



Yeovil Town Council

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Yeovil Town Council

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

The Time... **7.30pm**

The Date... **Tuesday 5 February 2013**

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

The Town Council will be discussing all the items listed overleaf

If you need this information in large print, Braille, audio or another language, please ring 01935 382424



Alan Tawse

Alan Tawse

Town Clerk

29 January 2013

Please contact Alan Tawse at the Town House for more information about this meeting

YEOVIL TOWN COUNCIL

Clive Davis – Mayor of Yeovil

Manny Roper – Deputy Mayor

Martin Bailey

Peter Brock

Kris Castle

J Vincent Chainey

Philip Chandler

Tristan Cobb

Leah Cross

Bridget Dollard

David Dollard

Tony Fife

Jon Gleeson

David Greene

Peter Gubbins

John Hann

Kaysar Hussain

Andrew Kendall

Mike Lock

Tony Lock

Wes Read

David Recardo

Darren Shutler

Alan Smith

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

Disability

Gender Reassignment

Marriage and Civil Partnership

Pregnancy and Maternity

Race

Religion or Belief

Sex

Sexual Orientation

Prior to the start of the meeting, Members are invited to join the Mayor's Chaplain in the Council Chamber at 7.25pm for prayers.

A G E N D A

Grant Presentations

Public Comment (15 Minutes)

1. MINUTES

To confirm as a correct record the Minutes of the previous meeting held on 8 January 2013.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MAYOR AND DEPUTY MAYOR'S RECENT AND FORTHCOMING ENGAGEMENTS AND ANNOUNCEMENTS

(See attached at page 4)

5. CORRESPONDENCE

6. ESTIMATES 2013/14

(a) To consider estimates from the Council's Committees as attached to the Minutes of the Policy, Resources and Finance Committee meeting held on 27 November 2012 (circulated separately).

(b) To consider adopting the recommended approach by the Policy, Resources and Finance Committee for the fixing of the Town's precept for 2013/14 as set out in the Minutes of the meeting of that Committee held on 29 January 2013 (to be circulated).

Members are asked to bring to the meeting the separately circulated hard copy of the minutes of the meeting of the Policy, Resources and Finance Committee held on 27 November 2012 (which include the recommendations of that Committee on the Estimates 2013/14 and details of the draft budgets for all the service committees) and the minutes of the meeting of the Policy and Resources Committee held on 29 January 2013 (to be circulated). Further copies will be provided on request.

(Alan Tawse, Town Clerk – 01935 382424)

7. PROGRAMME OF MEETINGS 2013/14

Attached at page 5 is a draft programme of meetings of the Town Council and its committees for 2013/14. Council is **RECOMMENDED** to consider the adoption of this programme.

(Alan Tawse, Town Clerk – 01935 382424)

8. ABBAY COMMUNITY ASSOCIATION

Council is **RECOMMENDED** to consider appointing a representative to serve on the Management Committee of the Abbey Community Association. For reasons beyond her control, Leah Cross - who currently serves on the Management Committee - is unable to attend their meetings.

(Alan Tawse, Town Clerk – 01935 382424)

9. REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND OTHER MEETINGS

(The Minutes of the following meetings are open to discussion. Where a Committee has made a recommendation that will be listed on a separate sheet circulated with the Agenda).

Planning and Licensing Committee

2 January 2013
14 January 2013

Grounds and General Maintenance Committee

7 January 2013

Promotions and Activities Committee

15 January 2013

Buildings and Civic Matters Committee

22 January 2013

Policy, Resources and Finance Committee

29 January 2013

10. REPORTS AND REPRESENTATIVES ON OUTSIDE BODIES

Yeovil Twinning Association

20 September 2012

8 November 2012

8 - 10

13 December 2012

11 - 13

Yeovil Crematorium and Cemetery Committee

16 January 2013

14 - 22

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

Public Comment (15 Minutes)

List of Engagements attended/to be attended by His Worship The Mayor of Yeovil, Councillor Clive Davis and the Deputy Mayor of Yeovil, Councillor Manny Roper from 8 January - 5 March 2013

06/01/13	The Mayor of Yeovil, Councillor Clive Davis attended the Crewkerne Lions Club District final of Young Ambassador of the Year.
10/01/13	The Mayor of Yeovil Councillor Clive Davis and the Deputy Mayor, Manny Roper attended Yeovil College Further Education Awards ceremony at Haselbury Mill
16/01/13	The Mayor of Yeovil, Councillor Clive Davis judged the entries at the Preston Academy Dragons Den event
24/01/13	The Mayor of Yeovil, Councillor Clive Davis attended Tony Targett – Nursery Manager retirement presentation at Lufton Depot
25/01/13	The Mayor of Yeovil Councillor Clive Davis attended the Chard Town Council CATS production of Cinderella
25/01/13	The Deputy Mayor of Yeovil, Manny Roper attended the Yeovil Amateur Pantomime Society production of Cinderella at the Octagon
01/02/13	The Mayor of Yeovil, Councillor Clive Davis attended Yeovil Foundation Partnership Project Search Information Meeting at Fiveways School
02/02/13	The Mayor of Yeovil, Councillor Clive Davis attended Yeovil Town Band, Brass at the Octagon event
06/02/13	The Mayor of Yeovil, Councillor Clive Davis will attend the annual Presentation of Awards by the South Somerset Duke of Edinburgh's Awards Committee at the Octagon.
15/02/13	The Mayor of Yeovil, Councillor Clive Davis will attend the Yeovil Twinning Association Annual Dinner at the Red House
16/02/13	The Mayor of Yeovil, Councillor Clive Davis will attend the Yeovil Trefoil Guild Big Breakfast event at Everton Road Guide Hut
22/02/13	The Mayor of Yeovil, Councillor Clive Davis will attend the Western Gazette Charity Ball at Westlands Leisure Complex
23/02/13	The Mayor of Yeovil, Councillor Clive Davis will attend Blandford Forum's 'Mayor's Bash' in the Corn Exchange, Blandford
24/02/13	The Mayor of Yeovil, Councillor Clive Davis will attend the Axbridge Civic Service and Community Awards event
01/03/13	The Mayor of Yeovil, Councillor Clive Davis will visit Orchard Wyndham for a guided tour of the house and gardens by the High Sherriff of Somerset
03/03/13	The Mayor of Yeovil, Councillor Clive Davis will attend the Somerset County Council Civic Service in Taunton

Programme of Meetings of Council and Committees - 2013/14

Meeting	Venue	Day	Time	2013								2014				
				May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Council	Council Chamber	Tuesday	7.30pm	7* 14**	4	2	6	3	1	5	3	7	4	4	1	6* 13**
Planning and Licensing Committee	Council Chamber	Monday	7.00pm	8*** 20	3 17	1 15 29	27*****	9 23	7 21	4 18	2	6 20	3 17	3 17 31	14 28	12 26
Grounds and General Maintenance Committee	Council Chamber	Monday	7.00pm	13	-	8	-	2	-	11	-	13	-	10	-	14***
Promotions and Activities Committee	Council Chamber	Tuesday	7.00pm	15***		9	-	10	-	12	-	14	-	11	-	15****
Buildings and Civic Matters Committee	Council Chamber	Tuesday	7.00pm	21		16	-	17	-	19	-	21	-	18	-	20
Policy, Resources and Finance Committee	Council Chamber	Tuesday	7.00pm	28	25	23	-	24	-	26	-	28	-	25	-	27

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

** Annual Meeting of the Town Council (reconvened)

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

**** moved to Thursday to avoid clash with Bank Holiday and/or Town Council meeting

***** moved to Tuesday to avoid clash with Bank Holiday

Public Holidays

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

Monday 6 May 2013
Monday 27 May 2013
Monday 26 August 2013
Wednesday 25 December 2013
Thursday 26 December 2013

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

Wednesday 1 January 2014
Friday 18 April 2014
Monday 21 April 2014
Monday 5 May 2014
Monday 26 May 2014

Elections

County Council

Thursday 2 May 2013

YEOVIL TWINNING ASSOCIATION

Minutes of the Committee Meeting held on Thursday 20th September 2012

Present : John Attwood, Jan Aldridge, Diana Gray (Hosting), Andrew Kendall, David Recardo, Kathy Smyth, Barbara Stimpson (Sec), Graham Voizey (Chair)

Apologies : Roger Baker, Suzanne Biddiscombe, Theresa Mahoney, Norma Northcott, Barrie Smallcalder (Treasurer), David Torrance

Minutes : The minutes of the July meeting were agreed and signed. Matters arising all related to the Taunusstein visit (see below).

Treasurer's report : In his absence, Barrie's figures in preparation for the AGM were handed out

2012 : Outgoing visit to Taunusstein : Thursday 27th September – Tuesday 2nd October.

M/A : Flybe had cancelled our Frankfurt flights but alternative arrangements had been made with British Airways.

David Recardo showed the committee a silver platter to be presented to Taunusstein from Yeovil Town Council. The Mayor was writing something for Bridget Dollard to say on his behalf at the anniversary.

Donald Gray had sent a DVD of photographs for the occasion.

Graham Voizey had not ordered the torch/pens as individual anniversary gifts because the costs had increased 100 per cent. David Recardo suggested that he ask at the Town House if any similar items were available to take on the visit.

An item had appeared in the Western Gazette regarding this visit.

Three members had volunteered to play the English bride in Taunusstein's anniversary play. It was decided to offer the role to Teirie Wibberley. It was also decided to repeat the comedy sketch performed by members on the recent trip to Herblay.

2013 : Incoming – Herblay : Thursday 9th May (8am) – Sunday 12th May (early afternoon)

Philippe had made various enquiries about the trip : how many can we accommodate (he's hoping to fill a 48 seater coach); could we arrange an exhibition of amateur art and a musical concert.

David would approach Yeovil Town Band regarding the concert and possible accommodation of musicians. He would also speak to Liz Pike regarding an exhibition. Jan also suggested that the Vintage Arts Café might be able to display some art. It was felt that in view of the short visit, a church hall in town or a school would be a better venue for both concert and exhibition. Andy suggested asking Philippe for a more definite idea of numbers before progressing this. Barbara to email Philippe.

2013 : Outgoing - Samarate : Thursday 6th Tuesday 11th June with a hotel extension 11th – Friday 14th

David Recardo suggested booking more expensive flights in order to get a better service/greater baggage allowance. Graham said that a coach trip to Heathrow (for BA flights) would be about £130 less than to Gatwick. 25 people wanted to continue the visit at the hotel. A £50 per head deposit for this part of the trip will be requested after the AGM.

Socials/Fundraising : Jan referred to the proposed Swan Theatre charity booking: a comedy "Heroes" by Gerald Sibley (three convalescing 1914-18 soldiers reminisce) will be staged in January and we could have Monday 21st as our charity night. After a discussion it was decided to put this suggestion to members at the AGM.

David Recardo pointed out that when a venue for our annual meal is booked, it will have to be DDA compliant so that we can invite the Mayor.

Any other business :

The AGM will be held at the Baptist Church on Thursday 11th October 2012 at 7.30 pm. The Mayor and his wife will be attending.

Graham said we will need to elect a new chairperson and secretary and asked which of those committee members present were willing to stand again: John, Jan, Kathy and Diana agreed.

An amendment to the constitution was discussed and proposed by the committee, to be voted on at the AGM.

YEOVIL TWINNING ASSOCIATION

Minutes of the Committee Meeting held on Thursday 8th November 2012

Present: David Recardo (Chair), Teresa Mahoney (Vice Chair), Barrie Smallcalder (Treasurer), David Torrance (Secretary), Jan Aldridge, John Attwood, Andy Kendall, Norma Northcott, Kathy Smyth

Apologies: Roger Baker, Suzanne Biddiscombe

Minutes: The minutes of the July meeting were agreed and signed.

Matters Arising: Taunusstein trip a great success – flight excellent with good baggage allowance – everything went well – thanks do Donald for producing DVD and getting photos onto website quickly.

Yeovil Town Band had responded positively to the approach, and indicated that they needed to know the type of music Herblay wanted – more info needed from Herblay.

Liz Pike was our contact point for art display – confirmed that Art group meets on a monthly basis – problem would be that the display would only be on show for up to 2 days – who would put it up and take it down? – it would need goodwill to get someone to give up space for Herblay display, may not therefore be practical – pictures could be displayed if we had formal meal at e.g. the Manor. In any event we would need security in case paintings stolen etc.

Committee were reminded that the Italians had brought a display but this may have been done through AugustaWestland? – also that when we visited Taunusstein we had taken pictures with us on the coach – we did it all – up and down etc.

Suggested that we wait until New Year to sort out – need to ask Herblay what sort of music and display wanted? Add to January Agenda

Action: Contact Herblay for more information - DIT

Correspondence

DIT – nothing received although contact details awaiting updating.

Treasurers Report

Financial position outlined as per balance sheet – balance down by £500.00 to £4668.00. Half the annual subscriptions and three deposits for the Hotel for the Stresa extension following visit to Samarate had been received.

Suggested move account to HSBC – motion agreed – new mandate would be needed.

AGM question re Petty Cash – Confirmed that Petty cash had been transferred into main account. The treasurer didn't feel it was needed although members would be reimbursed by cheque where claim made.

Historically Barbara paid for flights and claimed money back – felt that we should have a Debit Card – Treasurer to organise with HSBC once changeover completed

Action: New Account with HSABC to be opened - BS

Visits

Herblay - Inward (Thursday 9th - Sunday 12th May)

Herblay Date confirmed as 9-12 May – arrive at 8.00am Thursday and leave early afternoon on Sunday.

DR felt it was good to spend time with hosts- suggested one excursion during their visit and hosts to organise others themselves – generally felt that this was normal as they were only here for a short time. Committee asked to come to next mtg with ideas for visits.

Haynes Motor Museum was suggested with possible onward visit to Yeovil Fleet Air Arm museum – possibility of group rates?

Taunussteinc - Inward

September has been mentioned while in Taunusstein, but dates to be confirmed

Samarate - Outward (Thursday 6th - Tuesday 11th June with a hotel extension 11th – Friday 14th June)

TM – had looked at flights – group booking with BA 3 £108 +taxes producing a total of £203. Flybe were low price but it meant flying to Manchester first. Alitalia £300. Easyjet cheapest – depart Gatwick at 15.20 @ £29.99 and return at 07.35 @ £48.59. Suggested overall guide price of £150 including coach travel to and from Gatwick

Some people may not stay on and would therefore be back separately which may have a cost implication? – review when nos finalised. There was a query as to how many people the Italians could take? – not felt to be a problem at this time. Generally felt that there was a need to circulate invite to members re Samarate visit etc ASAP to be able to confirm prices /arrangements – deadline next meeting although check final confirmation date sent out by Barbara?

Agreed that whilst interest was shown payment would confirm commitment.

Discussion re the need to be able to invite a host back – Committee felt that this was not obligatory and not a problem if a member was unable to reciprocate.

Graham Voizey had provided a list of 25 members who wanted to stay on in Stresa – £50 pp deposit needed to secure hotel booking. He had been asked to organise coach as he has contacts and to liaise with Hotel which he was happy to do.

Action: Ideas for visits – all; Check on group rates for Haynes and Yeovilton AB – DR; Advertise Samarate Visit – DIT & TM, check previous info re dates - DIT

Fund Raising

NN was keen to have a Cheese and Wine Party – now updated (9/11/2012) Sunday 20th January @ 5.00pm £6.00 a head – to be held at Marion Hall, The Avenue, Yeovil – hall charges apply approx £20.00. Members asked to bring Raffle Prizes. Committee grateful to NN for organising.

Friends of KS who were in the Thornford Twinning Association had suggested a joint Fish & Chip Quiz evening – Committee thought this was a good idea

Charity night at the Swan Theatre, Yeovil on Monday 21st Jan now confirmed – play will be *Heroes* starting at 7.45pm – doors open 7.00pm - £9.50 or £9.00 for concessionaries – 129 seats available – we

would need to fill at least 40 seats – we could have display in the Foyer which could be there all week and run a Raffle. Jan has a form to complete – DIT to provide info.

Annual Meal – Red House on the Dorchester Road was suggested. It had wheelchair access but no Disabled Toilet. Choice of fixed menu or roast meats - approx £13.00 - £15.00 pp -the date of 15th February was agreed but there was a need to check with suitability of venue with the Mayor. Recognised that we had been there before and had shared eating area with patrons which was felt unsatisfactory, but it was confirmed that it was now a separate area although the bar was shared.

Possible YTA Lottery to raise funds outlined - felt it was a good idea and contribution options discussed - suggested it could be included with subs – need to find out who would be interested –include in Newsletter with possible tick box?

Discussion re possible Race Night – felt better to have DIY event using children as horses and moving with dice throws. Possibly to be held in April? - could also be available for Herblay visit? Jan happy to organise but worried about support – idea to put into newsletter

Possible Timetable for Events:-

January	February	March	April
Cheese & Wine, Theatre Night	YTA Annual Meal	YTA Fish & Chip Quiz Night	Race Night

Action: Advertise Cheese & Wine evening – TM & DIT; Work up Fish and Chip evening – KS; Info for Theatre form- DIT; Confirm date for annual meal / mayor available and access – DR; Advertise Theatre – TM, JA & DIT; Race Night - TM

AOB

DR circulated outline for a *Biog* (resume of skills etc) – he was keen that the committee members know each other's strengths etc – would enable expertise to be channelled – would eventually be put on website.

JA felt that we needed to be circumspect as to what was made public – not keen for photo. DR confirmed it would be by agreement.

AK wanted to know how many people coming from France – not known – details still awaited.

Action: complete draft *Biog* – all; confirm no's coming from Herblay - DIT

Meeting closed in good order at 8.30pm

Next meeting: Thursday 13th December @ 7.00pm

David Torrance
YTA Secretary
01935873979
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YEOVIL TWINNING ASSOCIATION

Minutes of the Committee Meeting held on Thursday 13th December 2012

Present: David Recardo (Chair), Teresa Mahoney (Vice Chair), Barrie Smallcalder (Treasurer), David Torrance (Secretary), Jan Aldridge, John Attwood, Norma Northcott, Kathy Smyth, Suzanne Biddiscombe + Trevor Rogers (TWA), Madelaine Horvey (TWA), Terry Horvey (TWA)

Apologies: Roger Baker, Diana Gray, Andy Kendall

Fund Raising (1): Meeting was attended by 3 representatives of the Thornford Twinning Association with a view to a joint Fish & Chip Quiz night in the New Year – profits to be shared. KS had been to a similar event in Sherborne (run by the Sherborne Twining Association) and felt that the evening had been a success at £8.00 a head. Thornford Village Hall was suggested as a suitable venue. It had all facilities including a PA and Trevor Rogers confirmed that quizzes etc had been run there previously. It could take 20 x 6 people tables and a bar could also be run. They had charged £6 a head but with a simple meal. It may be possible to utilise the local Fish & Chip van to provide the meal?

DR felt that proposals should be taken forward and food decided upon once what was feasible had been established. TR agreed to develop and attend next committee meeting so that arrangements could be finalised.

April may be a better month to hold the Fish & Chip Quiz. Madeleine Horvey suggested Sat 14th or Friday/Saturday 20th/21st April and felt that date needed to be decided as the hall was popular. Felt that a Saturday was better as it would enable the hall to be set up etc. There was a discussion on merits of alternative dates but to be finalised when TR reports back. JA had discussed possible Race Night with the Quicksilver Mail for the 13th April and DR and KS were away in March. It was felt that tables for the Fish & Chip Quiz should be limited to 20 which was just below max number the hall could take.

TR queried who would supply Quizmaster and suggestions made – several possibilities.

Agreed that the Quiz/Fish & Chip night was a good idea and something we would want to do – final decisions etc. at next meeting once TR had further information.

DR thanked the Thornford Twinners for attending and KS for arranging.

Minutes: The minutes of the November meeting were agreed with minor spelling amendments and signed.

Matters Arising: Herblay had now provided more information and this had been circulated. A number of children were coming and it was therefore felt important to involve the schools re the musical element. DR would meet Bridget with a view to consulting Preston School to see what they could offer and what we could do together – ideally children would be able to stay with other children. Schools closed over Christmas period (noted that Herblay would be coming when schools were open) but meeting to take place ASAP. If negative response then Park School would be approached. YTA had taken large nos before but without children. Hosting Officer had expressed concerns over numbers and had suggested that help would be needed perhaps from other Twinning Associations?

Venue for “concert” important and recognised that the Herblay visit would entail a considerable amount of work to get everything done. Suggested that it might be better not to have any organised visits because of this and for the hosts to take their guests out as necessary.

Yeovil Arts Group was “on board” – contact Liz Pike – venue possible in town but better to use school buildings? – potential for school cookery class to be utilised to provide meals? Yeovil College might be a suitable venue?

It was acknowledged that a list of actual Herblay Twinners would be useful for allocating hosting families – January meeting to be used to clarify arrangements.

The Treasurer confirmed that a new account with HSBC was being opened and that a Debit Card should be available.

Correspondence

DIT reported that he had contacted Herblay and a letter re their proposals from Philippe had been received and circulated to Committee Members – details discussed under Matters Arising.

Treasurers Report

Treasurer to chase up outstanding subs.

Progress re change of banking arrangements reported under Matters Arising. Documentation to be completed by DR, TM and DIT.

Query re an unaccounted for amount received by the Treasurer – confirmed that this was the voluntary contributions for refreshments made by members attending the AGM.

Balance sheet had been circulated prior to meeting – Total receipts @ £850.00 and Total Payments @ £1319 resulting in a balance (including £250.00 held for Italy Hotel deposits) as of 3/12/2012 of £4,953.01

Action: *New Account with HSABC to be completed – BS; Outstanding subs to be chased up – BS; documentation to be completed - DR, TM & DIT*

Visits

Herblay - Inward (Thursday 9th - Sunday 12th May)

Details discussed under Matters Arising.

Action: *Meeting with Bridget re Preston and Park Schools – DR; List of Herblay Twinners within proposed group – DIT; Type of music and display Herblay expecting – DIT; Possibility of school cookery class to be utilised to provide meals - unassigned; Yeovil College for display of Herblay artwork – unassigned;*

Taunusstein - Inward

Awaiting confirmation of dates.

Samarate - Outward (Thursday 6th - Tuesday 11th June with a hotel extension 11th – Friday 14th June)

Confirmed that 27 members had expressed an interest with 25 staying on at Stresa and that further bookings now closed as there was a need to book the flights and hotel etc. Details re travel costs etc. to be finalised.

Action: *Finalise costs and travel arrangements etc.-TM; List of members going to Samarate to be circulated to DR, TM, BS – DIT; Ideas for visits – all (outstanding); Check on group rates for Haynes and Yeovilton AB – DR (outstanding);*

Socials/ Fund Raising (2)

Cheese and Wine Party at the Marian Hall, The Avenue, Yeovil on Sunday 20th January – details advertised in Newsletter.

Joint Fish & Chip Quiz evening with Thornford Twinning Association discussed at start of meeting.

Charity night at the Swan Theatre, Yeovil on Monday 21st Jan - details advertised in Newsletter.

Annual Meal – Details re the Red House on the Dorchester Road to be confirmed – date Friday 15th February 2013 – choice was either their “one price” 2 course menu for 20 people or set roast. Agreed that roast would be more suitable and easier to manage – price quoted £10.95 + coffee. BS to visit and finalise details and costs etc and payment arrangements. DR confirmed that the mayor would be attending.

YTA Lottery – response to info in Newsletter poor – details needed re licence etc.

Race Night – JA had approached the Quicksilver Mail and was able to confirm that the function room was available at no charge. Agreed to await feedback re the Fish & Chip Quiz before taking any further action.

Action: *Use of Thornford Village Hall etc for Fish & Chip Quiz evening – TR (Thornford Twinning Ass.); Update re Cheese & Wine evening – TM & DIT; Update re Theatre evening – JA; Update re Red House Annual Meal - BS*

AOB

*DR reported that the ~~County~~ *Yeovil Town Team, a working group with the Yeovil Town Centre Partnership*, was producing a Smart App containing information about Yeovil on it – felt that it should contain info re the Twinning Association and that he was exploring possibilities of this.

Details had been received regarding the South West Group Travel Show on the 12th January at the Fleet Air Arm museum. DR requested that details be circulated to the committee.

Action: *complete draft Biog – all (outstanding); Progress re YTA and Smart App – DR; circulation of details re the South West Group Show - DIT*

**Minute corrected following feedback from DR*

The Meeting closed in good order at 8.30pm

Next meeting: Thursday 10th January

The Boardroom, Yeovil College @ 7.00pm

David Torrance
YTA Secretary
01935873979
yeoviltwin@aol.com

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Minutes of a meeting of **Yeovil Crematorium and Cemetery Committee** held in the Council Chamber, Town House, 19 Union Street, Yeovil on **Wednesday 16 January 2013**

(6.00pm – 8.05pm)

Present:

Alan Smith (Chairman)	Yeovil Town Council
Peter Dutton	Brympton Parish Council
John Hann	Yeovil Town Council
Alf Hill	Yeovil Without Parish Council
Maurice Lamb	Yeovil Without Parish Council
Graham Oakes	South Somerset District Council
David Recardo	South Somerset District Council
Manny Roper	Yeovil Town Council

Also Present:

Alan Tawse	Clerk to the Committee
Glenn Ford	Cemetery Foreman
Garry Green	Property and Engineering Services Manager
Paula Jeffery	Management Accountant

(1) Public Comment

There were no comments from the public.

(2) Minutes

The minutes of the previous meeting held on 17 October 2012, copies of which had been circulated, were confirmed as a correct record and signed by the Chairman.

(3) Apologies for Absence

Apologies for absence were received from Tom Pullin, Paula Taylor and Clive Wakely.

(4) Declarations of Interest

There were no declarations of interest.

(5) Cemetery - Works Plan

The Committee considered the report of the Property and Engineering Services Manager (agenda item 4 refers).

Members were advised that the insurance claim made in respect of the replacement of a section of fencing damaged during severe weather was still outstanding.

RESOLVED: that the matters be noted.

(6) Crematorium - Works Plan

The Committee considered the report of the Property and Engineering Services Manager (agenda item 5 refers).

During the ensuing discussion, reference was made to the need to ensure that consideration was given to the protection of the water tank when the additional internal insulation material was installed in the roof space.

It was noted that, for operational reasons, the planned replacement of the garage roofs in the rear service yard would be undertaken when the weather improved.

RESOLVED: that the matters be noted.

(7) Original Budget Estimates 2013/14

The Committee considered the report of the Management Accountant (agenda item 6 refers).

Reference was made at the meeting to the estimated cost of carrying out interments, which it was recognised varied according to the ground conditions and the type and method of excavation.

It was pointed out that a number of factors - including the significant size of the Cemetery, the Committee's policy that the grounds be maintained to a high standard and the relatively low level of demand for interments - contributed to the ongoing operational deficit, the cost of which was shared by the constituent councils via an agreed formula.

Attention was also drawn to the average fee charged by other crematoria and cemeteries in the area. Whilst it was acknowledged that increased fees helped to meet the costs of delivering the service, it was felt that due regard needed to be given to the current economic climate and the importance of adopting a reasonable level of charge.

Reference was also made to arrangements that had been agreed by the Committee to secure the long-term future provision of land for interments in the Yeovil area, and the ongoing discussions that were taking place regarding other possible short-term options.

The Committee was informed of the method by which the owners of the two facilities had arranged for their respective financial obligations to be met and the possibility of the reserves that were currently held and managed by the District Council on behalf of the Committee to be transferred to the relevant authorities.

During the ensuing discussion, reference was made to the need to ensure that fees were set at an appropriate level, which took into account the anticipated impact of various developments identified in the report and the present economic climate.

- RESOLVED:**
- (1) that approval be given to the 2013/14 budget estimates – including the fees and charges (attached as Appendix A) it being noted that the Contributions to Funds and Reserves, and the Fees and Charges Exempt budgets under Option 1 would each be increased by £15,500 to reflect the agreed cremation fee;
 - (2) that the allocation of the Cemetery deficit (attached as Appendix B) be noted;
 - (3) that the Service Level Agreements with South Somerset District Council for 2013/14 be approved and signed; and
 - (4) that the current position of the reserves (attached as Appendix C) be noted.
-

(8) Control of Mercury Emissions - Update

The Committee considered the report of the Clerk to the Committee (agenda item 7 refers).

The Clerk to the Committee outlined the latest developments concerning the anticipated operation of the Crematoria Abatement of Mercury Emissions Organisation (CAMEO) scheme, which was due to come into effect on 1 January 2014 following a twelve-month pilot programme.

He drew attention to the provisions of the original scheme, and explained that confirmation of the burden sharing arrangements and the cost to individual crematoria had now been received, details of which were set out in the report.

The Committee was informed that the future use of the District Council's share of the accumulated CAMEO Reserve Fund would require that Authority's prior approval.

During the ensuing discussion, reference was made to alternative ways by which the Crematorium's financial obligations to the CAMEO scheme could be met, it being noted that the earliest payment was not due until early 2014.

- RESOLVED:** (1) that the developments be noted; and
- (2) that a decision on the funding of contributions to the CAMEO scheme be deferred until the October 2013 meeting of the Committee.
-

(9) Statistics – October 2012 to December 2012

The Committee considered the report of the Administration Manager (agenda item 8 refers).

RESOLVED: that the matter be noted.

(10) Future Meetings

The Committee considered the report of the Clerk to the Committee (agenda item 9 refers).

RESOLVED: (1) that meetings of the Committee be held on the following dates in 2013/14 at the times and venues indicated:

Wed 17 April 2013 (6.00pm – at the Town House)
Wed 19 June 2013 (6.00pm – at Yeovil Crematorium)
Wed 16 October 2013 (6.00pm – at the Town House)
Wed 15 January 2014 (6.00pm – at the Town House)

- (2) that arrangements be made for an inspection of the Crematorium and the Cemetery to be undertaken by Members of the Committee immediately following the June meeting.
-

(11) Exclusion of Press and Public

RESOLVED: that the press and public be excluded from the meeting for consideration of the following item 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.

(12) Memorial Tablets

The Committee considered the confidential report of the Administration Manager (agenda item 10 refers).

Copies of the tenders received were circulated at the meeting.

- RESOLVED:** (1) that the matter be noted; and
- (2) that the contract be awarded to Stones the Monumental Masons of Dorchester for a three-year period commencing 1 April 2013 in respect of the following stone materials:

Black granite
Marina granite
Nabresina marble

Chairman.....

APPENDIX A

YEOVIL CREMATORIUM AND CEMETERY COMMITTEE

FEES OPERATIVE FROM 1ST APRIL 2013 AT YEOVIL CEMETERY

The fees listed below are applicable to the residents (Parishoners) of Yeovil, ie the parishes of Yeovil Town, Yeovil Without and Brympton.

For Non-Parishoners, ie residents of the Yeovil area but not within the above Parishes, the fees are doubled. If the deceased moved in to a residential care home outside of the Yeovil area, less than 12 months prior to the date of death, the fee will remain at the standard rate.

Net Fee 2012/13	INTERMENT FEES	Net Fee	VAT 20%	Total Charge 2013/14
£380.00	The burial of the body of a person whose age at the time of death exceeded sixteen years	£390.00	No VAT	£390.00
£170.00	The burial of cremated remains	£174.00	No VAT	£174.00
£50.00	The scattering of cremated remains (uncontained burial)	£51.00	No VAT	£51.00
£80.00	The use of the chapel	£82.00	No VAT	£82.00
	Please note there is no charge for the interment of babies and children up to the age of sixteen			
Net Fee 2012/13	BURIAL AND MEMORIAL RIGHTS (for a period of 75 years - subject to review)	Net Fee	VAT 20%	Total Charge 2013/14
£60.00	The purchase of burial and memorial rights - in the childrens section	£62.00	No VAT	£62.00
£360.00	in the remainder of the cemetery	£368.00	No VAT	£368.00
£510.00	in a selected site	£521.00	No VAT	£521.00
£250.00	in a grave for cremated remains only	£255.00	No VAT	£255.00
Net Fee 2012/13	MEMORIAL APPROVAL FEES (applicable for Parishoner and Non-Parishoner)	Net Fee	VAT	Total Charge 2013/14
£110.00	For the right for the erection of a memorial or vase*	£113.00	No VAT	£113.00
£30.00	Additional subscription to existing memorial*	£31.00	No VAT	£31.00
Net Fee 2012/13	SEARCHING REGISTERS	Net Fee	VAT 20%	Total Charge 2013/14
£30.00	For a period of not more than one year	£31.00	No VAT	£31.00
£20.00	For each additional year	£21.00	No VAT	£21.00
£20.00	Certificate of entry in the burial register	£21.00	No VAT	£21.00

APPENDIX A

YEOVIL CREMATORIUM AND CEMETERY COMMITTEE

FEES OPERATIVE FROM 1ST APRIL 2013 AT YEOVIL CREMATORIUM

Net Fee 2012/13	CREMATION FEES	Net Fee	VAT 20%	Total Charge 2013/14
£510.00	The cremation of the body of a person whose age at the time of death exceeded sixteen years	£520.00	No VAT	£520.00
£55.00	The cremation of body parts	£56.50	No VAT	£56.50
£145.00	For extended time for use of the chapel or the use of the chapel only	£148.00	No VAT	£148.00
	Please note there is no charge for the cremation of babies and children up to the age of sixteen			
Net Fee 2012/13	DISPERSAL FEES	Net Fee	VAT 20%	Total Charge 2013/14
£40.00	For burying cremated remains where cremation did not take place at Yeovil Crematorium	£41.00	No VAT	£41.00
£20.00	Temporary deposit of cremated remains per month (first month free of charge)	£21.00	No VAT	£21.00
£50.00	For the removal of cremated remains from the Garden of Remembrance (under Home Office Licence)	£51.00	No VAT	£51.00
£30.00	Witnessing the interment of cremated remains	£31.00	No VAT	£31.00
Net Fee 2012/13	CONTAINERS	Net Fee	VAT 20%	Total Charge 2013/14
£20.00	Baby Urn (white)	£21.00	No VAT	£21.00
£25.00	Urn	£26.00	No VAT	£26.00
£40.00	Casket	£41.00	No VAT	£41.00
	If the Funeral Director does not supply a suitable container for the removal of cremated remains, a polytainer will be provided without charge			
Net Fee 2012/13	OTHER CHARGES	Net Fee	VAT 20%	Total Charge 2013/14
£52.00	Forwarding cremated remains via Securicor (inc. P&P)	£54.00	No VAT	£54.00
£20.00	Certificate of cremation (the first is issued free of charge)	£21.00	No VAT	£21.00
£20.00	Certified extract from the cremation register	£21.00	No VAT	£21.00
Net Fee 2012/13	MEMORIAL FEES	Net Fee	VAT 20%	Total Charge 2013/14
£133.33	Rose bush and plaque to include 5 year maintenance	£140.00	£28.00	£168.00
£45.83	Renewal of rose bush maintenance for 5 year term	£50.00	£10.00	£60.00
	There are five varieties of rose available and the cast bronze plaque can accommodate up to 45 letters, spaces or characters			

YEOVIL CREMATORIUM AND CEMETERY COMMITTEE**ALLOCATION OF CEMETERY DEFICIT**

		2012-13 Original Estimate £	2013-14 Original Estimate £
Total Deficit		<u>125,520</u>	<u>126,700</u>
Gross Expenditure		183,530	185,770
Less: Fees		<u>-58,010</u>	<u>-59,070</u>
		125,520	126,700
Less Debt Charges by YTC		<u>-</u>	<u>-</u>
		<u>125,520</u>	<u>126,700</u>
80% by 2 Parishes based on electorate @ Jan 13		100,416	101,360
	Y.T.C	80,299	80,800
	Y.W.P.C	<u>20,117</u>	<u>20,560</u>
		<u>100,416</u>	<u>101,360</u>
	23,458		
	<u>5,969</u>		
	<u>29,427</u>		
20% by 3 Parishes based on electorate @ Jan 13		25,104	25,340
	Y.T.C	16,823	16,964
	Y.W.P.C	4,215	4,316
	B.P.C.	<u>4,067</u>	<u>4,060</u>
		<u>25,104</u>	<u>25,340</u>
	23,458		
	<u>5,969</u>		
	<u>5,614</u>		
	<u>35,041</u>		
Allocation of Deficit			
	Y.T.C	97,121.00	97,764
	Y.W.P.C	24,332.00	24,876
	B.P.C.	4,067.00	4,060
		<u>125,520.00</u>	<u>126,700</u>

Appendix C

2011/12	YWPC Crematorium Reserve Fund	2012/13	2013/14	2014/15
144,073	Reserve Fund Balance as at 1 April	152,004	154,611	173,443
1,691	Interest Earned	608	618	694
14,561	Contribution From Revenue Account (11%)	18,828	25,639	25,639
160,325	Available For Use In Year	171,440	180,868	199,775
8,320	Capital Expenditure (11%)	16,829	7,426	7,881
152,004	Reserve Fund Balance as at 31 March	154,611	173,443	191,894
2011/12	YWPC Cremator Replacement Reserve Fund	2012/13	2013/14	2014/15
10,636	Reserve Fund Balance as at 1 April	10,758	10,801	10,845
122	Interest Earned	43	43	43
10,758	Reserve Fund Balance as at 31 March	10,801	10,845	10,888
2011/12	YWPC CAMEO Reserve Fund	2012/13	2013/14	2014/15
36,244	Reserve Fund Balance as at 1 April	45,002	49,283	53,510
8,293	Transfer of fee from Revenue Account	4,101	4,030	4,030
464	Interest Earned	180	197	214
45,002	Reserve Fund Balance as at 31 March	49,283	53,510	57,754
2011/12	SSDC CAMEO Reserve Fund	2012/13	2013/14	2014/15
262,533	Reserve Fund Balance as at 1 April	329,633	362,812	395,422
67,100	Transfer of fee from Revenue Account	33,179	32,610	32,610
329,633	Reserve Fund Balance as at 31 March	362,812	395,422	428,031
2011/12	Cemetery Reserve Fund	2012/13	2013/14	2014/15
88,054	Reserve Fund Balance as at 1 April	76,998	89,830	112,089
896	Interest Earned	308	359	448
42,837	Budgeted Revenue Contributions to Capital	26,540	26,540	26,540
131,787	Available For Use In Year	103,846	116,729	139,077
54,789	Capital Outlay During Year	14,016	4,640	6,661
76,998	Reserve Fund Balance as at 31 March	89,830	112,089	132,416

Figures shown in italics are estimates