



# Yeovil Town Council

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Mayor : Cllr D Recardo, Town Clerk : Amanda Card BA (Hons), CPFA, BSc (Open)  
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## **Minutes of the meeting of Buildings & Civic Matters Committee of Yeovil Town Council held on Tuesday on 17<sup>th</sup> November 2020 at 7.00pm held by video-conferencing using Zoom meeting software.**

**Present:** Cllrs R Stickland (Chair); K Gill; A Kendall; T Ledlie; T Lock; and D Recardo.

**Also Present:** Cllr A Richards (Wyndham Hill Ward).

**In Attendance:** A Card (Town Clerk) and H Ferdinand (Deputy Town Clerk).

There were no members of the public and one member of the press present.

**7:00pm** – *The meeting commenced.*

### **10/92 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies were received from Cllrs D Gubbins (work commitments) and H Stonier (unwell).

**RESOLVED:** to accept the apologies with the reasons given.

### **10/93 DECLARATIONS OF INTEREST**

Cllr T Ledlie declared a personal interest in 10/98 Monks Dale, in that he had a child that attended Preston Academy.

### **10/94 MINUTES**

The Committee confirmed as a correct record the Minutes of the meeting held on 22<sup>nd</sup> September 2020.

**RESOLVED:** that the Minutes of the meeting held on 22<sup>nd</sup> September 2020 and that they be signed as a correct record at the next appropriate opportunity.

### **10/95 FINANCIAL STATEMENTS – AUGUST 2020 / SEPTEMBER 2020**

Members considered the Financial Statement for the period 1<sup>st</sup> August 2020 to 30<sup>th</sup> September 2020.

**RESOLVED:** that the Financial Statement for the period 1<sup>st</sup> August 2020 to 30<sup>th</sup> September 2020 be approved.

**10/96**      **VIDEO OF REMEMBRANCE**

The Clerk reported that there had been an overwhelming number of positive comments. The Mayor, Cllr D Recardo also stated that he had received lots of good comments. The Chairman thanked the Town Clerk and all those who took part for all the work that went into the production of the Video of Remembrance.

**RESOLVED:** to note the report.

**10/97**      **CONTRIBUTION TO ST JOHN'S CHURCH, YEOVIL**

Members considered the report by the Town Clerk regarding the contribution of £100 to St John's Church in recognition for being permitted to film the Video of Remembrance. In accordance with Standing Orders, paragraph 4d(xiv) 'Urgent Business'. There is a requirement to report to this meeting.

**RESOLVED:** to the note report; and that the use of Standing Orders, paragraph 4d(xiv) 'Urgent Business' be noted.

**10/98**      **MONKS DALE**

Members considered the proposal from a resident regarding a one-way scheme for the purposes of traffic flow and safety.

**RESOLVED:** to forward the letter to the County Councillor and to Somerset County Council.

**10/99**      **RE-OPENING MILFORD COMMUNITY HALL**

The Town Clerk explained the work that had been carried out so that Milford Community Hall can re-open. This involved additional Risk Assessment by both the Council and hall hirers. Further Special Conditions of Hire during COVID-19 have been drawn up which will supplement the existing Terms and Conditions of Hire. There had been additional signage using Public Health posters.

**RESOLVED:** to note the measures that have been taken in order for Milford Community Hall to re-open.

**10/100**      **COMMUNITY HALL CHARGES**

The Committee considered the report Town Clerk relating to community hall charges for 2020/21.

**RESOLVED:** to recommend the revised charges (as shown in the table overleaf) to the Policy, Resources and Finance Committee.

<b>Type of Hire</b>	<b>Rate of Hire (2018/19)</b> (per hall/room per hour or part thereof)	<b>Rate of Hire (2019/20)</b> (per hall/room per hour or part thereof)	<b>Rate of Hire (2020/21)</b> (per hall/room per hour or part thereof)	<b>Proposed Rate of Hire (2021/22)</b> (per hall/room per hour or part thereof)
<b>Milford and Monmouth Halls:</b>				
<i>Rate for commercial organisations/persons</i>	£16.50	£17.00	£17.00	<b>£17.50</b>
<i>Private Functions</i>	£8.00	£8.00	£8.00	<b>£8.00</b>
<i>Damage Deposit for Private Functions (returnable if hall left in a satisfactory condition)</i>	£120.00	£120.00	£125.00	<b>£125.00</b>
<i>Non-profit making Organisations</i>	£7.00	£7.00	£7.00	<b>£7.00</b>
<i>Use of Main Hall Kitchen (included in hall/room hire charge for non-profit making organisations)</i>	£11.00	£11.00	£11.50	<b>£11.50</b>
<b>Town House Council Chamber:</b>				
<i>Hire</i>	£7.00	£7.00	£7.00	<b>£7.00</b>
<i>Provision of tea/coffee (per hire)</i>	£10.00	£10.00	£10.00	<b>£10.00</b>
<i>Use of Kitchen without tea/coffee (per hire)</i>	£5.00	£5.00	£5.50	<b>£5.50</b>

#### **10/101 YEOVIL PARISH WARD MAP**

The Committee considered the report of the Deputy Town Clerk relating to Yeovil Parish Ward Map. The Town Clerk thanked the Deputy Town Clerk for her work on this.

**RESOLVED:** (1) to note the report; and (2) that the Yeovil Parish Ward Map be sent electronically to Councillors, and that should Councillors require an A3 hard copy to contact the Deputy Town Clerk.

#### **10/102 DRAFT BUDGET 2021/22**

The Committee considered the draft budget.

**RESOLVED:** that the draft Buildings and Civic Matters Budget be referred to the Policy, Resources and Finance Committee.

**10/103 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** to exclude the press and public from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity of agenda items 10/104 – 10/106 would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Public Bodies (Admission to Meetings) Act 1960 s3

**10/104 TOWN HOUSE CCTV (COMMERCIAL IN CONFIDENCE)**

The Committee considered the report of the Deputy Town Clerk regarding the review of the security at Town House.

**RESOLVED:** (1) to note the report; (2) to agree to include a sum of £500 in the annual budget for the future upgrading of the CCTV system as and when necessary; (3) to agree the upgrading of the existing system as specified in the report subject to seeking clarification on some elements and seeking advice from Cllr A Kendall as necessary; (4) to agree to the upgrading of the external lighting and arrange for the elements as specified in the report to be replaced as soon as possible; and (5) to investigate further the replacement of the lantern light on the front elevation of the Town House, and to delegate to the Town Clerk in consultation with the Chairman the specification of the lighting, and to apply for listed building consent if required with the aim of getting the new lighting installed as soon as possible.

**10/105 TOWN HOUSE WINDOWS UPDATE (COMMERCIAL IN CONFIDENCE)**

Members considered the report by the Deputy Town Clerk regarding the Town House windows – in particular, the window in the Mayor’s Parlour.

**RESOLVED:** (1) to note report; (2) to agree to the replacement of the Mayor’s Parlour window on a like for like basis, and delegate to the Town Clerk and the Chairman the authority to appoint a joiner/carpenter to carry the work out (and seek advice from Cllr A Richards as necessary) and (3) to agree to the appointment of the contractor to carry out the repairs to the windows in the Town House on the basis of his quotation and to stipulate that any savings that can be made should be passed on to the Town Council.

**10/106 FUTURE OF MONMOUTH HALL (COMMERCIAL IN CONFIDENCE)**

The Town Clerk gave a verbal update about Monmouth Hall.

**RESOLVED:** (1) to note report; and (2) to refer to the working parties.

The meeting closed at 8:30 pm.

Signed: .....

Dated: .....