



# 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

**Minutes of the hybrid meeting of the Buildings & Civic Matters Committee 19<sup>th</sup> July 2022 at 7.00pm held by video-conference 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; J Snell and A Soughton.

**In Attendance (in person):** A Card (Town Clerk) and H Ferdinand (Deputy Town Clerk).

There was no members of the public or press present.

## Public Comment

The police were unable to send a representative. Questions which had been collated by the Clerk have been forwarded to the PCSO Leanne Mountain who will give a written response. Councillors were asked to forward any questions to the Town Clerk so they can be directed to the police for answers. Inspector Rachel Clark will attend the September meeting of this committee.

**7:00pm –The meeting commenced.**

## **11/018 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies were received from Cllr K Gill (conflicting engagement).

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

## **11/019 DECLARATIONS OF INTEREST**

Cllr A Richards declared a personal interest in 11/024 – Speed Indicator Devices as one of the devices was currently on his street and he had concerns about it.

## **11/020 MINUTES**

The Committee confirmed as a correct record the Minutes of the meeting held on 28<sup>th</sup> June 2022.

**RESOLVED:** that the Minutes of the meeting held on 28<sup>th</sup> June 2022 and that they be signed as a correct record.

**11/021 FINANCIAL STATEMENTS – APRIL 2022 / MAY 2022**

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

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

**11/022 INTERNAL AUDIT RECOMMENDATIONS**

Council considered the report of the Town Clerk regarding two issues raised by the Internal Auditor.

**RESOLVED:** (1) to note the report and recommendations from the Internal Auditor; and (2) to make the appropriate changes to the minutes as detailed within the report.

**11/010 DEFIBRILLATOR UPDATE**

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

The sixth defibrillator went live that day, with the others being situated at Nationwide Building Society, Cow & Apple, Yeovil Country Park; St Andrew's Scout Hut and St Peter's Church. The next locations would be Birchfield Community Centre and the Quicksilver on Hendford Hill.

There was one further defibrillator to be located from the commitment made in 2021/22 for the Forest Hill area of Yeovil. The Old Barn would be approached to see if they could have a defibrillator on their wall.

Suggestions for the Defibrillators for 2022/23 included the Hungry Horse on Preston Road; Pen Mill Train Station; Roseberry Stores and the Salvation Army.

The Town Clerk, Mayor and Julie Turner from Nationwide Building Society were invited to give a presentation to the Round Table. They have committed to funding one defibrillator now (this would be the Quicksilver) and one more for at least 3 years going forward.

The Town Clerk informed the Committee that Ash Hunt from Emerald Training, at the Yeovil Chamber Business Fair took part in an impromptu 60-minute CPR challenge and raised £130 which he will donate to Yeovil Town Council.

A question was raised as to how someone would know where the nearest defibrillator was. The Town Clerk responded by saying that when someone called 999 (the first step in the Chain of Survival), the operator would tell the person. The Town Council will update the website: <https://www.yeovil.gov.uk/defibrillators>; the locations are promoted on Facebook. The Town Clerk suggested using the notice boards to identify the nearest defibrillator.

The Town Clerk stated that there was no one central database of defibrillator locations but the Town Council registered with the Circuit <https://www.thecircuit.uk> and HeartSafe

<https://www.heartsafe.org.uk/aed-locations>. Locations could be registered regardless of whether they are 24/7 or limited availability.

The government are providing defibrillators for every state funded school by Summer 2023 if they do not already have one. Letters will be written to schools to ask them to put them where the public can access them, if this is not possible, then the letter will also ask them to register the defibrillators with the times that they would be publicly available.

The Committee thanked the Clerk, the Mayor, Julie Turner at Nationwide, Ash Hunt at Emerald Training and Yeovil Press for their involvement with the project.

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

**11/024    SPEED INDICATOR DEVICE (SID) INSTALLATION SCHEDULE**

Members considered the report of the Deputy Town Clerk. The Council own 2 SIDs and they are rotated, every two weeks to the various locations: Goldcroft, Milford Road, St Michael's Avenue; St John's Road; Lyde Road; Roseberry Avenue; Lysander Road; West Coker Road; Preston Road and Sherborne Road.

A Councillor raised a concern that the SID on Sherborne Road was not being activated.  
*Update: The Town Clerk can confirm that the SID is active and has witnessed it being activated twice, on separate occasions.*

Councillors were reminded that Speed Indicator Devices were to be used as a deterrent rather than to collate data.

**RESOLVED:** to note the report.

**11/025    REVIEW OF CIVIC GUIDE**

Members reviewed the Civic Guide. There was recognition that pronouns and gender specific titles needed to be updated.

Discussions were held regarding the Civic Events and other events; when robes should or should not be worn; and when there was an expectation for all Councillors to attend. There may be other events not listed that may arise and specific instructions would be given for those events. Members discussed the dress code. The Town Clerk will make the appropriate amendments to the Civic Guide and it will return to a future meeting of this Committee.

**RESOLVED:** (1) to note the report; (2) that the Town Clerk make the appropriate amendments; and (3) that the Civic Guide be submitted to a future meeting of this Committee.

**11/026    REPLACEMENT OF NOTICE BOARD ON LARKHILL**

The Clerk informed the Committee that the notice board on Larkhill had gone missing. The cost to replace it would be about £1,000.

**RESOLVED:** (1) to note the verbal report; (2) to approve that the noticeboard on Larkhill be replaced; and (3) that an audit of all other notice boards be carried out and the findings reported back to a future meeting of this Committee.

### **Public Comment**

There were no comments.

#### **11/027 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 10/168 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

#### **11/028 MONMOUTH HALL WORKING PARTY UPDATE (COMMERCIAL IN CONFIDENCE)**

The Town Clerk and Deputy Town Clerk gave the Committee a summary of the discussions at the Monmouth Hall Working Party meeting which was held prior to this meeting.

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

#### **11/029 TOWN HOUSE BOILER SOLUTIONS (COMMERCIAL IN CONFIDENCE)**

Members considered the report by the Deputy Town Clerk regarding the various solutions to replace the Town House boiler. Another suggestion was raised as a solution, which needed to be investigated further before any decision could be made.

**RESOLVED:** (1) to note the report; and (2) to defer the decision of the solution pending investigation of a further suggestion.

#### **11/030 CCTV (CONFIDENTIAL)**

The Committee considered the report of the Town Clerk regarding CCTV.

**RESOLVED:** (1) to note the report; and (2) that the Town Clerk carry out the actions as agreed by the Committee.

The meeting closed at 9:15 pm.

Signed: .....

Dated: .....