



# Yeovil Town Council

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**Yeovil Town Council**

The Meeting... **Yeovil Town Council**

The Time... **7.30pm**

The Date... **Tuesday 1st November 2016**

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

*The Town Council will be discussing all the items listed overleaf*

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

Amanda Card  
Town Clerk  
26<sup>th</sup> October 2016

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Please contact Amanda Card at the Town House for more information about this meeting

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# YEOVIL TOWN COUNCIL

Darren Shutler - Mayor of Yeovil Town

David Recardo - Deputy Mayor of Yeovil Town

Florin Boieangiu

Mike Lock

David Byrne

Pauline Lock

Kris Castle

Tony Lock

Philip Chandler

Sarah Lowery

Tristan Cobb

Graham Oakes

Joe Conway

Evie Potts-Jones

Gail Freeman-Bell

Faye Purbrick

Peter Gubbins

Wes Read

Kaysar Hussain

Manny Roper

Andrew Kendall

Alan Smith

Terry Ledlie

Rob Stickland

## **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](http://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.

**Prior to the start of the meeting, Members are invited to join the Mayor's Chaplain in the Council Chamber for prayers.**

## **A G E N D A**

### **"It's Your Neighbourhood Award" Presentations**

#### **Public Comment (15 Minutes)**

**Becky Russell, Community Ranger, Yeovil Country Park and Katy Menday, Countryside Manager of South Somerset District Council will give a presentation about Yeovil Country Park.**

**Jonathon Higman, Director of Strategic Development of Yeovil District Hospital will give a presentation about Yeovil District Hospital.**

#### **9/156 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Council to receive apologies for absence and consider the reasons given. *LGA 1972 s85(1)*

#### **9/157 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).

#### **9/158 MINUTES OF THE LAST MEETING**

To confirm as a correct record the Minutes of the previous meetings held on 4<sup>th</sup> October 2016.

#### **9/159 MAYOR AND DEPUTY MAYOR'S RECENT AND FORTHCOMING ENGAGEMENTS AND ANNOUNCEMENTS**

To note the Mayor and Deputy Mayor's recent and forthcoming engagements as attached at pages 3 to 5.

#### **9/160 REPORTS OF RECOMMENDATIONS & RESOLUTIONS FROM COUNCIL'S COMMITTEES**

- Planning Committee –17<sup>th</sup> October 2016  
Presented by Cllr Pauline Lock

#### **9/161 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

Members who represent the Town Council on Outside Bodies may wish to take the opportunity to report on any matters of interest.

- Yeovil Crematorium and Cemetery Committee – 19<sup>th</sup> October 2016 (attached at pages 6 to 9)

**9/162 NOTIFICATION OF THE CONCLUSION OF THE AUDIT BY EXTERNAL AUDITORS (GRANT THORNTON) OF THE ANNUAL RETURN SUBMITTED FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2016**

To note the report and the comments of the External Auditor attached at pages 10 to 11. *Account & Audit Regulations 2015 s16(2)a*

**9/163 MOTION FROM CLLR A KENDALL**

Notice of motion received from Cllr A Kendall on 18<sup>th</sup> October 2016: *Standing Orders s9*

“With bookings increasing in both Milford Hall and Monmouth Hall, halls for which Yeovil Town Council are responsible, I propose that we purchase and fit defibrillators at each hall. Both halls are used by the old and young. These potentially life-saving Items are becoming the norm all over the country, in fact globally as well.”

**9/164 FORWARD PLAN**

The Forward Plan (attached at page 12) lists the items due to be discussed and the decisions due to be made by Yeovil Town Council within this municipal year.

The timings given are indicative and occasionally may be rescheduled and new items added as required.

It is **RECOMMENDED** that Yeovil Town Council approve the Forward Plan.

**List of Engagements attended/to be attended by the Mayor of Yeovil, Councillor Darren Shutler and the Deputy Mayor of Yeovil, Councillor David Recardo from 4 October to the 6 December 2016**

04.10.16	The Deputy Mayor of Yeovil, Councillor David Recardo attended Bridport Civic Day
05.10.16	The Mayor of Yeovil, Councillor Darren Shutler attended the South West in Bloom Civic Reception
06.10.16	The Mayor of Yeovil, Councillor Darren Shutler attended East Dorset District Council Civic Day
06.10.16	The Deputy Mayor of Yeovil, Councillor David Recardo attended the South West in Bloom presentations
07.10.16	The Mayor of Yeovil, Councillor Darren Shutler hosted a Charity Wine Tasting Event in aid of his charities
08.10.16	The Mayor of Yeovil, Councillor Darren Shutler attended Chard Carnival
09.10.16	The Deputy Mayor of Yeovil, Councillor David Recardo attended the Service of Unity at Dorchester
09.10.16	The Mayor of Yeovil, Councillor Darren Shutler attended a Service of Thanksgiving and reflection at Harvest Time at Wells Cathedral
13.10.16	The Mayor of Yeovil, Councillor Darren Shutler hosted his annual Clergy Tea at St Margarets Coffee Shop
14.10.15	The Mayor of Yeovil, Councillor Darren Shutler attended Yeovil College University Centre Graduation Day
14.10.16	The Deputy Mayor of Yeovil, Councillor David Recardo attended Wincanton Racecourse Sculpture Unveiling
14.10.16	The Mayor of Yeovil, Councillor Darren Shutler attended Taunton's Charity Barn Dance at Oakemanor Golf Club
15.10.16	The Mayor of Yeovil, Councillor Darren Shutler attended the Yeovil Amateur Radio Club 70 <sup>th</sup> Anniversary
15.10.16	The Mayor of Yeovil, Councillor Darren Shutler attended Taunton's Carnival

20.10.16	The Mayor of Yeovil, Councillor Darren Shutler attended the Yeovil Literacy Festival Dinner
22.10.16	The Mayor of Yeovil, Councillor Darren Shutler attended a Charity Fete at the Great Lyde Pub
25.10.16	The Mayor of Yeovil, Councillor Darren Shutler attended the Gold Star Awards at the Octagon Theatre
26.10.16	The Mayor of Yeovil, Councillor Darren Shutler attended Yeovil Twinning Annual General Meeting
28.10.16	The Mayor of Yeovil, Councillor Darren Shutler attended Western-super-Mare Charity Halloween Dinner at the Royal Hotel
02.11.16	The Mayor of Yeovil, Councillor Darren Shutler will attend a 'Behind the Scenes' tour around Yeovil District Hospital
03.11.16	The Mayor of Yeovil, Councillor Darren Shutler will attend the Yeovil Amateur Operatic Society production of 'White Christmas'
04.11.16	The Mayor of Yeovil, Councillor Darren Shutler will attend a special Charity Event at the Provincial Grand Lodge of Somerset
06.11.16	The Mayor of Yeovil, Councillor Darren Shutler will attend the Chairmans of Somerset County Council Civic Service
10.11.16	The Mayor of Yeovil, Councillor Darren Shutler will host a Call my Auction Bluff
11.11.16	The Mayor of Yeovil, Councillor Darren Shutler will attend the service at the War Memorial to mark Armistice Day
13.11.16	The Mayor of Yeovil, Councillor Darren Shutler will lead the Civic Parade to the War Memorial for wreath laying and then onto St Johns Church for the Remembrance Day service
18.11.16	The Mayor of Yeovil, Councillor Darren Shutler will attend the Yeovil Round Table lunch at the Manor Hotel
19.11.16	The Mayor of Yeovil, Councillor Darren Shutler will attend the Yeovil & District Chrysanthemum and Dahlia Society show
19.11.16	The Mayor of Yeovil, Councillor Darren Shutler will attend the Christmas Light Switch on and Lantern Parade

20.11.16	The Mayor of Yeovil, Councillor Darren Shutler will attend Tim Penney's Christmas Musical Bazaar
20.11.16	The Mayor of Yeovil, Councillor Darren Shutler will attend the Installation of The Very Revered Dr John Davies as Dean of Wells at the Wells Cathedral
22.11.16	The Mayor of Yeovil, Councillor Darren Shutler will attend the Street Pastors Annual General Meeting
24.11.16	The Mayor of Yeovil, Councillor Darren Shutler and the Deputy Mayor of Yeovil, Councillor David Recardo will attend the Goodfellowship Club Christmas Lunch
26.11.16	The Mayor of Yeovil, Councillor Darren Shutler will host his Annual Mayor's Charity Ball
27.11.16	The Mayor of Yeovil, Councillor Darren Shutler will attend the St Margarets Light up a Life Service
04.12.16	The Mayor of Yeovil, Councillor Darren Shutler will attend Verwood's Christmas Reception
05.12.16	The Mayor of Yeovil, Councillor Darren Shutler will attend the Sound Foundation Somerset Christmas Celebration Concert

**Minutes** of a meeting of **Yeovil Crematorium and Cemetery Committee** held in The Town House, 19 Union Street, Yeovil on **Wednesday 19<sup>th</sup> October 2016**.

(6.00pm – 7.26pm)

**Present:**

Bob Brookes	Brympton Parish Council
Philip Chandler	Yeovil Town Council
Nigel Gage	South Somerset District Council
Alf Hill	Yeovil Without Parish Council
Graham Oakes	Yeovil Without Parish Council
Manny Roper	Yeovil Town Council (Chairman)
Tony Lock	Yeovil Town Council

**Also Present:**

Amanda Card	Clerk to the Committee
Glenn Ford	Cemetery Foreman
Alasdair Bell	Environmental Health Manager, South Somerset District Council
Paula Jeffery	Management Accountant, South Somerset District Council
Barbara Appleby	Clerk, Yeovil Without Parish Council
Paul Rayson	Manager, Yeovil Crematorium
Clive Wakely	Funeral Directors' Representative
Peter Herridge	Humanist Celebrants' Representative

**Public Comment**

There were no members of the public or press present.

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**(1) Apologies for Absence**

Cllr Roger Brown  
Garry Green  
Tom Pullen  
Paula Taylor  
Chris Cooper

**RESOLVED:** to accept the apologies

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**(2) Declarations of Interest**

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There were no declarations made at this time.

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### **(3) Minutes of the Previous Meeting**

The Minutes of the meeting held on 20<sup>th</sup> July 2016 were agreed as correct and signed by the Chairman.

**RESOLVED:** That the Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on 20th July 2016 be signed by the Chairman as a correct record.

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### **(4) Exclusion of Press and Public**

Due to the confidential nature of the business of items 10 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

**RESOLVED:** That Agenda Item 10 be heard with the Public and Press excluded.

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### **(5) Revenue and Capital Monitoring September 2016/17**

The committee considered the report from the Management Accountant and the Environmental Health Manager, highlighting the key elements of the underspends of £26,840 and £93,784 at the Cemetery and Crematorium respectively.

**RESOLVED:** (1) to note the report; and (2) to note that the surplus to be retained in the reserves.

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### **(6) Cemetery and Crematorium Budget – 2017/18**

The committee considered the report from the Management Accountant to set the budget for the Cemetery and Crematorium for the financial year 2017/18.

Two options were presented to the committee for the Cemetery. Option 1 took into account the efficiencies that had been identified and delivered during 2016/17. Option 2 included those efficiency savings made in option 1, but also included a different way of operating the Cemetery office function. Processes would need to be considered on how customer delivery would be carried out and a business case need to be brought back to the committee that will deal with these issues.

**RESOLVED:** to recommend to the relevant Council(s) to approve where appropriate (1) Option 1 of the Cemetery budgets; (2) the allocation of the cemetery deficit of Option 1; (3) the proposed Cemetery fees; (4) the crematorium budget for 2017/18; (5) the

proposed crematorium fees; (6) the Joint Burial Service Level Agreement and charges for 2017/18 and (7) a detailed business case to be brought to a future Committee to the processes that are required to make the additional savings as identified in Option 2.

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### **(7) Update on Performance in Yeovil Cemetery**

The committee considered the report of the Streetscene Manager.

**RESOLVED:** to note the report.

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### **(8) Cemetery and Crematorium Works Plan**

The committee considered the report of the Property & Engineering Services Manager.

**RESOLVED:** to note the report.

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### **(9) Statistics July 2016 – September 2016**

The Registrar/Admin Manager submitted a written report setting out the statistics for the period July 2016 to September 2016.

**RESOLVED:** to note the report.

*7:00pm Clive Wakely and Peter Herridge left the meeting and did not return.*

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*The Committee passed a resolution (see item 4) 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.*

### **(10) Crematorium – Crematorium Management**

The Committee considered the report from the Environmental Health Manager.

*7:13pm Paul Rayson left the meeting whilst Staffing issues were being discussed, he returned to the meeting at 7:19pm.*

**RESOLVED:** to recommend to the relevant Council(s) to approve where appropriate (1) that the Clerks from both Yeovil Town Council and Yeovil Without Parish Council to attend meetings as and when appropriate to liaise with South Somerset District Council over future plans for Yeovil Crematorium and Yeovil Cemetery; (2) that all metal remaining after cremations be recycled and that a list of charities be presented to the Committee annually for the purposes of a charity being selected to receive all funds

generated by the sale of such metal; (3) that the future holding over of coffins at the crematorium be permitted; (4) the staffing be organised as set out within the report; and (5) that the trees adjacent to the main gate of the crematorium be felled along with associated work and that previously allocated funds be used to fund improvements to the flower beds adjacent to the crematorium.

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**(11) Any Other Business**

There was no other business.

Signed:

Dated:

## Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of  
smaller authority here:

YEOVIL TOWN COUNCIL

### Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report

(Except for the matters reported below)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

See attached.

(continue on a separate sheet if required)

External auditor signature

Grant Thornton UK LLP

External auditor name

Grant Thornton UK LLP

Date

28/11/16

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



**This page is part of Section 3 - External auditor certificate and opinion 2015/16**

**Yeovil Town Council  
Audit Report for the year ended 31 March 2016**

**Other matters not affecting our opinion which we wish to draw to the attention  
of Yeovil Town Council for the year ended 31 March 2016**

**Order of signing the Annual Governance Statement (Section 1) and the  
Accounting Statements (Section 2)**

The Town Council has considered, approved and signed the Annual Governance Statement (Section 1) and the Accounting Statements (Section 2) on the same day and under the same minute reference. The Accounts and Audit Regulations 2015 stipulate that the Annual Governance Statement must be considered, approved and signed before the Accounting Statements at Section 2 by resolution of members of the authority meeting as a whole. In future, the Town Council should ensure that the minute references clearly demonstrate that the Annual Governance Statement was considered, approved and signed before the Accounting Statements.

*Grant Thornton UK LLP*

**Grant Thornton UK LLP**

**Date** *28/9/16.*

**Our ref** SOM322

**9/164 FORWARD PLAN**

<b>Date</b>	<b>Item</b>
Civic Event 13 <sup>th</sup> November 2016	Remembrance Sunday
Civic Event 26 <sup>th</sup> November 2016	Mayor's Ball
Town Council 6 <sup>th</sup> December 2016	Presentation from Octagon Theatre Reports and Recommendations from Council's Committees Planning – 14 <sup>th</sup> November 2016 Grounds & General Maintenance – 7 <sup>th</sup> November 2016 Promotions & Activities – 15 <sup>th</sup> November 2016 Buildings & Civic Matters – 22 <sup>nd</sup> November 2016 Policy, Resources & Finance – 29 <sup>th</sup> November 2016 Draft Budget for 2017/18
Town Council 7 <sup>th</sup> February 2017	Presentation from Yeovil Men's Shed Presentation from representatives of those that attended NALC Larger Councils Conference. Reports and Recommendations from Council's Committees Planning – 12 <sup>th</sup> December 2016/16 <sup>th</sup> January 2017 Grounds & General Maintenance – 9 <sup>th</sup> January 2017 Promotions & Activities – 17 <sup>th</sup> January 2017 Buildings & Civic Matters – 24 <sup>th</sup> January 2017 Policy, Resources & Finance – 31 <sup>st</sup> January 2017 Draft Programme of Meetings for 2017/18 Setting of Precept for 2017/18
Town Council 7 <sup>th</sup> March 2017	Reports and Recommendations from Council's Committees Planning – 13 <sup>th</sup> February 2017
Town Council 4 <sup>th</sup> April 2017	Reports and Recommendations from Council's Committees Planning – 13 <sup>th</sup> March 2017 Grounds & General Maintenance – 6 <sup>th</sup> March 2017 Promotions & Activities – 14 <sup>th</sup> March 2017 Buildings & Civic Matters – 21 <sup>st</sup> March 2017 Policy, Resources & Finance – 28 <sup>th</sup> March 2017