



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

Yeovil Town Council

The Meeting... **Yeovil Town Council - Annual Meeting**

The Time... **7:30pm** (or at the close of the Annual Town Meeting whichever is later)

The Date... **Tuesday 3 May 2016**

The Place... **The Sanctuary, Baptist Church,
South 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

26 April 2016

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

YEOVIL TOWN COUNCIL

Mike Lock - Mayor of Yeovil Town

Darren Shutler - Deputy Mayor of Yeovil Town

Florin Boieangiu

Pauline Lock

David Byrne

Tony Lock

Kris Castle

Sarah Lowery

Philip Chandler

Faye Purbrick

Tristan Cobb

Graham Oakes

Joe Conway

Evie Potts-Jones

Gail Freeman-Bell

Wes Read

Peter Gubbins

David Recardo

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.

A G E N D A

1. **TO ELECT THE MAYOR OF YEOVIL TOWN FOR 2016/17**
2. **TO ELECT THE DEPUTY MAYOR OF YEOVIL TOWN FOR 2016/17**
3. **TO RECEIVE AN ADDRESS FROM THE WORSHIPFUL MAYOR OF YEOVIL TOWN AND THE ANNOUNCEMENT OF THE APPOINTMENT OF:**

- Mayor's Chaplain
- Mayor's Cadets

(The Mayor will propose that the meeting be adjourned at this point and that the reconvened meeting be held at 7.30pm on Tuesday 10 May 2016 in the Town House, 19 Union Street, Yeovil to consider the remaining items of business).

Public Comment (15 Minutes)

4. **APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

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

5. **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).

6. **MINUTES**

To confirm as a correct record the Minutes of the previous meeting held on 5 April 2016.

7. **MAYOR AND DEPUTY MAYOR'S RECENT AND FORTHCOMING ENGAGEMENTS AND ANNOUNCEMENTS**

(To follow)

8. **ANNUAL REPORT 2015/16**

The Annual Report for 2015/16 (consisting of the Committee Reports and the Financial Statements) has been circulated. Opportunity will be given for comments and questions.

9. **APPOINTMENT OF COMMITTEES AND OTHER BODIES**

- (a) To appoint the following Committees of the Council and to appoint Members to serve on these bodies.
 - **Buildings and Civic Matters Committee**
 - **Grounds and General Maintenance Committee ***

- **Planning and Licensing Committee (minimum 11 members, at least 1 member for each ward)****
- **Promotions and Activities Committee**

Notes

In accordance with Standing Order 45, all Committees will need to reflect the political balance of the Council.

**The Grounds and General Maintenance Committee also includes a co-opted non-voting representative of the allotment tenants, and a substitute representative to attend in the same capacity in the absence of the appointed representative.*

***In accordance with Council policy, to ensure that all wards are represented, the majority of Members will be expected to serve as Members of the Planning and Licensing Committee*

- (b) To appoint the Policy, Resources and Finance Committee comprising the following membership:

Mayor (Ex-Officio)*

Deputy Mayor (Ex-Officio)*

Chairman of the Policy, Resources and Finance Committee

Buildings and Civic Matters Committee (Chairman and Nominee)

Grounds and General Maintenance Committee (Chairman and Nominee)

Planning and Licensing Committee (Chairman and Nominee)

Promotions and Activities Committee (Chairman and Nominee)

Representative(s) of Opposition Groups

Notes

**Should the Mayor or Deputy Mayor be a Chairman on any other Committee, a representative of the Ruling Group will need to be appointed in accordance with Standing Order 45 and 46.*

- (c) To elect the Chairman of the Policy and Resources Committee for 2015/16 (in accordance with Standing Order No 48A)

(The meeting will be adjourned at this point to enable special meetings of the Committees mentioned in 9(a) above to be held to elect the Chairmen and Vice-Chairmen of those Committees and to additionally nominate a representative therefrom to be appointed to serve on the Policy, Resources and Finance Committee).

All members are requested to remain in the Council Chamber during this process.

(The meeting will be further adjourned at this point to enable the names of the Members of the Policy, Resources and Finance Committee to be confirmed, and for a special meeting of the Policy, Resources and Finance Committee to be held to elect the Vice-Chairman of that Committee).

All members are requested to remain in the Council Chamber during this process.

- (d) To re-appoint the following Sub-Committees, Steering Group and Representative:

i. Standing Orders Review Sub-Committee

(present membership comprises the Mayor, the Deputy Mayor, the Chairman of the Policy, Resources and Finance Committee and nominated representative(s) of the Opposition Groups).

ii. Transport Sub-Committee

(present membership comprises Kaysar Hussain, Darren Shutler, Alan Smith and Rob Stickland).

iii. Former Ski and Activity Centre Steering Group

(present membership comprises the Mayor, Chairman and Vice-Chairman of the Policy, Resources and Finance Committee, Peter Gubbins and David Recardo).

iv. Selection Panel

(present membership comprises Kris Castle, Peter Gubbins, Mike Lock and Tony Lock).

v. Emergency Procedure (SO No 51)

To appoint the representative of the Opposition Group on the Council for consultation purposes under the Council's Emergency Procedure. Last year Gail Freeman-Bell was appointed.

- (e) To appoint three representatives to serve on the Yeovil Crematorium and Cemetery Joint Committee (last year Philip Chandler, Manny Roper and Alan Smith were appointed to serve on the Joint Committee).

(Amanda Card, Town Clerk – 01935 382424)

10. TO APPOINT REPRESENTATIVES TO SERVE ON OUTSIDE BODIES FOR 2016/17

(Details of present appointments attached at page 5)

11. REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND OTHER MEETINGS

Planning Committee – 11th April 2016
Presented by Cllr Pauline Lock

12. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Minutes of the following meetings are attached:-

- **Yeovil Crematorium and Cemetery Committee**
20 April 2016

pages 6 - 9

Members who represent the Town Council on outside bodies may wish to take this opportunity to report on any matters of interest.

13. **MEMBERS' ATTENDANCE**

To receive the Schedule of Members' Attendance at Council and Committee Meetings in 2015/16 (attached at page 10).

Public Comment (15 Minutes)

Yeovil Town Council - Appointments to Outside Bodies - 2015/16

| Organisation | Representation 2015/16 | |
|--|--|--|
| Abbey Community Association | Pauline Lock | |
| Area South Community Forum | Andy Kendall Alan Smith | |
| Barnabas Housing Association (incorporating South Somerset Womens' Refuge) | Phil Chandler | |
| Birchfield Community Association | Vacancy | |
| Friends of St John's Parish Church, Yeovil | Phil Chandler | |
| Lark Community Association | Vacancy | |
| Newtown Tenants and Residents Association Management Committee | Philip Chandler | |
| Parish Tree Warden Scheme | Manny Roper | |
| Sea Cadet Corps – Yeovil Unit 458 | Andrew Kendall | |
| Somerset Association of Local Councils | Alan Smith | |
| South Somerset Countryside Steering Group | Alan Smith | |
| Access for All | Phil Chandler | |
| Sunningdale Doorstep Green Steering Group | David Recardo | |
| Westfield Community Association | Sarah Lowery | |
| Woborns Almshouse Charitable Trust | Mayor Pauline Lock Manny Roper Alan Smith | |
| Yeovil Chamber of Trade and Commerce | Town Clerk/Mayor | |
| Yeovil Town and Parishes Cluster Workshop | Chairman and Vice-Chairman of the Planning and Licensing Committee | |
| Yeovil Free School and John Nowes Exhibition Foundation | Kris Castle | |
| Yeovil in Bloom and Flower and Gardeners' Market Steering Group | All Members of Promotions and Activities Committee | |
| Yeovil Market Improvement Group | David Recardo Alan Smith | |
| Yeovil Recreation Charity (formerly the Preston Grove Recreation Field for Adults Charity) | Peter Gubbins Andy Kendall David Recardo Alan Smith | |
| Yeovil Shopmobility Charity | Manny Roper | |
| Yeovil Town Centre Partnership Board | David Recardo | |
| Yeovil Transport Strategy Workshop | Chairman of Buildings and Civic Matters Committee | |
| Yeovil Twinning Association | Andrew Kendall David Recardo | |
| Yeovil Vision Project Management Board | Chairman of Policy, Resources and Finance Committee/Town Clerk (Vice-Chairman of Policy, Resources and Finance Committee/Deputy Town Clerk – substitutes) | |
| Youth Services Joint Steering Group | Kris Castle Chairman of Policy, Resources and Finance Committee | |

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

(6.00pm – 7.26pm)

Present:

| | |
|----------------|---|
| Bob Brookes | Brympton Parish Council |
| Roger Brown | Yeovil Without Parish Council |
| Gye Dibben | South Somerset District Council (from 6:05pm) |
| Nigel Gage | South Somerset District Council |
| Alf Hill | Yeovil Without Parish Council |
| Graham Oakes | South Somerset District Council |
| Manny Roper | Yeovil Town Council (Chairman) |
| Peter Herridge | (Humanist Celebrants' Representative) |
| Peter Down | (Clergy Representative) |

Also Present:

| | |
|-----------------|---|
| Amanda Card | Clerk to the Committee |
| Glenn Ford | Cemetery Foreman |
| 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 |
| Barbara Appleby | Clerk, Yeovil Without Parish Council |

Public Comment

There were no members of the public or press present.

(1) Apologies for Absence

Cllr Philip Chandler
Cllr Alan Smith
Clive Wakely
Paula Goddard
Garry Green
Chris Cooper

RESOLVED: to accept the apologies

(2) Minutes of the Previous Meeting

The Minutes of the meeting held on 20th January 2016 were agreed as correct and signed by the Chairman.

(3) Declarations of Interest

There were no declarations made at this time.

(4) Exclusion of Press and Public

Due to the confidential nature of the business of items 9/82 to 9/88 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 and 11 be heard with the Public and Press excluded.

(5) Letter from Brympton Parish Council

The committee considered the letter from the Clerk at Brympton Parish Council which gave notice of withdrawing from the Yeovil Crematorium and Cemetery Committee.

RESOLVED: to note the letter from the Clerk at Brympton Parish Council which gave notice of withdrawing from the Yeovil Crematorium and Cemetery Committee.

(6) Performance Monitoring Standards

The committee considered the report of the Streetscene Manager at SSDC which was presented by the Cemetery Foreman.

The Cemetery Foreman further noted that the new mowing system was being trialled in one third of the cemetery, the initial results have proved successful but if the new method is deemed unsuitable, the original system will be reverted back to.

Business Continuity plans were being reviewed with the possibility of sharing resources with other local cemeteries.

Accredited grave digging training will be delivered the week beginning 16th May 2016 which should result in 6 qualified grave diggers (3 cemetery staff and 3 staff from SSDC Streetscene).

Further investigations were being carried out as to how the issue of insecure headstones could be made safe.

RESOLVED: to note the report.

(7) 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

(8) 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 highlighted issues with staffing due to illness and retirement. The Streetscene department were being trained to cover some aspects of operation.

RESOLVED: to note the report.

(9) Statistics January 2015 – March 2016

Paula Taylor submitted a written report setting out the statistics for the period January 2015 – March 2016.

RESOLVED: to note the report.

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 – Future Plans

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

RESOLVED: 1) to note the report; and 2) to agree in principle (subject to Yeovil Without Parish Council's approval) to employ Rose Project Management to undertake a feasibility study as outlined in their proposal.

7:05pm Peter Herridge and Paula Jeffery left the meeting.

(11) Update on Cemetery Extension Project

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

RESOLVED: 1) to note the report; and 2) to invite the Leader of South Somerset District Council, Cllr R Pallister to the next meeting.

(12) Any Other Business

The Clerk reminded the Committee that there was currently a vacancy for a Clergy Representative and that Rev Peter Down had attended a number of meetings and may wish to be co-opted as the Clergy Representative (co-opted non-voting).

RESOLVED: that Rev Peter Down be the Clergy Representative (co-opted non-voting).

The meeting closed at 7.26pm.

Signed:

Dated:

MEMBER'S ATTENDANCE AT COUNCIL AND COMMITTEE MEETINGS 2015/16

| MEMBER | ACTUAL | POSSIBLE |
|-------------------------------------|--------|----------|
| Vijay Adampalli (until 08/11/15) | 4 | 12 |
| Nagaraja Akkisetty (until 08/11/15) | 5 | 12 |
| Florin Boieangiu (from 26/02/16) | 2 | 2 |
| David Byrne (from 04/03/16) | 0 | 1 |
| Kris Castle | 20 | 40 |
| Philip Chandler | 29 | 34 |
| Tristan Cobb | 2 | 10 |
| Joe Conway | 20 | 28 |
| Gail Freeman-Bell | 24 | 28 |
| Peter Gubbins | 19 | 26 |
| Kaysar Hussain | 18 | 28 |
| Andrew Kendall | 37 | 40 |
| Terry Ledlie | 23 | 28 |
| Mike Lock | 38 | 46 |
| Pauline Lock | 30 | 34 |
| Tony Lock | 31 | 34 |
| Sarah Lowery | 21 | 28 |
| Graham Oakes | 18 | 28 |
| Evie Potts-Jones | 26 | 28 |
| Andrew Pugsley (until 07/12/15) | 15 | 18 |
| Faye Purbrick (from 24/02/16) | 2 | 2 |
| Wes Read | 28 | 34 |
| David Recardo | 21 | 26 |
| Manny Roper | 38 | 46 |
| Darren Shutler | 36 | 46 |
| Alan Smith | 28 | 34 |
| Rob Stickland | 32 | 34 |

Note:

Members appointed to represent the Town Council on outside bodies and those holding particular offices may occasionally be unable to attend meeting due to commitments relating to those bodies/offices.