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## **Minutes of the meeting of Buildings & Civic Matters Committee of Yeovil Town Council held on Tuesday on 21<sup>st</sup> July 2020 at 7.00pm held by video-conferencing using Zoom meeting software.**

**Present:** Cllrs R Stickland (Chair); K Gill; D Gubbins; A Kendall; T Ledlie; T Lock; D Recardo and H Stoner (until 8:45pm).

**Also Present:** Cllr E Potts-Jones (Grove Avenue Ward) (from 7:31pm to 8:02pm)

**In Attendance:** A Card (Town Clerk), H Ferdinand (Deputy Town Clerk) and Paul Huntingdon (Specialist – Compliance and Enforcement, South Somerset District Council).

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

There was not a representative from Avon and Somerset Constabulary to provide an update on community policing matters. Councillors were asked to e-mail any queries through to the Town Clerk. Since this meeting, a brief written update has been circulated on behalf of PCSO Lily Thomas.

As Chair, Cllr R Stickland gave a personal tribute to the late Cllr Phil Chandler who sadly passed away and he gave condolences on behalf of the Committee to Phil Chandler's partner.

**7:02pm** – *The meeting commenced.*

### **10/63 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

There were no apologies.

### **10/64 DECLARATIONS OF INTEREST**

There were no declarations at this time.

### **10/65 MINUTES**

The Committee confirmed as a correct record the Minutes of the meetings held on 21<sup>st</sup> January 2020 and 26<sup>th</sup> May 2020.

**RESOLVED:** that the Minutes of the meetings held on 21<sup>st</sup> January 2020 and 26<sup>th</sup> May 2020 and that they be signed as a correct record at the next appropriate opportunity.

## **10/66 FINANCIAL STATEMENTS – DECEMBER 2019 / JANUARY 2020**

Members considered the Financial Statement for the period 1<sup>st</sup> December 2019 to 31<sup>st</sup> January 2020.

The Town Clerk pointed out that the income generated from the rental of the Community Halls was not affected for 2019/20 but it would impact upon the income in the financial year 2020/21. She was awaiting guidance on how to re-open Community Halls safely.

**RESOLVED:** that the Financial Statement for the period 1<sup>st</sup> December 2019 to 31<sup>st</sup> January 2020.

## **10/67 BUILDING MAINTENANCE DURING THE PANDEMIC**

The Committee considered the report of the Deputy Town Clerk (HF) regarding all the work that had been carried out during the pandemic. The Town Clerk stated that they had used the opportunity to get as much routine work and one-off work completed as possible.

**RESOLVED:** to note the report.

## **10/68 FIXED PROJECTOR AND SCREEN**

The Committee considered the report of the Town Clerk regarding the procurement of a fixed projector and screen. In order to locate an appropriate position for this equipment, the Council Chamber would need to be re-configured. Within the report, the Town Clerk highlighted a proposed Chamber layout, however, some members were concerned that the public would be sat behind members. The Town Clerk confirmed that she would be looking to fix the projector to the ceiling subject to whether listed building consent would be required. The Town Clerk invited Members to visit and look at Council Chamber and the options when they became available. The potential of new Council Chamber furniture was also discussed.

**RESOLVED:** (1) to note the report; (2) that the Town Clerk develop some options of Chamber configuration with costs of equipment and new furniture; and (3) that these options be considered at the next meeting of this Committee.

## **10/69 NEW INITIATIVES SCHEME SUBMISSIONS**

The Committee considered the New Initiatives Scheme that Cllr A Kendall had submitted. This involved 3 bespoke benches celebrating: the work of the NHS during the COVID-19 pandemic; Victory in Europe – 75 years ago; and Victory in Japan – 75 years ago. It was recognised that discussions would be needed with third parties regarding the location of where the benches would be situated.

**RESOLVED:** (1) to note the three New Initiatives Scheme Submission; (2) to support in principle all three submissions subject to relevant discussions and permissions from third parties regarding the location of the benches; (3) to recommend to Policy, Resources and Finance Committee these submissions; and (4) that the Town Clerk circulate the guidance regarding New Initiatives.

*7:31pm – Cllr E Potts-Jones joined the meeting.*

#### **10/70 DEFIBRILLATOR REMOTE MONITORING/ALERT SYSTEM**

The Committee considered the report of the Deputy Town Clerk (SF) regarding the installation of a remote monitoring system to the defibrillator at Milford Hall.

**RESOLVED:** (1) to note the report; and (2) to install the wireless remote monitoring system to the defibrillator.

#### **10/71 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 item 10/47 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

#### **10/72 CIVIL INJUNCTIONS (CONFIDENTIAL)**

The Specialist (Compliance and Enforcement) introduced his report regarding Civil Injunctions. The project would initially run for 12 months. The report will be considered by the Senior Leadership Team at South Somerset District Council.

**RESOLVED:** (1) to note the report; (2) that should the project go ahead, that Yeovil Town Council should contribute towards the cost of the initiative; (2) Package 1 is the preferred enforcement package; (3) Yeovil Town Council should fund 50% of the package 1; (4) the initiative could be funded by the remaining Community Safety Budget (£1,942.50) with the remainder coming from reserves; and (5) that this Committee recommend to Policy, Resources and Finance Committee (1); (2); (3) and (4); subject to the decision made by South Somerset District Council (the Town Clerk will verbally update the Committee of the outcome).

*7:31pm – Cllr E Potts-Jones left the meeting and did not return.*

#### **10/73 GRIT BIN AND GRIT REQUEST**

Members considered the request from Oaklands Surgery for a grit bin and grit.

**RESOLVED:** to refuse the request.

#### **10/74 TOWN HOUSE REFURBISHMENT UPDATE (COMMERCIAL IN CONFIDENCE)**

Members considered the report of the Deputy Town Clerk (HF) the Town House refurbishment. All works with the exception of the external painting and window frames repairs have been completed.

**RESOLVED:** to note report.

*8:45pm – Cllr H Stonier left the meeting and did not return.*

**10/75 MONMOUTH HALL WALL: RETENTION PAYMENT (COMMERCIAL IN CONFIDENCE)**

Members considered the report of the Deputy Town Clerk (HF). The Deputy Town Clerk gave a verbal update that the payment had been made in accordance with Standing Orders, paragraph 4d(xiv) 'Urgent Business'. There is a requirement to report to this meeting.

**RESOLVED:** (1) to the note report; and that the use of Standing Orders, paragraph 4d(xiv) 'Urgent Business' be noted.

**10/76 TOWN HOUSE SECURITY ALARM (COMMERCIAL IN CONFIDENCE)**

Members considered the confidential report by the Deputy Town Clerk (HF) regarding the Town House security alarm, and that a new security alarm system had been purchased in accordance with Standing Orders, paragraph 4d(xiv) 'Urgent Business'. There is a requirement to report to this meeting.

**RESOLVED:** (1) to the note report; and that the use of Standing Orders, paragraph 4d(xiv) 'Urgent Business' be noted.

**10/77 BACKGROUND TO CCTV (CONFIDENTIAL)**

Members considered the confidential report by the Town Clerk. The Chairman thanked the Town Clerk for her work for this report.

**RESOLVED:** to note the report

The meeting closed at 8:50 pm.

Signed: .....

Dated: .....