



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

Mayor: Cllr E Potts-Jones, Town Clerk: Amanda Card BA (Hons), CPFA, BSc (Open)  
T-01935 382424, W - [www.yeovil.gov.uk](http://www.yeovil.gov.uk)  
E-mail [Town.Clerk@yeovil.gov.uk](mailto:Town.Clerk@yeovil.gov.uk)

## **Minutes of the hybrid meeting of the Buildings & Civic Matters Committee 4<sup>th</sup> October 2022 at 7.00pm held by videoconference using Zoom meeting software; and in the Town House, 19 Union Street, Yeovil BA20 1PQ.**

**Present (in person):** Cllrs R Stickland (Chair); T Casey; N Gage; A Kendall; T Lock; E Potts-Jones; W Read; A Richards; and A Soughton.

**Present (virtually):** Cllr J Snell (Westlands Ward).

**In Attendance (in person):** Cllr J Lowery; A Card (Town Clerk); H Ferdinand (Deputy Town Clerk); Inspector Rachel Clark and Sergeant Dan Crawford from Avon and Somerset Police.

**In Attendance (virtually):** Cllr H Stonier (Westlands Ward)

There were three members of the public (in person) and one member of the press (virtually) present.

### **Public Comment**

Inspector Rachel Clark and Sergeant Dan Crawford gave an update on Community Policing Matters. Inspector Clark introduced herself and stated that she covered South Somerset, a large area including Yeovil, Somerton, Wincanton, Ilminster, Chard and Crewkerne. She had recently been appointed to work in South Somerset but previously was a Sergeant in Neighbourhood policing, working in the Mendips having worked closely with Frome Town Council, Shepton Town Council and Mendip District Council. She manages the Neighbourhood Police and introduced Sergeant Dan Crawford who the Sergeant for Yeovil and the Neighbourhood Team (PCs and PCSOs). The Neighbourhood Team works as a problem solver being the eyes and ears on the ground as well as engaging with the community.

Inspector Clark said that she was very happy to attend meetings and enter into dialogue with the Town Council and the public. She referred to the figures (which the Town Clerk had previously circulated to Councillors and displayed on the screen for all present to see at the meeting), saying that the statistics were difficult to extract. She recognised that the figures were not very good and were quite alarming and that things needed to improve. She undertook, that in 12 months' time when she comes back that the statistics would be improved.

After a busy period of working on an operation, the team are now able to return to their core function in terms of problem solving and engagement which will improve the statistics. She stated that on a positive note, more officers were coming to Yeovil. She invited Councillors and the public to attend a ride-a-long. Chief Inspector Andy Pritchard is passionate about sharing the load and if there are big problems, police from other areas come and assist. All the supervisors for the area meet every week and forward plan. The cost of living will affect policing, certain crime types will increase.

It is difficult to manage the expectations of the public and it is sometimes difficult to share what the police are doing about things.

Councillors asked both Inspector Rachel Clark and Sergeant Dan Crawford questions about types of crime, location of crimes and recording of crime.

Discussions were held over what made Yeovil different and why the crime rates were significantly higher than other areas. The lack of engagement due to working on the operation has meant that some intelligence has been lost. Inspector Clark commented that the make up of Yeovil is very diverse and that the police needs to be proactive rather than reactive. Support from other agencies is also needed, such as Community Safety which will aid policing.

It is very important that all issues are reported so that the data can highlight the priorities and where to direct resources. If it is an emergency then use 999 and non-emergency 101. Calls are triaged and prioritised on a threat, harm and risk score.

Inspector Clark recognised that the police needed to work smarter with the resources that they had and that visible policing as it gives the community reassurance. She is fully aware of the issues within the town centre which does impact on the community, business, economy and reputation.

**8:03pm** – *Inspector Rachel Clark and Sergeant Dan Crawford and two members of the public left and did the return. The meeting commenced.*

#### **11/031 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies were received from Cllrs K Gill (family commitments) and J Snell (family commitments but attended virtually).

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

#### **11/032 DECLARATIONS OF INTEREST**

There were no declarations of interest at this time.

## **11/033 MINUTES**

The Committee confirmed as a correct record the Minutes of the meeting held on 19<sup>th</sup> July 2022.

**RESOLVED:** that the Minutes of the meeting held on 19<sup>th</sup> July 2022 and that they be signed as a correct record.

## **11/034 FINANCIAL STATEMENTS – JUNE 2022 / JULY 2022**

Members considered the Financial Statement for the period 1<sup>st</sup> June 2022 to 31<sup>st</sup> July 2022.

Discussions were held regarding the revenue generated for Milford Hall, the Town Clerk explained that the Family Time Team had not taken up residency of the sub-hall and meeting room until August 2022 but now the Town Council should see the benefits of revenue generation on future reports.

A question was raised concerning the Sports Development Officer and what their role was. The Town Clerk explained that South Somerset District Council did not currently have a Sports Development Officer and conversations would have to be held with the Unitary Council to investigate whether this role would continue.

*The Sports Development Officer's core work is:*

- *To support the development of new and existing community sports clubs.*
- *To deliver our women and girls project, In It Together across South Somerset*
- *To support the development of coaches, volunteers and officials.*
- *To seek to enhance school sport.*

**RESOLVED:** that the Financial Statement for the period 1<sup>st</sup> June 2022 to 31<sup>st</sup> July 2022.

## **11/035 DEFIBRILLATOR UPDATE**

Members considered the verbal report of the Town Clerk regarding the defibrillator project.

The next locations would be Birchfield Community Centre and the Quicksilver on Hendford Hill (to be funded by the Yeovil Round Table). An agreement had been signed by Birchfield Community Centre.

The Town Clerk notified the Committee of the supply issue with defibrillators in general at the moment due to higher demands and an issue with the supply of components for the defibrillators. She was still waiting for an update for an expected delivery date from the supplier.

*Update: The supplier has been advised that the CR2 stock is due in later this month (October) and will fulfil the supplier's current back orders. The Town Clerk will keep the Committee updated.*

**RESOLVED:** to note the verbal report.

### **11/036 CIVIC GUIDE UPDATE**

The Town Clerk stated that she had incorporated all the changes identified at the previous meeting and these had been highlighted in yellow.

Some further changes were suggested regarding guidance on wearing the Mayor's Chain and Badge, that the Remembrance Sunday Civic Event is mandatory for all councillors; and Super Saturday be discretionary as Councillors could volunteer. The use of correct pronouns were also identified.

**RESOLVED:** to agree the Civic Guide subject to the further changes being made.

### **11/037 DEATH OF A SENIOR ROYAL PROTOCOL**

The Town Clerk stated that the purpose of this report was to create a record of the events and actions that were carried out by Yeovil Town Council following the passing of Her late Majesty Queen Elizabeth II.

The Committee passed on their thanks to both the Mayor, Cllr Evie Potts-Jones and also to the team who sensitively and respectfully carried out the required actions. Comments were also made about the clear communication from the team.

**RESOLVED:** to note the report.

### **11/038 MACE MODIFICATION**

The Town Clerk stated that no guidance had yet been received regarding the head of the Mace and whether or not it needed to be modified.

A further update will be given to the Committee as appropriate.

**RESOLVED:** to note the report.

### **Public Comment**

The remaining member of the public commented that there would have been some questions that he would have liked to raise with Inspector Rachel Clark. The Town Clerk offered to take the gentleman's details and pass them to the Inspector, to which he agreed.

**8:29pm** – *The remaining member of the public and the member of the press left the meeting and did not return.*

### **11/039 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 11/040 to 11/044 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

**11/040 TOWN HOUSE ENERGY EFFICIENCY OPTIONS (COMMERCIAL IN CONFIDENCE)**

Members considered the report by the Deputy Town Clerk regarding various solutions to heat Town House. A number of options were discussed.

**RESOLVED:** (1) to note the report; and (2) to recommend to the Policy, Finance and Resources Committee: (a) to waive the Financial Regulations (11d) and appoint Bamfords on the basis that only two local companies were interested in carrying out the work; (b) to agree to Bamford's Phase 1 Option 2 proposal and quotations to replace both existing gas boilers in the Town House and install a single new gas boiler and install a new control system (which would zone Town House at different temperature which would give more control of the whole heating systems and should result in greater efficiency and lower costs); (c) to agree in principle to Bamford's Phase 2 to reserve consideration of an air source heat pump to a later date; and (d) to pay for the work from the contingencies budget.

**11/041 TOWN HOUSE SOLAR PANELS (COMMERCIAL IN CONFIDENCE)**

Members considered the report by the Deputy Town Clerk regarding Solar Panels at Town House. The Deputy Town Clerk stated that as the building was a listed building, both planning permission and listed building consent would be required. Town House stands in a conservation area which could be a major obstacle.

**RESOLVED:** (1) to note the report; and (2) to recommend to the Policy, Finance and Resources Committee: (a) to waive the Financial Regulations (11.d) and accept R.E.S.'s proposal and quotation (Option 1 with the ability to add a battery at a later date) subject to the grant of listed building consent and planning permission; (b) to agree to investigate the possibility of obtaining listed building consent and planning permission and to submit the necessary application forms; and (c) to pay for the work from the Climate Change fund which has £25,000 in reserve plus £25,000 in the budget for 2022-23 (a total of £50,000).

**11/042 MILFORD HALL ENERGY EFFICIENCY OPTIONS (COMMERCIAL IN CONFIDENCE)**

Members considered the report by the Deputy Town Clerk regarding Solar Panels at Milford Hall and the replacing of the main hall lights with LED fittings.

**RESOLVED:** (1) to note the report; (2) to recommend to the Policy, Finance and Resources Committee: (a) to waive the Financial Regulations (11.d) and accept R.E.S.'s proposal and quotation (Option 1 with the ability to add a battery at a later date) to supply and install solar panels at Milford Hall at a cost of £15,993 (although costs may now have increased); subject to the agreement of SSDC, and the grant of planning permission; (b) to seek the agreement of SSDC to install the solar panels; (c) to investigate the possibility of obtaining planning permission and submit the application form; and (d) to agree to pay for the work to install the solar panels from the Climate Change fund which has £25,000 in reserve plus £25,000 in the budget for 2022-23 (a total of £50,000); and (3) to waive the Financial Regulations

11.d) and accept C W Electrical Solution's proposal to replace the main hall lights with LED and to pay for it from the general Milford Hall expenditure budget.

**11/043 CCTV (CONFIDENTIAL)**

The Committee considered the power point presentation of the Town Clerk regarding CCTV.

**RESOLVED:** (1) to note the presentation; and (2) to agree the way forward as discussed.

**11/044 YEOVIL CRIME REDUCTION STATISTICS (CONFIDENTIAL)**

The Committee considered the power point presentation of the Town Clerk regarding the Yeovil Crime Reduction Statistics.

**RESOLVED:** to note the presentation..

The meeting closed at 9:45 pm.

Signed: .....

Dated: .....