



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
BA20 1PQ

Mayor : Cllr M Lock, Locum Town Clerk : John Furze FILCM  
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## **Minutes of the meeting of Policy, Resources & Finance Committee of Yeovil Town Council held on Tuesday 24<sup>th</sup> November 2015 at 7.00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ**

**Present:** Cllrs T Lock (Chairman), W Read (Vice-Chairman), M Lock (Mayor of Yeovil), D Shutler (Deputy Mayor of Yeovil), K Castle, D Recardo, M Roper, and T Ledlie.

**In Attendance:** J Furze (Locum Town Clerk), A J Card (Town Clerk designate)  
Cllrs P Chandler and E Potts-Jones as Observers. Mrs R Darkin-Miller, Internal Auditor.

There were no members of the public and no members of the press present.

**7.00pm - Public Question Time.** There were no members of the present at this time.

**7.00pm - Meeting commenced.**

### **9/40. 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)*

Apologies were received from Cllr P Lock – Conflicting meeting and Cllr R Stickland – working away from home, Cllr P Gubbins – Holiday.

**RESOLVED:** To accept the apologies with the reasons given.

### **9/41. 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).

Declarations of interest were received from:

Cllr M Roper & Cllr T Ledlie – Personal Interest only (at this time) as both are Allotment Tennants.

There were no other Declarations made at this time.

#### **9/42. MINUTES**

To approve as a correct record the Minutes of the meeting held on 22 September 2015.

**RESOLVED:** That the minutes of the meeting held on 22<sup>nd</sup> September 2015 were signed and dated as a correct record.

#### **9/43. EXCLUSION OF PRESS AND PUBLIC**

Due to the confidential nature of the business of item 9/56, 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 9/56 be heard with the Public & Press excluded.

#### **9/44. REPORT OF INTERNAL AUDITOR**

Members to consider a report, presented by Ms Rosie Darkin-Miller, Internal Auditor to the Council following a mid-year audit of the Council's financial procedures. *Account & Audit Regulations 2015 s3*

**RESOLVED:** To note the report of the Internal Auditor's comprehensive report.

7.23pm Mrs Darkin-Miller was thanked for her time and left the meeting.

#### **9/47. FINREG'S**

Item deferred from the last meeting of the Town Council (3<sup>rd</sup> November 2015) for members to review and adopt new Financial Regulations. In view of recent developments it might be appropriate to defer adoption until after the new Town Clerk has taken post. *Account & Audit Regulations 2015 r4*

**RESOLVED:** To defer consideration and adoption of new FINREGs until the next meeting of this Committee on 26<sup>th</sup> January 2016.

#### **9/45. APPLICATION FOR GRANT AID**

Applications received from:

- a) **Westfield Community Association** – Deferred application (£950) from previous meeting for more information – attached.

**RESOLVED:** To award a grant of £250 only.

**b) St Margaret's Hospice – New Application (£5,000)**

**RESOLVED:** To award a grant of £2,500 only.

**9/46. USE OF TOWN CLERK'S DELEGATED POWERS**

Locum Town Clerk to update members on the use of his delegated powers for the purchase, and refurbishment, of items of uniform for the Town Crier and Mace Bearer. *YTC Scheme of Delegation s4*

**RESOLVED:** To note and approve the use of the Locum Town Clerk's Delegated Powers.

**9/48. RECORDING OF MEETINGS**

Members to receive a verbal update from Locum Town Clerk on the progress being made to facilitate recording of Council meetings. *Openness of Local Government Bodies Regulations 2014 part 4*

**RESOLVED:** To note the Locum Town Clerk's verbal report.

**9/49. ALDON PARK PROJECT – SUPPORT 'IN PRINCIPLE'.**

Members to consider a report from SSDC Development Management of the opportunity achieve full public access to Aldon Park. *Open Spaces Act 1906 ss9&10*

**RESOLVED:** To support the project 'In Principle' but with no financial commitment at this time.

**9/50. DRAFT BUDGET – FY16/17**

Members to consider a draft Budget for the fiscal year 2016/17 (FY16/17) and to refer to full Town Council for adoption subject to receiving details of the Council Tax Support Grant from SSDC for FY16/17. *Account & Audit Regulations 2015*

**a. To consider Service Committee Revenue Estimates for FY16/17**

- i) Grounds & General Maintenance Committee**  
Recommended increase in rolling play area upgrade from £2,550 to £10,000 for the next fiscal year
- ii) Promotions & Activities Committee**  
Nothing of note
- iii) Planning & Licensing Committee**  
To consider withdrawing the £15,000 annual payment for the attendance of an SSDC Planning Officer at meetings.
- iv) Buildings & Civic Committee**  
Nothing of note

**b. To consider this Committee's (PR&F) revenue estimates for FY16/17.**

**RESOLVED:** To approve the spending estimates with the proviso of reinstating the New Initiatives Budget ((£10,300) and cancelling the Westlands (Ringfenced for future Years) £10,300.

*NB. The Westlands Budget of £35,000 to remain intact.*

**RESOLVED:** To recommend to the full Council at its meeting on 1<sup>st</sup> December 2015 to adopt the Spending Estimates prepared by this Committee to enable the Precept to be set in January 2016 when the level of Council Tax Support Grant received from SSDC is known. *(Copy of Spending Estimates attached as Appendix A)*

**9/51. ALLOTMENT RENTS**

Members to consider and endorse the recommendation made by Grounds & General Maintenance Committee at its meeting on 9<sup>th</sup> November 2015 that allotments rents be increased from 30p per square metre to 34p per square metre with effect from 10<sup>th</sup> December 2016.

**RESOLVED:** To recommend to the full Town Council approval of the increase in the Allotment Rents to 34p per square metre from 10<sup>th</sup> December 2016.

**9/52. COMMUNITY HALL CHARGES**

Members to consider and endorse the recommendations made by Buildings & Civic Matters Committee at its meeting on 17<sup>th</sup> November 2015.

**RESOLVED:** To recommend to the full Town Council approval of increases in Community Hall Charges as contained in Minute 9/50 of the Buildings & Civic Matters Committee meeting of 17<sup>th</sup> November 2015 *(Copy attached as Appendix B)*

**9/53. CAPITAL AND REVENUE RESERVES**

Members review statement of Capital & Revenue reserves as at 31<sup>st</sup> October 2015

**RESOLVED:** To note the level of the Capital and Revenue Reserves and for the new Town Clerk to present proposals for a 'Town House Sinking Fund' before the end of the fiscal year.

**9/54. NEW INITIATIVES BUDGET**

Members to review allocations to be made from this budget heading for FY16/17. In particular a request from:

**Ground & General Maintenance**

Committee to support the installation of remote wildlife cameras at Yeovil Country Park.

**RESOLVED:** To accept the Recommendation of the Grounds & General Maintenance Committee for this project and to allocate £2,000 to it.

**Promotions & Activities**

To install LED Information Boards in the town. The exact number and locations have not been decided.

**Buildings and Civic**

To install up to three defibrillators within the town and co-operate with SSDC on the co-ordination of the locations.

**RESOLVED:** To approve 'in principle' both recommendations, as above, and for each Committee to look for savings within their Committee and to report back to this Committee with firm proposals and costings at a later date.

**9/55. FINANCIAL STATEMENT – AUGUST/SEPTEMBER 2015**

Members to review Financial Statement for the months of August and September 2015.

Members asked if the new Town Clerk could look at ways in which the Statement could be presented in a clearer format.

**RESOLVED:** To note the Financial Statement for the months of August and September 2015.

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

There were no members of the public present.

**9/56. STAFF IN CONFIDENCE - 4 items**

*The Committee will consider a resolution (see item 9/43) 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.*

- Extend working arrangements for the Assistant Town Clerks (job-share) to 3 days each per week.
- For Town Clerk and Assistant Town Clerk (one part of job-share) to be enrolled for achievement of Certificate in Local Council Administration (CiLCA)
- For Assistant Town Clerk (one-part of job-share) to be enrolled for achievement of Certificate of Higher Education (CertHE) in Community Governance awarded by University of Gloucestershire.
- For Administration Assistant to be enrolled to study for Institute of Leadership & Management (Level 2).

Members considered each item in turn and unanimously expressed their support and encouragement to those staff members wishing to part-take of training facilities before then.....

**RESOLVED:**

To approve *en-bloc* all of the above items with effect forthwith.

Meeting closed at 8.45pm

Signed: .....(Chairman)      Date .....



**GROUNDS AND GENERAL MAINTENANCE COMMITTEE**

| NOTES                             | Item  | YEAR 2014/15   |                |                         | YEAR 2015/16                          |                      |                       | YEAR 2016/17       |                 |
|-----------------------------------|---|----------------|----------------|-------------------------|---------------------------------------|----------------------|-----------------------|--------------------|-----------------|
|                                   |   | Allocated      | Spent          | 1/2 year spent 30.09.15 | Full year estimated spend to 31.03.16 | Estimated over spent | Estimated under spent | Estimated required | To be allocated |
| <b>INCOME 2015/16</b>             |   |                |                |                         |                                       |                      |                       |                    |                 |
| <b>1/2 Year to 30/09/15</b>       |   |                |                |                         |                                       |                      |                       |                    |                 |
| Lease                             | 1044  |                |                |                         |                                       |                      |                       |                    |                 |
| Taps & Keys                       | 4   |                |                |                         |                                       |                      |                       |                    |                 |
| Allotment rents                   | 704   |                |                |                         |                                       |                      |                       |                    |                 |
| Water Charge                      | 0   |                |                |                         |                                       |                      |                       |                    |                 |
| <b>1/2 Year</b>                   | <b>1752</b>   |                |                |                         |                                       |                      |                       |                    |                 |
|                                   |   | 750            | 495            | 637                     | 760                                   |                      |                       | 780                |                 |
| Materials and equipment           |   | 2,000          | 1,834          | 2,040                   | 2,040                                 |                      |                       | 2,080              |                 |
| Water Mains Refurbishment/Repairs |   | 4,280          | 4,348          | 687                     | 3,048                                 | 3,048                |                       | 1,000              |                 |
| Water charges                     |   | 7,810          | 8,072          | 3,367                   | 7,970                                 |                      |                       | 8,130              |                 |
| Allotment Maintenance (SSDC)      |   | 3,350          | 3,384          | 1,199                   | 3,420                                 |                      |                       | 3,490              |                 |
| Allotment Maintenance (Tenants)   |   | 1,960          | 192            | 100                     | 100                                   |                      | 900                   | 2,000              |                 |
| Allotments - Fence Repairs        |   | 400            | 335            | 0                       | 400                                   |                      |                       | 400                |                 |
| Leases                            |   | 1,330          | 1,146          | 748                     | 1,360                                 |                      |                       | 1,390              |                 |
| Goar Knap - Building              |   | 140            | 150            | 0                       | 0                                     | 150                  |                       | 150                |                 |
| Newsletter                        |   | 210            | 187            | 207                     | 220                                   |                      |                       | 230                |                 |
| Best Kept Allotments Competition  |   | 15,300         | 13,042         | 6,956                   | 14,000                                | 1,610                |                       | 15,920             |                 |
| Labour                            | 50  | 990            | 993            | 314                     | 1,010                                 |                      |                       | 1,030              |                 |
| Vehicle                           | 14806   | 160            | 36             | 20                      | 160                                   |                      |                       | 160                |                 |
| Protective clothing               | 2088  | 220            | 0              | 0                       | 230                                   |                      |                       | 240                |                 |
| Dog Bins                          | 1659  |                |                |                         |                                       |                      |                       |                    |                 |
| <b>Open spaces:</b>               | <b>18603</b>  |                |                |                         |                                       |                      |                       |                    |                 |
| Open Spaces                       |   | 145,000        | 145,000        | 73,950                  | 147,900                               |                      |                       | 150,860            |                 |
| Play Area Repairs/Enhancements    |   | 11,490         | 11,490         | 0                       | 11,720                                |                      |                       | 11,950             |                 |
| Country Park                      |   | 30,830         | 30,830         | 7,863                   | 31,450                                |                      |                       | 32,080             |                 |
| Play Area Upgrade                 | 50  | 0              | 0              | 0                       | 2,500                                 |                      |                       | 2,550              |                 |
| Play and Landscape Officer        | 15250   | 11,710         | 11,710         | 0                       | 11,950                                |                      |                       | 12,190             |                 |
| Holiday Playscheme contribution   | 2088  | 8,380          | 10,045         | 0                       | 8,550                                 |                      |                       | 8,720              |                 |
| Door Step Green                   | 1700  | 760            | 1,284          | 267                     | 780                                   |                      |                       | 795                |                 |
| Yew Tree Park - Gate Opening      | <b>19088</b>  | 1,500          | 1,235          | 679                     | 1,530                                 |                      |                       | 1,560              |                 |
| <b>Total expenditure</b>          |   | <b>248,570</b> | <b>245,808</b> | <b>99,033</b>           | <b>251,098</b>                        | <b>3,048</b>         | <b>2,660</b>          | <b>257,705</b>     | <b>0</b>        |
| <b>Notes:</b>                     |   |                |                |                         |                                       |                      |                       |                    |                 |
| 1                                 | Budget prepared on a year on year basis, with adjustments made for previous year's accruals                                 |                |                |                         |                                       |                      |                       |                    | 388             |
| 2                                 | Water mains refurbishment/repairs budget allocated to meet planned programme of phased improvements                         |                |                |                         |                                       |                      |                       |                    | 258,093         |
| 3                                 | Income of £2,090 pa receivable from lease of land at Higher Ryalls  |                |                |                         |                                       |                      |                       |                    | 19,088          |
| 4                                 | Enhancements budget used to increase Holiday Playscheme contribution - to help meet cost of new scheme in Yeovil South Ward |                |                |                         |                                       |                      |                       |                    | 239,005         |
| 5                                 | Provision for water leakage of £1000 in 16/17 Budget  |                |                |                         |                                       |                      |                       |                    | 11,950          |
| 6                                 | Rent increased by 3% which equates to 1p a Sq Mtr increase  |                |                |                         |                                       |                      |                       |                    | <b>250,955</b>  |



YEovil TOWN COUNCIL - ESTIMATES

**BUILDINGS AND CIVIC MATTERS COMMITTEE**

| NOTES          | Item  | YEAR 2014/15   |                | YEAR 2015/16   |                         | Full year estimated spend to 31.03.16 | Estimated over spent     | Estimated under spent | YEAR 2016/17       |                 |
|----------------|---|----------------|----------------|----------------|-------------------------|---------------------------------------|--------------------------|-----------------------|--------------------|-----------------|
|                |   | Allocated      | Spent          | Allocated      | 1/2 year spent 30.09.15 |                                       |                          |                       | Estimated required | To be allocated |
|                | Yeovil Town Band - Sponsorship  | 3,000          | 3,000          | 3,000          | 3,000                   | 3,000                                 |                          |                       | 3,000              |                 |
|                | Litter/Grit bins  | 670            | 0              | 680            | 0                       | 680                                   |                          |                       | 690                |                 |
|                | Monmouth Hall   | 16,290         | 12,027         | 16,620         | 9,543                   | 16,620                                |                          |                       | 16,950             |                 |
|                | Town House (excluding services)   | 6,250          | 6,508          | 6,380          | 3,224                   | 6,380                                 |                          |                       | 6,500              |                 |
|                | Town House - business rates   | 10,570         | 10,604         | 10,790         | 6,506                   | 10,790                                |                          |                       | 11,000             |                 |
|                | Town House - water charges  | 330            | 238            | 340            | 127                     | 340                                   |                          |                       | 350                |                 |
|                | Town House - electricity  | 1,400          | 1,206          | 1,430          | 682                     | 1,430                                 |                          |                       | 1,460              |                 |
|                | Town House - gas  | 2,040          | 1,892          | 2,080          | 506                     | 2,080                                 |                          |                       | 2,120              |                 |
|                | Town House - repairs and maintenance  | 3,220          | 2,075          | 3,290          | 4,777                   | 4,890                                 | 1,600                    |                       | 6,000              |                 |
|                | Civic Items (Town Twinning)   | 210            | 73             | 0              | 0                       | 0                                     |                          |                       | 0                  |                 |
|                | Sports Development Officer (SSDC)   | 2,080          | 2,080          | 2,120          | 0                       | 2,120                                 |                          |                       | 2,160              |                 |
|                | War memorials   | 330            | 480            | 0              | 156                     | 156                                   |                          |                       | 0                  |                 |
|                | Public noticeboards   | 330            | 165            | 340            | 0                       | 0                                     |                          | 340                   | 350                |                 |
|                | Community safety  | 4,930          | 0              | 5,030          | 0                       | 5,030                                 |                          |                       | 5,130              |                 |
|                | CCTV  | 31,220         | 31,220         | 31,850         | 15,925                  | 31,850                                |                          |                       | 32,490             |                 |
|                | Millennium Clock  | 290            | 0              | 300            | 269                     | 300                                   |                          |                       | 310                |                 |
|                | Transport support   | 4,380          | 43             | 4,470          | 0                       | 4,470                                 |                          |                       | 4,560              |                 |
|                | Public toilets - Peter Street   | 17,500         | 16,612         | 17,860         | 8,682                   | 17,860                                |                          |                       | 18,220             |                 |
|                | Public toilets - Petters Way  | 4,400          | 14,921         | 8,980          | 4,652                   | 8,980                                 |                          |                       | 9,160              |                 |
|                | Milford Hall  | 22,550         | 27,001         | 23,000         | 11,612                  | 23,000                                |                          |                       | 23,460             |                 |
|                | Town Centre Environmental Improvements  | 8,000          | 8,000          | 8,000          | 0                       | 8,000                                 |                          |                       | 8,000              |                 |
|                | <b>Total expenditure</b>  | <b>139,990</b> | <b>138,144</b> | <b>146,560</b> | <b>69,659</b>           | <b>147,976</b>                        | <b>1,756</b>             | <b>340</b>            | <b>151,910</b>     | <b>0</b>        |
|                |   |                |                |                |                         |                                       | Estimated underspend (-) |                       | 1,416              |                 |
|                |   |                |                |                |                         |                                       | Estimated 2016/17 income |                       | 153,326            |                 |
|                |   |                |                |                |                         |                                       | + contingencies @ 5%     |                       | 24,950             |                 |
|                |   |                |                |                |                         |                                       |                          |                       | 128,376            |                 |
|                |   |                |                |                |                         |                                       |                          |                       | 6,419              |                 |
|                |   |                |                |                |                         |                                       |                          |                       | <b>134,795</b>     |                 |
| <b>Notes</b>   |   |                |                |                |                         |                                       |                          |                       |                    |                 |
| 1              | Transport Support budget to meet cost of contributions towards new bus shelters and related matters   |                |                |                |                         |                                       |                          |                       |                    |                 |
| 2              | Estimated additional costs of operating the Petters Way Public Toilets (£8,509) to be met from earmarked reserves.  |                |                |                |                         |                                       |                          |                       |                    |                 |
| 3              | Increase in maintenance budget to cover porch and carpets   |                |                |                |                         |                                       |                          |                       |                    |                 |
| 4              | Town Centre Environmental Improvements budget previously used to help meet costs of Middle Street and Princes Street Enhancement Schemes. Possible top-slicing to fund ongoing Town Centre maintenance programme? |                |                |                |                         |                                       |                          |                       |                    |                 |
|                | <b>ESTIMATED INCOME</b>   |                |                |                |                         |                                       |                          |                       |                    |                 |
| <b>2015/16</b> |   |                |                |                |                         |                                       |                          |                       |                    |                 |
|                | Monmouth Hall   | 3,570          |                |                |                         |                                       |                          |                       |                    |                 |
|                | Milford Hall  | 17,690         |                |                |                         |                                       |                          |                       |                    |                 |
|                | Town House  | 1,390          |                |                |                         |                                       |                          |                       |                    |                 |
|                | Library   | 1,840          |                |                |                         |                                       |                          |                       |                    |                 |
|                | <b>Yr to 31/03/16</b>   | <b>24,490</b>  |                |                |                         |                                       |                          |                       |                    |                 |
|                | <b>ESTIMATED INCOME</b>   |                |                |                |                         |                                       |                          |                       |                    |                 |
| <b>2016/17</b> |   |                |                |                |                         |                                       |                          |                       |                    |                 |
|                | Monmouth Hall   | 3,640          |                |                |                         |                                       |                          |                       |                    |                 |
|                | Milford Hall  | 18,040         |                |                |                         |                                       |                          |                       |                    |                 |
|                | Town House  | 1,420          |                |                |                         |                                       |                          |                       |                    |                 |
|                | Library   | 1,850          |                |                |                         |                                       |                          |                       |                    |                 |
|                | <b>Est. 2016/17</b>   | <b>24,950</b>  |                |                |                         |                                       |                          |                       |                    |                 |

YEOVIL TOWN COUNCIL - ESTIMATES

**PLANNING AND LICENSING COMMITTEE**

| NOTES                                     | Item                                       | YEAR 2014/15  |       | YEAR 2015/16 |                         |                                       | YEAR 2016/17       |                 |
|---|--|---------------|-------|--------------|-------------------------|---------------------------------------|--------------------|-----------------|
|   |  | Allocated     | Spent | Allocated    | 1/2 year spent 30.09.15 | Full year estimated spend to 31.03.16 | Estimated required | To be allocated |
|   |  |               |       |              |                         |                                       |                    |                 |
|   | Income to 30/09/15                         |               |       |              |                         |                                       |                    |                 |
|   | Licensing                                  | 10,910        |       | 12,990       | 6,722                   | 12,990                                | 13,250             |                 |
|   |  |               |       | 14,770       | 7,094                   | 14,770                                | 0                  |                 |
|   | <b>Est Income 1/2 Year Ending 31/03/16</b> |               |       |              |                         |                                       |                    |                 |
|   | Licensing                                  | 11,490        |       | 27,760       | 13,816                  | 27,760                                | 13,250             | 13,250          |
|   | <b>Total</b>                               | <b>22,400</b> |       |              |                         |                                       |                    |                 |
|   |  |               |       |              |                         | Estimated recharge (+)                |                    |                 |
|   |  |               |       |              |                         | Estimated 2016/17 income (-)          |                    | 16,600          |
|   |  |               |       |              |                         | Estimated underspend (-)              |                    | 0               |
|   | <b>Estimated Income 2016/17</b>            |               |       |              |                         | Plus contingencies (5%)               |                    | -3,350          |
|   | Licensing                                  | 16,600        |       |              |                         |                                       |                    | -168            |
|   |  |               |       |              |                         |                                       |                    | <b>-3,518</b>   |
|   | <b>Notes</b>                               |               |       |              |                         |                                       |                    |                 |
| 1 Planning recharge taken out for 2016/17 |  |               |       |              |                         |                                       |                    |                 |

YEOVIL TOWN COUNCIL - ESTIMATES

PROMOTIONS AND ACTIVITIES COMMITTEE

| NOTES                       | Item   | YEAR 2014/15 |        | YEAR 2015/16            |                                       | YEAR 2016/17             |                       |                    |                 |
|-----------------------------|--|--------------|--------|-------------------------|---------------------------------------|--------------------------|-----------------------|--------------------|-----------------|
|                             |  | Allocated    | Spent  | 1/2 year spent 30.09.15 | Full year estimated spend to 31.03.16 | Estimated over spent     | Estimated under spent | Estimated required | To be allocated |
| <b>INCOME 2015/16</b>       |  |              |        |                         |                                       |                          |                       |                    |                 |
| <b>1/2 Year to 30/09/15</b> |  |              |        |                         |                                       |                          |                       |                    |                 |
| Festive Lights              | Town Team  | 3,000        | 3,000  | 0                       | 3,000                                 |                          |                       | 3,000              |                 |
| - SSSDC                     | Christmas Lights   | 21,190       | 35,185 | 18,548                  | 21,620                                |                          |                       | 22,050             |                 |
| - Traders                   | Yeovil in Bloom Working Budget   | 15,480       | 15,559 | 7,895                   | 15,790                                |                          |                       | 16,110             |                 |
| Sponsorship                 | Yeovil in Bloom Officer  | 23,350       | 23,350 | 11,910                  | 23,820                                |                          |                       | 24,300             |                 |
| Souvenirs                   | Town Crier   | 970          | 708    | 0                       | 990                                   |                          |                       | 1,010              |                 |
|                             | Yeovil Open Town Crier Competition   | 1,840        | 1,759  | 1,303                   | 1,880                                 |                          |                       | 1,920              |                 |
|                             | Customised souvenirs   | 550          | 199    | 0                       | 560                                   |                          |                       | 570                |                 |
|                             | Town Guide/promotional publications  | 230          | 125    | 0                       | 240                                   |                          |                       | 240                |                 |
|                             | Christmas Lights Competition   | 30           | 19     | 23                      | 30                                    |                          |                       | 30                 |                 |
|                             | Yeovil Flower and Gardeners Market   | 2,600        | 2,778  | 1,090                   | 2,660                                 |                          |                       | 2,710              |                 |
| <b>ESTIMATED INCOME</b>     |  |              |        |                         |                                       |                          |                       |                    |                 |
| <b>2015/16</b>              |  |              |        |                         |                                       |                          |                       |                    |                 |
| Festive Lights              |  |              |        |                         |                                       |                          |                       |                    |                 |
| - SSSDC                     |  |              | 2,000  |                         |                                       |                          |                       |                    |                 |
| - Traders                   |  |              | 56     |                         |                                       |                          |                       |                    |                 |
| Sponsorship                 |  |              | 500    |                         |                                       |                          |                       |                    |                 |
| Souvenirs                   |  |              | 100    |                         |                                       |                          |                       |                    |                 |
|                             |  |              | 2,656  |                         |                                       |                          |                       |                    |                 |
| <b>Estimated Income</b>     |  |              |        |                         |                                       |                          |                       |                    |                 |
| <b>2016/17</b>              |  |              |        |                         |                                       |                          |                       |                    |                 |
| Festive Lights              |  |              |        |                         |                                       |                          |                       |                    |                 |
| - SSSDC                     |  |              | 2,000  |                         |                                       |                          |                       |                    |                 |
| - Traders                   |  |              | 60     |                         |                                       |                          |                       |                    |                 |
| Sponsorship                 |  |              | 500    |                         |                                       |                          |                       |                    |                 |
| Souvenirs                   |  |              | 100    |                         |                                       |                          |                       |                    |                 |
|                             |  |              | 2,660  |                         |                                       |                          |                       |                    |                 |
|                             | <b>Total Expenditure</b>   | 69,240       | 82,683 | 40,768                  | 70,590                                | 0                        | 0                     | 71,940             | 0               |
| <b>Notes:</b>               |  |              |        |                         |                                       |                          |                       |                    |                 |
|                             |  |              |        |                         |                                       | Estimated underspend (-) |                       |                    | 0               |
|                             |  |              |        |                         |                                       | Estimated 2016/17 income |                       |                    | 71,940          |
|                             |  |              |        |                         |                                       |                          |                       |                    | 2,660           |
|                             | 1 Yeovil Town Centre Flower and Gardeners Market - maximum guarantee against loss (offset by income from stalls and sponsorship) |              |        |                         |                                       |                          |                       |                    | 69,280          |
|                             |  |              |        |                         |                                       | + contingencies @ 5%     |                       |                    | 3,464           |
|                             |  |              |        |                         |                                       |                          |                       |                    | <b>72,744</b>   |

**9/50. COMMUNITY HALL CHARGES**

The Committee is requested to consider increasing the charges for the hire of Milford and Monmouth Community Halls and the Council Chamber by the anticipated rate of inflation of 2% – with effect from 1 April 2016.

The present and proposed scale of charges is as follows:

| <b>Milford and Monmouth Community Halls and Town Council Chamber – Hire Charges</b>                   |  |  |
|---|--|--|
| <b>Type of Hire</b>   | <b>Current Rate of Hire<br/>(per hall/room per hour<br/>or part thereof)</b>           | <b>Proposed Rate of Hire<br/>(per hall/room per hour<br/>or part thereof)</b>          |
| <i>Rate for commercial organisations/persons</i>  | £13.00   | £13.30   |
| <i>Private Functions</i>  | £6.00  | £6.10  |
| <i>Damage Deposit for Private Functions<br/>(returnable if hall left in a satisfactory condition)</i> | £102.00  | £104   |
| <i>Non-profit making Organisations</i>  | £5.30  | £5.40  |
| <i>Milford and Monmouth Halls:<br/>Use of Main Hall Kitchen</i>                                       | £7.65 per hire (included in hall/room hire charge for non-profit making organisations) | £7.80 per hire (included in hall/room hire charge for non-profit making organisations) |
| <i>Town House Council Chamber:<br/>Provision of tea/coffee</i>  | £5.30  | £5.40  |
| <i>Town House Council Chamber:<br/>Provision of tea/coffee</i>  | £5.10  | £5.20  |

**RECOMMENDATION**

The Committee is **RECOMMENDED** to support the introduction of the proposed charges with effect from 1 April 2016.

*(Sally Freemantle, Assistant Town Clerk – 01935 382424)*