



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

Phone 01935 382424  
Fax 01935 382429  
E-mail [town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk)

**Yeovil Town Council**

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

The Time... **7.30pm**

The Date... **Tuesday 2 February 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



Amanda Card

Town Clerk

27 January 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

Mike Lock - Mayor of Yeovil Town

Darren Shutler - Deputy Mayor of Yeovil Town

Kris Castle

Philip Chandler

Tristan Cobb

Joe Conway

Gail Freeman-Bell

Peter Gubbins

Kaysar Hussain

Andrew Kendall

Terry Ledlie

Pauline Lock

Tony Lock

Sarah Lowery

Graham Oakes

Evie Potts-Jones

Wes Read

David Recardo

Manny Roper

Alan Smith

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**

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

**Principal John Evans from Yeovil College will give a presentation regarding the construction of a new building on the college campus.**

#### **9/76 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

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

#### **9/77 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).

#### **9/78 MINUTES OF THE LAST MEETING**

To confirm as a correct record the Minutes of the previous meeting held on 1 December 2015.

#### **9/79 MAYOR AND DEPUTY MAYOR'S RECENT AND FORTHCOMING ENGAGEMENTS AND ANNOUNCEMENTS**

Attached at pages 4 to 7.

#### **9/80 ESTIMATES (BUDGETS) 2016/17**

To approve the recommendation by the Policy, Resources and Finance Committee for setting the Town's precept for 2016/17 for £876,640 as set out in the Minutes of the meeting of that Committee held on 26 January 2016 (separately circulated). This means an increase on a Band D charge of £1.91 (2%), increasing from £96.07 to £97.48.

Council is **RECOMMENDED** to approve the Town's Precept for 2016/17 as £876,640.

#### **9/81 TOWN MAYOR AND DEPUTY MAYOR**

Council is requested to consider nominations for the office of Town Mayor and Deputy Mayor for the Municipal Year 2016/17. The election of Town Mayor and Deputy Mayor will take place at the next Annual Meeting of the Town Council, which will be held on 3 May 2016.

## **9/82 REPORTS OF RECOMMENDATIONS & RESOLUTIONS FROM COUNCIL'S COMMITTEES**

- Grounds & General Maintenance Committee – 11<sup>th</sup> January 2016  
Presented by Cllr Manny Roper  
In particular, the water issues at Newtown Allotments and the requirement to address the issue of detecting and repairing a leak.
- Promotions & Activities Committee – 12<sup>th</sup> January 2016  
Presented by Cllr David Recardo
- Planning & Licencing Committee – 18<sup>th</sup> January 2016  
Presented by Cllr Pauline Lock
- Buildings & Civic Matters Committee – 19<sup>th</sup> January 2016  
Presented by Cllr Rob Stickland
- Policy, Resources & Finance Committee – 26<sup>th</sup> January 2016  
Presented by Cllr Tony Lock

In particular to ratify the resolutions regarding:

- No zero hour contracts.
- The Risk Strategy/Assessment;
- Re-grading of the role of Assistant Town Clerk to Deputy Town Clerk

## **9/83 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

### **Yeovil Crematorium and Cemetery Committee**

20<sup>th</sup> January 2016 (See minutes attached pages 8 to 11)

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

## **9/84 PROGRAMME OF MEETINGS 2016/17**

Attached at page 12 is a draft programme of meetings of the Town Council and its committees for 2016/17.

It is suggested that the Policy, Resources and Finance Committee move from Tuesday's at 7pm to Monday's at 7pm.

Council is **RECOMMENDED** to adopt this programme.

## **9/85 CHANGE OF START TIME FOR PLANNING AND LICENSING COMMITTEE**

The Planning and Licensing Committee Chairman wishes to change the start time for Planning and Licensing Committee from 6:00pm to 6:15pm. This will aid with parking issues currently experienced by Committee members.

Council is **RECOMMENDED** to approve the start time of the Planning and Licensing Committee change to 6:15pm, with effect from 15<sup>th</sup> February 2016.

**9/86 TERMINATION OF DELEGATED LICENSING AGREEMENT**

Members to consider the appropriate time to terminate the Delegated Licensing Agreement. See report attached by the Town Clerk at page 13.

**Public Comment (15 Minutes)**

**List of Engagements attended/to be attended by the Mayor of Yeovil, Councillor Mike Lock and the Deputy Mayor of Yeovil, Councillor Darren Shutler from 1 December 2015 to 1 March 2016**

01.12.15	The Mayor of Yeovil, Councillor Mike Lock attended Amplifon 65 <sup>th</sup> Anniversary Event Day
04.12.15	The Mayor of Yeovil, Councillor Mike Lock attended the Country Side Ranger Volunteer Christmas Party
05.12.15	The Mayor of Yeovil, Councillor Mike Lock attended the Octagon Theatre Gala Night Sleeping Beauty
06.12.15	The Mayor of Yeovil, Councillor Mike Lock attended Verwood's Christmas Reception
06.12.15	The Mayor of Yeovil, Councillor Mike Lock attended the Carols at Christmas Octagon Theatre
07.12.15	The Mayor of Yeovil, Councillor Mike Lock attended the Sound Foundation Somerset Christmas Celebration Concert
08.12.15	The Mayor of Yeovil, Councillor Mike Lock attended The Knoll's Christmas Card Competition
08.12.15	The Mayor of Yeovil, Councillor Mike Lock attended Milford Junior School to watch their production of Jesus' Christmas Party
10.12.15	The Mayor of Yeovil, Councillor Mike Lock attended the Mayor of Ferndown's Civic Christmas Carol Service
11.12.15	The Mayor of Yeovil, Councillor Mike Lock attended Sunningdale Lodge's Christmas Party
11.12.15	The Mayor of Yeovil, Councillor Mike Lock attended Chickerell's Christmas Carol Evening
13.12.15	The Mayor of Yeovil, Councillor Mike Lock attended the Chairman of West Dorset District Council Civic Carol Service
13.12.15	The Mayor of Yeovil, Councillor Mike Lock attended Gods House Choir and Band Christmas Carol Service
13.12.15	The Deputy Mayor of Yeovil, Councillor Darren Shutler attended the Carols at Christmas at the Salvation Army Hall

14.12.15	The Mayor of Yeovil, Councillor Mike Lock attended Cookson Court for the annual Christmas visit
14.12.15	The Mayor of Yeovil, Councillor Mike Lock attended Grovelands for the annual Christmas visit
15.12.15	The Mayor of Yeovil, Councillor Mike Lock attended West Abbey Care Home for the annual Christmas visit
15.12.15	The Mayor of Yeovil, Councillor Mike Lock attended Ivel Hurst Nursing Home for the annual Christmas visit
15.12.15	The Mayor of Yeovil, Councillor Mike Lock attended the Sea Cadet Carol Concert
16.12.15	The Mayor of Yeovil, Councillor Mike Lock attended Wyndham Court for the annual Christmas visit
16.12.15	The Mayor of Yeovil, Councillor Mike Lock attended Sherborne Care Home for the annual Christmas visit
16.12.15	The Mayor of Yeovil, Councillor Mike Lock attended Milford Junior School for their Main School Concert
17.12.15	The Mayor of Yeovil, Councillor Mike Lock attended Compton View for the annual Christmas visit
17.12.15	The Mayor of Yeovil, Councillor Mike Lock attended Malmesbury Court for the annual Christmas visit
17.12.15	The Mayor of Yeovil, Councillor Mike Lock attended Weston – super - Mare Carol Service
18.12.15	The Mayor of Yeovil, Councillor Mike Lock attended Park Lodge for the annual Christmas visit
18.12.15	The Mayor of Yeovil, Councillor Mike Lock attended Cool Runnings Too for the annual Christmas visit
18.12.15	The Mayor of Yeovil, Councillor Mike Lock attended Portland Town Council Christmas Carol Service
20.12.15	The Mayor of Yeovil, Councillor Mike Lock attended Gillingham Civic Carol Service

20.12.15	The Mayor of Yeovil, Councillor Mike Lock attended Weymouth and Portland Carol Service
21.12.15	The Mayor of Yeovil, Councillor Mike Lock attended the Royal Mail Sorting office for his annual Christmas visit
21.12.15	The Mayor of Yeovil, Councillor Mike Lock attended St Margaret's Hospice for their his Christmas visit
21.12.15	The Mayor of Yeovil, Councillor Mike Lock judged the annual Christmas Lights Competition
23.12.15	The Mayor of Yeovil, Councillor Mike Lock attended Yeovil District Hospital for his annual Christmas visit
17.01.16	The Mayor of Yeovil, Councillor Mike Lock attended the Yeovil Military Wives Choir Concert
26.01.16	The Mayor of Yeovil, Councillor Mike Lock attended Access for All Aspirations and Challenges Meeting
28.01.16	The Mayor of Yeovil, Councillor Mike Lock attended the Mayor of Chard's Drinks and Canape reception followed by a pantomime
29.01.16	The Mayor of Yeovil, Councillor Mike Lock hosted a Quiz night at Butterfly House in Castle Garden Centre, Sherborne
01.02.16	The Mayor of Yeovil, Councillor Mike Lock planted a tree for Dignity Care Day at Sherborne House Care Home
03.02.16	The Mayor of Yeovil, Councillor Mike Lock will attend the Official Launch of Counselling 4 Yeovil
06.02.16	The Mayor of Yeovil, Councillor Mike Lock will attend the Annual Queens Accession Day Service and Freedom of the Island to be given to TS Penn
24.02.16	The Mayor of Yeovil, Councillor Mike Lock will attend the Meet and Greet with the Mace Bearers
25.02.16	The Mayor of Yeovil, Councillor Mike Lock will attend the inauguration of Bruce Trigger as Prime Warden of the Guild of Macebearers.
25.02.16	The Mayor of Yeovil, Councillor Mike Lock will attend the Guild of Mace Bearers Annual Conference Dinner



28.02.16

The Mayor of Yeovil, Councillor Mike Lock will attend Axbridge Civic Service and Community Awards

**Minutes** of a meeting of **Yeovil Crematorium and Cemetery Committee** held in The Town House, 19 Union Street, Yeovil on **Wednesday 20<sup>th</sup> January 2016**.

(6.00pm – 7.37pm)

**Present:**

Bob Brookes	Brympton Parish Council
Roger Brown	Yeovil Without Parish Council
Philip Chandler	Yeovil Town Council (Vice-Chairman)
Gye Dibben	South Somerset District Council
Nigel Gage	South Somerset District Council
Alf Hill	Yeovil Without Parish Council
Graham Oakes	South Somerset District Council (from 6:23pm)
Manny Roper	Yeovil Town Council (Chairman)
Alan Smith	Yeovil Town Council (from 6:05pm)

**Also Present:**

Amanda Card	Clerk to the Committee
Chris Cooper	Streetscene Manager, South Somerset District Council
Glenn Ford	Cemetery Foreman
Paula Taylor	Crematorium Administration Manager
Peter Gubbins	South Somerset District Council
Garry Green	Property & Engineering Services Manager, South Somerset District Council
Alasdair Bell	Environmental Health and Crematorium Manager, South Somerset District Council
Paula Jeffery	Management Accountant, South Somerset District Council
Barbara Appleby	Clerk, Yeovil Without Parish Council
Peter Down	Clergy Representative (not yet co-opted)

**Public Comment**

There were no members of the public or press present.

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**(1) Apologies for Absence**

Clive Wakely – Conflicting meeting  
Peter Herridge – Conflicting meeting  
Tom Pullin – Ill

**RESOLVED:** to accept the apologies with the reasons given

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**(2) Minutes of the Previous Meeting**

The Minutes of the meeting held on 21<sup>st</sup> October 2015 were agreed as correct and signed by the Chairman.

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### **(3) Declarations of Interest**

There were no declarations made at this time.

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At this point it was resolved to move item (7) Update on Cemetery Extension Project as the next item.

### **(4) Update on Cemetery Extension Project**

Clive Miller from Clive Miller Associates gave a verbal update relating to the cemetery extension project. He stated that his brief was to evaluate suitable additional land not only for the short-term but also for the mid to long-term due to remaining capacity of the current site (agenda item 7 refers)

**RESOLVED:** to note the verbal report.

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### **(5) Improved Management at Yeovil Crematorium**

The committee considered the report of the Environmental Health and Crematorium Manager (agenda item 4 refers).

**RESOLVED:** 1) to note the intention to appoint a new manager for Yeovil Crematorium on a two year temporary post at Grade 8 for a cost of £52,000 per year (including on costs). 2) to note that the funding for the post is to be taken from the crematorium reserves of South Somerset District Council (89% - £46,280) and Yeovil Without Parish Council (11% - £5,720).

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### **(6) Crematorium Management**

The committee considered the report of the Environmental Health and Crematorium manager (agenda item 5 refers).

**RESOLVED:** 1) to note the report and 2) to agree and note that all expenditure mentioned within the report has been budgeted for with the exception of the following that will be paid for from the crematorium reserve budgets of both SSSC and Yeovil Without Parish Council (YWO). The cost for the installation of the Wesley audio visual system is approximately £14,000 and YWO will pay approximately £1,540 towards the cost. The cost of the works to replant the pond area (the Oriental scheme) behind the Cloisters and to replant the beds in front of the crematorium (the White and Grey scheme) is approximately £28,500 and YWO will pay approximately £3,130 towards this. The reserve budget currently held by SSSC stands at approximately £663,000 and the reserve budget held by Yeovil without parish council stands at approximately £190,000. The agreement is that SSSC pays 89% of all costs and YWO pays 11% of all costs.

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## **(7) Cemetery and Crematorium – Works Plan**

The committee considered the report of the Property & Engineering Services Manager (agenda item 6 refers).

**RESOLVED:** to note all report

Cllr P Gubbins left the meeting at 7:03pm

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

The committee considered the report of the Streetscene Manager (agenda item 8 refers).

The Streetscene Manager informed the Committee that he was in the process of writing the Service Standards, this will enable the service provided to be measured. Members emphasised that high standards needed to be maintained to which the Streetscene Manager assured that the efficiency measures that were being taken would not impinge on the service.

**RESOLVED:** to note the report.

Paula Jeffery left the meeting at 7:12pm.

Cllr P Chandler left the meeting at 7:31pm.

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## **(9) External Audit Arrangements of Accounts**

The Clerk to the Committee presented the written report on behalf of the Management Accountant.

**RESOLVED:** 1) to agree that Darkin Miller – Chartered Accountants be appointed to audit the 2015/16 accounts; and 2) that the Chairman sign the letter of engagement.

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## **(10) Statistics October 2015 – December 2015**

Paula Taylor submitted a written report setting out the statistics for the period October 2015 – December 2015.

**RESOLVED:** to note the report.

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## **(11) Dates of Future Meetings**

**RESOLVED:** to note the dates of future meetings as being:

20 April 2016;  
20 July 2016;  
19 October 2016;  
18 January 2017.

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**(12) Any Other Business**

The Clerk to the Committee brought to the attention of the Committee, the intention of Brympton Parish Council to leave the Committee from 1<sup>st</sup> April 2017, subject to their being no legal obligation which might preclude giving notice.

**RESOLVED:** to note the intention of Brympton Parish Council to leave the Committee.

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The meeting closed at 7.37pm.

Signed:

Dated:

# Yeovil Town Council

## Programme of Meetings of Council and Committees – 2016/17

Meeting	Venue	Day	Time	2016								2017				
				May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Council	Council Chamber	Tuesday	7.30pm	3* 10**	7	5	(2)	6	4	1	6	(3)	7	7	4	2* 9**
Planning and Licensing Committee	Council Chamber	Monday	6.00pm	16	13	18	15	19	17	14	12	16	13	13	10	15
Grounds and General Maintenance Committee	Council Chamber	Monday	7.00pm	11***		11		12		7		9		6		8
Promotions and Activities Committee	Council Chamber	Tuesday	7.00pm	17		12		13		15		17		14		16
Buildings and Civic Matters Committee	Council Chamber	Tuesday	7.00pm	24		19		20		22		24		21		23
Policy, Resources and Finance Committee	Council Chamber	Tuesday	7.00pm	31		26		27		29		31		28		30

\* Annual Town Meeting followed by Annual Meeting of the Town Council

\*\* Annual Meeting of the Town Council (reconvened)

\*\*\* Moved to Wednesday to avoid clash with Bank Holiday and/or Town Council meeting

### Public Holidays

May Bank Holiday  
Spring Bank Holiday  
August Bank Holiday  
Boxing Day Holiday  
Christmas Day Holiday

Monday 2 May 2016  
Monday 30 May 2016  
Monday 29 August 2016  
Monday 26 December 2016  
Tuesday 27 December 2016

New Year's Day Holiday  
Good Friday  
Easter Monday  
May Bank Holiday  
Spring Bank Holiday

Monday 2 January 2017  
Friday 14 April 2017  
Monday 17 April 2017  
Monday 1 May 2017  
Monday 29 May 2017

## **9/86 TERMINATION OF DELEGATED LICENSING AGREEMENT**

Since 2<sup>nd</sup> July 1991, Yeovil Town Council have, under delegated responsibility undertaken the elements of the licensing function on behalf of South Somerset District Council. This involved taxis, street collections, house to house collections and street trading.

A decision has now been made by South Somerset District Council to terminate the delegated licensing agreement. They have issued a six months notice period in order to end the agreement as per the delegation agreement. This would mean that the licensing agreement will formally end on 13<sup>th</sup> July 2016.

South Somerset District Council have stated that even though the termination date is proposed as 13<sup>th</sup> July 2016, that we may wish to end sooner for ease of administration purposes, then we may contact them to arrange this. I would suggest that we finish this agreement on 31<sup>st</sup> March 2016, which would be at the end of the financial year.

There will be no financial implications as providing this function should be cost neutral.

Council is **RECOMMENDED**:

- 1) To note the report
- 2) To agree to terminate the delegated licensing agreement on 31st March 2016.