



# Yeovil Town Council

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**Minutes of the hybrid meeting of the Buildings & Civic Matters Committee 21<sup>st</sup> November 2023 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; K Gill; A Kendall; T Lock; W Read; A Richards; and A Soughton.

**Present (virtual):** Cllr J Snell

**In Attendance (in person):** A Card (Town Clerk); H Ferdinand (Deputy Town Clerk) and Sergeant Dan Crawford (Avon & Somerset Police).

There was one member of the public present.

## **Public Comment**

Sergeant Dan Crawford informed the committee that in recognition that the highest demand in Yeovil in terms of threat, harm and risk was Yeovil Town Centre, that for a 12-week period there would be a higher police presence. This will focus on the team being visible and detecting and reducing the anti-social behaviour and theft offences. In comparison last year, theft offences have increased. The police aim to support the businesses and work closely with the Yeovil Crime Reduction team. This will mean that there will be 4 PCSOs solely focussed on engagement, evidence collection and assisting the PCs within the town centre. This should restore public confidence and make Yeovil feel safer. Sergeant Crawford will return in January 2024 to report back.

Cllr R Stickland reminded Councillors to encourage reporting crime.

*7:22pm – Sergeant Crawford left the meeting and did not return.*

*7:23pm – The meeting commenced.*

## **11/115 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies were received from Cllrs E Hopkins (unwell) and J Snell (conflicting engagement).

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

## **11/116 DECLARATIONS OF INTEREST**

There were no declarations at this time.

## **11/117 MINUTES**

The Committee confirmed as a correct record the Minutes of the meetings held on 19<sup>th</sup> September 2023.

**RESOLVED:** that the Minutes of the meetings held on 19<sup>th</sup> September 2023.

## **11/118 FINANCIAL STATEMENTS – AUGUST 2023 / SEPTEMBER 2023**

Members considered the Financial Statement for the period 1<sup>st</sup> August 2023 to 30<sup>th</sup> September 2023.

**RESOLVED:** that the Financial Statement for the period 1<sup>st</sup> August 2023 to 30<sup>th</sup> September 2023.

## **11/119 DEFIBRILLATOR UPDATE**

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

The Town Clerk highlighted that the Town Council were now the guardian of 12 defibrillators in Yeovil. She commented that she was in dialogue with Maltravers House as a potential host of a defibrillator.

**RESOLVED:** to note the report.

## **11/120 STREET NAMING - CONSULTATION**

Members considered the report of the Deputy Town Clerk (HF) regarding a street naming consultation for the new development at the Park School site in Yeovil. The proposed name was "Kingston Mews".

**RESOLVED:** (1) to note the report; and (2) to support the name "Kingston Mews".

## **11/121 DRAFT BUDGET 2024/25**

Members considered the draft budget that the Town Clerk had prepared. The Town Clerk highlighted the budget lines where the value had since changed. These were Community Safety (increased to £85,000); Milford Hall Running Costs (increased to £57,300); Town House Electricity (increased to £3,500) and Town House income (decreased to £0).

*The Committee decided to defer this decision so that the impact of any decisions made within the following items and items excluded from the press and public could be reflected in the budget.*

Following the decisions made in item 11/122 Community Hall Charges and 11/129 Community Ambassador (Confidential), the Committee proceeded to agree the budget.

**RESOLVED:** to agree and recommend to Policy, Resources and Finance Committee the draft budget for 2024/25.

### 11/123 COMMUNITY HALL CHARGES

Members considered the report of the Town Clerk regarding the Community Hall charges. The Town Clerk highlighted that the projected figures were based on current hall usage. The Officers had been looking at other ways to promote Milford Hall such as Tik Tok videos, running some events such as Bingo and a Christmas disco. A leaflet had been produced and a Milford Hall Facebook page had been created.

A Councillor said there was a need to tell the community and regular users that the hall could be at risk if it was not used more.

*The Committee decided to defer this decision so that the impact of any decisions made within the items excluded from the press and public could be reflected in this decision.*

Following the decisions made in items 11/124 Milford Hall Outgoings (Confidential); 11/125 Milford Hall Energy Consumption (Confidential); 11/126 Milford Hall Ongoing Actions (Confidential); and Milford Hall Solar Panels (Commercial in Confidence), the Committee proceeded to finalise the Community Hall Charges.

**RESOLVED:** (1) to agree the following charges, but to review them after a 6-month period:

<b>Milford Community Hall and Town Council Chamber – Hire Charges</b>		
<b>Type of Hire</b>	<b>Current Rate of Hire 2023/24 (per hall/room per hour or part thereof)</b>	<b>Proposed Rate of Hire 2024/25 (per hall/room per hour or part thereof)</b>
<i>Rate for commercial organisations/persons</i>	£19.50	£25.50
<i>Private Functions</i>	£9.00	£12.50
<i>Damage Deposit for Private Functions (returnable if hall left in a satisfactory condition)</i>	£140.00	£175.00
<i>Non-profit making Organisations</i>	£8.00	£10.50
<i>Milford Hall: Use of Main Hall Kitchen</i>	£12.50	£17.00
<i>Town House Council Chamber: Provision of tea/coffee</i>	£8.00	£10.50
<i>Town House Council Chamber: Provision of tea/coffee</i>	£12.00	£15.00
<i>Town House Council Chamber: Use of kitchen</i>	£6.00	£7.50

(2) to agree to recharge the Schools Out Programme and the Youth Club budget lines the cost of hire; and (3) to recommend to Policy, Resources and Finance Committee these charges and they are reviewed after a 6-month period.

### **Public Comment**

There was no public comment.

*8:15pm – the member of the public left the meeting and did not return.*

### **11/123 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 11/124 to 11/130 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

### **11/124 MILFORD HALL OUTGOINGS (CONFIDENTIAL)**

Members considered the report of the Deputy Town Clerk (HF) regarding the expenditure for Milford Hall.

**RESOLVED:** (1) to note the report; and (2) to note the invitation of the Deputy Town Clerk (HF) regarding a tour of Milford Hall and that Members confirm if they intend to attend.

### **11/125 MILFORD HALL ENERGY CONSUMPTION (CONFIDENTIAL)**

Members considered the report of the Deputy Town Clerk (HF) regarding the energy consumption for Milford Hall. The investigations carried out demonstrated that the consumption had not increased and in line with expectation.

The Committee commended the Deputy Town Clerk (HF) for the extensive work she had carried out.

*8:37pm – Cllr J Snell left the meeting and did not return.*

**RESOLVED:** to note the report.

### **11/126 MILFORD HALL ONGOING ACTIONS (CONFIDENTIAL)**

The Committee considered the report of the Deputy Town Clerk (HF) regarding the heating systems, insulation of external walls, roofs, floors and windows in the old part of the buildings, and the lighting.

The Deputy Town Clerk (HF) gave a detailed description of the complex heating systems. Discussions were held on the merits of insulation of the external wall in the old part of the building.

**RESOLVED:** (1) to note the report; (2) to agree to the installation of the cavity wall insulation in the old part of the building; (3) to agree to waive the Financial Regulations (paragraph

11.d); (4) to appoint A&M Energy Solutions to install cavity wall insulation at a cost of £2,160.00; and (5), to recommend to the Policy, Resources & Finances Committee to agree to pay for the work from the £25,000 in the Carbon Management budget.

**11/127 MILFORD HALL SOLAR PANELS (COMMERCIAL IN CONFIDENCE)**

The Committee considered the report of the Deputy Town Clerk (HF) regarding solar panels.

**RESOLVED:** (1) to note the report; (2) to defer a decision until a later date when a financial viability study had been conducted and other issues that relate to this decision are resolved.

**11/128 FINGERPOST RESTORATION (COMMERCIAL IN CONFIDENCE)**

The Committee considered the report of the Assistant Town Clerk regarding fingerpost restoration. The report identified that there is only likely to be one fingerpost in the parish of Yeovil and this is the one that requires restoration.

**RESOLVED:** (1) to note the report; and (2) to appoint Somerset Forge Ltd to restore the fingerpost.

**11/129 COMMUNITY AMBASSADORS (CONFIDENTIAL)**

The Committee considered the report of the Town Clerk regarding Community Ambassadors in Yeovil.

**RESOLVED:** (1) to note the report; (2) to agree to appoint two Community Ambassadors as detailed with the report; (3) to recommend to Policy, Resources and Finance to put £85,000 in the budget from 2024/25 onwards; and (4) that the Town Clerk write to the Police and Crime Commissioner on behalf of the Committee, requesting funding towards Yeovil Town Council's Community Ambassador initiative.

**11/129 REMEMBRANCE SUNDAY REVIEW (CONFIDENTIAL)**

The Committee considered the verbal report of the Town Clerk regarding Remembrance Sunday. It was considered to be a successful event with a number of the public commenting that they felt much safer with stewards marshalling the event.

At this point, Cllr A Kendall declared an interest in this agenda item due to him being a member of the RBL.

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

The meeting closed at 10:01pm.

Signed: .....

Dated: .....