

# Yeovil Town Council



Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

**Yeovil Town Council**

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## Yeovil Town Council – Annual Meeting

Tuesday 2<sup>nd</sup> May 2023

7:30pm

The Sanctuary, Yeovil Baptist Church, South  
Street, Yeovil

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For further information on the items to be discussed, please contact  
[town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk).

Amanda Card, Town Clerk  
25<sup>th</sup> April 2023

This information is also available on our website: [www.yeovil.gov.uk](http://www.yeovil.gov.uk)

## **Members of Yeovil Town Council are summoned to attend:**

Evie Potts-Jones – Mayor of Yeovil Town

Andy Kendall – Deputy Mayor of Yeovil Town

Barry Boyton

Jane Lowery

Jade Cabell

Graham Oakes

Tareth Casey

Wes Read

Nigel Gage

Ashley Richards

Karl Gill

Jeny Snell

Emma-Jayne Hopkins

Andy Soughton

Kaysar Hussain

Roy Spinner

Tony Lock

Rob Stickland

Pauline Lock

Helen Stonier

Jamie Lock

Liam Watts

Sarah Lowery

Dave Woan

## **Public Comments at meetings**

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chair who will instruct those taking a recording or filming to cease doing so while they speak.

## **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	

## **Recording of Council Meetings**

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. Please refer to our Policy on audio/visual recording and photography at Council meetings at [www.yeovil.gov.uk](http://www.yeovil.gov.uk). This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

# A G E N D A

## Public Comment (15 Minutes)

1. **TO ELECT THE MAYOR OF YEOVIL TOWN FOR 2023/24**
2. **TO ELECT THE DEPUTY MAYOR OF YEOVIL TOWN FOR 2023/24**
3. **TO RECEIVE AN ADDRESS FROM THE WORSHIPFUL MAYOR OF YEOVIL TOWN AND THE ANNOUNCEMENT OF THE APPOINTMENT OF:**
  - Mayor's Chaplain 2023/24
  - Mayor's Cadets 2023/24
  - Mayor's Charity 2023/24

(The Mayor will propose that the meeting be adjourned at this point and that the reconvened meeting be held at 7.30pm on Tuesday 9<sup>th</sup> May 2023 in the Town House, 19 Union Street, Yeovil to consider the remaining items of business).

## Public Comment (15 Minutes)

4. **APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Council to receive apologies for absence and consider the reasons given. *LGA 1972 s85 (1)*

5. **DECLARATIONS OF INTEREST**

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).

6. **MINUTES**

To confirm as a correct record the Minutes of the previous meeting held on 5<sup>th</sup> April 2023.

7. **MAYOR AND DEPUTY MAYOR'S RECENT AND FORTHCOMING ENGAGEMENTS AND ANNOUNCEMENTS**

(To follow)

8. **ANNUAL REPORT 2022/23**

To note the Annual Report for 2022/23 (circulated with this Agenda). Opportunity will be given for comments and questions.

## 9. APPOINTMENT OF COMMITTEES AND OTHER BODIES

(a) To appoint the following Committees of the Council and to appoint Members to serve on these committees:

- Buildings and Civic Matters Committee
- Grounds and General Maintenance Committee \*
- Planning Committee\*\*
- Promotions and Activities Committee

### **Notes**

*In accordance with Standing Order 4(d)(xi), all Committees will need to reflect the political balance of the Council.*

*\* includes a co-opted non-voting representative of the allotment tenants.*

*\*\* to ensure that all wards are represented, the majority of Members will be expected to serve.*

(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**

**Buildings and Civic Matters Committee** - Chairman and Nominee

**Grounds and General Maintenance Committee** - Chairman and Nominee

**Planning Committee** - Chairman and Nominee

**Promotions and Activities Committee** - Chairman and Nominee

**Representative(s) of Opposition Groups**

### **Notes**

*\*Should the Mayor or Deputy Mayor be a Chairman on any other Committee, a representative of the Ruling Group will need to be appointed.*

- (c) To elect the Chairman of the Policy and Resources Committee for 2023/24

***(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 to additionally nominate a representative therefrom to be appointed to serve on the Policy, Resources and Finance Committee).***

***All members are requested to remain in the meeting during this process.***

***(The meeting will be further adjourned at this point to enable the names of the Members of the Policy, Resources and Finance Committee to be confirmed, and for 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 meeting during this process.***

- (d) To re-appoint the following Sub-Committees, Steering Group and Representative:

**i. Emergency Procedure (SO No 4 (d) (xvii))**

To appoint the representative of the Opposition Groups on the Council for consultation purposes under the Council's Emergency Procedure. Last year Cllr N Gage (Conservative Group) was appointed.

**ii. Staffing Committee**

This is a requirement of the Disciplinary and Grievance Procedures (last year Cllrs T Casey; E Potts-Jones; N Gage; A Soughton and R Stickland were appointed). (It is recommended to increase the Staffing Committee to 6, so that 3 Councillors may sit on a panel, and there will be 3 Councillors to sit on any appeal)

**iii. Monmouth Hall Working Party**

(previous membership comprises of Lyde Ward members - Cllrs B Boyton; T Lock; G Oakes and R Stickland).

**iv. Ski Centre/Goldcroft**

(previous membership comprises of Cllrs K Gill; A Kendall; G Oakes and R Stickland).

**v. Climate Control Working Party**

(previous membership comprises of Cllrs T Casey; K Gill; A Kendall; A Soughton and L Watts).

**vi. Allotment Maintenance Working Party**

(previous membership comprises of Cllrs A Kendall; P Lock; A Soughton and R Spinner).

**vii. 5-year Corporate Plan Working Party**

(Mayor and Chair of each Committee – substitutes can be made).

**10. TO APPOINT REPRESENTATIVES TO SERVE ON OUTSIDE BODIES FOR 2023/24**

(Details of present appointments attached at page 5)

**11. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

Members who represent the Town Council on outside bodies should take this opportunity to report on any matters of interest.

**12. MEMBERS' ATTENDANCE**

To receive the Schedule of Members' Attendance at Council and Committee Meetings in 2022/23 (attached at pages 6 to 7).

**Public Comment (15 Minutes)**

## Yeovil Town Council - Appointments to Outside Bodies

<b>Organisation</b>	<b>Representation 2022/23</b>	<b>Representation 2023/24</b>
Allotment Association	Pauline Lock	
Parish Tree Warden Scheme	Ashley Richards	
RPSCA – Southeast Somerset Branch	Evie Potts-Jones	
Sea Cadet Corps – Yeovil Unit 458	Andy Kendall	
Somerset Association of Local Councils	Graham Oakes	
Somerset Local Authorities' Civil Contingencies Unit – Emergency Community Contact	Mayor Town Clerk	
South Somerset Countryside Steering Group	Ashley Richards	
Westfield Community Association	Jane Lowery	
Woborns Almshouse Charitable Trust	Mayor Nigel Gage Pauline Lock Jade Cabell	
Yeovil Chamber of Trade and Commerce	Mayor Town Clerk	
Yeovil Crematorium and Cemetery Committee	Ashley Richards Jeny Snell Liam Watts	
Yeovil in Bloom	All Members of Promotions and Activities Committee	
Yeovil Recreation Charity (formerly the Preston Grove Recreation Field for Adults Charity)	Andy Kendall Ashley Richards Jeny Snell Liam Watts	
Yeovil Rivers Community Trust	Vacancy	
Yeovil Twinning Association	Andrew Kendall	



# MEMBER'S ATTENDANCE AT COUNCIL AND COMMITTEE MEETINGS 2022/23

Member	Total expected attendances	Present as expected		Attended virtually		Apologies received		Absent (including apologies)	
Barry Boyton	20	17	85%	0	0%	3	15%	3	15%
Jade Cabell	26	8	31%	2	8%	10	38%	18	69%
Tareth Casey	42	39	93%	3	7%	0	0%	3	7%
Nigel Gage	19	18	95%	0	0%	1	5%	1	5%
Karl Gill	30	24	80%	6	20%	0	0%	6	20%
Emma Jayne-Hopkins	31	15	48%	2	6%	14	45%	16	52%
Kaysar Hussain	20	13	65%	0	0%	3	15%	7	35%
Andrew Kendall*	42	42	100%	0	0%	0	0%	0	0%
Jamie Lock	32	21	66%	9	28%	2	6%	11	34%
Pauline Lock	26	16	62%	5	19%	5	19%	10	38%
Tony Lock	14	14	100%	0	0%	0	0%	0	0%
Jane Lowery	26	21	81%	0	0%	5	19%	5	19%
Sarah Lowery	31	17	55%	0	0%	14	45%	14	45%
Graham Oakes	25	20	80%	1	4%	4	16%	5	20%
Evie Potts-Jones*	42	36	86%	0	0%	6	14%	6	14%
Wes Read	31	23	74%	2	6%	6	19%	8	26%
Ashley Richards	31	22	71%	5	16%	3	10%	9	29%
Jeny Snell	30	23	77%	6	20%	1	3%	7	23%
Andy Soughton	25	21	84%	0	0%	4	16%	4	16%
Roy Spinner	31	26	84%	3	10%	2	6%	5	16%
Rob Stickland	19	17	89%	1	5%	1	5%	2	11%
Helen Stonier	26	19	73%	2	8%	5	19%	7	27%
Liam Watts	26	15	58%	1	4%	9	35%	11	42%
David Woan	26	17	65%	1	4%	3	12%	9	35%

**Total expected attendances** are the number of meetings that the councillor was expected to attend in person, where the councillor is a member of the committee.

**Present as expected** are the number of meetings that the councillor attended in person, where the councillor is a member of the committee.

**Attended virtually** are the number of meetings that the councillor attended virtually, where the councillor is a member of the committee (there are no voting rights to members of the committee who attend virtually).

**Apologies received** are the number of meetings where apologies have been submitted, where the councillor is a member of the committee.

**Absent (including apologies)** are meetings not attended, where the councillor is a member of the committee, including apologies submitted.

**Note:**

\* Members holding ex-officio roles (i.e. The Mayor of Yeovil and the Deputy Mayor of Yeovil) may occasionally be unable to attend meetings due to commitments relating to their roles.

Members appointed to represent the Town Council on outside bodies may occasionally be unable to attend meeting due to commitments relating to those bodies.

*(Amanda Card, Town Clerk – 01935 382424 or [town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk))*