



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 6 May 2014**

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

Manny Roper – Mayor of Yeovil Town

Mike Lock – Deputy Mayor of Yeovil Town

Martin Bailey

Vacancy

Kris Castle

J Vincent Chainey

Phil Chandler

Tristan Cobb

Leah Cross

Clive Davis

Bridget Dollard

David Dollard

Tony Fife

Jon Gleeson

David Greene

Peter Gubbins

John Hann

Kaysar Hussain

Andrew Kendall

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 2014/15**
2. **TO ELECT THE DEPUTY MAYOR OF YEOVIL TOWN FOR 2014/15**
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 13 May 2014 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 1 April 2014.

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 2014/15 (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 Kaysar Hussain, 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 2014/15

(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

31 March 2014

14 April 2014

28 April 2014

12. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Minutes of the following meetings are attached:-

PAGES

- **Yeovil Twinning Association**

13 March 2014

7-8

- **Yeovil Youth Council**

24 March 2014

9-12

- **Yeovil Crematorium and Cemetery Committee**

16 April 2014

13-15

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 2013/14 (attached at page 16).

Public Comment (15 minutes)

List of Engagements attended/to be attended by His Worship The Mayor of Yeovil, Councillor Manny Roper and the Deputy Mayor of Yeovil, Councillor Mike Lock from 1st April – 5th May.

02/04/14	The Mayor of Yeovil, Councillor Manny Roper attended a lunch at Westfield Academy to welcome the pupils from SYNA International School
03/04/14	The Mayor of Yeovil, Councillor Manny Roper attended a beauty evening showcasing the Nexus Beauty Salon at Yeovil College.
04/04/14	The Mayor of Yeovil, Councillor Manny Roper attended Weymouth & Portland Borough Council Civic Day.
05/04/14	The Mayor of Yeovil, Councillor Manny Roper attended Shaftesbury Town Council Civic Service.
16/04/14	The Mayor of Yeovil, Councillor Manny Roper attended the Grand Opening of new £5 million redevelopment of Haynes Motor Museum.
18/04/14	The Deputy Mayor of Yeovil, Councillor Mike Lock visited Sunningdale Lodge to judge the Easter Card Competition.
20/04/14	The Mayor of Yeovil, Councillor Manny Roper attended Yeovil Town Ladies Football Club first home match in the FA Women's Super League.
22/04/14	The Mayor of Yeovil, Councillor Manny Roper attended Gillingham Town Council Civic Day.
22/04/14	The Deputy Mayor of Yeovil, Councillor Mike Lock attended the end of course certificate presentation for Active Plus.
24/04/14	The Mayor of Yeovil, Councillor Manny Roper attended The Pride Awards at Westlands.
24/04/14	The Mayor of Yeovil, Councillor Manny Roper hosted his civic Evening at the Octagon Theatre to watch a performance of 'Morecambe'
25/04/14	The Mayor of Yeovil, Councillor Manny Roper hosted a Quiz on behalf of his charity, The Flying Colours at Yeovil Town Football Club.
26/04/14	The Mayor of Yeovil, Councillor Manny Roper attended the Annual Town Criers competition.
26/04/14	The Mayor of Yeovil, Councillor Manny Roper attended the commission of new Street Pastors at The GateWay.

27/04/14	The Mayor of Yeovil, Councillor Manny Roper attended the Yeovil & District Scout Council Annual St Georges Parade.
30/04/14	The Mayor of Yeovil, Councillor Manny Roper attended the 1st Yeovil Boy's Brigade Annual Awards Evening.
03/05/14	The Mayor of Yeovil, Councillor Manny Roper attended Abbey Hill Steam & Vintage Vehicle Rally
04/05/14	The Mayor of Yeovil, Councillor Manny Roper attended Chickerell Town Council Civic Day
05/05/14	The Mayor of Yeovil, Councillor Manny Roper attended Lufton College May Fayre.

YEOVIL TWINNING ASSOCIATION

Minutes of the Committee Meeting held on Thursday 13th March 2014

Present: Theresa Mahoney (Acting Chair), John Attwood, Suzanne Biddiscombe, Diane Chant, Bridget Dollard, Barrie Smallcalder (Treasurer), Barbara Stimpson

Apologies: David Recardo (Chairman), Diana Gray (Hosting), Andrew Kendall YTC Representative), David Torrance (Secretary), Norma Northcott, Kathy Smyth (resigned)

Minutes:

The minutes of the February meeting were agreed and signed. There were no matters arising or correspondence.

Treasurer's report:

Barrie reported a balance of £3120 including £60 subscriptions received this month. Barrie suggested that perhaps a sub-committee should be formed to produce a council grant application.

Outgoing Herblay trip: Thursday 1st to Tuesday 6th May:

Only 13 had expressed an interest in this visit, including 2 who would not be travelling out with the rest. In view of the expense of a large coach and ferry/tunnel crossing (approx £250 per person), it was agreed unanimously that flying with Easyjet from Bristol to Paris (approximate cost at present date is £95 pp – excluding baggage charge) was a better option. Theresa agreed to book flights and a minibus costing £100 each way. Transport at the French end would probably be provided by hosts, and if not this could be arranged.

Outgoing Taunusstein trip: Thursday 26th to Tuesday 1st July:

All agreed that definite numbers were needed for this trip as the flights need to be booked soon.

Incoming Samarate visit: Thursday 25th to Tuesday 30th September:

No further progress yet, but a meeting on 4th April had been provisionally arranged between Julie Pilbeam of AgustaWestland, David Torrance, Bridget Dollard and Barbara Stimpson to see if AW were able to help.

Socials/Fundraising:

Theresa reported that the quiz at Thornford had been very successful and, despite the fact that only 9 actual YTA members were there, we had managed to fill 7 tables of 6, raising £248 for our funds. The 'heads & tails' game (instead of a raffle) had raised £66 with minimum effort and a lot of fun.

Holding a car boot sale at Palmers was briefly discussed.

Any other business: It was noted that Kathy Smyth had unfortunately resigned from the committee but would remain as an YTA member.

The Meeting closed in good order at 8 .15pm

David Recardo, Chair YTA.....
Dated:

Next meeting: Thursday 10th April 2014
Boardroom, Yeovil College – 7.00 pm

David Torrance
YTA Secretary
yeoviltwin@aol.com

YEOVIL TOWN COUNCIL

Minutes of the Meeting of **Yeovil Youth Council** held in the Town House, 19 Union Street, Yeovil, on **Monday 24 March 2014**

(7.00pm – 8.15pm)

Present:

Rebecca Pitts (Chairman)
Luke Brickley
Jack Britten
Chloe Broadribb
Kevin Chan
David Cook
Rhiannon Davies
Natasha Dennington
James Gard
Louise Golby
Ryan McGuinn
Isabella Tandy
Bethany Vince
Hayley Worton

Also Present:

Alan Tawse	Town Clerk
Gill Tomlinson	Committee Administrator

(1) Apologies for Absence

Apologies for absence were received from, Isobel Brennan-Laird, Daisy Parsons, Sami Wiltshire and Sam Barnes-Thornton.

(2) Minutes

The Minutes of the previous meeting held on 24 February 2014, copies of which had been previously circulated, were confirmed as a correct record and signed by the Chairman.

(3) New Website

David gave an update on the new website that he was developing on behalf of the Youth Council.

Natasha had sent David the personal biographies. Hayley and Ryan gave their biographies to Natasha and she will pass this to David when she has typed them up.

The colour scheme was mentioned as it is very white at the moment.

David showed Members the photo that he had chosen. Members asked if he

could bring a variety to the next meeting and vote on which one to choose.

It was agreed to take more photos at the next meeting as some Members were not in the photos.

David said he would e-mail Alan with regards to the funding of the site which would be approximately £23-£30 per year + £6 for the domain name.

RESOLVED

- (1) that the matters be noted;
- (2) that a further photo session will take place for those Members who were not in the originals;
- (3) that David will e-mail Alan with regards to the funding of the web site; and
- (4) that David gives a further presentation at the April meeting of the Yeovil Youth Council.

(4) Repainting Underpasses

Alan outlined the grant application that had been made to the Safer Somerset Partnership on behalf of the Youth Council and confirmed that both of the underpasses leading off from the northern end of Princes Street had been included in the bid.

He added that the focus of the application had been on improving the visual appearance of the underpasses and to encourage their use by involving young people in the planned project. It was proposed that murals would be designed with the involvement of professional artists, Youth Councillors and any other young people who were interested.

£10,000 had been applied with contributions pledged from the Town Council and the District Council. However, a decision had not yet been made on the application.

Issy said they had been to the Osmington Residential and done a great deal of work regarding updating the underpasses and she was happy to pass this onto Pauline Burr. Alan undertook to forward this information to Pauline, and to report on the outcome of the bid to a future meeting.

RESOLVED

that the matters be noted.

(5) Youth Services Pilot Projects

Alan gave an update on the pilot projects that had been operating from the Old Barn Club (on Tuesday evenings) and from the community bus located next to the Forum in Abbey Manor Park (on Thursday evenings) for the past six months.

The Steering Group that was overseeing the delivery of the initiative had recently undertaken an interim review and approximately 15-20 young people were attending each session.

Following on from this success, the Steering Group had agreed to extend the pilot projects by a further six months, which would provide an opportunity for the provision of youth services over the warmer months of the year to be explored. The lighter evenings would also give more scope to the range of activities that could be offered.

In addition, a third pilot project would be launched next month in the Westfield area (St Peter's Hall) on Wednesday evenings to help meet demand in that part of the Town.

Youth Council Members were welcome to call in to any of the projects to see how they were going and to spread the word. Alan can talk to Pete regarding advertising in the town centre.

Kevin was attending the Old Barn Club sessions and said the first hour was structured activities and the second hour was a more relaxed session. He felt that the project was worthwhile and welcomed its introduction.

RESOLVED

that the matters be noted and the ongoing developments welcomed.

(6) Schools' Update

A variety of school plays/musicals/foreign trips were mentioned and various charity fundraisers for Sports Relief.

James took part in Youth Speak and came 2nd in the regional finals.

RESOLVED

that the matters be noted.

(7) Any Other Business

The Park School are setting up a Model United Nations where students represent a country and debate about the solutions. They may invite other schools to get involved.

Natasha had received her Gold Duke of Edinburgh Award and was congratulated by Members.

Louise mentioned that students from India would be coming to Westfield Academy for a four day visit as an opportunity to interact with people from other countries and learn about different cultures. A visit to India is being planned for October and fundraising has started.

Sami asked if there is any funding for students to get help with travelling costs for local university visits through Yeovil College. Alan indicated that if the

College were looking for contributions towards group visits, the Youth Council could consider making a contribution from its budget. However, a written request would need to be made setting out all the details before an application could be considered.

RESOLVED

that the matters be noted.

(8) Date of Next Meeting

IT WAS NOTED

that the next meeting of the Yeovil Youth Council would take place at 7.00pm on Tuesday 22 April 2014. (Please note change of day)

Future Dates

Monday 19 May 2014

Monday 23 June 2014

Monday 21 July 2014

Chairman

Minutes of a meeting of Yeovil Crematorium and Cemetery Committee
held in the Council Chamber, Town House, 19 Union Street, Yeovil on
Wednesday 16 April 2014

(6.00pm – 7.40pm)

Present:

Alan Smith (Chairman)	Yeovil Town Council
Nigel Gage	South Somerset District Council
Alf Hill	Yeovil Without Parish Council
Kaysar Hussain	Yeovil Town Council
Maurice Lamb	Yeovil Without Parish Council
Graham Oakes	South Somerset District Council
David Recardo	South Somerset District Council

Also Present:

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

(1) Public Comment

There were no comments from the public.

(2) Minutes

The minutes of the previous meeting held on 15 January 2014, 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 Mary Evered, Manny Roper and Tom Pullin.

(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).

Reference was made at the meeting to an issue that had recently arisen concerning the need to relocate a water meter, and the anticipated works involved. The Property and Engineering Services Manager indicated that he was working closely with Wessex Water to resolve the matter.

RESOLVED: that the report and the above issue be noted.

(6) Crematorium - Works Plan

The Committee considered the report of the Property and Engineering Services Manager (agenda item 5 refers) including the separately circulated Solar PV monthly performance report for March 2014.

During the ensuing discussion, reference was made to the forthcoming replacement of the hearths of the cremators and planned relining works, budget provision for which had been made in 2014/15 and 2015/16.

Members expressed their appreciation of the 99.3% performance of design output to date of the Solar PV panels, which it was noted had generated £1,343 and had saved 3,828kg of carbon dioxide.

RESOLVED: that the report be noted.

(7) Risk Management Strategy

The Committee considered the report of the Clerk to the Committee (agenda item 6 refers).

In response to a query, it was confirmed that the Committee's investments were managed by South Somerset District Council in accordance with their adopted policy. It was noted that this policy had been drawn up with the need to balance financial return with appropriate risk avoidance.

The Management Accountant undertook to clarify the definition of personal accident insurance cover, and attention was drawn to a number of minor typographical changes.

RESOLVED: (1) that the report be noted; and
(2) that approval be given to the adoption of the draft amended risk management strategy for 2014/15.

(8) Statistics

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

RESOLVED: that the matter be noted.

(9) 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.

(10) Storm Damage

The Committee considered the confidential report of the Clerk to the Committee (agenda item 8 refers).

During the ensuing discussion, Members expressed their appreciation of the work undertaken by the staff at both facilities in response to the exceptional storm in February, and noted the unavoidable costs involved in carrying out the necessary repair work.

RESOLVED: that the matter be noted.

(11) Land Disposal

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

RESOLVED: (1) that the matter be noted; and
(2) that the recommendation in the report be approved and adopted.

Chairman.....

**MEMBERS' ATTENDANCE AT COUNCIL
AND COMMITTEE MEETINGS - 2013/14**

MEMBER	ACTUAL	POSSIBLE
Martin Bailey	31	38
Peter Brock	31	55
Kris Castle	10	49
J Vincent Chainey	5	37
Philip Chandler	34	62
Tristan Cobb	4	19
Leah Cross	2	13
Clive Davis	17	25
Bridget Dollard	26	26
David Dollard	26	26
Tony Fife	15	32
Jon Gleeson	19	26
Dave Greene	34	43
Peter Gubbins	14	19
John Hann	27	32
Kaysar Hussain	7	26
Andrew Kendall	47	56
Mike Lock	49	62
Tony Lock	24	26
Wes Read	29	50
David Recardo	14	19
Manny Roper	57	62
Darren Shutler	51	56
Alan Smith	25	32

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.