



# Yeovil Town Council

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**Yeovil Town Council**

**Members of Yeovil Town Council are summoned to attend:**

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 2 May 2017**

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

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

**Meetings are open to the Press and Public  
If you need this information in large print, Braille, audio  
or another language, please ring 01935 382424**

Amanda Card

Town Clerk

25 April 2017

# YEOVIL TOWN COUNCIL

Darren Shutler - Mayor of Yeovil Town

David Recardo - Deputy Mayor of Yeovil Town

Florin Boieangiu

Sarah Lowery

Philip Chandler

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

Mike Lock

Vacancy

Pauline Lock

Vacancy

Tony Lock

Vacancy

## **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.

## A G E N D A

1. **TO ELECT THE MAYOR OF YEOVIL TOWN FOR 2017/18**
2. **TO ELECT THE DEPUTY MAYOR OF YEOVIL TOWN FOR 2017/18**
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 9 May 2017 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 4 April 2017.

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

(To follow)

8. **ANNUAL REPORT 2017/18**

The Annual Report for 2017/18 (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 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 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 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 2016/17 (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 and Selection Panel**

It is recommended that both be re-appointed and the names of the Committee be sought as and when required.

**iii. Emergency Procedure (SO No 51)**

To appoint the representative of the Opposition Groups on the Council for consultation purposes under the Council's Emergency Procedure. Last year Cllr G Freeman-Bell (Labour Group) and Cllr F Purbrick (Conservative Group) were appointed.

- (e) To appoint three representatives to serve on the Yeovil Crematorium and Cemetery Joint Committee (last year Cllrs P Chandler, T Lock and M Roper were appointed to serve on the Joint Committee).

*(Amanda Card, Town Clerk – 01935 382424)*

**10. TO APPOINT REPRESENTATIVES TO SERVE ON OUTSIDE BODIES FOR 2017/18**

(Details of present appointments attached at page 4)

**11. REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND OTHER MEETINGS**

Planning Committee – 10<sup>th</sup> April 2017  
Presented by Cllr Pauline Lock

**12. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

Minutes of the following meetings are attached:-

- **Yeovil Crematorium and Cemetery Committee**  
19 April 2017

pages 5 - 7

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 2016/17 (attached at page 8).

**14. CORRESPONDANCE – YEOVIL TOWN BAND**

**Public Comment (15 Minutes)**

## Yeovil Town Council - Appointments to Outside Bodies – 2016/17

Organisation	Representation 2016/17	Representation 2017/18
Abbey Community Association	Alan Smith	
Area South Community Forum	Andy Kendall Alan Smith	
Barnabas Housing Association (incorporating South Somerset Womens' Refuge)	Phil Chandler	
Friends of St John's Parish Church, Yeovil	Phil Chandler	
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	
Westfield Community Association	Sarah Lowery	
Woborns Almshouse Charitable Trust	Mayor Pauline Lock Manny Roper Alan Smith	
Yeovil Crematorium and Cemetery Committee	Tony Lock Phil Chandler Manny Roper	
Yeovil Chamber of Trade and Commerce	Town Clerk/Mayor	
Yeovil Town and Parishes Cluster Workshop	Chairman and Vice-Chairman of the Planning Committee	
Yeovil Free School and John Nowes Exhibition Foundation	Vacancy	
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	Peter Gubbins Andy Kendall David Recardo Alan Smith	
Yeovil Shopmobility Charity	Manny Roper	
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	Andrew Kendall Evie Potts-Jones 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 19<sup>th</sup> April 2017**.

(6.00pm – 7.25pm)

**Present:**

Roger Brown	Yeovil Without Parish Council
Nigel Gage	South Somerset District Council
Alf Hill	Yeovil Without Parish Council
Manny Roper	Yeovil Town Council (Chairman)
Tony Lock	Yeovil Town Council

**Also Present:**

Amanda Card	Clerk to the Committee
Chris Cooper	Streetscene Manager, South Somerset District Council
Glenn Ford	Cemetery Foreman
Barbara Appleby	Clerk to Yeovil Without Parish Council
Alasdair Bell	Environmental Health Manager, South Somerset District Council
Paul Rayson	Manager, Yeovil Crematorium
Peter Herridge	Humanist Celebrants' Representative

**Public Comment**

There were no members of the public or press present.

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**(1) Apologies for Absence**

Cllr Graham Oakes  
Clive Wakley

**RESOLVED:** to accept the apologies

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**(2) Declarations of Interest**

There were no declarations made at this time.

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

**RESOLVED:** that the Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on 18<sup>th</sup> January 2017 be signed by the Chairman as a correct record.

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

Due to the confidential nature of the business of items 10 and 11 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.

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#### **(5) Update on performance in Yeovil Cemetery**

The committee considered the report from the Streetscene Manager regarding the performance of the cemetery service. The committee were informed that work on the common graves had not started due to an issue which had to be given higher priority. Work was underway to digitise the burial records and this work was being carried out by staff at Yeovil Town Council. The committee raised concern over the length of time the inputting of the data would take. A risk with the mapping system was also identified and members agreed that this needed to be addressed as soon as possible as it was business critical.

**RESOLVED:** (1) to note report from the Streetscene Manager regarding the performance of the cemetery service but (2) to submit a report at the next meeting of Yeovil Crematorium and Cemetery Committee regarding a costs of analysis and options appraisal to address the issues of the mapping system and the computerisation of the burial records.

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

The Committee considered the report from the Environmental Health Manager and the Crematorium Manager.

**RESOLVED:** to note the report.

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#### **(7) Statistics January 2017 – March 2017**

The Registrar/Admin Manager submitted a written report setting out the statistics for the period January 2017 and March 2017.

**RESOLVED:** to note the report.

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## **(8) Lease Agreement at Cemetery Lodge**

To Clerk to the Committee highlighted an issue with the lease agreement at Cemetery Lodge and offered an option that may resolve this issue.

**RESOLVED:** (1) to note the verbal report given by the Clerk to the Committee; and (2) that the Clerk to the Committee pursue what needs to be done to resolve the issue .

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## **(9) Any other business**

There was no other business.

*6:58pm Peter Herridge left the meeting and did not return.*

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*The Committee passed a resolution (see item 4) to exclude the press and public from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

## **(10) Crematorium IT system**

The Committee considered the report from the Crematorium Manager regarding the procurement of a new records system.

**RESOLVED:** (1) to note the report and (2) to recommend to the relevant Councils to approve (where appropriate) the procurement of the recommended records systems as indicated by the Crematorium Manager.

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## **(11) Future plans of the Crematorium**

The committee considered the report from the Environment Health Manager at South Somerset District Council and the General Manager at Yeovil Crematorium regarding the proposed alterations to the Crematorium.

**RESOLVED:** (1) to note the report; and (2) to recommend to the relevant Councils to approve (where appropriate) to pursue the proposed alterations to Yeovil Crematorium.

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Signed:

Dated:

# MEMBER'S ATTENDANCE AT COUNCIL AND COMMITTEE MEETINGS 2016/17

MEMBER	ACTUAL	POSSIBLE
Florin Boieangiu	10	29
David Byrne (until 06/02/17)	10	21
Kris Castle (until 13/02/17)	2	17
Philip Chandler	28	41
Tristan Cobb (until 13/02/17)	1	17
Joe Conway	29	35
Gail Freeman-Bell	22	29
Peter Gubbins	15	24
Kaysar Hussain	12	29
Andrew Kendall	9	11
Terry Ledlie	24	30
Mike Lock	15	23
Pauline Lock	30	42
Tony Lock	33	36
Sarah Lowery	30	36
Graham Oakes	19	30
Evie Potts-Jones	35	36
Faye Purbrick	31	36
Wes Read	32	42
David Recardo*	28	36
Manny Roper	42	48
Darren Shutler*	25	48
Alan Smith	28	35
Rob Stickland	29	36

**Note:**

\*Members holding particular offices (i.e. The Mayor of Yeovil and the Deputy Mayor of Yeovil) may occasionally be unable to attend meetings due to commitments relating to those offices.

Members appointed to represent the Town Council on outside bodies occasionally be unable to attend meeting due to commitments relating to those bodies.