



Yeovil Town Council

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Yeovil Town Council - Annual Meeting

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 7 May 2013**

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

The Town Council will be discussing all the items listed overleaf

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



Alan Tawse

Alan Tawse

Town Clerk

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

YEOVIL TOWN COUNCIL

Clive Davis– Mayor of Yeovil Town

Manny Roper – Deputy Mayor of Yeovil Town

Martin Bailey

Peter Brock

Kris Castle

J Vincent Chainey

Phil 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

A G E N D A

1. **TO ELECT THE MAYOR OF YEOVIL TOWN FOR 2013/14**
2. **TO ELECT THE DEPUTY MAYOR OF YEOVIL TOWN FOR 2013/14**
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 14 May 2013 in the Town House, 19 Union Street, Yeovil to consider the remaining items of business).

Public Comment (15 Minutes)

4. **MINUTES**

To confirm as a correct record the Minutes of the previous meeting held on 2 April 2013.

5. **APOLOGIES FOR ABSENCE**

6. **DECLARATIONS OF INTEREST**

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

See attached at pages 5 and 6.

8. **CORRESPONDENCE**

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. Members' preferences in respect of these Committees will be circulated in due course.

- **Buildings and Civic Matters Committee**
- **Grounds and General Maintenance Committee ***
- **Planning and Licensing Committee**
- **Promotions and Activities Committee**

*(*The Grounds and General Maintenance Committee also includes a co-opted non-voting representative of the allotment tenants. At the request of the Allotment Tenants' Working Group, Council is asked to consider additionally appointing a substitute representative to attend in the absence of the appointed representative).*

It is necessary for the following additional Committees to be appointed for the sole purpose of enabling the Members of each of the Town Wards of the Council to elect a representative therefrom to serve on the reconstituted Policy, Resources and Finance Committee:

- **Yeovil Central Ward Committee** (comprising the Yeovil Central Ward Members)
- **Yeovil East Ward Committee** (comprising the Yeovil East Ward Members)
- **Yeovil South Ward Committee** (comprising the Yeovil South Ward Members)
- **Yeovil West Ward Committee** (comprising the Yeovil West Ward Members)

(The Standards Board for England has previously expressed the view that Town Councillors who are also members of the District Council may speak and vote on planning applications in both forums provided they maintain an open mind throughout the discussion and avoid coming to any final conclusions and decisions until the district committee meeting).

- (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 (Ex-Officio)

Buildings and Civic Matters Committee (Chairman and Vice Chairman)

Grounds and General Maintenance Committee (Chairman and Vice Chairman)

Planning and Licensing Committee (Chairman and Vice Chairman)

Promotions and Activities Committee (Chairman and Vice Chairman)

Yeovil Central Ward Committee (One nominated member)

Yeovil East Ward Committee (One nominated member)

Yeovil South Ward Committee (One nominated member)

Yeovil West Ward Committee (One nominated member)

Representative of Opposition Group (One nominated member)

- (c) To elect the Chairman of the Policy and Resources Committee for 2013/14 (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, in the case of the four Ward Committees, to additionally each 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.

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

(The meeting will be further adjourned at this point to enable 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.

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

▪ **Standing Orders Review Sub-Committee**

(present membership comprises the Mayor, the Deputy Mayor, the Chairman of the Policy, Resources and Finance Committee and Martin Bailey).

▪ **Transport Sub-Committee**

(present membership comprises J Vincent Chainey (Central Ward) Tony Fife (East Ward) Wes Read (West Ward) and Alan Smith (South Ward)

▪ **Former Ski and Activity Centre Steering Group**

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

▪ **Emergency Procedure (SO No 51)**

To appoint the representative of the Opposition Group on the Council for consultation purposes under the Council's Emergency Procedure. Last year Martin Bailey was appointed.

(Alan Tawse, Town Clerk – 01935 382424)

10. TO APPOINT REPRESENTATIVES TO SERVE ON OUTSIDE BODIES FOR 2013/14

(Details to be circulated)

11. REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND OTHER MEETINGS

(The Minutes of all of the following meetings are open for discussion. Where the Committee has made a recommendation, that will be listed under the Committee headings on the Agenda paper).

Planning and Licensing Committee

25 March 2013

8 April 2013

22 April 2013

12. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Minutes of the following meetings are attached:-

PAGES

- **Yeovil Twinning Association**

14 February 2013

7-10

14 March 2013

11-14

- **Yeovil Youth Council**

18 March 2013

15-17

- **Yeovil Crematorium and Cemetery Committee**

17 April 2013

18-20

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 2012/13 (attached at page 21).

Public Comment (15 minutes)

EXCLUSION OF PRESS AND PUBLIC

The Committee will be requested to pass a resolution excluding 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.

14. FORMER GOLDCROFT ALLOTMENT SITE

(Confidential report to be circulated separately to Members only).

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 5 March - 7 May 2013

09/03/13	The Mayor of Yeovil, Councillor Clive Davis attended the Mayor of Weston-Super-Mare's Charity Ball.
15/03/13	The Mayor of Yeovil hosted a quiz night at the Yeovil Town Football Club on behalf of his chosen charities.
15/03/13	The Deputy Mayor of Yeovil, Councillor Manny Roper attended the South Somerset District Civic Evening at the Octagon watching a performance of 'Me & My Girl'
16/03/13	The Mayor of Yeovil, Councillor Clive Davis attended the Chard Town Council Charity Dinner at the Lordleaze Hotel.
17/03/13	The Mayor of Yeovil, Councillor Clive Davis attended the Legal Service for the Swearing in of the High Sheriff of Somerset
19/03/13	The Mayor of Yeovil, Councillor Clive Davis attended a football match at Yeovil Town ground, Huish Park, where a bucket collection took place on behalf of his chosen charities.
23/03/13	The Deputy Mayor of Yeovil, Councillor Manny Roper attended Chard Town Council's production of 'A Tribute to Musicals'.
23/03/13	The Mayor of Yeovil, Councillor Clive Davis attended Shaftesbury Town Council's Civic Service and Opening of the Abbey.
23/03/13	The Mayor of Yeovil, Councillor Clive Davis attended the Yeovil Amateur Operatic Society's Production of 'Me & My Girl' at the Octagon Theatre.
24/03/13	The Mayor of Yeovil, Councillor Clive Davis attended the third Yeovil Half Marathon.
26/03/13	The Mayor of Yeovil, Councillor Clive Davis attended the South Somerset Music Spectacular at Westland Leisure Complex.
27/03/13	The Mayor of Yeovil, Councillor Clive Davis attended the Yeovil Foundation Learning Partnership Stop It Play at Lufton College.
28/03/13	The Mayor of Yeovil, Councillor Clive Davis judged the East Bonnet competition at Sunningdale Lodge.
06/04/13	The Mayor of Yeovil, Councillor Clive Davis will host a Civic Evening at the Octagon Theatre featuring a performance of 'Neville's Island'.
08/04/13	The Mayor of Yeovil, Councillor Clive Davis will attend an Induction Service for a New Minister at Holy Trinity Church.
11/04/13	The Deputy Mayor of Yeovil, Councillor Manny Roper will attend Ferndown Town Council's Civic Day at Dorset Fire & Rescue Service, West Moors Training Centre.
11/04/13	The Mayor of Yeovil, Councillor Clive Davis will attend the Prince's Trust Community Project opening at Holy Trinity Church & Community centre and later at Westland Leisure Complex.

12/04/13	The Mayor of Yeovil, Councillor Clive Davis will attend Ilminster Town Council Mayor's Charity Dinner at the Shrubbery Hotel, Ilminster.
17/04/13	The Mayor of Yeovil, Councillor Clive Davis will attend Bridport Town Council's Civic Evening.
21/04/13	The Mayor of Yeovil, Councillor Clive Davis will attend the Annual St George's Parade.
25/04/13	The Mayor of Yeovil, Councillor Clive Davis will attend Band Night at RNAS Yeovilton.
27/04/13	The Mayor of Yeovil, Councillor Clive Davis will attend the Annual Town Criers' Competition.
27/04/13	The Mayor of Yeovil, Councillor Clive Davis will attend his Charity Music Fundraising Evening.
28/04/13	The Mayor of Yeovil, Councillor Clive Davis will attend Wells City Council Mayor's Civic Service and Presentation to the Sergeant at Mace.
02/05/13	The Mayor of Yeovil, Councillor Clive Davis will attend the official opening of the Trinity building.
04/05/13	The Mayor of Yeovil, Councillor Clive Davis will attend the Abbey Hill Steam Rally and Vehicle Show.
05/05/13	The Mayor of Yeovil, Councillor Clive Davis will attend the Rotary Club of Yeovil 'It's Childsplay' event at Nine Springs.
06/05/13	The Mayor of Yeovil, Councillor Clive Davis will attend the opening of the May Fayre.

YEOVIL TWINNING ASSOCIATION

Minutes of the Committee Meeting held on Thursday 14th February 2013

Present: David Recardo (Chair), Theresa Mahoney (Vice Chair), Barrie Smallcalder (Treasurer), David Torrance (Secretary), Jan Aldridge. John Attwood, Suzanne Biddiscombe, Diana Gray, Norma Northcott, Kathy Smyth.

Apologies: Roger Baker, Andy Kendall,

Minutes: The minutes of the January meeting were agreed and signed by the Chairman.

Matters Arising:

DIT had emailed Philippe and Herblay visit now confirmed (dates had already been circulated) as arrival at 08.30hrs on Wednesday 8th May with departure at 05.30hrs on Sunday 12th May. Other matters arising covered under Herblay Visit. Reminder sent out about YTA Annual Dinner.

Correspondence

DR had received email from Thornford Twinning re Fish & Chip Supper and Quiz Night. Had forwarded to TM – need to sort out how money raised would be distributed – arrangements all OK and as agreed at previous meeting. DR had received query regarding dates for visit by Taunusstein – DIT requested to check as they had sent email suggesting various dates with preference 19th to 24th September 2013. DR had had an email from exhibitor at the Group Travel Exhibition that he and DIT had attended. DIT had requested email addresses of Herblay music teachers from Philippe -had forwarded these to TM.

Treasurers Report

The Treasurer reported that the “Heroes” night at the Swan Theatre had raised £209.10p. Balance stood at £3816 after committed funds. Account stood at £5,003.00 and had stayed around £5,000.00 since Sept due to fund raising and subs etc. JA had further amounts and KS queried how many members still to pay. BS confirmed 4 people to still to pay and that he expected to collect these subs at the Annual YTA Dinner. HSBC account was up and running. DR was to visit HSBC and complete registration details etc. DIT had provided list of revised list of membership. DG confirmed that through her contacts re hosting for the guests from Herblay she knew who would not be rejoining and confirmed that DIT list was correct.

Action: HSBC documentation to be completed - DR.

Visits

Herblay - Inward (Wednesday 8th - Sunday 12th May)

DR & TM had visited Preston School – Principal had had experience of Twinning when he lived in Kent – very keen to support imitative. The school already had a concert on the Thursday (9th May) and they were happy for the French musicians to also attend this as were the Twinners although he would clarify this. Agreed that Preston School would also accommodate a further concert for the YTA and Herblay visitors. This to be held on Friday (10th May) and the school musicians may also join in. YTA could do what it wanted – YTA could bring food although school could do canapés / refreshments as school seniors do a catering GCSE.

Possible to invite parents of those involved with School concert if their children coming to the Friday concert. School hall could take at least 100 – 150 and this was thought to be sufficient. Tables of 8-10 people. TM described hall – it has a raised area which could be used but it was felt it should be an

informal occasion. It was not clear regarding the provision of alcohol – this to be clarified by school. If possible it would be good to take up the offer of wine and Kir made by the Herblay visitors.

The French Artwork could be exhibited in the entrance lobby to the hall – works could be put up on the day of the concert but details not finalised. C&W dancers – school does not have a dance group so can't help.

French musicians could attend school and shadow Preston pupils. Principal felt that it was unlikely that school could organise hosting families for the French musicians. DG felt that concert would not be possible if hosting could not be found for the musicians. DG also felt that hosting should be sorted first before we agreed that Herblay could come with mixed group etc. and/or tried to organise the concert.

DR reiterated that Preston School were keen to be involved and to join in – Primary School pupils could perhaps attend?

In relation to cost of hall hire etc – Headmaster said they would not charge and that if they provided canapés YTA could reimburse costs by donation to the school. Preston will set up and clear the hall – details to be finalised.

DR & TM felt that their meeting had been very positive although it was unfortunate that the school could not host the French musicians. School had expressed an interest in developing stronger bonds with Twinned Towns although this would be done later. DR was to keep the Headmaster informed of progress – school music teachers would liaise directly with Herblay music teachers re programme etc. – TM has email addresses and will forward.

DG had contacted all members re whether or not they would be prepared to host. Some had left the association, others don't have any accommodation available on the visit dates and others unable to host for a variety of reasons. However she felt that most adults from the main list could be hosted although some members still had to confirm. Problem remained as to what to do with the young musicians – noted that two of the musicians were older – 43 and 20 yrs. TM felt that hosting of some couples may be difficult but DG confirmed that was generally OK. DG reported that she had approached 2 non Twinning members and that they were prepared to help although there would be a problem with transport. Discussion re other people who could host but nothing positive. DR explained that although his sister was not a twinner she may be able to help – she ran a nursery and had spare rooms available and could perhaps take children. DR would discuss with her and clarify etc. DG confirmed that Barbara Stimpson was taking a 14yr old + the mother. There was also the driver to consider as he would need to be taken to the coach etc. independently of any guests being hosted which might make things difficult for the hosting member.

DG had approached Bernie Green of Preston Primary School and was concerned that they didn't receive a copy of the minutes as DG had expected. DIT explained that they were not on the circulation list provided by the former secretary – names on list as contacts only. TM confirmed this.

Bridget Dollard had suggested an approach to Preston Primary School. DG suggested including Westfield Academy – ideally we needed schools to arrange families with teenage children to host.

DG felt that it was unacceptable of the Herblay visitors to have early arrival and departure times. DR felt that it was perhaps because of transport costs. All members concerned at times and need to arrange to collect on arrival and take for departure. Felt to be unsocial hours. It was recognised that some hosts may need help with transport but not resolved. DIT requested to write to Philippe to see if departure time can be changed. Recognised that it was a large group. DR felt that that Herblay twidders were not helpful with their arrangements. DG had sent out a form to YTA members re their requirements as to smoking / allergies etc. – this needed to be updated. Needed similar information from Herblay.

DG felt that it was a big expectation of YTA to be able to take teenagers – reiterated that hosting should be sorted out before concert etc. DR felt that Bridget Dorland would normally take teenagers but DG confirmed that she was only taking adults this time. DR would approach headmaster at Preston school to see if they could be persuaded to help with hosting the musicians.

BS queried what were arrangements re the musicians with regard to visits. TM suggested a visit with coach on the Thursday. Herblay had said coach was available Thursday, Friday and part of Saturday due to need for driver to save hours for journey home. DIT felt we should recognise that the coach could only take 52 people – possibility of half visitors + hosts on each day? DR recognised that we would need to arrange trip/s but was keen to involve hosts.

DR had met reps from Country Life venue in Devon at the Travel Exhibition and outlined what was available – tour of centre + possible boats trip along the Jurassic coast. DR to find out costs and further details etc.

Discussion whether Town Band should now be involved in concert. Concert would last approx 1^{1/2} – 2hrs so band not now needed? KS suggested that band members may help with hosting but DR felt that this was unlikely. TM felt that some band members may want to join in but nothing finalised.

DR asked DG to prepare finalised spreadsheet detailing hosting arrangements.

BS suggested that there was a special meeting to finalise arrangements for the Herblay visit due to short time available – 2 meetings only before visit. DR offered to host and arranged for Monday 25th February.

Action: Preston School to confirm who could attend their Thursday concert and clarify licence re alcohol for Friday evening – Preston School; Write to Preston Primary School and Westfield Academy re hosting – DIT: Write to Herblay to ask if departure time can be changed + details of smokers/non-smokers etc -DIT: Further discuss possible involvement of Preston School in providing hosting for musicians –DR; Circulate pro forma re needs of YTA members so records can be updated– DIT: Hosting details to be finalised-DG

Taunusstein - Inward

DIT requested to check as they had sent email suggesting various dates with preference 19th to 24th September 2013.

Action: Confirm dates of visit – DIT: Ideas for visits – all (outstanding);

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

Flight details finalised and TM had sent details of YTA members going to Mariangela

Action: Finalise travel arrangements etc.-TM;

Socials/ Fund Raising

Fish & Chip Quiz evening with Thornford Twinning Association progressing. Joint meeting to view hall to be arranged with adjournment to the Lime Tree in Thornford afterwards,

Charity night at the Swan Theatre had been well attended and good entertainment. DR had thanked everyone and this had been well received by those involve.

Annual Meal was the following evening at the Red House on the Dorchester Road and a good attendance was expected.

Action: Meeting at Thornford Village Hall etc to discuss Fish & Chip Quiz evening – TR (Thornford Twinning Ass.)& DR; Work up details of Lottery – DIT; Arrange distribution of raised funds with Thornford Twinning - TM

AOB

DR and DIT had attended the Travel Show at Yeovilton Fleet Air Arm Museum and had made some useful contacts.

Action: complete draft Biog – all (outstanding)

The Meeting closed in good order at 8.30pm

Supplementary meeting to discuss Herblay visit: Monday 25th February

David Recardo's Home, 83 Lyde Road, Yeovil @ 7.00pm

Next meeting: Thursday 14th March

The Boardroom, Yeovil College @ 7.00pm

David Torrance
YTA Secretary
01935873979
yeoviltwin@aol.com

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YEOVIL TWINNING ASSOCIATION

Minutes of the Committee Meeting held on Thursday 14th March 2013

Present: David Recardo (Chair), Theresa Mahoney (Vice Chair), David Torrance (Secretary), Jan Aldridge, John Attwood, Roger Baker, Kathy Smyth.

Apologies:, Suzanne Biddiscombe, Diana Gray, Andy Kendall, Norma Northcot, Barrie Smallcalder.

Minutes: The minutes of the February main and supplementary meetings were agreed and signed by the Chairman.

Matters Arising:

Fish & Chip Quiz Supper was being organised – meeting being arranged with Thornford Twinners at Thornford Hall to see venue etc. DIT had confirmed dates of Taunusstein visit. DR had been contacted by World of Country Life at Exmouth who were keen for YTA to visit. Further matters arising related to the forthcoming Herblay visit and were dealt with under “Visits Incoming”.

Correspondence

Taunusstein had agreed dates for visit of 19th to 24th September 2013. Letters had been sent to Park School (Theresa Gordon), Preston Primary School (Bernie Green) and the Principal at Westfield Academy seeking help with Herblay hosting for the young musicians. Flyer for Preston School had been amended and forwarded to DR. Theresa Gordon was subsequently in dialogue with the Hosting Officer but Westfield had replied that they were unable to help with hosting the young musicians at this time but were keen to explore possible links with Herblay in the future. DIT had written to Herblay to ask if departure time can be changed + details of smokers/non-smokers etc. An invitation had been received from Yeovil College for an “official guest” for their forthcoming musical at the Octagon and details of the forthcoming Mayor’s Charity C&W evening had also been received.

Treasurers Report

On behalf of the Treasurer DIT advised on the comparative costs of the previous visits by Herblay and Taunusstein, the latter being more expensive because of the need to hire a coach. Confirmed that the Treasurer felt that we should exercise caution, with regard to the costs of trips for the Herblay visitors in May, as we would also have to fund the visit in September by Taunusstein. JA queried the cost of the visit to the World of Country Life – DR confirmed that this would be £10 per head but included sea trip as well – Herblay visit would be this cost x 52 + lunch x 52 + contribution for fuel + cost of the meal at the concert x 52 plus.

Visits

Herblay - Inward (Wednesday 8th - Sunday 12th May)

Philippe had questioned progress with arrangements for their visit and DIT had updated. Discussion re possibility of involving Buckler’s Mead Academy who had a good music school. JA also said that Westfield Academy had the same. Theresa Gordon (Park School) had queried whether the families hosting the young musicians would need to have CRB (DBS) clearance – DIT outlined content of the reply he had received from the Home Office - within a non commercial hosting arrangement, it would be the parents within the hosting family that could possibly be considered for checks. However, there was no mandatory element for such checks to be obtained for the individuals undertaking the responsible adult role where there is no Local Education Authority involvement.

DR felt that we did not have the right to ask for CRB check and there was an additional problem as to who would pay? Also felt that there was a need to have someone qualified or trained in a Data Protection context for it to be applicable and that it was important to remember that the young musicians were only here for a short time. RB pointed out that the French did not have the same system and KS queried age to which CRB applied – up to 18 years.

Committee was asked to vote on whether it felt that the need to have CRB in place applied to the Herblay visit: - Proposed by DR and seconded by TM – vote carried unanimously.

“It is the opinion of the Committee that the need for a CRB / DBS check does not apply under the circumstances relating to the French Students/ Musicians - the visit is not being organised by the Local Education Authority (assistance is being offered on a voluntary basis external to the activities of The Park School) and Yeovil Twinning is not a "commercial" hosting entity and does not have the right to ask a person to declare their Criminal background”

DIT to confirm decision of committee in a “formal” letter to Theresa Gordon, Park School.

DIT read out email for Committee from DG (Hosting officer) – hosting nearly sorted out and details to be provided ASAP - Theresa Gordon had been a great help with trying to host the young musicians. A work colleague will have the two teachers to enable them to establish links with the school and be in close contact with the Park School parents. Both the Stimpsons and the Smallcalders have kindly offered to host the young musicians who are on their own – they may need some support with the young people during the day. The Park School parents work, so we need to pick the children up from their hosting families and look after them during the day. DG aware that Preston School has offered to look after the musicians during the day but they may/will wish to see something of the area whilst in Yeovil. DG also felt that members like to have a structured itinerary as it enables communication with other hosts and visitors. It also shares the responsibilities & expenses of hosting.

The Committee felt that they could not sort out the details of the Herblay visit as they did not know who was hosting who or where the musicians were staying and made a further request for a draft hosting list which is now considered urgent. The idea is that a hosting member near a family looking after a musician would give them support and be available to collect / move the young musician if necessary.

It was felt that there should be a further meeting, in addition to the meeting of the 11th April as there was still a lot to sort out and organise. DR again offered the use of his lounge and Monday 29th April at 7.00 at 83 Lyde Road was agreed.

DR was to visit the Country Life Centre at Exmouth and confirmed that he had been told that it was a suitable venue for adults. The benefit was that the visit could be linked with a sea trip along the Jurassic coast (or up the Exe if the weather did not permit this) for £10.00 which he felt was good value. He would visit and report back.

JA had been in touch with the Yeovil artists and their exhibition was in the Johnson Studio at the Octagon and it was suggested that we could visit between 2.00pm - 4.00pm – although refreshments not possible as numbers not known. JA queried whether the Mayor would be welcoming the French visitors and DR confirmed that he was in contact with the Mayor’s office – it would be possible to meet the Mayor, probably informally, and then visit the Johnson Studio.

It was felt useful to use the coach but RB suggested that, because of the numbers any trip would have to be made in two halves. TM felt that the musicians should all go on the Thursday to enable them to be available on the Friday for practice etc. for the evening concert. DIT still to seek quotations for the food for the evening concert.

Committee discussed a draft timetable for the Herblay visit:-

Wednesday 8th May

Morning – Arrival – collection and with hosts

Afternoon – at Yeovil Town House for greeting by Mayor and then to Octagon Gallery for exhibition with local artists

Evening with hosts

Thursday 9th May

Morning / Afternoon – 1st half party + musicians on trip with coach – remaining with hosts

Evening – with hosts

Friday 10th May

Morning / Afternoon – 2nd half party on trip with coach – remaining with hosts. Musicians at Preston School to shadow pupils

Evening – Buffet supper and concert with music with French musicians and musicians from school + C&W demonstration – hosts with guests and invited friends

Saturday 11th May

All day / evening -with hosts – may need to organise collection of musicians from school hosting families.

Sunday 12th May

Departure at 5.30am

Again it was reiterated that a Hosting list was now felt urgent to enable the details and logistics to be sorted out. TM queried whether DG had approached Sabine Blake as her son was a musician at Preston School and she may be able to help with hosting.

Agreed that the families from Park School hosting the musicians could become associate or temporary members of YTA to be covered by the Association's Insurance - DIT to confirm that this was still in place.

JA confirmed that DG was in touch with two of the Yeovil artists as they had offered to provide accommodation.

DR indicated that it might be possible to hire a Mini bus to help with either the trip or in moving people around. If we did use the French coach the Yeovil Twinners should be split across the two days to ensure that YTA were in control of the trip.

Agreed that secure parking was necessary for the coach – Yeovil no longer had a commercial vehicle park. Suggested that Petters Way Car Park would be used for the set down and collection point – DR knew who to contact re arranging this to avoid meter charges. Graham Voizey had arranged parking for the coach on a previous visit and DIT was asked to contact him to discuss possibilities.

KS queried who would be paying for meals when visitors were out on trips – DR felt that YTA would pay or reimburse hosts.

Action: Write to Park School re CRB decision– DIT: Further discuss possible involvement of school in providing hosting for musicians –DR; Obtain quotations for food – DIT: Circulate pro forma re needs of YTA members so records can be updated– DIT: Hosting details to be finalised-DG

Taunusstein – Inward

Dates now confirmed as 19th to 24th September 2013. DIT had notified members so that they could be aware of the need for hosting during these dates.

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

Some payments outstanding – to be completed by 5th April – DIT to circulate reminder

Action: Circulate reminder re outstanding payments.-DIT

Socials/ Fund Raising

Fish & Chip Quiz evening with Thornford Twinning Association progressing. Joint meeting to view hall arranged for 7.30pm on the 2nd April with adjournment to the Lime Tree in Thornford afterwards. Recognised that helpers would be needed to set up the hall etc – to be decided at meeting.

DR wanted a music section in the quiz – DIT had indicated that we could use the questions / CD from the Yetminster Fair Quiz - DIT to chase up. May need a CD player on the night.

Committee felt that the idea of a YTA Lottery should be worked up by DIT.

Action: Meeting at Thornford Village Hall etc to discuss Fish & Chip Quiz evening – TR
(Thornford Twinning Ass.)& DR; Chase up music questions / cd – DIT:
Work up details of Lottery - DIT

AOB

No items under this heading

Action: complete draft Biog – all (outstanding)

The Meeting closed in good order at 8.30pm

Next meeting: Thursday 11th April

The Boardroom, Yeovil College @ 7.00pm

Supplementary meeting to discuss Herblay visit: Monday 29th April

David Recardo's Home, 83 Lyde Road, Yeovil @ 7.00pm

David Torrance

YTA Secretary

01935873979

yeoviltwin@aol.com

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YEOVIL TOWN COUNCIL

Minutes of the Meeting of **Yeovil Youth Council** held in the Town House, 19 Union Street, Yeovil, on **Monday 18 March 2013**

(7.00pm – 9.00pm)

Present:

James Gard (Treasurer)
Jayden Mills (Secretary)
Tamsin Eddey
Isobel Brennan-Laird
Luke Brickley
David Cook
Ryan McGuinn
Daisy Parsons
Lewis Turner
Bethany Vince
Zoe Braddick
Chloe Broadribb
Marti Guiver

Also Present:

Alan Tawse	Town Clerk
Andrea White	Somerset Rural Youth Project
Gill Tomlinson	Committee Administrator

(1) Apologies for Absence

Apologies for absence were received from Natasha Dennington, Jibreel Kirkwood, Lydia Mealing, Rebecca Pitts and Isabella Tandy.

Due to apologies being received from Lydia and Rebecca, James was elected as temporary Chairman to cover this meeting.

(James Gard – in the Chair).

(2) Minutes

The Minutes of the previous meeting held on 18 February 2013, copies of which had been previously circulated, were confirmed as a correct record and signed by the Chairman.

(3) Youth Services Review

Andrea White from the Somerset Rural Youth Project (SRYP) was welcomed to the meeting.

The Youth Services Review Steering Group were successful in their application to Somerset County Council for grant assistance towards carrying out youth consultation work in the Yeovil area and the implementation of a pilot project. SRYP had been appointed to undertake the consultation exercise and to produce a report setting out their findings and conclusions.

Andrea talked about the consultation work that will be taking place over the coming months, and attended the meeting to seek the Youth Council's views on the design of a questionnaire. As a starting point, Andrea circulated a copy of a document used during a previous consultation exercise. This will help establish the views of over 300 young people in the area, the results of which would help to shape the nature and content of the future delivery of the service.

The questionnaire will cover Yeovil Town, East Coker, West Coker, Yeovil Without, and Brympton and the results will go back to the Youth Services Review Steering Group for further consideration.

During, the ensuing discussion, the Youth Council commented on a number of aspects of the questionnaire and made a number of suggested amendments.

RESOLVED

that the matters be noted.

(4) New Website/Future Project – Brainstorming Exercise

As agreed at the last meeting, the Youth Council split into two groups to discuss the design of a new website and ideas for a future project.

i) New Website

It was agreed that Marti, David, Natasha and Zoe would design a new web site from scratch.

It was suggested that a survey be undertaken to seek views of young people on the content of the web site.

Alan said we could access the Internet from the Town House to help develop ideas and layout and we would need a domain name. Adobe Dreamweaver, a web development application and Photoshop were suggested for designing and creating the web site.

Marti said he makes promotional videos and films events. This is free at the moment if the Youth Council were interested.

It was agreed that Alan would contact Adam to explain that we would like a fresh start and to thank him for all the work he had put into this project.

RESOLVED

(1) that the matters be noted;

- (2) that Alan would contact Adam regarding the web site and to thank him for his input into this project; and
- (3) that further discussion be given to this project at the next meeting.

ii) Future Project

The following ideas were discussed and put forward for possible future projects:

- a) Bus Route - Information to be clearer perhaps design a new one based on the London Tube Map.
- b) Lighting in darker areas of Yeovil – e.g. Lysander, Fairmead. It was agreed to come back to a future meeting with more possibilities.
- c) Fundraising Events.
- d) Skatepark Party Event – perhaps at Lysander.
- e) Football fields that are uneven and difficult to play on – excavate soil and move to another to top dress.
- f) Yeovil Day – Parade/Concert/BBQ – linked to Skatepark event.
- g) Bandstand – Music – Alan said we could possibly do something similar at the Town Council Flower and Gardeners' Market, in conjunction with Yeovil College, called Buskfest. This year it will be held on Saturday 28 September.

RESOLVED

- (1) that the matters be noted;
- (2) that as the meeting had to finish at 9.00pm it was agreed that items 5-7 would be discussed at the next meeting of the Yeovil Youth Council.

(8) Date of Next Meeting

IT WAS NOTED

that the next meeting of the Yeovil Youth Council would take place at 7.00pm on Monday 15 April 2013.

Future Dates

Monday 10 June 2013 (to be confirmed)
Monday 22 July 2013
Monday 16 September 2013
Monday 14 October 2013 (AGM)

Chairman

Minutes of a meeting of **Yeovil Crematorium and Cemetery Committee** held in the Council Chamber, Town House, 19 Union Street, Yeovil on **Wednesday 17 April 2013**

(6.00pm – 7.00pm)

Present:

Alan Smith (Chairman)	Yeovil Town Council
Alf Hill	Yeovil Without Parish Council
David Recardo	South Somerset District Council
Manny Roper	Yeovil Town Council
Robin Wilding	Yeovil Without Parish Council

Also Present:

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

(1) Public Comment

There were no comments from the public.

(2) Minutes

The minutes of the previous meeting held on 16 January 2013, 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 Peter Dutton, John Hann and Maurice Lamb.

(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).

RESOLVED: that the report be noted.

(6) Crematorium - Works Plan

The Committee considered the report of the Property and Engineering Services Manager (agenda item 5 refers). An extract relating to the Crematorium from the Solar PV Portfolio Report for March 2013, which had been received following the publication of the agenda, was circulated at the meeting.

During the ensuing discussion, reference was made to the need to develop additional pathways and beds to extend the Memorial Rose Garden to meet future demand. Whilst there was no allocated provision for this work in the current Capital Programme, it was felt that the costs involved could be met from slippage in the fishpond replacement project.

Attention was drawn to a number of projects that had not been carried forward from the previous Capital Programme spreadsheet. The Property and Engineering Services Manager explained the reasons and indicated that where planned works were no longer required, these were omitted from the spreadsheet.

Whilst it was acknowledged that in such circumstances the planned works would not proceed, it was felt that the reasons for their proposed discontinuance needed to be included in the Officer's Comments section of the spreadsheet to enable the Committee to be made aware of the situation and to confirm their deletion.

Reference was also made to recently completed works in the Waiting Room, which were the subject of ongoing discussions with the contractor, and the installation of noise insulation measures in the Chapel Roof.

- RESOLVED:**
- (1) that the report be noted;
 - (2) that the position concerning the Memorial Rose Garden be noted, and a report be submitted by the Property and Engineering Services Manager to the next meeting setting out the estimated costs involved; a proposed timescale and potential funding sources – including the fishpond replacement project;
 - (3) that in future all proposed changes to the Capital Programme for both facilities be highlighted in the

spreadsheets along with an explanation - to enable the Committee to be kept informed of suggested changes and to give their approval thereto; and

- (4) that expenditure on Major Works/Replacement Parts for the Crematory be separately identified in the Capital Programme for the Crematorium.
-

(7) Risk Management Strategy

The Committee considered the report of the Clerk to the Committee (agenda item 6 refers) who circulated an amended version of the proposed strategy at the meeting that included a number of minor changes of which he had been recently notified.

- RESOLVED:** (1) that the report be noted; and
- (2) that approval be given to the adoption of the draft amended risk management strategy for 2013/14.
-

(8) Statistics

The Committee considered the report of the Administration Manager (agenda item 7 refers).

- RESOLVED:** that the matter be noted.
-

Chairman.....

**MEMBERS' ATTENDANCE AT COUNCIL
AND COMMITTEE MEETINGS 2012/13**

MEMBER	ACTUAL	POSSIBLE
Martin Bailey	48	57
Peter Brock	14	26
Kris Castle	29	57
J Vincent Chainey	25	51
Philip Chandler	39	51
Tristan Cobb	12	26
Leah Cross	2	14
Clive Davis	43	63
Bridget Dollard	29	33
David Dollard	23	27
Tony Fife	26	33
Jon Gleeson	16	27
Dave Greene	19	20
Peter Gubbins	11	20
John Hann	26	33
Kaysar Hussain	14	20
Andrew Kendall	52	57
Mike Lock	39	49
Tony Lock	23	27
Wes Read	22	26
David Recardo	18	20
Manny Roper	61	63
Darren Shutler	37	51
Alan Smith	28	33

Note:

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