

Yeovil Town Council



Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Yeovil Town Council

Yeovil Town Council – Annual Meeting

Tuesday 17th May 2022

7:30pm

The Sanctuary, Yeovil Baptist Church, South
Street, Yeovil

For further information on the items to be discussed, please contact
town.clerk@yeovil.gov.uk.

Amanda Card, Town Clerk
11th May 2022

This information is also available on our website: 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. 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 2022/23**
2. **TO ELECT THE DEPUTY MAYOR OF YEOVIL TOWN FOR 2022/23**
3. **TO RECEIVE AN ADDRESS FROM THE WORSHIPFUL MAYOR OF YEOVIL TOWN AND THE ANNOUNCEMENT OF THE APPOINTMENT OF:**
 - Mayor's Chaplain 2022/23
 - Mayor's Cadets 2022/23
 - Mayor's Charity 2022/23

(The Mayor will propose that the meeting be adjourned at this point and that the reconvened meeting be held at 7.30pm on Wednesday 25th May 2022 at Westlands Entertainment, Westbourne Close, Yeovil, BA20 2DD 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 5th April 2022.

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

(To follow)

8. **ANNUAL REPORT 2021/22**

The Annual Report for 2021/22 has been circulated. 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 bodies.

- **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.

**The Grounds and General Maintenance Committee also includes a co-opted non-voting representative of the allotment tenants, and a substitute representative to attend in the same capacity in the absence of the appointed representative.*

***In accordance with Council policy, to ensure that all wards are represented, the majority of Members will be expected to serve as Members of the Planning Committee*

- (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 2022/23

(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 T Ledlie (Labour Group) and Cllr N Gage (Conservative Group) were appointed.

ii. Staffing Committee

This is a requirement of the Disciplinary and Grievance Procedures (last year Cllrs T Ledlie; E Potts-Jones; N Gage; D Recardo 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 T Lock; G Oakes; D Recardo; and R Stickland; and also Cllr M Lock).

iv. Ski Centre/Goldcroft

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

v. Climate Control Working Party

(previous membership comprises of Cllrs D Gubbins; G Hunting; A Kendall; A Soughton and D Recardo).

vi. Allotment Maintenance Working Party

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

10. TO APPOINT REPRESENTATIVES TO SERVE ON OUTSIDE BODIES FOR 2021/22

(Details of present appointments attached at page 5)

11. GENERAL POWER OF COMPETENCE

To reaffirm that Yeovil Town Council meet the 2 conditions set out under The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (report attached at pages 6 to 7)

12. 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.

13. MEMBERS' ATTENDANCE

To receive the Schedule of Members' Attendance at Council and Committee Meetings in 2020/21 (attached at pages 8 to 9).

Public Comment (15 Minutes)

Yeovil Town Council - Appointments to Outside Bodies

Organisation	Representation 2021/22	Representation 2022/23
Love Yeovil	Town Clerk	
Parish Tree Warden Scheme	Gordon Hunting	
Sea Cadet Corps – Yeovil Unit 458	Andrew Kendall	
Somerset Association of Local Councils	Graham Oakes	
South Somerset Countryside Steering Group	David Recardo	
Westfield Community Association	Jane Lowery	
Woborns Almshouse Charitable Trust	Mayor Nigel Gage Pauline Lock Vacant	
Yeovil Chamber of Trade and Commerce	Town Clerk/Mayor	
Yeovil Crematorium and Cemetery Committee	Tony Lock Pauline Lock Mike Lock	
Yeovil Free School and John Nowes Exhibition Foundation	Karl Gill Jane Lowery	Karl Gill Jane Lowery <i>Have stated that they wish to keep these as they are</i>
Yeovil in Bloom	All Members of Promotions and Activities Committee	
Yeovil Recreation Charity (formerly the Preston Grove Recreation Field for Adults Charity)	Jade Dash Peter Gubbins Andy Kendall David Recardo	
Yeovil Rivers Community Trust	Vacancy	
Yeovil Town and Parishes Cluster Workshop	Chairman and Vice- Chairman of the Planning Committee	
Yeovil Twinning Association	Andrew Kendall David Recardo	

GENERAL POWER OF COMPETENCE

The Localism Act 2011 gives local authorities, including eligible town and parish councils, “*the power to do anything that individuals generally may do*” as long as they do not break other laws.

This relatively new power, which is known as the General Power of Competence and which was adopted by the Town Council in July 2012, is a ‘power of first resort’ and provides a way for *eligible* town and parish councils to take a much wider approach to the funding and delivery of services.

Activities that the Council might undertake using the general power of Competence include (but not limited to):

- Carry out work outside the local authority boundaries;
- Take over services previously provided by Unitary/County/District councils;
- Engage in partnership (to be innovative, cost effective and meet the needs of local people).
- GPC allows councils to create income such as:
 - Charge for discretionary services
 - Trade through a company.

The Act sets out the statutory criteria that eligible councils must meet to exercise the General Power of Competence:

- *Qualified Clerk* hold the Certificate in Local Council Administration (CiLCA) (including the GPC module) or equivalent qualification
- *Electoral Mandate (minimum of two-thirds of members elected)*

As previously reported, the Town Clerk holds the Certificate in Local Council Administration (CiLCA) including the relevant module. In addition, 24/24 of the Members who serve on the Town Council were recently elected to office.

Accordingly, the Town Council continues to fulfil both of the statutory criteria at this point in time and is therefore eligible to carry on exercising this power for the next four years.

To progress matters, the Town Council now needs to formally confirm that it meets the criteria for eligibility and pass a resolution to that effect. Once this has been done, the power remains in force until the next *relevant* annual meeting of the Town Council (ie the annual meeting that is held in the next year of ordinary elections). This will take place in May 2028.

Assuming the Council still meets the criteria at that point in time, it may pass a further resolution to continue using the power for a further five* years.

* Ordinarily, it will be four years.

Council is **RECOMMENDED** to agree the following resolution:

Yeovil Town Council hereby confirms that it meets the statutory criteria set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and is thereby entitled to exercise the General Power of Competence contained in the Localism Act 2011.

(Amanda Card, Town Clerk – 01935 382424 or town.clerk@yeovil.gov.uk)

MEMBER'S ATTENDANCE AT COUNCIL AND COMMITTEE MEETINGS 2021/22

Member	Total Expected Attendances	Present as Expected		Apologies Received		Absent (including Apologies)	
Olivia Darling-Finan (Until 23/05/21)	2	1	50%	1	50%	1	50%
Jade Dash	23	9	39%	7	30%	14	61%
Nigel Gage	12	12	100%	0	0%	0	0%
Karl Gill	29	26	90%	3	10%	3	10%
Peter Gubbins	7	2	29%	3	43%	5	71%
David Gubbins	29	26	90%	3	10%	3	10%
Emma Jayne-Hopkins	13	10	77%	3	23%	3	23%
Gordon Hunting	30	23	77%	5	17%	7	23%
Kaysar Hussain	18	5	28%	2	11%	13	72%
Andrew Kendall*	40	40	100%	0	0%	0	0%
Terry Ledlie	29	23	79%	6	21%	6	21%
Mike Lock	7	4	57%	3	43%	3	43%
Pauline Lock	19	14	74%	5	26%	5	26%
Tony Lock	12	12	100%	0	0%	0	0%
Jane Lowery	23	12	52%	10	43%	11	48%
Sarah Lowery	29	15	52%	14	48%	14	48%
Graham Oakes	24	22	92%	0	0%	2	8%
Evie Potts-Jones*	40	30	75%	8	20%	10	25%
Wes Read	23	16	70%	7	30%	7	30%
David Recardo	23	20	87%	2	9%	3	13%
Ashley Richards	24	19	79%	2	8%	5	21%
Jeny Snell (from 11/01/22)	5	5	100%	0	0%	0	0%
Andy Soughton	13	11	85%	3	23%	2	15%
Roy Spinner	30	28	93%	2	7%	2	7%
Rob Stickland	29	24	83%	5	17%	5	17%
Helen Stonier (until 29/09/21)	15	10	67%	4	27%	5	33%

Total expected attendances are the number of meetings that the councillor was expected to attend in their capacity as member of that committee.

Present as expected are the number of meetings that the councillor attended in their capacity as member of that committee.

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 particular offices (i.e. The Mayor of Yeovil and the Deputy Mayor of Yeovil) may occasionally be unable to attend meetings due to commitments relating to those offices.

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

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