



Yeovil Town Council

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The Meeting... **Buildings and Civic Matters Committee**

The Time... **7.00pm**

The Date... **Tuesday 19 November 2013**

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

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



Alan Tawse

Alan Tawse
Town Clerk

13 November 2013

Buildings and Civic Matters Committee

To: All Members of the Buildings and Civic Matters Committee

Martin Bailey
Philip Chandler
Clive Davis
Bridget Dollard (Vice-Chairman)
Tony Fife
Dave Greene
Peter Gubbins
John Hann
Andrew Kendall (Chairman)
Mike Lock
Tony Lock
Manny Roper
Darren Shutler

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

A G E N D A

PUBLIC COMMENT (15 minutes)

1. **MINUTES**

To approve as a correct record the Minutes of the previous meeting held on 17 September 2013.

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

4. **CORRESPONDENCE**

5. **SHERBORNE ROAD - PARKING**

To consider the report of the Town Clerk attached at page 3

6. **ST JOHN'S ROAD – UPDATE**

To consider the report of the Assistant Town Clerk attached at page 4

7. **WEST COKER ROAD - UPDATE**

To consider the report of the Town Clerk attached at page 5

8. **FOREST HILL - UPDATE**

To consider the report of the Town Clerk attached at page 6

9. **COMMUNITY HALL CHARGES**

To consider the report of the Town Clerk attached at page 7

10. **TOWN HOUSE – USE OF MEETING FACILITIES**

To consider the report of the Town Clerk attached at page 8

11. **NEW INITIATIVES BUDGET**

To consider the report of the Town Clerk attached at pages 9 - 12

12. **COMMITTEE REVENUE ESTIMATES - 2014/15**

To consider the report of the Town Clerk attached at pages 13 - 17

13. **FINANCIAL STATEMENT - AUGUST/SEPTEMBER 2013**

To consider the financial statement for the period 1 August to 30 September 2013 attached at pages 18 - 23

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. **CCTV MONITORING**

To consider the confidential report of the Town Clerk attached at pages 24 - 34

5. SHERBORNE ROAD - PARKING

The Highway Authority (Somerset County Council) has received a request from a number of local residents to relax the limited waiting restrictions at the western end of Sherborne Road next to its junction with Wyndham Street.

These two on-street parking bays (pictured below) enable up to five vehicles to park for free for up to 30 minutes with no return within 1 hour. The residents are seeking for this restriction to be relaxed between 6.00pm and 8.00am on weekdays and Saturdays, and on Sundays. Their reason is to facilitate overnight parking close to their properties.

The Highway Authority has sought the Town Council's views on this request.



These bays were created following the completion of the Reckleford highway improvements as a way of creating additional short-term parking facilities for customers visiting local shops and nearby takeaways.

There are a number of car parks in the vicinity, which already provide free parking overnight and on Sundays.

The Committee is **RECOMMENDED** to note and consider the matter and to submit its views to the Highway Authority.

(Alan Tawse, Town Clerk – 01935 382424)

6. **ST JOHN'S ROAD - UPDATE**

Following on from the last meeting, letters were sent to the Police, Somerset Highways and Somerset Parking Services to advise them of the problems with traffic and parking at and around St John's Road.

Ward Member, Cllr Tony Lock attended a site visit with officers of the Highways Authority (Somerset County Council) on 12 November, and it was agreed that improved line marking and signage at the junction of Birchfield Road and St John's Road would be implemented shortly. It was also agreed to extend the centre line markings on St John's Road either side of this junction at the same time.

The need for a Speed Indicator Device (SID) was also discussed at the meeting and was supported by the officers who attended. A request has since been made to the relevant department of the County Council for a SID to be installed at an early date.

The Police have since confirmed that they will increase their level of monitoring of this road and the surrounding areas for speeding, and that efforts are being made to secure the use of the mobile speed detector van more frequently in the Yeovil area.

The Committee is **RECOMMENDED** to note these developments and to await further progress reports.

(Juliet Sims, Assistant Town Clerk – 01935 382424)

7. WEST COKER ROAD - UPDATE

Further the last meeting of the Committee, the Highway Authority (Somerset County Council) were advised of the committee's disappointment at the proposal not to proceed with pedestrian refuges in West Coker Road and their attention was drawn to the successful use of such refuges in Combe Street Lane.

Their response is set out below:

I appreciate the disappointment of the Committee but we cannot proceed with the refuges due to the comments we received when consulting with the Police. They stated that the A30 West Coker Road is a major abnormal load route to the Dorset area, the majority of these abnormal loads are 3.95m wide but some can be up to 4.8m wide. Therefore, the provision of refuges along this route would prevent these movements and unfortunately there is no alternative as Lysander Road would not be suitable as it already has refuges. While I understand that Combe Street Lane is used by HGVs, it is not as far as I am aware, an abnormal load route. Therefore, a simple comparison cannot be made between the two sites. It is important to note that each particular site is individual and a range of factors need to be taken into account when considering what can be implemented. We must also adhere to design criteria laid down by the Department for Transport.

As you will be aware, following this comment from the Police, we agreed that we would look at other options available to slow traffic and facilitate pedestrians crossing on West Coker Road. Therefore, a feasibility report concluded that central hatching would be appropriate (by narrowing the carriageway but not physically restricting the abnormal loads) and consideration should be given to a pedestrian crossing. As such, in discussion with Councillor Greene as promoter of the scheme, and the Small Improvement Scheme Board we have agreement to progress on both of these elements, the design of which is ongoing.

I hope this has clarified the current situation.

The Committee is **RECOMMENDED** to note the matter and to await further progress reports.

(Alan Tawse, Town Clerk – 01935 382424)

8. FOREST HILL - UPDATE

In July, the Town Council considered proposals by the Highway Authority (Somerset County Council) to carry out various highway works in Forest Hill to help improve pedestrian safety (Minute 8/336 refers). The Council agreed:

- (1) that the matter be noted;
- (2) that the proposed prohibition of waiting order and associated works be strongly opposed for the reasons outlined above and those put forward by the members of the public at the meeting – including the likely diversion of a significant number of vehicles onto Lime Tree Avenue, which runs past a local primary school, should the planned measures be introduced;
- (3) that the County Council be urged to withdraw the proposed scheme and to use the allocated funds to meet the cost of introducing a push-button crossing facility (along with a pedestrian crossing phase) in the existing traffic lights at the junction of Forest Hill and Lysander Road to facilitate the safe crossing of Forest Hill by pedestrians and cyclists at that point; and
- (4) that, for the same reasons, consideration be given to the installation of a similar facility at the junction of Pine Tree Avenue and Lysander Road

A response has now been received from the County Council, which is set out below:

I am writing to provide you with an update on the above Small Improvement Schemes (SiS).

Following the abandonment of the build out on Forest Hill, you requested that changes to the signalised junction were investigated, which I passed onto our Traffic Signals Team to look at further. They have done a brief initial assessment and informed me that to accommodate the pedestrian phase the entire junction would need full refurbishment. Also the wait time that pedestrians may incur on the Forest Hill junction could be around 2 minutes which may lead to a lack of confidence with the signals and pedestrians could cross without waiting for the signal, which is discouraged.

To accommodate the crossing and to keep a suitable pedestrian wait time, Forest Hill could be widened and an island put in the middle so they can cross in stages which would be done in conjunction with the refurbishment of the junction subject to design etc. This is currently beyond the scope of the current SiS submission but could be submitted for funding in the new round of submissions which we are aiming to send out in October.

I hope the above information is useful.

The Committee is **RECOMMENDED** to note the matter and await further progress reports.

(Alan Tawse, Town Clerk – 01935 382424)

9. **COMMUNITY HALL CHARGES**

The Committee is requested to consider increasing the charges for the hire of Milford and Monmouth Community Halls by the anticipated rate of inflation of 2% – with effect from 1 April 2014.

The present and proposed scale of charges is as follows:

Milford and Monmouth Community Halls – Hire Charges		
<i>Type of Hire</i>	<i>Current Rate of Hire (per hall/room per hour or part thereof)</i>	<i>Proposed Rate of Hire (per hall/room per hour or part thereof)</i>
<i>Rate for commercial organisations/persons</i>	£12.60	£12.80
<i>Private Functions</i>	£5.80	£5.90
<i>Damage Deposit for Private Functions (returnable if hall left in a satisfactory condition)</i>	£100.00	£100.00
<i>Non-profit making organisations</i>	£5.10	£5.20
<i>Use of Main Hall Kitchen</i>	<i>£7.40 per hire (included in hall/room hire charge for non-profit making organisations)</i>	<i>£7.50 per hire (included in hall/room hire charge for non-profit making organisations)</i>

Members will recall that the charging structure at Monmouth Community Hall was brought into line with that adopted at Milford Community Hall – with effect from 1 October 2012. This enabled the former Hall to be hired at identical rates on a more flexible basis.

Following this change, a number of new bookings have been taken and several additional regular users established.

RECOMMENDATION

The Committee is **RECOMMENDED** to support the introduction of the proposed charges with effect from 1 April 2014.

(Alan Tawse, Town Clerk – 01935 382424)

10. TOWN HOUSE – USE OF MEETING FACILITIES

The Finance Working Group has carried out a review of the current arrangements whereby no charge is made for the use of the meeting facilities at the Town House and for the provision of refreshments to outside organisations.

These facilities – which are primarily provided for local authority meetings in accordance with the relevant legislation – were used by outside organisations on 78 occasions in 2012/13 and on 76 occasions during the first half of 2013/14.

The current charging policy, which was agreed in October 2000 following the extension of the building and which is set out below, is not considered by the Steering Group to be sustainable:

No charge to be made for the use of the Chamber or for the provision of coffee/tea

The Finance Working Group has proposed that the policy be amended as follows:

No charge to be made for the use of the Chamber or for the provision of coffee/tea for meetings organised by the Town Council, or any other local authority, involving Members and/or Officers of the Town Council.

The Finance Working Group has recommended that the proposed new arrangements be introduced from 1 April 2014 and that a charge of £5.20 per hour or part thereof (same as the proposed new community rate for the Town Council's community halls) be made plus a flat rate of £5.00 for the provision of tea/coffee if required. The income raised will ensure that the additional costs of the facilities being used by outside organisations will be met.

The Committee is **RECOMMENDED** to consider the views of the Finance Working Group on this matter and to express its views to the Policy, Resources and Finance Committee and the Town Council.

(Alan Tawse, Town Clerk – 01935 382424)

11. NEW INITIATIVES BUDGET

Introduction

In September, the Policy, Resources and Finance Committee considered the attached report, which arose from a request by the Buildings and Civic Matters Committee to review the bidding process and the definition of “new initiative.”

During the ensuing discussion, consideration was given to the merits of the adopted procedure for seeking and determining new initiative bids, and the variations suggested in the report.

Whilst it was acknowledged that the current arrangements gave all the service committees an equal opportunity to put bids forward and enabled allocated funding to be carried forward, as necessary, into the next financial year, it was felt that the procedure needed to be flexible enough to allow the Town Council to respond to an unforeseen opportunity that might arise at short notice to fund a new initiative.

Reference was also made to a formal definition of new initiative to include the need for any proposal to be for the benefit of the people of Yeovil Town.

The Committee agreed

- (1) that the matter be noted;
- (2) that the need for the adopted procedure to be flexible enough to allow the Town Council to respond to an unforeseen opportunity that might arise at short notice to fund a new initiative, be supported; and
- (3) that the views of the service committees on this proposed variation to the adopted procedure and on the definition of a new initiative - to include the need for any proposal to be for the benefit of the people of Yeovil Town - be sought, and their responses be reported to the next meeting.

Way Forward

To progress matters, the proposed definition and adopted procedure have been amended and are set out below - taking into consideration the issues raised and suggestions made at the Policy, Resources and Finance Committee meeting.

Definition

The proposed definition of new initiative would be as follows:

*“A proposal which will result in a new service, facility, activity or new equipment being procured by the Town Council, **for the benefit of the people of Yeovil Town**, in partnership with other organisations as appropriate”*

Procedure

Taking into account the need for a more flexible procedure, the new procedure would be as follows:

*“All services committees be reminded of the need for this budget to be used for new initiatives and, to allow sufficient time for their ideas to be drawn up and developed, the proposals that emerge during the July cycle of meetings be investigated and reported back to the service committees in the September **and November** cycle of meetings.*

*Supported bids would be considered at the ~~September~~ **November** meeting of the Policy, Resources and Finance Committee and referred to the ~~October~~ **December** meeting of the Town Council for determination. **This gives all committees an additional two months to develop their bids and put them forward for consideration.***

*This **extended** process will enable all committees to make bids at the same time thereby giving them an equal opportunity to apply for funding and enabling the Policy, Resources and Finance Committee and the Town Council to consider their relative merits having regard to the budget available. **However, in the interests of flexibility, the budget may also be used to enable the Town Council to respond to an unforeseen opportunity that might arise at short notice to fund a new initiative.**”*

Recommendation

The Committee is **RECOMMENDED** to consider the matter - having regard to the above-outlined proposed amendments to the definition and procedure - and to submit its views to the Policy, Resources and Finance Committee.

(Alan Tawse, Town Clerk – 01935 382424)

**(Extract from Agenda of Policy, Resources and Finance
Committee Meeting held on 24 September 2013)**

NEW INITIATIVES BUDGET

Introduction

Mindful of the need to develop the range of services that we deliver to the people of Yeovil Town, the Town Council has agreed to allocate £49,300 in the 2013/14 budget.

This approach will ensure that funding totalling £29,300 is available to enable contributions to be made towards threatened services currently delivered in Yeovil Town. £4,000 of this budget has been allocated towards the future provision of tourist information services in Yeovil Town, and up to £4,000 has been earmarked towards new Christmas Lights over the next three years (Minute 8/182 refers) leaving a minimum balance of £21,300.

This may involve a contribution towards the delivery of future youth services following the County Council's decision to withdraw direct funding for these services next April.

A further £20,000 has been earmarked for new initiatives.

It has previously been agreed that all the service committees would be invited to put forward bids for this unallocated part of the New Initiatives budget, and that the Town Council would decide how this portion would be spent having regard to the views of the Policy, Resources and Finance Committee.

Timetable

Since its introduction three years ago year, it was agreed that all services committees be reminded of the need for this budget to be used for new initiatives and, to allow sufficient time for their ideas to be drawn up and developed, the proposals that emerge during the July cycle of meetings be investigated and reported back to the service committees in the September cycle of meetings.

It was further agreed that supported bids would be considered at the September meeting of the Policy, Resources and Finance Committee and referred to the October meeting of the Town Council for determination.

This process was adopted to enable all committees to make bids at the same time thereby giving them an equal opportunity to apply for funding and enabling the Policy, Resources and Finance Committee and the Town Council to consider their relative merits having regard to the budget available. The timetable was also designed to facilitate the delivery of approved bids delivered in the same financial year.

Request for Review

The Buildings and Civic Matters Committee have requested that the Committee give consideration to a change in the current bidding process. The Committee feel that time restrictions should not be imposed on the New Initiatives Budget, and that new initiatives should be considered as and when matters occur, and that if they did not arise, then the unallocated budget should be carried over to the following financial year.

The Committee has also asked that the Committee agree a definition of “new initiative”, which it is felt would assist the service committees in putting bids forward for consideration.

Implications

The Policy, Resources and Finance Committee already considers proposed carry forwards of budgets each March for a variety of reasons. Each proposal is considered on its merits and there is no reason why any underspends in the New Initiatives budget could not be similarly carried forward into the next financial year.

Allowing the service committees to put forward bids at any time of the year would make it more difficult for the Policy, Resources and Finance Committee and the Council to consider the relative merits of each bid - particularly where the overall cost of those that come forward exceed the budget available in any given financial year.

Way Forward

One way of improving flexibility may be to extend the amount of time that the service committees are currently given to put bids together. If these were considered in November/December it would give the service committees six months from their appointment each May to work on their ideas and to put forward bids for consideration.

Although this would make it more difficult to deliver agreed projects in the same financial year, any allocated funds could be earmarked and carried forward to the following financial year. In practice, this already occurs - particularly where schemes involve partnership working and their delivery is not within the overall control of the Town Council.

Whilst a formal definition of new initiative has not been adopted, it is suggested that the following definition be considered:

“A proposal which will result in a new service, facility, activity or new equipment being procured by the Town Council in partnership with other organisations as appropriate”

The Committee is **RECOMMENDED** to note and consider the above-outlined matters.

(Alan Tawse, Town Clerk – 01935 382424)

12. COMMITTEE REVENUE ESTIMATES - 2014/15

Budget Strategy

In setting recent year's budgets, the Council has drawn attention to the importance of officers and committees making bids for growth to give careful consideration to the impact of such bids on the overall finances of the Council as part of the initial budget process.

With this in mind, the Finance Working Group has met and, taking into consideration known growth bids and inescapable increases, has worked with the officers in drawing up the Committees' draft estimates for 2014/15.

To help co-ordinate the overall process, each Committee has once again been asked by the Working Group to keep their expenditure within the suggested maximum limits – with any proposed increases beyond those suggested being matched by reductions elsewhere in the draft budget.

This approach worked successfully last year, and the Working Group feels that following the same approach this year will ensure that a balanced and sustainable budget is set for 2014/15.

The Working Group has again proposed that contingencies continue to be included in a separate budget and that bids for the use of these funds be considered by the Policy, Resources and Finance Committee. This approach is consistent with the way in which unspent revenue balances are now dealt with, and it ensures that all Committees have the same opportunity to put forward bids for additional expenditure during the year.

This approach has been successfully followed for the last 11 years, and the Working Group feel that the same approach should be followed next year.

The Group have also proposed that to ensure a co-ordinated approach is taken to the use of any unspent allocated budgets, committees wishing to carry forward any underspends to the following financial year continue to seek the prior approval of the Policy, Resources and Finance Committee.

The Finance Working Group has provisionally included a further allocation of £49,300 in the 2014/15 estimates towards new initiatives of which it proposed that £29,300 continues to be available to enable contributions to be made towards threatened services currently delivered in Yeovil Town. It is further proposed that the service committees put forward bids for the use of the £20,000 balance of this fund during the next financial year.

Contingencies

At present, contingencies are calculated at 5% of the overall budgets set by the Town Council. In view of the fact that inflation is predicted to rise by 2% over the coming year, and given the ongoing discussions over the future of the Ski and Activity Centre, it is proposed that these continue to be set at 5%.

RECOMMENDATION

The Committee is **RECOMMENDED**:

- (1) to note and support the budget strategy drawn up by the Finance Working Group; and
- (2) to consider the notes on pages 14 to 16 and the draft estimates attached at page 17, with a view to making recommendations to the Policy, Resources and Finance Committee.

(Alan Tawse, Town Clerk – 01935 382424)

NOTES ON BUDGET ESTIMATES

Sponsorship

Sponsorship of £3,000 has been allocated to Yeovil Town Band and as a condition of the sponsorship, the band play free of charge at predetermined annual events such as the Civic Service, Remembrance Sunday, the Flower and Gardeners' Market and the Town Criers' Competition.

Litter/Grit Bins

This Committee allocates funding for litter and grit bins in its area in response to supported requests - including replacements due to vandalism and wear and tear. Last year's budget allocation has been increased with the anticipated rate of inflation. Somerset County Council has indicated that it will not support the provision of any additional grit bins beyond the 40 bins already allocated in accordance with adopted criteria and installed across the Town.

Monmouth Hall

The budget allocated to Monmouth Hall covers the cost of cleaning, maintenance, rates and utilities and the salary of the caretaker employed at the Hall. A saving of £1,970 is forecast this year, and next year's budget includes provision for anticipated inflation and the internal redecoration of the Hall.

Income receivable for the hire of the Hall helps to reduce the net cost of its operation.

Town House (excluding services)

This budget is for contracted cleaning services, all cleaning materials, and refreshments provided at the Town House. A review of the procurement of these services has previously been undertaken and has resulted in ongoing savings. Next year's budget includes provision for forecasted inflation.

Town House (other expenses)

These budgets include all service utilities, water, gas, electricity, business rates, safety inspections, maintenance and repairs to the Town House. These budgets have been increased by the anticipated rate of inflation.

The repairs and maintenance budget allocation is for general repairs to the building including plumbing and electrical repairs and maintenance, servicing of the lift and boilers and fire/security alarm testing.

A minor overspend of £80 is anticipated in the business rates budget.

Arrangements have been put in place for regular meter readings to be carried out of all utilities, and for periodic reviews to be undertaken of the Council's electricity and gas suppliers using comparison websites.

Following the last review, we are now on a new fixed rate contract until next October for electricity, and June 2016 for gas. There is an anticipated underspend of £380 in the electricity budget allocation for the current financial year arising from previously secured favourable rates.

Civic Items (Town Twinning)

This budget is mainly used for civic items linked to any official twinning ceremonies or visits during the year. £210 has again been allocated for 2014/15, which will be used to help meet the cost of planting a commemorative tree in Yeovil Country Park to mark the 30th anniversary of our twinning with Herblay in France.

Sports Development Officer

An allocation of £2,040 is set aside for the SSDC Sports Development Officer post as the Town Council's contribution to sports development in local schools and in the wider community. A report will be submitted to the next meeting of the Committee which sets out how the current year's contribution has been used to develop sport in the Yeovil Town area and plans for the next twelve months. The sum of £2,080 is proposed for 2014/15.

War Memorials

£300 was allocated for 2011/12 for any essential repairs to war memorials in the Town. That year's allocation was used to help cover the cost of adding the name of Lt Alec Horwood VC to the Memorial and the provision of a small reception to thank his family for their support in the organisation of the unveiling ceremony. The amount provisionally allocated for next year is £330.

Public Noticeboards

This budget meets the costs of maintaining and repairing the Town Council's noticeboards in the Town Centre and in various residential areas across the Town. A budget of £330 is proposed for next year.

Community Safety

This budget heading represents funding for any community safety projects e.g. increased street lighting or equipment to improve safety in the winter weather. Two years ago the budget was used to purchase a snow blade and grit spreader to attach to the District Council's mini-tractor to help make the town centre safer in severe wintry weather. This was put to good effect earlier this year on two separate occasions and ensured that footways and pedestrianised areas were accessible.

The amount provisionally allocated for the next financial year is £4,930.

CCTV

Following a staged increase, the Town Council's contribution to the ongoing costs of CCTV in the Town has been set at £30,000 - in line with a previous request by South Somerset District Council (Minute 7/134 refers) that the Town Council meets an increasing proportion of the overall cost of this service. To allow for inflation, this provision has been provisionally increased to £31,220 for 2014/15. This approach has ensured that there is sufficient funding to meet the necessary equipment repairs and maintenance costs.

Millennium Clock

This budget covers the costs of maintaining the Millennium Clock only following the Committee's decision (Minute 7/195 refers) to discontinue contributing towards the

servicing and repair of the clock at St John's Church. A budget of £290 is proposed for 2014/15.

Transport Support

This budget is used to provide ancillary support to help provide public transport services such as moving bus stops or providing bus shelters and has been used previously for the streetworks in Bond Street to facilitate its occasional closure to vehicles. The Bus Shelters Sub-Committee meets from time to time to consider and determine upon the allocation of this budget, and will be meeting shortly to consider a number of suggestions.

£4,380 has been provisionally allocated for 2013/14.

Public Toilets

A sum of £17,150 has been included in the 2013/14 budget to meet the Town Council's commitment to the servicing, cleaning and maintenance of the award-winning toilets, which were built in the Peter Street Car Park and opened in 2009.

A budget of £21,900 is proposed for 2014/15, which includes £4,400 towards the costs of operating the Petters' Way facilities, responsibility for which was transferred from the District Council to the Town Council in September this year in return for an agreed financial contribution. The balance of next year's operational costs will be met from this contribution.

Milford Hall

Milford Hall re-opened in late November 2010 following closure for a year whilst building extension and improvement works were carried out.

This budget is used to meet all the operating costs of Milford Hall and the maintenance of the surrounding area, and includes the costs of the cleaning contract and the caretaker and security arrangements, which have been approved by the Policy, Resources and Finance Committee. The budget also includes provision for minor works – in accordance with the terms of the lease.

The 2013/14 budget was set at £22,100 to ensure that sufficient funding was available to meet the needs of this extended building. This has been provisionally increased to £22,550 for the forthcoming financial year.

Income receivable for the hire of the Hall helps to reduce the net cost of its operation.

(Alan Tawse, Town Clerk – 01935 382424)

YEovil TOWN COUNCIL - ESTIMATES

BUILDINGS AND CIVIC MATTERS COMMITTEE

		YEAR 2012/13		YEAR 2013/14		YEAR 2014/15				
NOTES	Item	Allocated	Spent	Allocated	1/2 year spent 30.09.13	Full year estimated spend to 31.03.14	Estimated over spent	Estimated under spent	Estimated required	To be allocated
INCOME 2013/14	Yeovil Town Band - Sponsorship	3,000	3,000	3,000	3,000	3,000			3,000	
1/2 Year 30/09/13	Litter/Grit bins	640	0	650	0	650			670	
Monmouth Hall 1,523	Monmouth Hall	15,660	12,152	15,970	5,912	14,000		1,970	16,290	
Milford Hall 8,567	Town House (excluding services)	6,000	6,189	6,120	3,084	6,120			6,250	
SCC deleg functions 0	Town House - business rates	9,810	10,076	10,280	6,218	10,360	80		10,570	
Library 0	Town House - water charges	310	281	320	113	320			330	
	Town House - electricity	1,550	984	1,580	301	1,200		380	1,400	
1/2 year 8,567	Town House - gas	1,650	1,774	1,800	826	1,800			2,040	
	Town House - repairs and maintenance	3,090	1,877	3,150	1,482	3,150			3,220	
	Civic Items (Town Twinning)	210	95	210	0	210			210	
ESTIMATED INCOME 2013/14	Sports Development Officer (SSDC)	2,000	2,000	2,040	0	2,040			2,080	
	War memorials	310	12	320	0	320			330	
Monmouth Hall 3,400	Public noticeboards	310	0	320	0	320			330	
Milford Hall 17,000	Community safety	4,740	4,740	4,830	0	4,830			4,930	
SCC deleg functions 4,000	CCTV	30,000	30,000	30,600	15,300	30,600			31,220	
Library 1,780	Millennium Clock	270	260	280	239	280			290	
	Transport support	4,200	1,196	4,290	0	4,290			4,380	
Yr to 31/03/14 26,180	Public toilets	16,810	14,668	17,150	8,465	17,150			21,900	
	Milford Hall	21,660	26,814	22,100	11,810	22,100			22,550	
ESTIMATED INCOME 2014/15										
Monmouth Hall 3,500										
Milford Hall 17,340										
Library 1,800										
Est. 2014/15 22,640										
	Total expenditure	122,220	116,118	125,010	56,750	122,740	80	2,350	131,990	0
Notes										
								Estimated underspend (-)		-2,270
										129,720
1	Transport Support budget to meet cost of contributions towards new bus shelters and related matters							Estimated 2014/15 income		22,640
2	Separate budget to be created to meet ongoing operational costs of Petter's Way Public Toilets with initial dowry from SSDC									107,080
3	SCC funding for deleg functions (removal of highway obstructions) to be withdrawn from April 2014							+ contingencies @ 5%		5,354
										112,434