. The full Council approves the Council's budget and the major policies which comprise the Council's policy framework. Other decisions which the full Council has to take include appointing the Leader of the Council, members of the District Executive, other Council Committees and approving the Council's Constitution (which details how the Council works including the scheme allocating decisions and Council functions to committees and officers).

Members of the Public are able to:-

- attend meetings of the Council and its committees such as Area Committees, District Executive, except where, for example, personal or confidential matters are being discussed;
- speak at Area Committees, District Executive and Council meetings;
- see reports and background papers, and any record of decisions made by the Council and Executive;
- find out, from the Executive Forward Plan, what major decisions are to be decided by the District Executive.

Meetings of the Council are scheduled to be held monthly at 7.30 p.m. on the third Thursday of the month in the Council Offices, Brympton Way although some dates are only reserve dates and may not be needed.

The agenda, minutes and the timetable for council meetings are published on the Council's website – [www.southsomerset.gov.uk/councillors-and-democracy/meetings-and-decisions](http://www.southsomerset.gov.uk/councillors-and-democracy/meetings-and-decisions)

Agendas and minutes can also be viewed via the mod.gov app (free) available for iPads and Android devices. Search for 'mod.gov' in the app store for your device and select 'South Somerset' from the list of publishers and then select the committees of interest. A wi-fi signal will be required for a very short time to download an agenda but once downloaded, documents will be viewable offline.

The Council's corporate aims which guide the work of the Council are set out below.

Further information can be obtained by contacting the agenda co-ordinator named on the front page.

## **South Somerset District Council - Council Aims**

South Somerset will be a confident, resilient and flexible organisation, protecting and improving core services, delivering public priorities and acting in the best long-term interests of the district. We will:

- Protect core services to the public by reducing costs and seeking income generation.
- Increase the focus on Jobs and Economic Development.
- Protect and enhance the quality of our environment.
- Enable housing to meet all needs.
- Improve health and reduce health inequalities.

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# South Somerset District Council

## Thursday 17 August 2017

### Agenda

#### 1. Apologies for Absence

#### 2. Minutes

To approve and sign the minutes of the previous meeting held on Thursday, 20<sup>th</sup> July 2017.

#### 3. Declarations of Interest

In accordance with the Council's current Code of Conduct (as amended 26 February 2015), which includes all the provisions relating to Disclosable Pecuniary Interests (DPI), personal and prejudicial interests, Members are asked to declare any DPI and also any personal interests (and whether or not such personal interests are also "prejudicial") in relation to any matter on the Agenda for this meeting.

Members are reminded that they need to declare the fact that they are also a member of a County, Town or Parish Council as a Personal Interest. Where you are also a member of Somerset County Council and/or a Town or Parish Council within South Somerset you must declare a prejudicial interest in any business on the agenda where there is a financial benefit or gain or advantage to Somerset County Council and/or a Town or Parish Council which would be at the cost or to the financial disadvantage of South Somerset District Council.

#### 4. Public Question Time

#### 5. Chairman's Announcements

##### *Items for Discussion*

#### 6. Report of Executive Decisions (Pages 6 - 8)

#### 7. Audit Committee (Pages 9 - 10)

#### 8. Scrutiny Committee (Pages 11 - 12)

#### 9. Motions

There were no motions submitted by Members.

#### 10. Questions Under Procedure Rule 10

There were no questions submitted under Procedure Rule 10.

#### 11. Date of Next Meeting

Members are asked to note that the next scheduled meeting of the Full Council will take place on **Thursday, 21<sup>st</sup> September 2017** in the Council Chamber, Council Offices, Brympton Way, Yeovil **commencing at 7.30 p.m.**

**12. Exclusion of Press and Public** (Page 13)

**13. Commercial Land and Property Review and Strategy (Confidential)** (Pages 14 - 96)

# Agenda Item 6

## **Report of Executive Decisions**

*Lead Officer:* Angela Cox, Democratic Services Manager  
*Contact Details:* [angela.cox@southsomerset.gov.uk](mailto:angela.cox@southsomerset.gov.uk) or (01935) 462148

This report is submitted for information and summarises decisions taken by the District Executive and Portfolio Holders since the last meeting of Council in July 2017. The decisions are set out in the attached Appendix.

Members are invited to ask any questions of the Portfolio Holders.

## **Background Papers**

All Published

*Ric Pallister, Leader of the Council*  
*Angela Cox, Democratic Services Manager*  
*[angela.cox@southsomerset.gov.uk](mailto:angela.cox@southsomerset.gov.uk) or (01935) 462148*

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## Appendix

| Portfolio                  | Subject   | Decision  | Taken By           | Date                        |
|----------------------------|---|---|--------------------|-----------------------------|
| Strategy and Policy        | Notification of an Urgent Executive Decision – Huish Episcopi Academy Swimming Pool Project | District Executive noted that, according to the provision of Section 3-47 (4) of the Constitution, the Chief Executive, in consultation with the Leader:<br><br>a) Agreed to a revised contribution of £117,094 of S106 receipts to support the overall scheme cost of £1,215,116 for the Huish Episcopi Academy Swimming Pool Project  | District Executive | 3 <sup>rd</sup> August 2017 |
| Finance and Legal Services | 2017/18 Revenue Budget Monitoring Report for the Period Ending 30 <sup>th</sup> June 2017   | District Executive agreed to:<br><br>a) Note the current 2017/18 financial position of the Council;<br>b) Note the reasons for variations to the previously approved Directorate Budgets as detailed in paragraph 7;<br>c) Note the transfers made to and from reserves outlined in paragraph 21 and the position of the Area Reserves as detailed in Appendix C and the Corporate Reserves as detailed in Appendix D;<br>d) Approve the virements as detailed in paragraph 11 and note the virements made under delegated authority as detailed in Appendix B. | District Executive | 3 <sup>rd</sup> August 2017 |
| Finance and Legal Services | 2017/18 Capital Budget Monitoring Report for the Period Ending 30 <sup>th</sup> June 2017   | District Executive agreed to : -<br><br>a) note the content of the report:<br>b) approve the revised capital programme spend as detailed in paragraph 6;<br>c) approve the virements of £25,000 outline in paragraph 11;<br>d) note the review of schemes as detailed in Appendix B and approve Leadership Board proposals.   | District Executive | 3 <sup>rd</sup> August 2017 |
| Leisure and Culture        | Corporate Grants report 2016 - 2017   | District Executive noted the content of the Corporate Grants report 2016 - 2017   | District Executive | 3 <sup>rd</sup> August 2017 |

| <b>Portfolio</b>   | <b>Subject</b>  | <b>Decision</b>                               | <b>Taken By</b>    | <b>Date</b>                 |
|--|---|---|--------------------|-----------------------------|
| Strategy and Policy / Property, Climate Change and Income Generation | Commercial Land and Property Review and Strategy (Confidential) | This report appears elsewhere on this Agenda. | District Executive | 3 <sup>rd</sup> August 2017 |



# Agenda Item 7

## **Audit Committee**

This report summarises the items considered by the Audit Committee on 27 July 2017:

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### **26. Assessment of Going Concern Status (Agenda Item 6)**

The S151 Officer explained that the purpose of Going Concern Status was to provide assurance to the Committee and the Council that he was assured the Council would be able to deliver services for the next 12 months.

In response to a question from a member, he explained that delivery and strategy would be important in the delivery of the Transformation Project. It was his view that SSDC was in a very comfortable position to mitigate problems as they had the necessary reserves in place. He clarified that in the unlikely event that there was a slower than anticipated delivery of services, funds could be drawn from the reserve fund.

In response to a further question, he clarified that this was a 12 month plan and that further detail was included within end of year reports that were presented to other Committees.

**RESOLVED:** that members noted the report.

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### **27. Audit Findings Report 2016/17 (Agenda Item 7)**

The S151 Officer explained that the report summarised the findings from the review undertaken by Grant Thornton, the Council's external auditor.

He explained to members that the outcome was positive as he had anticipated and that the review was supportive of the accounts. He thanked the team at Grant Thornton.

Barry Morris, of Grant Thornton, introduced himself and advised that he was the new engagement lead for South Somerset District Council. He advised members that there were no concerns or issues on the CIPFA 'Telling the Story' project, the 'audit findings against other risks' or the 'accounting policies, estimates and judgements'.

David Johnson, also of Grant Thornton, referred to the Internal Controls Audit and explained that this was an opinion on the financial statements and included a summary of the whole process. He advised that the Severance and Redundancy Pay Policy, although was fit for purpose, had not been recently reviewed. He pointed out some further highlights of the report to include;

- The IT security policies have been reviewed and agreed.
- There had been no adjusted misstatement.
- There were unadjusted misstatements, which had been made, however these were consistent with previous years. (detailed on page 32)
- There were misclassifications and disclosure changes; however these were administration errors in the disclosure. (detailed on page 33)

In relation to the Transformation Project, he advised members that he had more assurance in the revised business case, however the project would continue to be reviewed.

They responded to members questions in relation to the Transformation Project.

**RESOLVED:** that members noted the report.

Following the Committee, the Finance Manager and External Auditor notified all Committee Members of an update to a figure included in the Audit Findings Report. The comparison of investment balances included on page 21 of the Grant Thornton report (agenda page 32) 'unadjusted misstatements' reports a misstatement of £438,000 whereas Members are advised this should be £89,000. The substance of the finding remains that there is a non-material difference to be reported, therefore the external audit proposes not to formally issue a revised Audit Findings Report but wishes to bring this update to the attention of Audit Committee Members

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## **28. Statement of Accounts 2016/17 (Agenda Item 8)**

The Finance Manager explained that the statement was split into 4 main statements, the Comprehensive Income and Expenditure Statement, Balance Sheet, Cash Flow Statement and Collection Fund.

The Finance Manager referred members to page 90 of the report which detailed the movements in the reserves held by the authority. She also referred members to the Collection Fund Account. She explained that this provided a breakdown of the current position. She further explained that the Annual Governance Statement had previously been approved as a draft.

During the discussion, external loans were discussed, however assurance was given by the Finance Manager that the 2 outstanding external loans were on track.

Following the discussion, it was proposed and seconded that members note the statement, to approve the statement of accounts and to authorise that the S151 Officer and the Chairman of the Audit Committee sign the letter of representation.

On being put to the vote, this was carried unanimously.

**RESOLVED:** that members;

1. Note the external auditors unqualified opinion on the financial statements
2. Approve the 2016/17 Statement of Accounts.
3. Authorise that the S151 Officer and the Chairman of the Audit Committee sign the Letter of Representation.

*(Voting: unanimous)*

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## **29. Summary Statement of Accounts (Agenda Item 9)**

The S151 Officer explained that his report was a summary of the Statement of Accounts which included headlines from the full statement.

Following a short discussion, members agreed to note the report.

**RESOLVED:** that members noted the report.

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Cllr Derek Yeomans  
Chairman of Audit Committee

# Agenda Item 8

## **Scrutiny Committee**

This report summarises the work of the Scrutiny Committee since 20 July 2017

The committee met on 1<sup>st</sup> August 2017 and considered the items on the District Executive for the 4<sup>th</sup> August Agenda and provided the comments as listed below:

### **Notification of an Urgent Executive Decision – Huish Episcopi Academy Swimming Pool Project (Agenda item 6)**

- Members raised concern that the project scope had kept changing
- Members noted at the Scrutiny Committee meeting that the Leader referred to the lessons learned from the project. Will the lessons be shared more widely for future reference?
- SSDC funding support to the project is now approx. 33% but it was only 20% at the start of the project. Scrutiny queried if SSDC had had 33% input into the project design etc.
- Members sought clarification about the percentage use that will be available to the community.

### **2017/18 Revenue Budget Monitoring Report for the Period Ending 30 June 2017 (Agenda item 7)**

Page 9 – Para 7 – regarding overspend for Westlands Project – Scrutiny noted that the comment referred to a project report being made to August District Executive but was not on the agenda. When would the report be due? Scrutiny queried what assurance was there that there wouldn't be further overspends in future years.

Page 15 – Transformation - Members sought clarification about the detail of the Transformation Reserve.

### **2017/18 Capital Budget Monitoring Report for the Period Ending 30 June 2017 (Agenda item 8)**

Scrutiny noted the report and were content that the recommendations go forward.

### **Corporate Grants Report 2016 - 2017 (Agenda item 9)**

Scrutiny made no comments.

### **District Executive Forward Plan (Agenda item 10)**

Scrutiny made no comments.

### **CONFIDENTIAL – Exclusion of the Press and Public**

In accordance with Section 100A(4) of the Local Government Act 1972 (as amended), the Committee resolved that the press and public be excluded from the following items in view of the likely disclosure of exempt information as described in Paragraph 3 of Part 1 of Schedule 12A to the Act, i.e. "Information relating to the financial or business affairs of any particular person (including the authority holding that information).

## **Commercial Land and Property Review and Strategy (Confidential) (Agenda item 13)**

Members made a number of comments in confidential session.

### **Task and Finish work**

**Council Tax Support** - Revenues Officers have been notified that the software provider could supply an add-on to help calculate the impact and costs of moving to a discount based scheme. The software should make the exploration of moving to a discount scheme much easier. A new Task and Finish Group would commence in November and an email requesting volunteers would be circulated in the near future.

**Homefinder Somerset** – Recommendations made by the last Task and Finish Group regarding layout and structure of the policy had been well received. A new revised version was being worked up for the Task and Finish Group to consider.

**Local Discretionary (Business Rates) Revaluation Relief Scheme** – The Task and Finish group had discussed at length and made some conclusions. The final report was currently being drafted and checks being made with the software provider that they could deliver the required changes.

**Car Park Charges** - Scrutiny Committee suggested when looking at the peer review that the matter of Car Park Charges could be the subject of a Task and Finish Review. District Executive welcomed this last month. Volunteers representing each area will be sought to form the Task and Finish Group. Councillors John Clark, Carol Goodall, David Norris, and David Bulmer have already expressed an interest in being part of the group.

**Locality Working** - District Executive have indicated they would be interested in Scrutiny involvement with the development of the Locality aspect of the Future Model and there was an appetite from Scrutiny members. However, there are no timescales at the moment and involvement would be informed by the Ignite programme.

**Cllr Sue Steele**  
**Chairman of Scrutiny Committee**

# Agenda Item 12

## **Exclusion of Press and Public**

The Council is asked to agree that the following item (agenda item 13) be considered in Closed Session by virtue of the Local Government Act 1972, Schedule 12A under paragraph 3:

“Information relating to the financial or business affairs of any particular person (including the authority holding that information).”

It is considered that the public interest in maintaining the exemption from the Access to Information Rules outweighs the public interest in disclosing the information.

# Agenda Item 13

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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of the Local Government Act 1972.

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