

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 29th November 2016**

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

Amanda Card
Town Clerk

23rd November 2016

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

Peter Gubbins	Faye Purbrick
Terry Ledlie	Wes Read (Vice-Chairman)
Pauline Lock	David Recardo (Ex-Officio)
Tony Lock (Chairman)	Manny Roper
Sarah Lowery	Darren Shutler (Ex-Officio)
Graham Oakes	Rob Stickland
Evie Potts-Jones	

Equality Act 2010

The *general* public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Disability	Religion or Belief
Gender Reassignment	Sex
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

Recording of Council Meetings

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. Please refer to our Policy on audio/visual recording and photography at Council meetings at www.yeovil.gov.uk This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

PUBLIC COMMENT (at the Chairman's discretion up to 15 minutes)

A G E N D A

9/142. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Council to receive apologies for absence and to consider the reasons given.

LGA 1972 s85(1)

9/143. DECLARATIONS OF INTEREST

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).

9/144. MINUTES

To approve as a correct record the Minutes of the meetings held on 27th September 2016.

9/145 EXCLUSION OF PRESS AND PUBLIC

Due to the confidential nature of the business of item 9/154 to 9/158, under the Public Bodies (Admission to Meetings) Act 1960 s3, it is likely a motion to exclude members of the public and press during discussion of this item will be considered by the Councillors. *Public Bodies (Admission to Meetings) Act 1960 s3*

9/146. APPLICATION FOR GRANT AID

Applications received from: (Circulated separately)

a) Access for All (£500)

9/147. CIVIC GUIDE

To approve and adopt the Civic Guide attached as pages 4 to 12.

9/148. FINANCIAL STATEMENT – AUGUST 2016 / SEPTEMBER 2015

Members to review Financial Statement for the months of August 2016 and September 2016 attached at pages 13 to 37.

9/149. CAPITAL AND REVENUE RESERVES

Members review statement of Capital & Revenue reserves as at 30th September 2016 attached at page 38.

9/150. CHANGES TO ALLOTMENT RULES - ELIGIBILITY

See attached report by the Town Clerk at page 39

9/151. CHRISTMAS/NEW YEAR OPENING ARRANGMENTS

To consider the Christmas and New Year opening arrangements.

9/152. YEOVIL TOWN LADIES FC

The Town Clerk will give a verbal update.

9/153. ACTION PLAN – POLICY, RESOURCES AND FINANCE PRIORITIES AND SERVICE COMMITTEES

To consider the report by the Town Clerk attached at pages 40 to 43.

Public Comment (at the Chairman's discretion up to 15 minutes)

The Committee will consider a resolution (see item 9/145) to exclude the press and public from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

9/154. DRAFT BUDGET 2017/18

Members to consider a draft Budget for the financial year 2017/18 and to refer to full Town Council for adoption subject to receiving details of the tax base and Council Tax Support Grant from SSDC for 2017/18 attached at pages 44 to 53. *Account & Audit Regulations 2015*

9/155. BANK MANDATE (COMMERCIAL IN CONFIDENCE)

To approve the addition of a new authorised signatory and the removal of existing authorised signatories as per mandate on pages 54 to 59.

9/156. YOUTH SERVICES PROVISION (COMMERCIAL IN CONFIDENCE)

See attached report by the Town Clerk at pages 60 to 63.

9/157. GOLDCROFT ALLOTMENTS AND SKI CENTRE WORKING PARTY (COMMERCIAL IN CONFIDENCE)

See attached report by the Town Clerk at page 64.

9/158. YEOVIL SKI-SLOPE UPDATE REPORT (COMMERCIAL IN CONFIDENCE)

See attached report by the Town Clerk at pages 65 to 66.

9/159. MONMOUTH HALL UPDATE REPORT (COMMERCIAL IN CONFIDENCE)

The Town Clerk will give a verbal update.

9/160. MILFORD OUTDOOR GYM (COMMERCIAL IN CONFIDENCE)

See attached report by the Town Clerk at page 67.



YEOVIL TOWN COUNCIL CIVIC GUIDE

**Amanda Card
TOWN CLERK**

Adopted: xxth November 2016

To be reviewed: May 2018

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1 INTRODUCTION

This Civic Guide has been produced to assist the Town Mayor, Deputy Mayor, their escorts/consorts, Councillors and employees to understand the civic roles and responsibilities of the Mayoralty and provide useful information for when undertaking a Civic Role.

2 THE ROLE OF THE MAYOR

2.1 Background

Section 245 (6) of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council and the Chairman of the Town Council the title of 'Town Mayor'.

The Mayor is elected by the Full Council at the Annual Town Council Meeting (Mayor Making) in May. A Deputy Mayor is also elected at this meeting. The new Mayor and Deputy Mayor each make the following declaration when accepting the Term of Office.

"I,, having been elected to the Office of Mayor of Yeovil Town, declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability."

The Declaration of Acceptance of Office is signed by both the new Mayor and Deputy Mayor and is witnessed by the Town Clerk.

2.2 The Role of the Mayor as Chairman of the Council

A Mayor has the same rights and duties as a Local Council Chairman. The Mayor is the Chairman of the Town Council and is a member by virtue of being elected to the Office of Mayor (ex officio) of all Council Committees. As Chairman of the Town Council the Mayor may exercise a casting vote in addition to their ordinary vote in decision making by the Full Town Council but otherwise has no additional formal powers to those of other Councillors.

The Mayor will concentrate on representing the whole community of Yeovil during their term of office whilst maintaining an appropriate and active role in their ward.

The Mayor will act as an ambassador for the Town. The Mayor can expect to be asked for public statements concerning Town Council policies and actions. Any statements given should reflect the agreed policy of the Town Council rather than individual or party political views. The Town Clerk is available for advice on any aspect of Town Council policy. On occasion, the Mayor may need to make it clear whether they are speaking as Mayor, as a Councillor or in a personal capacity to avoid confusion.

2.3 The Civic Role of the Mayor

The office of Mayor of Yeovil is respected and held in high regard by the community because of its service to the community and the dignified behaviour of the successive Mayors and Deputy Mayors. A Mayor, by virtue of the Office, can use their position to stimulate community pride, encourage business, promote the voluntary sector and mould social cohesion. The Mayoralty can also be a

front line focus for the expression of community concerns. The Town Clerk will support and advise the Mayor.

A Mayor will also have many meetings, some with dignitaries, numerous engagements and is the public eye for virtually the whole year. With this mind the mayor needs to exhibit a keen and genuine interest in those they meet, show enthusiasm and commitment to the role, ensure they are non-party political, speak up for the town's interests and always be mindful of the dignity of the Office.

For those chosen, or who are thinking about putting themselves forward for selection it is essential to discuss this with employers and family in advance of accepting the office.

3 INVITATIONS AND EVENTS

Invitations are received from a wide variety of organisations to meetings and events within the Town and outside.

Invitations are considered on their own merits and should be ranked in order of priority:

- State occasions
- Invitations and events within the Town
- Invitations and events within South Somerset District
- Invitations within Somerset
- Other events

The Town Clerk will advise where there is a clash of events or any other issue concerning engagements.

All engagements are arranged through the Town Council office through the Mayors PA. Where the Mayor is approached personally concerning an official Mayoral event, they must advise that contact through the Town Council must be made, either by telephoning, emailing (mayor@yeovil.gov.uk) or writing.

All engagements are reported to Town Council to ensure public accountability and openness.

Neither the Mayor nor Deputy Mayor or any other Councillor must solicit engagements or visits or otherwise obtain favours by virtue of office.

The Mayor should not accept engagements that coincide with Town Council meetings. These engagements should be offered to the Deputy Mayor.

4 MAYOR/DEPUTY MAYOR'S ATTENDANCE PRO FORMA

A copy of the Mayor/Deputy Mayor's Attendance Pro Forma (Appendix A) is sent out to organisers that have invited the Mayor or Deputy Mayor to attend their function. The information returned provides with the necessary information to attend, including function details, the dress code and whether a speech is required.

5 MAYORESS AND CONSORT

The Mayor may signify an official Mayoress or Consort at the Annual Mayor Making. It is usual for a male mayor to appoint a Mayoress, and if the mayor is female they will appoint a consort. The Mayoress or Consort maybe a spouse/partner, fellow Councillor, family member or friend. The Mayoress/Consort will accompany the Mayor on engagements but other than that has no other civic role and must not undertake engagements alone.

6 MAYOR'S CHAPLAIN

The Mayor may signify a recognised minister of religion to act as Mayor's Chaplain at the Annual Mayor Making. The Chaplain may be invited to provide spiritual support to the Mayor and Council and to act as the religious lead on certain civic occasion such as Remembrance Sunday.

7 MAYOR'S CADET

The Mayor may signify up to two young people to act as Mayor's Cadet(s) at the Annual Mayor Making. The Cadet(s) will accompany the Mayor at certain official functions when invited to do so. At the conclusion of the year of office, it is customary for an outgoing Mayor to present the cadet(s) with a small token of thanks. The Mayor should provide the cadet with a description of their roles and responsibilities.

8 MACE BEARER

The Mace Bearer role is to provide assistance and advice to the Mayor. The Mace Bearer is subject to his own set of rules and must adhere to the guidance within "The Official Handbook of the Guild of Mace Bearers". This handbook supersedes any information held within this Civic Guide.

9 CIVIC REGALIA

Official chains and badges of office are normally worn for civic engagements within the Town. Permission for the Mayor to wear the chain must be requested if an engagement is in another Town or Parish. Invitations should specify the regalia to be worn. In any case of doubt, clarification on the most appropriate regalia must be sought with the event hosts.

Chains of Office will normally be worn in public places where he Mayor is accompanied by the Mace Bearer. The Mace Bearer is responsible for the Chains of Office.

The maintenance and security of the civic regalia is the responsibility of the Mace Bearer under the direction of the Town Clerk.

Guidance on wearing the chain and badge of office and other items of regalia is set out beneath:

Item of Regalia	Guidance on wearing them
Mayors Chain and Badge	Public places: when accompanied by the Mace Bearer

	Private places (e.g. schools or churches): when accompanied by the Mace Bearer, with agreement of Town Clerk may be worn without the Mace Bearer present.
Mayoress'/Consort's Chain and Badge	The Mayoress/Consort will only wear the chain when accompanying the Mayor wearing the chain and the same guidance applies.
Deputy Mayors Chain and Badge of Office	May be worn without the presence of the Mace Bearer with agreement of the Town Clerk
Deputy Mayoress' Chain and Badge of Office	May be worn when accompanying the Deputy Mayor and without the presence of the Mace Bearer with agreement of the Town Clerk
Past Mayor's Badge	May be worn at civic events when the Mayor is present and at other occasions when clearly indicated on the invitation or notification.
The Mace	Carried by the Mace Bearer before the Mayor at certain events. Placed in front of the Mayor at meeting of Town Council.

The Council provides insurance cover for the regalia and robes. The chains and badges should be kept locked away between engagements and overnight either in the safe at Town House, unless other secure arrangements have been agreed with the Town Clerk. Where the secure arrangements are situated in the individuals' home, it is the Mayor's and/or Deputy Mayor's responsibility to inform their insurance provider. During any holiday period or where it is likely that the Mayor or Deputy Mayor will be away from home for a long period, the chains should be returned to the Mace Bearer to keep in the safe at Town House.

The Council will be responsible for the maintenance of the regalia and robes, including any damage or wear and tear. However, any should be reported to the Town Clerk as soon as possible.

The Mace is the symbol of the Mayor's authority and the Mace indicates that the Mayor is present in his official capacity. The Mace immediately precedes the Mayor on all official occasion. The Mace Bearer carries the mace over his right shoulder, he walks in front of the Mayor and no one (except a member of the Royal family) must come between the mace and the Mayor. The Mace Bearer should attend any engagement when the Mayor is adorned in the robes and chain.

The Mace is used at official ceremonies, such as Mayor Making and also at Town Council meetings. If the Queen is present, the Mace is reversed, which signifies that the Mayor is surrendering the token of his power. When the Mayor is seated the Mace rests horizontally before him with the crown end to his right hand or in the more important direction. Should the mayor occupy a pew in a church the crown of the Mace should be towards the altar.

At the Annual General Meeting, during the ceremony for the election of the Mayor, the outgoing Mayor, after being handed the mace by the Mace Bearer, then hands it to the newly installed Mayor thus publically displaying the transfer of office.

10 MAYORAL SUPPORT

Day to day support for the Mayor is provided by the Mayor's PA under the direction of the Town Clerk. The exact nature and extent of support and processes will be agreed with the Town Clerk. The Mayor may expect all diary arrangements and processes to support them in undertaking duties.

The Mayor's PA will be responsible for keeping the Mayoral engagement diary and liaison between the events host and Town Council. The Mayor must refer and agree all such matters with the Town Council office to avoid confusion concerning event arrangements.

If the Mayor is unable to accept an invitation then it may be passed to the Deputy Mayor (if this is acceptable to the inviting organisation).

Once an invitation has been properly accepted it should not be cancelled unless absolutely necessary.

All correspondence for the Mayor is kept in Town House; it will be opened by Officers (as with all other mail) and belongs to the Town Council. Items addressed in error to former Mayors will be redirected by the Town Clerk to the current Mayor.

11 CIVIC EVENTS

The Mayor is expected to attend the following Civic Events

- Mayor Making;
- Civic Service;
- Super Saturday including Yeovil In Bloom;
- Clergy Tea Party;
- Armistice Day;
- Remembrance Sunday;
- Mayor's Ball;
- Civic Day;
- Civic Evening;
- Town Crier's Competition; and
- St George's Day Parade (where applicable).

Only in extenuating circumstances should the Deputy deputise for the Mayor, the Town Clerk will advise.

12 MAYOR'S CHARITIES

The Mayor should give some consideration to the charity or charities they propose to support in their Mayoral year. The choice is left to the discretion of the Mayor but tends to be a local based charity. The Mayor may identify the charity or charities of his choice at the Annual Mayor Making.

13 MAYORAL ALLOWANCE

The Local Government Act 1972 allows for the Mayor to be paid an allowance to meet the expenses of his term in office. The Town Council sets the budget for the Mayoral allowance during its budget setting process and is the responsibility of the Policy, Resources and Finance Committee. The Mayoral Allowance is separate from the Councillors Basic Allowance

The provision of the Mayoral Allowance is to allow any Councillor to be able to be Mayor regardless of personal financial circumstances and to allow each Mayor to fulfil the duties of the role with dignity.

General items of appropriate expenditure may include but not be limited to:

- Clothing for civic representatives to be worn at events
- Donations to charities and collection
- Tickets for events
- Hospitality provided by the Council
- Travel to engagements
- Appropriate gifts and/or cards.

The Mayoral Allowance is paid to the Mayor in instalments over the year, with heavier weighting to the earlier months of the municipal year to fund expenditure for Civic Events such as Mayor Making and Civic Service. The Mayor will set up a bank account specifically for Mayoral expenditure and the Mayor's Allowance shall be paid directly into this account.

For purposes of transparency, the Mayor must maintain a spreadsheet expenditure, which is reconciled to the Mayor's Bank Account on a quarterly basis by the Mayor and Town Clerk. A summary of expenditure will be produced and reported back to the Policy, Resources and Finance Committee following the end of the municipal year. Any donations for the Mayor's Charities are asked to be made Payable to Yeovil Town Council and any cash donations are paid immediately to the office at Yeovil Town Council.

14 DEPUTY MAYOR

The Councillor elected as Deputy Mayor will support the Mayor throughout the year and will represent the Council when asked to do so.

If the Mayor is not present at a Council meeting the Deputy Mayor must preside if present. The Mace is never carried in front of the Deputy Mayor. In this instance, the mace is placed before the meeting starts and collected when the meeting is finished.

The Deputy Mayor has no standing in that role when the Mayor is present but assumes the precedence and standing of the Mayor when deputising for the Mayor.

The Deputy Mayor should not wear the Deputy's Mayor's Chain of Office in the presence of the Mayor except on his or her election at Mayor Making.

15 MAYOR'S END OF YEAR

At the Annual Town Council which denotes the end of the Mayor's Term of Office, the custom is to invite the outgoing Mayor to make a short speech as response to a vote of thanks for their services during the year. This normally comprises a short review of their period office, thanks to the organisation and people of Yeovil who extended hospitality and have worked with the Mayor and Town Council during the year and to any other supported.

The new Mayor will present the previous Mayor with a Past Mayor's badge.

Retired Mayors are encouraged to help incoming Mayors to familiarise themselves in the role. It is helpful to avoid confusion by members of the public to ensure that an outgoing Mayor does not attend events which are being attended by the incoming Mayor or Deputy Mayor.

16 MAYORS AWARD

Every year the Mayor will award an individual or an organisation who provides a worthwhile service to the community. The recipient(s) of this award will receive a silver salver as a token of recognition and thanks on behalf of the Mayor and the Town. Their name will also be added to the Mayor's Award Roll of Honour.

9/150. CHANGES TO ALLOTMENTS RULES – ELIGIBILITY

The following report was submitted to Grounds and General Maintenance for consideration.

“The current policy stipulates that in order to be eligible to be a tenant of Yeovil Town Council’s allotments, the resident must reside within the Civil Parish of Yeovil Town for the duration of the tenancy.

This means that once a tenant ceases to be a resident within the parish of Yeovil Town, the tenancy is terminated with immediate effect; and that no resident in a neighbouring parish is eligible for an allotment within the parish of Yeovil Town.

The Council has been approached by residents who live in the vicinity of allotments but not within the parish of Yeovil Town, therefore they have been refused an allotment tenancy in accordance with the current policy. However, a number of allotment plots are vacant with no rental income being generated, therefore creating a missed income opportunity for the Council.

It is suggested to amend the policy to allow residents from outside the parish of Yeovil Town to be eligible but with residents in the parish of Yeovil Town taking priority. The Council may wish to consider limiting the extension of this policy to residents with a Yeovil address in Yeovil Without Parish Council; Brympton Parish Council; East Coker Parish and West Coker Parish. The Council should review this policy change in a year’s time.

It was resolved that: (1) that the report be noted; (2) that a recommendation be made to Policy, Resources and Finance Committee that the policy be amended to allow residents from outside the parish boundary of Yeovil Town to be eligible for an allotment tenancy with Yeovil Town Council; and (3) that the policy, if changed be reviewed in November 2017.”

The Committee is **RECOMMENDED**:

- 1) To agree to the recommendation from Grounds and General Maintenance that the policy be amended to allow residents from outside the parish boundary of Yeovil Town to be eligible for an allotment tenancy with Yeovil Town Council; and;
- 2) that the policy, if changed be reviewed in November 2017.

(Amanda Card, Town Clerk – 01935 382424)

9/153. ACTION PLAN – POLICY, RESOURCES & FINANCE PRIORITIES AND SERVICE COMMITTEES

The Action Plan summarises and prioritises the Council's Activities for 2017/18 for each Committee. It also highlights the ongoing activities of each Committee.

Attached is a draft Action Plan and priorities for Policy, Resources and Finance Committee.

Members are asked if there are any additional priorities that they would like to be added.

In addition to the Action Plan for this Committee, the Action Plans from the Service Committees are also attached.

The Committee is **RECOMMENDED**:

- 1) to consider the draft action plan and add any additional priorities that are appropriate to this Committee;
- 2) to approve the Action Plan for Policy, Resources and Finance; and
- 3) to note and approve the Action Plans for the Service Committees.

(Amanda Card, Town Clerk – 01935 382424)

YEOVIL TOWN COUNCIL

ACTION PLAN

2017/18



The following Action Plan summarises and prioritises the Council's activities and projects it will continue or complete over the financial year 2017/18.

	Committee	Activity
1	Policy, Resources and Finance	Develop Goldcroft Site
2	Policy, Resources and Finance	Develop Ski Centre Site
3	Policy, Resources and Finance	Achieve Quality Award under Local Councils Award Scheme
4	Policy, Resources and Finance / Promotions and Activities	Engage in social media
5	Buildings & Civic Matters	Review Fire Alarms and Security Alarms in Community Halls

Each committee's priorities for the financial year 2017/18 are shown below:

POLICY, RESOURCES & FINANCE COMMITTEE		
Priority	Activity	Information/Status
2017/18 Activities		
High	Develop Goldcroft Site	Liaise with SSDC about partnership
Medium	Develop Ski Centre Site	Liaise with SSDC about partnership
Medium	Achieve Quality Award under Local Councils Award Scheme	Review criteria
High	Tender for 3 year Internal Audit Provision	
High	Annual review of Risk Assessment and insurance requirement	
Medium	Engage in social media	
Medium	Set up Youth Council	
Ongoing Activities		
Business as usual	Running the Committees	Agendas, Minutes, Reports, Finance, Administration
	Council Administration	Administration
	All Council finances, end of year accounts, payroll and audit	Administration
	Annual Report	Annual Review and Publication
	Annual Town Meeting	Arrangements and Administrations
	Review of all Council Policies	Review and administration
	Council Website	Continued Maintenance
	Review of Council's Risk	Administration
	Grants	Administration, Finance and Agreement
IT & Office Equipment	Administration and supply	

	Review of all contracts and service level agreements	Administration
	Any other matters within the committee's remit	

PROMOTION & ACTIVITIES COMMITTEE

Priority	Activity	Information/Status
2017/18 Activities		
High	Tender for 3 year Provision and installation of Christmas lights contract	Agree new contract with supplier
High	Super Saturday	Organise events with partners to showcase Yeovil
High	Town Criers Competition	Organise events
Medium	Annual Christmas Lights Competition	Organise with neighbouring parish councils and arrange judging
Medium	LED Screen	Review use and providers
Medium	Engage in social media	
High	Organise a Civic Reception for Yeovil Town Ladies	Working party to be established
High	Event to celebrate the diversity of Yeovil	
Ongoing Activities		
Business as usual	Running the Committees	Agendas, Minutes, Reports, Finance, Administration
	Running the Council's program of annual events	Administration, monitoring and risk assessments
	Yeovil In Bloom	Administration and managing scheme
	Any other matters within the committee's remit	

PLANNING COMMITTEE

Priority	Activity	Information/Status
Ongoing Activities		
Business as usual	Running the Committees	Agendas, Minutes, Reports, Finance, Administration
	Council Administration	Administration
	Consider all planning applications as a consultee	Administration
	Any other matters within the committee's remit	

GROUNDS & GENERAL MAINTENANCE COMMITTEE

Priority	Activity	Information/Status	
2017/18 Activities			
Medium	Kingston View Park and play area	Liase with Play Officer	
Medium	Renewal of Honey Pot lease agreement	Negotiations with tenant	
High	Performance Measure of SLA with SSDC		
High	Market Vacant Allotments		
Ongoing Activities			
Business as usual	Running the Committees	Agendas, Minutes, Reports, Finance, Administration	
	Council Administration	Administration	
	Maintain and inspect 11 allotment sites	Maintenance/Inspection	
	Maintain and inspect open spaces and amenity areas	Maintenance/Inspection	
	Maintain and inspect play areas	Maintenance/Inspection	
	Liaising with Allotment Tenants Working Group	Communication	
	Any other matters within the committee's remit		

BUILDINGS & CIVIC MATTERS COMMITTEE

Priority	Activity	Information/Status
2017/18 Activities		
High	Review Fire Alarms and Security Alarms in Community Halls	Expert advice to make recommendations
Medium	Projector and screen	Investigate specification required
Medium	Actively promote usage of Council Chamber, Milford Hall and Monmouth Hall	
Medium	Consider alternative use of the Monmouth Hall site	
Medium	Upgrading Community Hall for efficiencies	
Ongoing Activities		
Business as usual	Running the Committees	Agendas, Minutes, Reports, Finance, Administration
	Council Administration	Administration
	Maintain toilets	Maintenance
	Maintain Town House	Maintenance
	Maintain Community Halls	Maintenance
	Marketing use of Community Halls	Marketing and advertising
	Speed indicator device results	Overview for noting and comment
	CCTV monitoring	Overview for noting and comment
	Any other matters within the committee's remit	