



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

## Buildings and Civic Matters Committee

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### Buildings and Civic Matters Committee

Monday 15<sup>th</sup> January 2024

7:00pm

Hybrid Meeting:

Face-to-face at Town House, 19 Union Street, Yeovil

BA20 1PQ; and virtual using Zoom meeting software

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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

9<sup>th</sup> January 2024

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:**

Tareth Casey

Wes Read

Nigel Gage

Ashley Richards

Karl Gill (Vice Chair)

Jeny Snell

Emma-Jayne Hopkins (Ex-officio)

Andy Soughton

Andy Kendall (Ex-officio)

Rob Stickland (Chair)

Tony Lock

**Public Comments at meetings**

Members of the public may attend the meeting either physically or via zoom.

If you would like to join the meeting via zoom, please e-mail [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Monday 15<sup>th</sup> January 2024. Instructions will be sent to you to view the meeting.

## **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

**A representative from Avon and Somerset Police have been invited to give an update on community policing matters. Questions are welcome from both Councillors and members of the public.**

## **PUBLIC COMMENT (15 Minutes)**

Due to the confidential nature of the business of item 11/143 – 11/146, under the Public Bodies (Admission to Meetings) Act 1960 s3, a motion to exclude members of the public and press during discussion of this item will be considered by the Councillors. *Public Bodies (Admission to Meetings) Act 1960 s3*

### **11/131 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

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

### **11/132 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. (NB this does not preclude any later declarations).

### **11/133 MINUTES**

To approve as a correct record the Minutes of the meetings held on 21<sup>st</sup> November 2023.

### **11/134 FINANCIAL STATEMENT – OCTOBER 2023 / NOVEMBER 2023**

To approve the Financial Statement for the period 1<sup>st</sup> October 2023 to 30<sup>th</sup> November 2023 attached at pages 3 to 10.

### **11/135 DEFIBRILLATOR UPDATE**

To note the report of the Town Clerk regarding defibrillators as attached at page 11.

### **11/136 FINGEPOST RESTORATION UPDATE**

To note the report of the Assistant Town Clerk regarding the fingerpost restoration as attached at page 12.

**11/137 BLUE PLAQUE REQUEST**

To consider the report of the Deputy Town Clerk regarding a blue plaque request as attached at pages 13 to 14.

**11/138 NOTICE BOARD UPDATE**

To note the report of the Assistant Town Clerk as attached at pages 15 to 17.

**11/139 MONMOUTH HALL SITE NOTICEBOARD INCIDENT**

To note the report of the Assistant Town Clerk regarding the Monmouth Hall site noticeboard as attached at page 18.

**11/140 MACEBEARER**

To inform the Committee that the Macebearer has resigned.

**11/141 DRAFT BUDGET 2024/25**

To agree and recommend to Policy, Resources and Finance Committee the draft budget for 2024/25 as attached at page 19.

**PUBLIC COMMENT (15 Minutes)**

**11/142 EXCLUSION OF PRESS AND PUBLIC**

The Committee will consider passing a resolution to exclude the press and public from the *next items* in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**11/143 COMMUNITY AMBASSADORS (CONFIDENTIAL)**

To consider the report of the Town Clerk, attached at pages 20 to 24.

**11/144 YEOVIL CRIME REDUCTION TEAM BRIEFING (CONFIDENTIAL)**

To consider the report of the Town Clerk as attached at page 25.

**11/145 CCTV IN YEOVIL (CONFIDENTIAL)**

To consider the report of the Town Clerk as attached at pages 26 to 27.

**11/146 PUBLIC REALM UPDATE (CONFIDENTIAL)**

The Town Clerk will give a verbal update.

# Yeovil Town Council

## October Actual V Budget

### Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	231,720.00	231,720.00	231,720.00	0.00	0.00
Milford Hall Hire Fees	26,000.00	16,685.72	15,166.69	1,519.03	9,314.28
Town House	1,000.00	0.00	583.31	-583.31	1,000.00
	<b>258,720.00</b>	<b>248,405.72</b>	<b>247,470.00</b>	<b>935.72</b>	<b>10,314.28</b>
<b>Expenditure</b>					
Community Safety	17,500.00	428.22	10,208.31	-9,780.09	17,071.78
CCTV	32,490.00	0.00	32,490.00	-32,490.00	32,490.00
Litter/Grit Bins	700.00	0.00	408.31	-408.31	700.00
Millennium Clock	570.00	1,100.00	332.50	767.50	-530.00
Monmouth Hall	0.00	0.00	0.00	0.00	0.00
Monmouth Hall Refurbishment	60,000.00	43.32	35,000.00	-34,956.68	59,956.68
Milford Hall	40,370.00	42,101.30	23,549.19	18,552.11	-1,731.30
Milford Hall Refurbishment	0.00	2,990.00	0.00	2,990.00	-2,990.00
Public Toilets - Peter St	22,410.00	14,302.07	13,072.50	1,229.57	8,107.93
Public Toilets - Petters Way	20,550.00	11,141.76	11,987.50	-845.74	9,408.24
Changing Places Toilet	0.00	0.00	0.00	0.00	0.00
Public Noticeboards	1000.00	-1,180.00	583.31	-1,763.31	2,180.00
Band Costs	3,500.00	0.00	2,041.69	-2,041.69	3,500.00
Sports Development Officer	2,160.00	0.00	0.00	0.00	2,160.00
Town House - Business Rates	10,400.00	7,731.61	7,280.00	451.61	2,668.39
Town House - (excluding Services)	7,000.00	2,798.85	4,083.31	-1,284.46	4,201.15
Town House - Electricity	2,400.00	880.34	1,400.00	-519.66	1,519.66
Town House - Gas	2,200.00	623.57	1,283.31	-659.74	1,576.43
Town House - Maintenance	10,000.00	27,212.20	5,833.31	21,378.89	-17,212.20
PA System	620.00	0.00	0.00	0.00	620.00
War Memorials	750.00	1,100.00	437.50	662.50	-350.00
Town Centre Environmental Improvements	8,000.00	0.00	4,666.69	-4,666.69	8,000.00
Town House - Water Charges	400.00	82.67	233.31	-150.64	317.33
St Georges Day Parade	200.00	200.00	116.69	83.31	0.00
Defibrillator	11,500.00	10,057.56	6,708.31	3,349.25	1,442.44
CCTV Reserve	500.00	0.00	291.69	-291.69	500.00
Regalia	2,000.00	53.90	1,166.69	-1,112.79	1,946.10
Remembrance Sunday Video	1,500.00	0.00	875.00	-875.00	1,500.00
	<b>258,720.00</b>	<b>121,667.37</b>	<b>164,049.12</b>	<b>-42,381.75</b>	<b>137,052.63</b>
	<b>0</b>	<b>126,738.35</b>	<b>83,420.88</b>	<b>43,317.47</b>	<b>-126,738.35</b>

**Yeovil Town Council**  
**Nominal Departmental Analysis (Detailed)**

N/C From 6000  
N/C To 6510

Tran Date From 01/10/2023  
Tran Date To 31/10/2023

Tran No From 1  
Tran No To 99,999,999

Department From 0  
Department To 999

**Dept Number** 5      **Dept** BUILDING & CIVIC MATTERS  
**N/C** 6005      **Name** B&CM - Inc - Milford Hall Hire Fees

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
67656	SI	02/10/2023	Hall Hire Fees		27.00	-27.00
67657	SI	02/10/2023	Hall Hire Fees		12.50	-12.50
67658	SI	02/10/2023	Hall Hire Fees		36.00	-36.00
67659	SI	02/10/2023	Hall Hire Fees		12.50	-12.50
67660	SI	02/10/2023	Hall Hire Fees		128.00	-128.00
67661	SI	02/10/2023	Hall Hire Fees		96.00	-96.00
67662	SI	02/10/2023	Hall Hire Fees		32.00	-32.00
67663	SI	02/10/2023	Hall Hire Fees		72.00	-72.00
67664	SI	02/10/2023	Hall Hire Fees		120.00	-120.00
67665	SI	02/10/2023	Hall Hire Fees		32.00	-32.00
67666	SI	02/10/2023	Hall Hire Fees		24.00	-24.00
67667	SI	02/10/2023	Hall Hire Fees		36.00	-36.00
67668	SI	02/10/2023	Hall Hire Fees		12.50	-12.50
67725	SI	06/10/2023	Hall Hire Fees		36.00	-36.00
67814	SI	16/10/2023	Hall Hire Fees		54.00	-54.00
67815	SI	16/10/2023	Hall Hire Fees		12.50	-12.50
67816	SI	16/10/2023	Hall Hire Fees		36.00	-36.00
67817	SI	16/10/2023	Hall Hire Fees		12.50	-12.50
67838	SI	17/10/2023	Hall Hire Fees		36.00	-36.00
67839	SI	17/10/2023	Hall Hire Fees		12.50	-12.50
67854	SI	17/10/2023	Hall Hire Fees		45.00	-45.00
67855	SI	17/10/2023	Hall Hire Fees		12.50	-12.50
67858	SI	17/10/2023	Hall Hire Fees		45.00	-45.00
67977	SI	25/10/2023	Hall Hire Fees		27.00	-27.00
67978	SI	25/10/2023	Hall Hire Fees		12.50	-12.50
68009	SI	30/10/2023	Hall Hire Fees		36.00	-36.00
68010	SI	30/10/2023	Hall Hire Fees		12.50	-12.50
68015	SI	30/10/2023	Hall Hire Fees		16.00	-16.00
68016	SI	31/10/2023	Hall Hire Fees		144.00	-144.00
68017	SI	31/10/2023	Hall Hire Fees		72.00	-72.00
68018	SI	31/10/2023	Hall Hire Fees		96.00	-96.00
68019	SI	31/10/2023	Hall Hire Fees		104.00	-104.00
68020	SI	31/10/2023	Hall Hire Fees		24.00	-24.00
68022	SI	30/10/2023	Hall Hire Fees		32.00	-32.00
68024	SI	31/10/2023	Hall Hire Fees		24.00	-24.00
68212	SI	25/10/2023	Milford Hall Hire Fees - November 2023		1,333.33	-1,333.33
68213	SI	25/10/2023	Cleaning Fee (Purchase Order No 800042390)		172.25	-172.25
<b>Account Totals</b>					<u>3,048.08</u>	<u>-3,048.08</u>

**N/C** 6030      **Name** B&CM - Exp - Community Safety

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
67892	PI	04/10/2023	Ranger Labour (SIDS)	142.74		142.74
<b>Account Totals</b>				<u>142.74</u>		<u>142.74</u>

**N/C** 6080      **Name** B&CM - Exp - Monmouth Hall

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
67919	JD	27/10/2023	Payments	1,701.98		1,701.98
68120	JC	27/10/2023	Caretaker		1,415.64	-1,415.64
68123	JC	27/10/2023	Cleaner		286.34	-286.34
<b>Account Totals</b>				<u>1,701.98</u>	<u>1,701.98</u>	

**N/C** 6090      **Name** B&CM - Exp - Milford Hall

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
67769	PI	01/10/2023	Rates	563.00		563.00

**Nominal Departmental Analysis (Detailed)**

67794	PI	03/10/2023	Intruder Reactive Visit	77.00		77.00
67888	PI	18/10/2023	Inlet Float Value	12.37		12.37
67897	PI	07/10/2023	Electricity	2,150.78		2,150.78
68091	BR	09/10/2023	Internet Credit		22.38	-22.38
68121	JD	27/10/2023	Caretaker	1,415.64		1,415.64
68289	PI	02/10/2023	Vacuum Cleaner	112.49		112.49
68291	PI	05/10/2023	Cleaning Materials	12.91		12.91
68294	PI	16/10/2023	Floor Cleaner	22.25		22.25
68295	PI	16/10/2023	Insect Spray	3.75		3.75
68490	PI	31/10/2023	Gas	737.01		737.01
68493	PI	11/10/2023	Toilet Seat	21.66		21.66
68498	PI	23/10/2023	Materials - Milford Hall	23.33		23.33
68499	PI	24/10/2023	Materials - Milford Hall	10.58		10.58
68500	PI	24/10/2023	Materials - Milford Hall	16.71		16.71
68501	PI	25/10/2023	Materials - Milford Hall	19.15		19.15
68502	PI	22/10/2023	Internet	28.79		28.79
68511	PI	18/10/2023	Cleaning Materials	2.92		2.92
68513	PI	19/10/2023	Frosted Film	97.18		97.18
<b>Account Totals</b>				<b><u>5,327.52</u></b>	<b><u>22.38</u></b>	<b><u>5,305.14</u></b>

**N/C** 6100 **Name** B&CM - Exp - Public Toilets Peter St

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
67808	PI	02/10/2023	Water Charge	76.81		76.81
68318	PI	10/10/2023	Electricity	157.80		157.80
68393	PI	27/10/2023	Consumables	72.50		72.50
68394	PI	31/10/2023	Cleaning	615.19		615.19
68431	PI	31/10/2023	Water Hygiene Service	222.25		222.25
<b>Account Totals</b>				<b><u>1,144.55</u></b>		<b><u>1,144.55</u></b>

**N/C** 6102 **Name** B&CM - Exp - Public Toilets Petters Way

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68376	PI	31/10/2023	Toilets Recharge - 2nd Qtr	2,800.43		2,800.43
<b>Account Totals</b>				<b><u>2,800.43</u></b>		<b><u>2,800.43</u></b>

**N/C** 6110 **Name** B&CM - Exp - Public Noticeboards

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
67933	SI	24/10/2023	Sponsorship Agreeemnt for Yeovil Town Council		1,180.00	-1,180.00
<b>Account Totals</b>					<b><u>1,180.00</u></b>	<b><u>-1,180.00</u></b>

**N/C** 6190 **Name** B&CM - Exp - Town House - Business Rates

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
67770	PI	01/10/2023	Rates	1,105.00		1,105.00
<b>Account Totals</b>				<b><u>1,105.00</u></b>		<b><u>1,105.00</u></b>

**N/C** 6200 **Name** B&CM - Exp - Town House - (excluding services)

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
67885	PI	09/10/2023	Tissues	16.66		16.66
68122	JD	27/10/2023	Cleaner	286.34		286.34
68297	PI	18/10/2023	Refreshments - Meeting	11.00		11.00
68508	PI	31/10/2023	Waste Disposal	78.14		78.14
68785	CP	23/10/2023	Refreshments	9.99		9.99
68787	CP	30/10/2023	Cleaning Materials	3.15		3.15
<b>Account Totals</b>				<b><u>405.28</u></b>		<b><u>405.28</u></b>

**N/C** 6210 **Name** B&CM - Exp - Town House - Electricity

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
67797	PI	05/10/2023	Electricity	90.09		90.09
<b>Account Totals</b>				<b><u>90.09</u></b>		<b><u>90.09</u></b>



Date: 08/01/2024  
 Time: 10:09:55

**Yeovil Town Council**  
**Nominal Departmental Analysis (Detailed)**

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<b>N/C</b>	6214	<b>Name</b>	B&CM - Exp - Town House - Maintenance			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67751	PI	06/10/2023	Paint Railings	1,355.00		1,355.00
<b>Account Totals</b>				<u>1,355.00</u>		<u>1,355.00</u>

<b>N/C</b>	6270	<b>Name</b>	B&CM - Exp - Defibrillator			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
67675	SI	03/10/2023	Contribution towards Defibrillator		1,220.00	-1,220.00
67891	PI	19/10/2023	Under Cupboard Lights	16.64		16.64
68290	PI	03/10/2023	Sign Defibrillator	25.00		25.00
68690	PI	25/10/2023	Defibrillators	6,737.98		6,737.98
<b>Account Totals</b>				<u>6,779.62</u>	<u>1,220.00</u>	<u>5,559.62</u>
<b>Department</b>				<u>20,852.21</u>	<u>7,172.44</u>	<u>13,679.77</u>
<b>Grand Totals</b>				<u>20,852.21</u>	<u>7,172.44</u>	<u>13,679.77</u>

# Yeovil Town Council

## November Actual V Budget

### Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	231,720.00	231,720.00	231,720.00	0.00	0.00
Milford Hall Hire Fees	26,000.00	19,827.30	17,333.36	2,493.94	6,172.70
Town House	1,000.00	0.00	666.64	-666.64	1,000.00
	<b>258,720.00</b>	<b>251,547.30</b>	<b>249,720.00</b>	<b>1,827.30</b>	<b>7,172.70</b>
<b>Expenditure</b>					
Community Safety	17,500.00	475.80	11,666.64	-11,190.84	17,024.20
CCTV	32,490.00	0.00	32,490.00	-32,490.00	32,490.00
Litter/Grit Bins	700.00	0.00	466.64	-466.64	700.00
Millennium Clock	570.00	1,100.00	380.00	720.00	-530.00
Monmouth Hall	0.00	0.00	0.00	0.00	0.00
Monmouth Hall Refurbishment	60,000.00	43.32	40,000.00	-39,956.68	59,956.68
Milford Hall	40,370.00	47,141.18	26,913.36	20,227.82	-6,771.18
Milford Hall Refurbishment	0.00	2,990.00	0.00	2,990.00	-2,990.00
Public Toilets - Peter St	22,410.00	16,499.49	14,940.00	1,559.49	5,910.51
Public Toilets - Petters Way	20,550.00	12,795.77	13,700.00	-904.23	7,754.23
Changing Places Toilet	0.00	0.00	0.00	0.00	0.00
Public Noticeboards	1000.00	550.87	666.64	-115.77	449.13
Band Costs	3,500.00	0.00	2,333.36	-2,333.36	3,500.00
Sports Development Officer	2,160.00	0.00	0.00	0.00	2,160.00
Town House - Business Rates	10,400.00	8,836.61	8,320.00	516.61	1,563.39
Town House - (excluding Services)	7,000.00	3,427.05	4,666.64	-1,239.59	3,572.95
Town House - Electricity	2,400.00	983.67	1,600.00	-616.33	1,416.33
Town House - Gas	2,200.00	669.85	1,466.64	-796.79	1,530.15
Town House - Maintenance	10,000.00	30,056.22	6,666.64	23,389.58	-20,056.22
PA System	620.00	0.00	620.00	-620.00	620.00
War Memorials	750.00	1,100.00	500.00	600.00	-350.00
Town Centre Environmental Improvements	8,000.00	0.00	5,333.36	-5,333.36	8,000.00
Town House - Water Charges	400.00	216.93	266.64	-49.71	183.07
St Georges Day Parade	200.00	200.00	133.36	66.64	0.00
Defibrillator	11,500.00	10,057.56	7,666.64	2,390.92	1,442.44
CCTV Reserve	500.00	0.00	333.36	-333.36	500.00
Regalia	2,000.00	53.90	1,333.36	-1,279.46	1,946.10
Remembrance Sunday Video	1,500.00	648.80	1,000.00	-351.20	851.20
	<b>258,720.00</b>	<b>137,847.02</b>	<b>183,463.28</b>	<b>-45,616.26</b>	<b>120,872.98</b>
	<b>0</b>	<b>113,700.28</b>	<b>66,256.72</b>	<b>47,443.56</b>	<b>-113,700.28</b>

Date: 08/01/2024  
 Time: 10:17:30

**Yeovil Town Council**  
**Nominal Departmental Analysis (Detailed)**

Page: 1

N/C From 6000  
 N/C To 6510

Tran Date From 01/11/2023  
 Tran Date To 30/11/2023

Tran No From 1  
 Tran No To 99,999,999

Department From 0  
 Department To 999

**Dept Number** 5      **Dept** BUILDING & CIVIC MATTERS  
**N/C** 6005      **Name** B&CM - Inc - Milford Hall Hire Fees

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68126	SI	03/11/2023	Hall Hire Fees		72.00	-72.00
68127	SI	03/11/2023	Hall Hire Fees		12.50	-12.50
68133	SI	03/11/2023	Hall Hire Fees		36.00	-36.00
68134	SI	03/11/2023	Hall Hire Fees		12.50	-12.50
68135	SI	03/11/2023	Hall Hire Fees		27.00	-27.00
68136	SI	03/11/2023	Hall Hire Fees		12.50	-12.50
68183	SI	07/11/2023	Hall Hire Fees		36.00	-36.00
68184	SI	07/11/2023	Hall Hire Fees		12.50	-12.50
68303	SI	10/11/2023	Hall Hire Fees		27.00	-27.00
68304	SI	10/11/2023	Hall Hire Fees		12.50	-12.50
68330	SI	14/11/2023	Hall Hire Fees		27.00	-27.00
68331	SI	14/11/2023	Hall Hire Fees		12.50	-12.50
68333	SI	15/11/2023	Hall Hire Fees		45.00	-45.00
68343	SI	20/11/2023	Hall Hire Fees		27.00	-27.00
68344	SI	20/11/2023	Hall Hire Fees		12.50	-12.50
68345	SI	20/11/2023	Hall Hire Fees		36.00	-36.00
68346	SI	20/11/2023	Hall Hire Fees		12.50	-12.50
68358	SI	23/11/2023	Hall Hire Fees		9.00	-9.00
68359	SI	23/11/2023	Admin Fee Charge		9.00	-9.00
68360	SI	27/11/2023	Hall Hire Fees		81.00	-81.00
68361	SI	27/11/2023	Hall Hire Fees		12.50	-12.50
68371	SI	28/11/2023	Hall Hire Fees		27.00	-27.00
68372	SI	28/11/2023	Hall Hire Fees		12.50	-12.50
68380	SI	28/11/2023	Hall Hire Fees		36.00	-36.00
68381	SI	28/11/2023	Hall Hire Fees		12.50	-12.50
68405	SI	30/11/2023	Hall Hire Fees		32.00	-32.00
68406	SI	30/11/2023	Hall Hire Fees		32.00	-32.00
68407	SI	30/11/2023	Hall Hire Fees		96.00	-96.00
68414	SI	28/11/2023	Hall Hire Fees		24.00	-24.00
68419	SI	30/11/2023	Hall Hire Fees		96.00	-96.00
68420	SI	30/11/2023	Hall Hire Fees		40.00	-40.00
68426	SI	28/11/2023	Hall Hire Fees		45.00	-45.00
68427	SI	28/11/2023	Hall Hire Fees		12.50	-12.50
68470	SI	30/11/2023	Hall Hire Fees		128.00	-128.00
68471	SI	30/11/2023	Hall Hire Fees		200.00	-200.00
68472	SI	29/11/2023	Hall Hire Fees		18.00	-18.00
68620	SI	24/11/2023	Milford Hall Hire Fees - December 2023		1,333.33	-1,333.33
68621	SI	24/11/2023	Cleaning Fee (Purchase Order No 800042390)		172.25	-172.25
68628	BR	27/11/2023	Deposit Fee		140.00	-140.00
68632	BR	29/11/2023	Deposit Fee		140.00	-140.00
<b><u>Account Totals</u></b>					<b><u>3,141.58</u></b>	<b><u>-3,141.58</u></b>

**N/C** 6030      **Name** B&CM - Exp - Community Safety

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68373	PI	08/11/2023	Ranger Labour (SIDS)	47.58		47.58
<b><u>Account Totals</u></b>					<b><u>47.58</u></b>	<b><u>47.58</u></b>

**N/C** 6080      **Name** B&CM - Exp - Monmouth Hall

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68354	JD	27/11/2023	Payments	2,621.02		2,621.02
68478	JC	27/11/2023	Caretaker		2,621.02	-2,621.02
<b><u>Account Totals</u></b>					<b><u>2,621.02</u></b>	<b><u>2,621.02</u></b>

**Yeovil Town Council**  
**Nominal Departmental Analysis (Detailed)**

<b>N/C</b>		<b>Name</b>				
6090		B&CM - Exp - Milford Hall				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68390	PI	09/11/2023	Electrical Repairs	55.00		55.00
68408	PI	03/11/2023	Paper Towels	20.93		20.93
68412	PI	11/11/2023	Wall Clock	14.57		14.57
68417	PI	17/11/2023	Cleaning Materials	13.32		13.32
68434	PI	13/11/2023	Feasibility Assessment for Solar	50.00		50.00
68479	JD	27/11/2023	Caretaker	2,126.60		2,126.60
68487	PI	01/11/2023	Rates	563.00		563.00
68517	PI	15/11/2023	Signs	35.00		35.00
68521	PI	09/11/2023	Water Charges	502.23		502.23
68672	PI	22/11/2023	Internet	28.85		28.85
68681	PI	28/11/2023	Repairs to Roof	440.00		440.00
68685	PI	30/11/2023	Lease - Family Time Team	1,150.00		1,150.00
68696	PI	02/11/2023	Expanding Foam Filler	12.90		12.90
68697	PI	08/11/2023	Double Sided Jabsaw	20.81		20.81
68698	PI	14/11/2023	Tree Stump Killer	6.67		6.67
<b>Account Totals</b>				<b>5,039.88</b>		<b>5,039.88</b>

<b>N/C</b>		<b>Name</b>				
6100		B&CM - Exp - Public Toilets Peter St				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68383	PI	02/11/2023	Foot Patrols	640.00		640.00
68386	PI	02/11/2023	Foot Patrols	640.00		640.00
68522	PI	08/11/2023	Electricity	234.20		234.20
68669	PI	01/11/2023	Water Charges	68.03		68.03
68691	PI	30/11/2023	Cleaning	615.19		615.19
<b>Account Totals</b>				<b>2,197.42</b>		<b>2,197.42</b>

<b>N/C</b>		<b>Name</b>				
6102		B&CM - Exp - Public Toilets Petters Way				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68384	PI	02/11/2023	Foot Patrols	640.00		640.00
68387	PI	02/11/2023	Foot Patrols	640.00		640.00
68391	PI	09/11/2023	Electrical Repairs	132.40		132.40
68674	PI	30/11/2023	Water Hygiene Service	222.25		222.25
68699	PI	22/11/2023	Bolts & Screws	10.63		10.63
68703	PI	28/11/2023	Drain Unblocker	8.73		8.73
<b>Account Totals</b>				<b>1,654.01</b>		<b>1,654.01</b>

<b>N/C</b>		<b>Name</b>				
6110		B&CM - Exp - Public Noticeboards				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68436	PI	23/11/2023	Erecting Noticeboards	1,700.00		1,700.00
68702	PI	28/11/2023	Materials	30.87		30.87
<b>Account Totals</b>				<b>1,730.87</b>		<b>1,730.87</b>

<b>N/C</b>		<b>Name</b>				
6190		B&CM - Exp - Town House - Business Rates				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68488	PI	01/11/2023	Rates	1,105.00		1,105.00
<b>Account Totals</b>				<b>1,105.00</b>		<b>1,105.00</b>

<b>N/C</b>		<b>Name</b>				
6200		B&CM - Exp - Town House - (excluding services)				
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68402	PI	01/11/2023	Cleaning Materials	11.14		11.14
68404	PI	02/11/2023	Cleaning Materials	4.38		4.38
68411	PI	11/11/2023	Refreshments	6.08		6.08
68413	PI	16/11/2023	Cleaning Materials	14.16		14.16
68480	JD	27/11/2023	Cleaner	494.42		494.42
68705	PI	30/11/2023	Waste Disposal	98.02		98.02
<b>Account Totals</b>				<b>628.20</b>		<b>628.20</b>

**Yeovil Town Council**  
**Nominal Departmental Analysis (Detailed)**

<b>N/C</b>	6210	<b>Name</b>	B&CM - Exp - Town House - Electricity			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68504	PI	02/11/2023	Electricity	103.33		103.33
<b>Account Totals</b>				<u>103.33</u>		<u>103.33</u>

<b>N/C</b>	6212	<b>Name</b>	B&CM - Exp - Town House - Gas			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68505	PI	03/11/2023	Gas	46.28		46.28
<b>Account Totals</b>				<u>46.28</u>		<u>46.28</u>

<b>N/C</b>	6214	<b>Name</b>	B&CM - Exp - Town House - Maintenance			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68389	PI	06/11/2023	Lighting Upgrade	2,344.85		2,344.85
68392	PI	13/11/2023	Electrical Repairs	64.00		64.00
68437	PI	22/11/2023	Plumbing Repair	302.25		302.25
68516	PI	07/11/2023	Disposal of Glass	132.92		132.92
<b>Account Totals</b>				<u>2,844.02</u>		<u>2,844.02</u>

<b>N/C</b>	6250	<b>Name</b>	B&CM - Exp - Town House - Water Charges			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68671	PI	08/11/2023	Water Charges	134.26		134.26
<b>Account Totals</b>				<u>134.26</u>		<u>134.26</u>

<b>N/C</b>	6300	<b>Name</b>	B&CM - Exp - Remembrance Sunday Video			
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
68396	PI	13/11/2023	Signs/Marshalling	648.80		648.80
<b>Account Totals</b>				<u>648.80</u>		<u>648.80</u>

<b>Department</b>	<u>18,800.67</u>	<u>5,762.60</u>	<u>13,038.07</u>
<b>Grand Totals</b>	<u>18,800.67</u>	<u>5,762.60</u>	<u>13,038.07</u>

## 11/135 DEFIBRILLATOR UPDATE

Yeovil Town Council are currently the guardians of 12 defibrillators across Yeovil, with plans to increase this number continuing.

### Accessed Defibrillators

Since May 2022, the defibrillators have been accessed 36 times:

Location	Go-Live Date	Frequency of access as at 21 <sup>st</sup> Nov 2023	Frequency of access since 21 <sup>st</sup> Nov 2023	Frequency of access to date
1. Nationwide	20/09/21	6	1	7
2. Cow & Apple	16/10/21	7	1	8
3. Ninesprings Café	14/01/22	0	0	0
4. St Andrew's Scout Group	23/04/22	2	0	2
5. St Peter's	12/03/22	2	0	2
6. Dunelm	19/07/22	2	0	2
7. Birchfield	09/12/22	5	0	5
8. The Quicksilver Mail	06/01/23	4	0	4
9. Milford Hall	18/01/18	3	0	3
10. Town House	19/01/23	2	0	2
11. Holy Trinity	29/07/23	1	0	1
12. Southville Elim Church	05/10/23	0	0	0
		<b>34</b>	<b>2</b>	<b>36</b>

### Maltravers House

The Tenants Group at Maltravers House have agreed to have a defibrillator installed. They will contribute 50% of the costs.

The Committee is **RECOMMENDED** to note the report.

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

## 11/136 FINGERPOST RESTORATION UPDATE

At the last meeting, the Committee agreed to restore the fingerpost on Dorchester Road, Yeovil. It has been identified that there is likely to only be one fingerpost in the parish of Yeovil.

Somerset Forge Ltd were appointed to do the restoration works. They advised the newly refurbished fingerpost would only require a sponge and soapy water as and when it needed cleaning.

Photos below show the fingerpost before and after the works.



South West Heritage Trust and Somerset Council have both been informed that the fingerpost has now been restored.

The Committee is **RECOMMENDED** to note the report.

*(Lucy Ryder, Assistant Town Clerk – 01935 382424 or  
lucy.ryder@yeovil.gov.uk)*

11/137

## **BLUE PLAQUE REQUEST**

A request has been made on behalf of the Yeovil Town FC Heritage Society for a blue plaque to be displayed at Victoria Temperance Hall in Union Street:

*“This location was often used for meetings of the fledgling club, and referred to as The Temperance Hall in newspaper articles at the time.*

*To provide some context, before 1895, the rugby and football clubs operated jointly, playing at West Hendford on alternate Saturdays. However, during the AGM in July 1895, a dispute arose over a £17 debt, leading to a decision for the two clubs to separate and go their own ways.*

*On August 12, 1895, at the Temperance Hall, a local farmer and playing captain of the football team, Frederick Bond, called a meeting and established the Yeovil Casuals FC, which later evolved into the club we now know as Yeovil Town Football Club.*

*You might be wondering about the significance of commemorating the club's formation with a plaque. The club has gained recognition not only nationally but also globally, with fans around the world. Moreover, the club has been a prominent institution in the town, contributing millions of pounds to the local economy throughout its history. It has also attracted players who, upon retiring, chose to live and raise their families in Yeovil.*

*It's also worth noting that, due to the club's famous FA Cup exploits in 1948/49, the town council at the time granted permission for the club to use the town crest, a tradition that continues to this day”.*

One of the Town Council's Millenium projects was to install 25 blue plaques to provide an historic trail around the Town. As part of this project, a plaque was installed on the Victoria Temperance Hall, which was built in 1889, to commemorate the building being used as an 'Arts and Science School' early in the 20<sup>th</sup> Century. Information about the building can be found on the Yeovil's Virtual Museum website:

<https://www.yeovilhistory.info/vic-temp-hall.htm>

The Town Council does not have a 'blue plaque scheme' as such, so there is no obligation to ask the Town Council for permission to install a plaque. Therefore, the Committee is simply being asked if they have any comments, and if the proposal (to have a second blue plaque installed on the Victoria Temperance Hall to commemorate the formation of Yeovil Football club at a meeting held there on 12<sup>th</sup> August 1895) is considered acceptable in principle. To inform the debate the following has been established:

- The English Heritage scheme in London allows no more than two plaques on one building.



- Blue plaques can commemorate a person, a building or an event with historical cultural significance.
- The building is not listed and therefore listed building consent would not be required. And, as long it is not too large, advertisement consent would not be required either.

If the Town Council does not raise any concerns, the YTFC Heritage Society will of course seek permission from the owner of the building.

The Committee is **RECOMMENDED** to note the report, and consider if the proposal to install a new blue plaque on the Victoria Temperance Building should be supported in principle.

*(Helen Ferdinand, Deputy Town Clerk – 01935 382424 or  
helen.ferdinand@yeovil.gov.uk)*

## 11/138 NOTICEBOARDS UPDATE

### Background

The Committee agreed for the removal and disposal of 5 existing noticeboards at locations Coronation Avenue, Forest Hill, Milford Hall, Monksdale and Monmouth Hall site. It had also been agreed to purchase 5 new notice boards in green from the prestige range from the Parish Notice Board Company.

### Installation of the 5 new noticeboards

ARK South Ltd removed and disposed of the existing noticeboards and erected the newly purchased noticeboards. The 5 new noticeboards have now been installed where the existing noticeboards had been situated previously.

Each noticeboard is 600mm (h) x 1300mm(w), 95mm deep with 4mm toughened glass glazing, secure lockable doors and an internal magnetic backboard. The board comes with a fabricated aluminium domed header and a pair of 80mm sq. aluminium posts. The noticeboard is powder coated to a RAL green colour and vinyl lettering applied to the dome header.





Milford



Monksdale

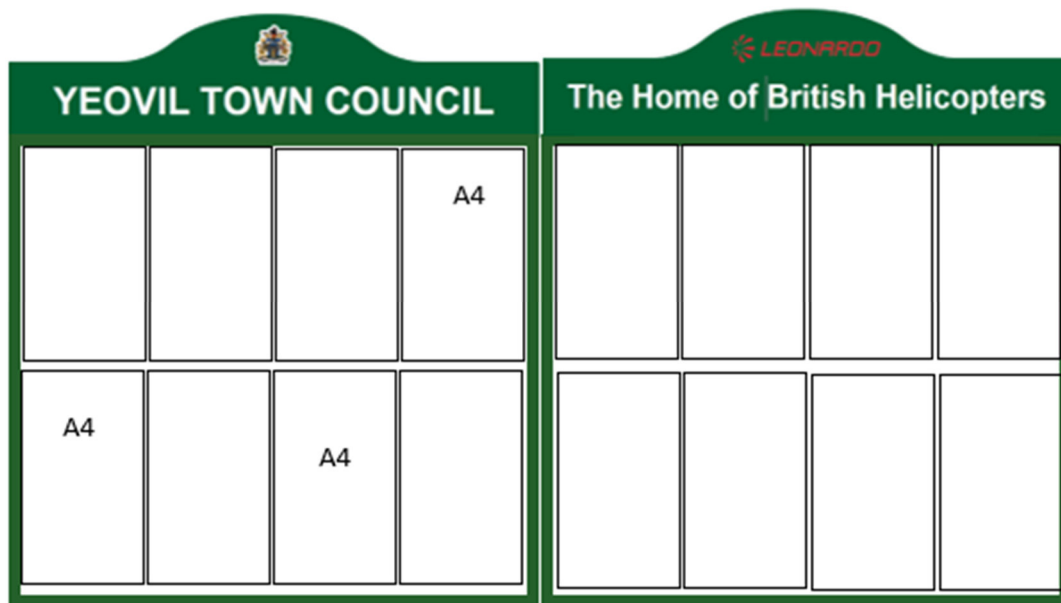


Monmouth

## Town House Noticeboard update

The appropriate relocation for the noticeboard at Town House was identified on the railings in the carpark. The railings have now been refurbished ready for the installation of the new noticeboard. An application for listed building consent will need to be made to take into consideration the design and location.

Leonardo UK Ltd have since confirmed they will sponsor the new noticeboard outside the Town House. The mock up below shows what the noticeboard could potentially look like.



An update will follow once the building consent has been granted and the noticeboards have been ordered.

The Committee is **RECOMMENDED** to note the report.

*(Lucy Ryder, Assistant Town Clerk – 01935 382424 or  
lucy.ryder@yeovil.gov.uk)*

11/139

**MONMOUTH HALL SITE NOTICEBOARD INCIDENT**

On the 22 November 2023, the 5 new noticeboards were installed throughout the town.

On the 29 November 2023, it was reported that the Monmouth Hall site noticeboard had been deliberately vandalised. The Maintenance Operative cleared the broken glass from site and secured the area with polycarbonate for a temporary fix.

The incident was reported to Avon and Somerset Police and their response was:

*Unfortunately, based on the information you have provided, there are no proportionate lines of enquiry for the Police to investigate. Therefore the report will be filed with no further action, pending any positive line of enquiry.*

*Your local policing team will be made aware of this and may be in touch to follow up your report.*



Roman glass quoted £147.34 + VAT to supply and fit 4mm clear toughened glass (646 x 906) to the notice board door. These works have now been completed and the noticeboard is in working order.

We continue to monitor the situation and will report if there is a growing concern the noticeboard is at further risk at this location.

The Committee is **RECOMMENDED** to note the report.

***(Lucy Ryder, Assistant Town Clerk – 01935 382424 or  
lucy.ryder@yeovil.gov.uk)***

## Building and Civic Matters Committee

	2022/23			2023/24				2024/25	
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 30/09/2023	Full year estimated spend to 31/03/2024	Estimated (over) / under spend £	Proposed Budget	Notes
<b>EXPENDITURE</b>									
Band Costs	3,500	3,500	0	3,500	0	3,500	0	3,500	SLA agreed to commence in 2020/21
CCTV	32,490	32,490	0	32,490	0	32,490	0	32,490	Still no SLA
Changing Places Toilet	5,000	0	5,000	0	0	0	0	0	
Community safety	17,500	17,500	0	17,500	0	17,500	0	85,000	2 x Community Ambassadors
Defibrillator	10,500	16,206	0	11,500	4,498	12,456	(956)	12,420	Inflationary increase
Litter/Grit bins	700	166	534	700	0	250	450	700	
Milford Hall - Business Rates	5,200	5,364	(164)	5,370	3,380	5,632	(262)	5,700	Inflationary increase
Milford Hall - Running Costs	20,000	43,098	(23,098)	22,000	35,383	50,000	(28,000)	57,300	Increase in electricity costs
Milford Hall - Security	3,000	2,730	270	3,000	739	1,000	2,000	1,000	
Milford Hall - SSSC Recharges	10,000	5,144	4,856	10,000	0	0	10,000	0	All utilities etc transferred to Yeovil Town Council
Milford Hall Refurbishments	20,000	2,210	0	0	0	0	0	0	
Millennium Clock	520	1,722	(1,202)	570	1,100	1,100	(530)	570	Inflationary increase
Monmouth Hall Business Rates	0	1,075	(1,075)	0	0	0	0	0	
Monmouth Hall refurbishment	60,000	58,681	1,319	60,000	43	60,000	0	60,000	
PA System	500	577	(77)	620	848	848	(228)	0	Hire charge of PA system and technical support for Remembrance Sunday - move to Remembrance Sunday
Public noticeboards	500	42	458	1,000	4,738	12,280	(11,280)	1,000	
Peter Street Public Toilet - Cleaning (inc toilet rolls)	7,000	8,388	(1,388)	7,500	3,366	8,035	(535)	8,300	Inflationary/Cost of Living increase
Peter Street Public Toilet - Security	5,200	5,783	(583)	5,660	4,258	8,098	(2,438)	7,680	Inflationary increase
Peter Street Public Toilet - Business Rates	3,200	0	3,200	0	0	0	0	0	
Peter Street Public Toilet - Other Running costs (electric/water/repairs)	7,120	5,553	1,567	9,250	4,918	9,500	(250)	9,990	Inflationary and increase in electricity costs
Peter Street Public Toilets - Refurbishment	0	0	0	0	0	0	0	10,000	Following budget workshop - agreed to enter a line. The proposed budget is indicative prior to scoping out project and tender.
Petters Way Public Toilet - SSSC Recharge (cleaning/water/electricity)	11,400	10,545	855	12,900	0	12,900	0	12,900	Increase in electricity costs
Petters Way Public Toilet - Security	5,000	5,781	(781)	5,440	4,258	8,098	(2,658)	7,680	Inflationary increase
Petters Way Public Toilet - Business Rates	2,650	0	2,650	0	0	0	0	0	
Petters Way Public Toilet - Other Running costs (repairs)	2,030	3,841	(1,811)	2,210	1,665	2,800	(590)	2,210	Inflationary increase
Regalia	2,000	3,781	(1,781)	2,000	54	2,000	0	2,000	Move from PR&F
Remembrance Sunday	1,500	0	1,500	1,500	400	650	850	1,600	Stewards and Road Closure and PA System
Speed Indicator Device Installations	0	0	0	0	285	1,142	(1,142)	1,250	
Sports Development Officer (SSDC)	2,160	0	2,160	2,160	0	0	2,160	0	
St Georges Day Parade	300	0	300	200	200	0	200	100	
Town Centre Environmental Improvements	8,000	0	8,000	8,000	0	0	8,000	0	
Town House - CCTV Reserve	500	500	0	500	0	500	0	500	Build up a reserve to repair/replace CCTV BCM 17/11/20
Town House - business rates	10,400	9,606	794	10,400	6,627	11,047	(647)	12,000	
Town House - electricity	1,600	1,540	60	2,400	790	2,000	400	3,500	Increase in electricity costs
Town House - gas	2,200	2,160	40	2,200	624	2,485	(285)	2,200	
Town House - repairs and maintenance	10,000	6,027	3,973	10,000	25,857	27,000	(17,000)	10,000	
Town House - water charges	400	177	223	400	83	200	200	400	
Town House (excluding services)	7,000	5,802	1,198	7,000	2,388	5,000	2,000	7,000	
War memorials	750	750	0	750	1,100	1,100	(350)	750	Risk assessed and cleaned every 2 years. Budget to collect 1/2 each year and add to reserve to cover charge every 2 years
<b>Total Expenditure</b>	<b>279,820</b>	<b>260,739</b>	<b>19,081</b>	<b>258,720</b>	<b>107,602</b>	<b>299,611</b>	<b>(40,891)</b>	<b>359,740</b>	
<b>INCOME</b>									
Defibrillator	0	(5,706)	5,706	0	0	(1,220)	1,220	0	
Insurance Claim - Regalia	0	(1,668)	1,668	0	0	0	0	0	
Milford Hall	(26,000)	(24,102)	(1,898)	(26,000)	(13,638)	(27,275)	1,275	(32,960)	
Sponsorship of Noticeboard	0	0	0	0	0	(1,180)	1,180	0	
Town House	(1,000)	0	(1,000)	(1,000)	0	(1,200)	200	0	Yeovil Without Office let - TBC
<b>Total Income</b>	<b>(27,000)</b>	<b>(31,477)</b>	<b>4,477</b>	<b>(27,000)</b>	<b>(13,638)</b>	<b>(30,875)</b>	<b>3,875</b>	<b>(32,960)</b>	
<b>Net Expenditure</b>	<b>252,820</b>	<b>229,263</b>	<b>23,557</b>	<b>231,720</b>	<b>93,965</b>	<b>268,736</b>	<b>(37,016)</b>	<b>326,780</b>	