



Yeovil Town Council

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Yeovil Town Council

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

The Time... **7.30pm**

The Date... **Tuesday 6 September 2016**

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

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

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another language, please ring 01935 382424
ring 01935 382424

Amanda Card

Town Clerk

31st August 2016

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

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 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

Cllr Mike Lock, former Mayor of Yeovil will present the Mayor's Award 2016 to Mr Pete Ridler.

Grant Presentation

Public Comment (15 Minutes)

David Woan, President of Yeovil Chamber of Trade and Commerce will give a presentation on the aims, activities and achievements of Yeovil Chamber of Trade and Commerce.

9/137 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

9/138 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).

9/139 MINUTES OF THE LAST MEETING

To confirm as a correct record the Minutes of the previous meetings held on 5th July 2016.

9/140 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 4 to 6.

9/141 REPORTS OF RECOMMENDATIONS & RESOLUTIONS FROM COUNCIL'S COMMITTEES

- Planning Committee – 18th July 2016 and 15th August 2016
Presented by Cllr Pauline Lock
- Grounds & General Maintenance Committee – 11th July 2016
Presented by Cllr Manny Roper
- Promotions & Activities Committee – 12th July 2016
Presented by Cllr David Recardo

- Buildings & Civic Matters Committee – 19th July 2016
Presented by Cllr Rob Stickland
- Policy, Resources & Finance Committee – 26th July 2016
Presented by Cllr Tony Lock

In particular, to ratify the resolutions regarding:

- The approval and adoption of both the Lone Working Policy and the Training and Development Policy (previously circulated to all members);
- Acceptance of the Youth Services Grant Agreement from Somerset County Council;
- Diversifying investments;
- Yeovil Ski Lodge; and
- Regrading of the Administration Officers' Post.

9/142 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.

- Youth Services Review Steering Group – 11th August 2016
Presented by Cllr Rob Stickland

Cllr Evie Potts-Jones will give a verbal report on her visits to both Milford and Westfield Youth Clubs.

- Yeovil Twinning Association – 12th May 2016
(minutes previously circulated)
- Westfield Community Association (WCA) Management Committee – 20th June 2016 and 18th July 2016 (minutes previously circulated)
- Yeovil Crematorium and Cemetery Committee – 20th July 2016 (attached at pages 7 to 10)

9/143 APPOINTMENT OF REPRESENTATIVE TO SERVE ON OUTSIDE BODY

To appoint a representative from Yeovil Town Council for the Community Rail Partnership (Blackmore Vale Community Rail Partnership).

There is a board meeting at Gillingham on 27th September 2016.

9/144 MOTION FROM CLLR J CONWAY

Notice of motion received from Cllr J Conway on 28th July 2016: *Standing Orders*
s9

“In light of the recent increase in racially motivated attacks both on people and property, I wish to respectfully request that this council, as the representatives of Yeovil Town, organises an ongoing program aimed at creating a renewed awareness of friendship and equality. We have to take the lead and include all sections of our local community from the religious groups, the local media,

parish council representatives, every political party, and every other body that may be recognised by this council, culminating in a one day festival with a date to be set as soon as possible. The decision to leave the EU has divided our community further, we must act now.

I trust this motion will not be amended; it can be expanded and improved by all members of the staff of this council. I see it as a discussion document with an action plan being formed by everyone. I trust this motion will be accepted in the spirit it is moved, we cannot show any division on this subject,

It is presented by an individual member of the Town Council and not from any political group.”

9/145 FORWARD PLAN

The Forward Plan (attached at page 11) 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 5 July 2016 to 4 October 2016

07.07.16	The Deputy Mayor of Yeovil, Councillor David Recardo attended Lufton College Community Awards and Employers Meeting
09.07.16	The Deputy Mayor of Yeovil, Councillor David Recardo attended Birchfield School Fete
10 .07.16	The Mayor of Yeovil, Councillor Darren Shutler attended Weston-super-Mare Civic Service
10.07.16	The Deputy Mayor of Yeovil, Councillor David Recardo attended Elim Church Larkhill/Southville Nursery Graduation Day
10.07.16	The Mayor of Yeovil, Councillor Darren Shutler attended the Octagon Film preview – The history of Yeovil
13.07.16	The Mayor of Yeovil, Councillor Darren Shutler attended Milford Junior School's Summer Fete
15.07.16	The Mayor of Yeovil, Councillor Darren Shutler attended Ferndown Civic Service
16.07.16 – 17.07.16	The Mayor of Yeovil, Councillor Darren Shutler attended Yeovil Show
16.07.16	The Mayor of Yeovil, Councillor Darren Shutler attended Home Farm's thank you party
17.07.16	The Mayor of Yeovil, Councillor Darren Shutler attended St Margarets Charity Event – Tea by the lake
20.07.16	The Mayor of Yeovil, Councillor Darren Shutler supported the Lynx Garage charity event – Minions to Monte Carlo
23.07.16	The Mayor of Yeovil, Councillor Darren Shutler attended The Knoll Garden Party
23.07.16	The Mayor of Yeovil, Councillor Darren Shutler attended an Afternoon tea reception with the visiting dignitaries from Seica Mare in Romania
24.07.16	The Mayor of Yeovil, Councillor Darren Shutler attended Sedgemoor Civic Service

26.07.16	The Mayor of Yeovil, Councillor Darren Shutler attended East Somerset County Scout Annual General Meeting
28.07.16	The Mayor of Yeovil, Councillor Darren Shutler attended West Dorset District Council Civic Service
05.08.16	The Mayor of Yeovil, Councillor Darren Shutler visited St Margarets Homsestore
11.08.16	The Mayor of Yeovil, Councillor Darren Shutler attended Weymouth and Portland Civic Day
11.08.16	The Mayor of Yeovil, Councillor Darren Shutler attended Westland World Helicopter Speed Record Reunion
12.08.16	The Mayor of Yeovil, Councillor Darren Shutler attended Wareham Civic Day
12.08.16	The Mayor of Yeovil, Councillor Darren Shutler attended Dorchester Town Council's Pimms and Pig Race Night
13.08.16	The Mayor of Yeovil, Councillor Darren Shutler attended Sherborne House Summer Fete
14.08.16	The Mayor of Yeovil, Councillor Darren Shutler attended Chard Mystery Murder Evening
14.08.16	The Mayor of Yeovil, Councillor Darren Shutler attended Yeovil Allotments Association Annual Show
19.08.16	The Mayor of Yeovil, Councillor Darren Shutler had Afternoon tea with Milford Community Association
28.08.16	The Mayor of Yeovil, Councillor Darren Shutler attended Somerset Rocks in aid of St Margarets Hospice
06.09.16	The Deputy Mayor of Yeovil, Councillor David Recardo will attend Ferndown Civic Day
06.09.16	The Mayor of Yeovil, Councillor Darren Shutler will attend Yeovil Round Table meeting
08.09.16	The Deputy Mayor of Yeovil, Councillor David Recardo will attend Yeovil District Hospital Annual General Meeting

09.09.16	The Mayor of Yeovil, Councillor Darren Shutler will join the Crewkerne Mayor to watch the production of Calamity Jane
10.09.16	The Mayor of Yeovil, Councillor Darren Shutler will attend Sturminster Newton Civic Day
11.09.16	The Mayor of Yeovil, Councillor Darren Shutler will attend North Petherton Civic Service
12.09.16	The Mayor of Yeovil, Councillor Darren Shutler will attend the High Sheriff of Somerset's Garden party
16.09.16	The Mayor of Yeovil, Councillor Darren Shutler will attend the Support for the Unemployed Community Event at the Jobcentre
17.09.16	The Mayor of Yeovil, Councillor Darren Shutler will attend Yeovil & District Chrysanthemum and Dahlia Society
24.09.16	The Deputy Mayor of Yeovil, Councillor David Recardo will attend the annual Super Saturday
24.09.16	The Mayor of Yeovil, Councillor Darren Shutler will attend Axbridge Carnival
25.09.16	The Mayor of Yeovil, Councillor Darren Shutler will attend Gillingham's Civic Day
25.09.16	The Deputy Mayor of Yeovil, Councillor David Recardo will attend Blandford Forum & the Rifles event
28.09.16	The Deputy Mayor of Yeovil, Councillor David Recardo will attend the Presentation of the Queens Award to Yeovil – Based Double First
02.10.16	The Mayor of Yeovil, Councillor Darren Shutler will attend the Annual General Meeting of Somerset County Scout Council

Minutes of a meeting of **Yeovil Crematorium and Cemetery Committee** held in The Waiting Room, Yeovil Crematorium, Bunford Lane, Yeovil on **Wednesday 20th July 2016**.

(6.00pm – 7.02pm)

Present:

Bob Brookes	Brympton Parish Council
Roger Brown	Yeovil Without Parish Council
Alf Hill	Yeovil Without Parish Council
Manny Roper	Yeovil Town Council (Chairman)

Also Present:

Amanda Card	Clerk to the Committee
Glenn Ford	Cemetery Foreman
Chris Cooper	Streetscene Manager, South Somerset District Council
Alasdair Bell	Environmental Health and Crematorium Manager, South Somerset District Council
Paula Jeffery	Management Accountant, South Somerset District Council
Tom Pullen	Operations Manager, Yeovil Crematorium
Paula Taylor	Registrar/Admin Manager, Yeovil Crematorium
Barbara Appleby	Clerk, Yeovil Without Parish Council
Paul Rayson	Manager, Yeovil Crematorium (to start 30 th August 2016)

Public Comment

There were no members of the public or press present.

Cllr M Roper gave a warm welcome to Paul Rayson, who he introduces as being the new Manager at Yeovil Crematorium. He will start his role on 30th August 2016.

(1) Election of Chairman

It was proposed by Cllr B Brookes, and seconded by Cllr A Hill, that Cllr M Roper be elected to serve as the Chairman for the ensuing year.

RESOLVED: that Cllr M Roper be elected to serve as the Chairman for the ensuing year.

(2) Election of Vice Chairman

It was proposed by Cllr M Roper, and seconded by Cllr A Hill, that Cllr P Chandler be elected to serve as the Vice Chairman for the ensuing year.

RESOLVED: that Cllr P Chandler be elected to serve as the Vice Chairman for the ensuing year.

(3) Apologies for Absence

Cllr P Chandler
Cllr G Dibben
Peter Herridge
Garry Green

RESOLVED: to accept the apologies

(4) Declarations of Interest

There were no declarations made at this time.

(5) Minutes of the Previous Meeting

The Minutes of the meeting held on 20th April 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 April 2016 be signed by the Chairman as a correct record.

(6) Final Accounts 2015/16

The committee were informed of some amendments to the Members list disclosed in the Statement of Accounts for 2015/16. Gye Dibben represents South Somerset District Council, and Alan Smith represented Yeovil Town Council instead of Tony Lock.

The following questions were raised regarding pre-purchase burials:

- a) What is the figure of pre-purchased burials outstanding?
- b) What income did pre-purchases burials generate annually?
- c) What is the estimated reduction in income due to no longer offering pre-purchased burials?

It was stated that the information had not always been collated but the questions will be answered as a matter of urgency as accurately as possible.

It was agreed to circulate the management responses in relation to the findings of the external examination report for 2015/16 carried out by Darkin Miller.

RESOLVED: (1) to approve the draft Statement of Accounts; (2) to note the independent audit report from Darkin Miller; (3) to note that the balance of the deficit that occurred in the Cemetery's budget has been transferred from the reserve; (4) note that the general underspend which occurred in the Crematorium's budget has been split with 11% transferred to YWPC reserve and 89% transferred to SSDC; (5) to note the capital expenditure on the Cemetery and Crematorium; and (6) to provide the answers to the questions set out above as a matter of urgency.

(7) Update on Performance in Yeovil Cemetery

The committee considered the report of the Streetscene Manager at SSDC.

Members were invited to take part in the routine performance monitoring with officers to assess whether the revised ways of working provided acceptable outcomes.

RESOLVED: (1) to note the report; and (2) to accept the invitation to take part in the routine performance monitoring with officers.

(8) Cemetery and Crematorium – Works Plan

The committee considered the report of the Property & Engineering Services Manager which was presented by Environmental Health and Crematorium Manager, South Somerset District Council.

RESOLVED: to note the report

(9) Crematorium Management

The committee considered the report of the by Environmental Health and Crematorium Manager, South Somerset District Council.

The Environmental Health and Crematorium Manager stated that a working party would need to be set up to discuss the reports carried out by Rose Consultants. The report will be circulated in due course.

The Environmental Health and Crematorium Manager expressed his thanks to both Tom and Paula for providing cover during a time where staff resources had been stretched.

RESOLVED: to note the report.

(9) Statistics April 2016 – June 2016

Paula Taylor submitted a written report setting out the statistics for the period April 2016 to June 2016.

RESOLVED: to note the report.

(12) Any Other Business

There was no other business.

Following the Committee's tour of the Crematorium and the Cemetery, Members expressed their thanks to all the staff for all their hard work in maintaining the facilities at both locations to a high standard.

Signed:

Dated:

9/145 FORWARD PLAN

Date	Item
Town Council 4 th October 2016	Mr David Gibbings to present to Yeovil Town Council, a print of his painting of the G Lynx Helicopter Presentation from Gareth Williams, Co-ordinator, Yeovil Crime Reduction Team Presentation from Yeovil & District Chrysanthemum & Dahlia Society Reports and Recommendations from Council's Committees Planning – 19 th September 2016 Grounds & General Maintenance – 12 th September 2016 Promotions & Activities – 13 th September 2016 Buildings & Civic Matters – 20 th September 2016 Policy, Resources & Finance – 27 th September 2016
Town Council 1 November 2016	Presentation from Jonathon Higman, Director of Strategic Development, Yeovil District Hospital Reports and Recommendations from Council's Committees Planning – 17 th October 2016
Civic Event 13 th November 2016	Remembrance Sunday
Civic Event 26 th November 2016	Mayor's Ball
Town Council 6 th December 2016	Presentation from Octagon Theatre Reports and Recommendations from Council's Committees Planning – 14 th November 2016 Grounds & General Maintenance – 7 th November 2016 Promotions & Activities – 15 th November 2016 Buildings & Civic Matters – 22 nd November 2016 Policy, Resources & Finance – 29 th November 2016 Draft Budget for 2017/18
Town Council 7 th February 2017	Presentation from Yeovil Men's Shed Reports and Recommendations from Council's Committees Planning – 12 th December 2016/16 th January 2017 Grounds & General Maintenance – 9 th January 2017 Promotions & Activities – 17 th January 2017 Buildings & Civic Matters – 24 th January 2017 Policy, Resources & Finance – 31 st January 2017 Draft Programme of Meetings for 2017/18 Setting of Precept for 2017/18
Town Council 7 th March 2017	Reports and Recommendations from Council's Committees Planning – 13 th February 2017
Town Council 4 th April 2017	Reports and Recommendations from Council's Committees Planning – 13 th March 2017 Grounds & General Maintenance – 6 th March 2017 Promotions & Activities – 14 th March 2017 Buildings & Civic Matters – 21 st March 2017 Policy, Resources & Finance – 28 th March 2017