



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 22nd September 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: Cllrs E Potts-Jones (Grove Avenue Ward) and 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.

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.

7:00pm – *The meeting commenced.*

10/78 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

There were no apologies.

10/79 DECLARATIONS OF INTEREST

There were no declarations at this time.

10/80 MINUTES

The Committee confirmed as a correct record the Minutes of the meeting held on 21st July 2020.

RESOLVED: that the Minutes of the meeting held on 21st July 2020 and that they be signed as a correct record at the next appropriate opportunity.

10/81 FINANCIAL STATEMENTS – APRIL 2020 / MAY 2020 / JUNE 2020 / JULY 2020

Members considered the Financial Statement for the period 1st April to 31st July 2020.

The Town Clerk pointed out that the income generated from the rental of the Community Halls in the financial year 2020/21 would be substantially affected due to not being open as a result of government restrictions.

RESOLVED: that the Financial Statement for the period 1st April to 31st July 2020 be approved.

10/82 REMEMBRANCE SUNDAY

The Committee considered the correspondence from Avon and Somerset Constabulary – Operational Planning Department and the Chairman/Parade Marshall of the Yeovil and District Branch, Royal British Legion. In light of the current situation of COVID-19 and the regulations that were currently in place, and still likely to be in place in November, the Council decided that the usual collaboration with the Royal Legion for the event in the Borough would not be able to go ahead due to concerns about public health and safety. However, it was felt that an alternative method be considered so that those who gave their lives in conflict could be remembered. Discussion was also held about the changes in the Royal British Legion Remembrance Parades Policy.

RESOLVED: (1) to delegate to the Town Clerk in consultation with the Mayor and the Chairman of this Committee to organise an alternative to the usual event, subject to any changes in regulations; (2) in light of (1), that the Town Clerk produce a press release; and (3) to note the changes in the Royal British Legion Remembrance Parades Policy and discuss further at a future meeting.

10/83 MERCHANT NAVY DAY

Members considered the report by the Town Clerk regarding Merchant Navy Day and the authority granted to fly the Red Ensign on 3rd September 2020 in accordance with Standing Orders, paragraph 4d(xiv) 'Urgent Business'. There is a requirement to report to this meeting.

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

10/84 BUSINESS RATES: "TOILET TAX"

Members considered the report of the Town Clerk regarding the 100% relief from business rates legislation which is currently making its way through Parliament. If Royal Assent to become an Act of Parliament is given, Yeovil Town Council will save £5,830 per year.

RESOLVED: to note the report.

10/85 COMMUNITY HALL RE-OPENING

The Committee considered the verbal report from the Town Clerk regarding the re-opening of Community Halls. The Town Clerk has carried out a Risk Assessment to re-opening the Community Halls. However, since the additional regulations which has come into force as a result of the Prime Minister's national address on 22nd September, further work will have to be carried out, so that advice and assistance can be given to hall users, so that the facility can be used safely.

RESOLVED: (1) to note the verbal report; and (2) that the Town Clerk will report back progress at the next meeting of the Committee.

10/86 COUNCIL CHAMBER LAYOUT

The Committee considered the report of the Town Clerk regarding the alternative proposed council chamber layout.

RESOLVED: (1) to note the report; and (2) to approve the council chamber layout as detailed within the report.

10/87 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

10/88 COUNCIL CHAMBER LAYOUT – COSTS (COMMERCIAL IN CONFIDENCE)

The Committee considered the Town Clerk regarding the costs associated to the proposed council chamber layout.

RESOLVED: (1) to note the report; (2) to agree the purchase and fitting of the 75" screen monitor, wall unit and cabling, laptop (£1,750) and the on-going cost of Microsoft Office at £113.16 per year, but to also investigate the cost of a web-cam (the cost of the web-cam will be reported at the meeting of Policy, Resources and Finance); (3) to note that it is not necessary to seek three quotes in accordance with Financial Procedure Rule 11.1 (a) (iv) by virtue that this would be an extension of existing contract; (4) to recommend (2) to Policy, Resources and Finance Committee and that the one-off costs be funded from Contingencies and the on-going costs be building into the budget from 2021/22; (5) to not replace the desks; (6) to agree that the chair should be replaced; (7) to agree to the purchase of 40 green chairs as detailed within the report; (8) to recommend (7) to Policy, Resources and Finance Committee and that the one-off costs be funded from Contingencies.

10/89 PUBLIC TOILETS (COMMERCIAL IN CONFIDENCE)

Members considered the report by the Deputy Town Clerk regarding the blast cleaning of the public toilets in accordance with Standing Orders, paragraph 4d(xiv) 'Urgent Business'. There is a requirement to report to this meeting.

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

10/90 TOWN HOUSE SECURITY (COMMERCIAL IN CONFIDENCE)

Members considered the report of the Town Clerk regarding the security of Town House refurbishment.

RESOLVED: (1) to the note report; (2) to agree to engage with Atlas Security as detailed within the report; (3) to carry out a holistic review of security at Town House; and (4) to invite a senior representative from Avon and Somerset Police Constabulary to give an update.

10/91 TOWN HOUSE EXTERIOR WORKS (COMMERCIAL IN CONFIDENCE)

Members considered the report of the Deputy Town Clerk (HF) regarding the painting of the exterior of the building and the windows.

RESOLVED: (1) to the note report; (2) to agree the appointment of the contractor to repair the windows, subject to clarification and negotiation, subject to Cllr A Richards and the Conservation Officer's comments as appropriate; (3) to delegate to the Town Clerk in consultation with the Chairman the authority to proceed with the works as required; and (4) to agree to aim to have the exterior works carried out in the Spring of 2021, subject to Cllr A Richards appraisal as to whether any of the work should be carried out prior to this date.

The meeting closed at 8:36 pm.

Signed:

Dated: