

# 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

**Tuesday 19<sup>th</sup> July 2022**

**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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Any members of the public wishing to make comments at Public Comments need to email [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Tuesday 19<sup>th</sup> July 2022.

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**  
13<sup>th</sup> July 2022

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 Richard

Karl Gill (Vice Chairman)

Jeny Snell

Andy Kendall (Ex-officio)

Andy Soughton

Tony Lock

Rob Stickland (Chairman)

Evie Potts-Jones (Ex-officio)

### **Information for the Public**

In accordance with the Local Authorities and Police and Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 as part of the Coronavirus Act 2020, the ability to hold meetings virtually has now ceased. The Council are adhering to guidance set by the Ministry of Housing, Communities and Local government for the safe use of council buildings to enable face-to-face meetings for Councillors yet continue to provide remote access to the public.

### **Public Comments at meetings (held via Zoom)**

We recognise that these are challenging times but we still value the public's contribution to our hybrid meetings. If you would like to make a comment or raise a question in the meeting, you will need to do this in writing before the meeting. Please email [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Tuesday 21<sup>st</sup> June 2022.

If you would like to view the meeting, please e-mail [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Tuesday 19<sup>th</sup> July 2022. 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.

An invitation has been sent to Avon and Somerset Constabulary to give an update on community policing matters.

## **A G E N D A**

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

Due to the confidential nature of the business of item 11/028 – 11/030, 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*

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

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

### **11/019 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).

### **11/020 MINUTES**

To approve as a correct record the Minutes of the meeting held on 28<sup>th</sup> June 2022.

### **11/021 FINANCIAL STATEMENT – APRIL 2022 – MAY 2022**

To approve the Financial Statement for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> May 2022 attached at pages 3 to 8.

### **11/022 INTERNAL AUDIT RECOMMENDATIONS**

To consider the report of the Town Clerk attached at page 9.

### **10/023 DEFIBRILLATOR UPDATE**

To consider the verbal report of the Town Clerk.

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

To consider the report of the Town Clerk attached at pages 10 and 11.

**11/025 REVIEW OF CIVIC GUIDE**

Members to review the Civic Guide as attached to pages 12 to 20.

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

To consider the verbal report of Town Clerk.

**PUBLIC COMMENT (15 Minutes)**

**11/027 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.

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

To consider the update from the Monmouth Hall Working Party.

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

Report to follow if/when information received, otherwise a verbal update will be given.

**11/030 CCTV (CONFIDENTIAL)**

To consider the report of the Town Clerk as attached a page 21.

# Yeovil Town Council

## April Actual V Budget

### Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	252,820.00	126,410.00	126,410.00	0.00	126,410.00
Milford Hall Hire Fees	26,000.00	390.00	2,166.67	-1,776.67	25,610.00
Town House	1,000.00	0.00	83.33	-83.33	1,000.00
	<b>279,820.00</b>	<b>126,800.00</b>	<b>128,660.00</b>	<b>-1,860.00</b>	<b>153,020.00</b>
<b>Expenditure</b>					
Community Safety	17,500.00	0.00	1,458.33	-1,458.33	17,500.00
CCTV	32,490.00	0.00	0.00	0.00	32,490.00
Litter/Grit Bins	700.00	0.00	58.33	-58.33	700.00
Millennium Clock	520.00	0.00	43.33	-43.33	520.00
Monmouth Hall	0.00	85.35	0.00	85.35	-85.35
Monmouth Hall Refurbishment	60,000.00	0.00	5,000.00	-5,000.00	60,000.00
Milford Hall	38,200.00	2,737.11	3,183.33	-446.22	35,462.89
Milford Hall Refurbishment	20,000.00	0.00	1,666.67	-1,666.67	20,000.00
Public Toilets - Peter St	22,520.00	2,790.94	1,876.67	914.27	19,729.06
Public Toilets - Petters Way	21,080.00	1,643.93	1,756.67	-112.74	19,436.07
Changing Places Toilet	5,000.00	0.00	416.67	-416.67	5,000.00
Public Noticeboards	500.00	0.00	41.67	-41.67	500.00
Band Costs	3,500.00	0.00	291.67	-291.67	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	956.75	1,040.00	-83.25	9,443.25
Town House - (excluding Services)	7,000.00	334.56	583.33	-248.77	6,665.44
Town House - Electricity	1,600.00	145.67	133.33	12.34	1,454.33
Town House - Gas	2,200.00	233.78	183.33	50.45	1,966.22
Town House - Maintenance	10,000.00	370.25	833.33	-463.08	9,629.75
PA System	500.00	0.00	0.00	0.00	500.00
War Memorials	750.00	0.00	62.50	-62.50	750.00
Town Centre Environmental Improvements	8,000.00	0.00	666.67	-666.67	8,000.00
Town House - Water Charges	400.00	86.02	33.33	52.69	313.98
St Georges Day Parade	300.00	0.00	25.00	-25.00	300.00
Defibrillator	10,500.00	175.00	875.00	-700.00	10,325.00
CCTV Reserve	500.00	0.00	41.67	-41.67	500.00
Regalia	2,000.00	0.00	166.67	-166.67	2,000.00
Remembrance Sunday Video	1,500.00	0.00	125.00	-125.00	1,500.00
	<b>279,820.00</b>	<b>9,559.36</b>	<b>20,562.50</b>	<b>-11,003.14</b>	<b>270,260.64</b>
	<b>0</b>	<b>117,240.64</b>	<b>108,097.50</b>	<b>9,143.14</b>	<b>-117,240.64</b>

Date: 07/07/2022  
Time: 11:52:20

## Yeovil Town Council

### Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 6000  
N/C To 6300

Tran Date From 01/04/2022  
Tran Date To 30/04/2022

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** 6000      **Name** B&CM - PRECEPT

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61621	BR	13/04/2022	Precept 1st Half		126,410.00	-126,410.00
<b>Account Totals</b>					<u>126,410.00</u>	<u>-126,410.00</u>

**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>
61374	SI	05/04/2022	Hall Hire Fees		34.00	-34.00
61375	SI	05/04/2022	Hall Hire Fees		11.50	-11.50
61378	SI	05/04/2022	Hall Hire Fees		34.00	-34.00
61379	SI	05/04/2022	Hall Hire Fees		11.50	-11.50
61442	SI	13/04/2022	Hall Hire Fees		51.00	-51.00
61443	SI	13/04/2022	Hall Hire Fees		11.50	-11.50
61473	SI	21/04/2022	Hall Hire Fees		51.00	-51.00
61474	SI	21/04/2022	Hall Hire Fees		11.50	-11.50
61475	SI	21/04/2022	Hall Hire Fees		42.50	-42.50
61476	SI	21/04/2022	Hall Hire Fees		11.50	-11.50
61477	SI	22/04/2022	Hall Hire Fees		34.00	-34.00
61610	SI	27/04/2022	Hall Hire Fees		34.00	-34.00
61611	SI	27/04/2022	Hall Hire Fees		15.00	-15.00
61612	SI	28/04/2022	Hall hire Fees		25.50	-25.50
61613	SI	28/04/2022	Hall Hire Fees		11.50	-11.50
<b>Account Totals</b>					<u>390.00</u>	<u>-390.00</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>
61470	JD	27/04/2022	Payments	982.59		982.59
61661	PI	01/04/2022	Rates	85.35		85.35
61733	JC	27/04/2022	Caretaker		982.59	-982.59
<b>Account Totals</b>					<u>1,067.94</u>	<u>85.35</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>
61421	PI	05/04/2022	Internet	28.18		28.18
61423	PI	01/04/2022	Boiler Service	287.44		287.44
61662	PI	01/04/2022	Rates	540.25		540.25
61685	PI	26/04/2022	Water Charge	163.61		163.61
61713	PI	19/04/2022	Painting Materials	21.11		21.11
61734	JD	27/04/2022	Caretaker	722.27		722.27
61743	PI	30/04/2022	Mobile Patrols	250.80		250.80
61788	PI	30/04/2022	Cleaning	723.45		723.45
<b>Account Totals</b>					<u>2,737.11</u>	<u>2,737.11</u>

**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>
61418	PI	07/04/2022	Foot Patrols	406.00		406.00
61676	PI	04/04/2022	Water Charge	69.69		69.69
61678	PI	19/04/2022	Electricity	409.65		409.65
61700	PI	26/04/2022	Consumables	98.81		98.81
61701	PI	30/04/2022	Cleaning	560.79		560.79
61821	PI	01/04/2022	Mobile Patrols	410.00		410.00
61823	PI	01/04/2022	Mobile Patrols	836.00		836.00
<b>Account Totals</b>					<u>2,790.94</u>	<u>2,790.94</u>

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

<u>N/C</u>		<u>Name</u>				<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
6102			B&CM - Exp - Public Toilets Petters Way					
61419	PI	07/04/2022	Foot Patrols		406.00			406.00
61699	PI	20/04/2022	Petters Way Toilets Recharge 4th Qtr		2,393.93			2,393.93
61820	PI	01/04/2022	Mobile Patrols		834.00			834.00
61822	PI	01/04/2022	Mobile Patrols		410.00			410.00
62051	JC	20/04/2022	Petters Way Toilets - 4th Qtr			2,400.00		-2,400.00
<b>Account Totals</b>					<u>4,043.93</u>	<u>2,400.00</u>		<u>1,643.93</u>

<u>N/C</u>		<u>Name</u>				<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
6190			B&CM - Exp - Town House - Business Rates					
61663	PI	01/04/2022	Rates		956.75			956.75
<b>Account Totals</b>					<u>956.75</u>			<u>956.75</u>

<u>N/C</u>		<u>Name</u>				<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
6200			B&CM - Exp - Town House - (excluding services)					
61462	PI	13/04/2022	Hand Towels		29.58			29.58
61735	JD	27/04/2022	Cleaner		260.32			260.32
61740	PI	30/04/2022	Metal Polish		8.32			8.32
62032	PI	30/04/2022	Waste Disposal		36.34			36.34
<b>Account Totals</b>					<u>334.56</u>			<u>334.56</u>

<u>N/C</u>		<u>Name</u>				<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
6210			B&CM - Exp - Town House - Electricity					
61420	PI	02/04/2022	Electricity		145.67			145.67
<b>Account Totals</b>					<u>145.67</u>			<u>145.67</u>

<u>N/C</u>		<u>Name</u>				<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
6212			B&CM - Exp - Town House - Gas					
61679	PI	22/04/2022	Gas		233.78			233.78
<b>Account Totals</b>					<u>233.78</u>			<u>233.78</u>

<u>N/C</u>		<u>Name</u>				<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
6214			B&CM - Exp - Town House - Maintenance					
61422	PI	01/04/2022	Boiler Service		148.00			148.00
61688	PI	30/04/2022	Water Hygiene Service		222.25			222.25
<b>Account Totals</b>					<u>370.25</u>			<u>370.25</u>

<u>N/C</u>		<u>Name</u>				<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
6250			B&CM - Exp - Town House - Water Charges					
61683	PI	14/04/2022	Water Charge		86.02			86.02
<b>Account Totals</b>					<u>86.02</u>			<u>86.02</u>

<u>N/C</u>		<u>Name</u>				<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>					
6270			B&CM - Exp - Defibrillator					
61681	PI	26/04/2022	Installation - Defibrillator		175.00			175.00
<b>Account Totals</b>					<u>175.00</u>			<u>175.00</u>

<b>Department</b>	<u>12,941.95</u>	<u>130,182.59</u>	<u>-117,240.64</u>
<b>Grand Totals</b>	<u>12,941.95</u>	<u>130,182.59</u>	<u>-117,240.64</u>



# Yeovil Town Council

## May Actual V Budget

### Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	252,820.00	126,410.00	126,410.00	0.00	126,410.00
Milford Hall Hire Fees	26,000.00	1,336.00	4,333.34	-2,997.34	24,664.00
Town House	1,000.00	0.00	166.66	-166.66	1,000.00
	<b>279,820.00</b>	<b>127,746.00</b>	<b>130,910.00</b>	<b>-3,164.00</b>	<b>152,074.00</b>
<b>Expenditure</b>					
Community Safety	17,500.00	0.00	2,916.66	-2,916.66	17,500.00
CCTV	32,490.00	0.00	0.00	0.00	32,490.00
Litter/Grit Bins	700.00	0.00	116.66	-116.66	700.00
Millennium Clock	520.00	0.00	86.66	-86.66	520.00
Monmouth Hall	0.00	85.35	0.00	85.35	-85.35
Monmouth Hall Refurbishment	60,000.00	0.00	10,000.00	-10,000.00	60,000.00
Milford Hall	38,200.00	5,683.33	6,366.66	-683.33	32,516.67
Milford Hall Refurbishment	20,000.00	0.00	3,333.34	-3,333.34	20,000.00
Public Toilets - Peter St	22,520.00	4,146.05	3,753.34	392.71	18,373.95
Public Toilets - Petters Way	21,080.00	2,069.93	3,513.34	-1,443.41	19,010.07
Changing Places Toilet	5,000.00	0.00	833.34	-833.34	5,000.00
Public Noticeboards	500.00	0.00	83.34	-83.34	500.00
Band Costs	3,500.00	0.00	583.34	-583.34	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	1,917.75	2,080.00	-162.25	8,482.25
Town House - (excluding Services)	7,000.00	817.28	1,166.66	-349.38	6,182.72
Town House - Electricity	1,600.00	262.64	266.66	-4.02	1,337.36
Town House - Gas	2,200.00	390.14	366.66	23.48	1,809.86
Town House - Maintenance	10,000.00	960.25	1,666.66	-706.41	9,039.75
PA System	500.00	0.00	0.00	0.00	500.00
War Memorials	750.00	0.00	125.00	-125.00	750.00
Town Centre Environmental Improvements	8,000.00	0.00	1,333.34	-1,333.34	8,000.00
Town House - Water Charges	400.00	86.02	66.66	19.36	313.98
St Georges Day Parade	300.00	0.00	50.00	-50.00	300.00
Defibrillator	10,500.00	175.00	1,750.00	-1,575.00	10,325.00
CCTV Reserve	500.00	0.00	83.34	-83.34	500.00
Regalia	2,000.00	0.00	333.34	-333.34	2,000.00
Remembrance Sunday Video	1,500.00	0.00	250.00	-250.00	1,500.00
	<b>279,820.00</b>	<b>16,593.74</b>	<b>41,125.00</b>	<b>-24,531.26</b>	<b>263,226.26</b>
	<b>0</b>	<b>111,152.26</b>	<b>89,785.00</b>	<b>21,367.26</b>	<b>-111,152.26</b>

Date: 07/07/2022  
Time: 12:05:55

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

Page: 1

N/C From 6000  
N/C To 6300

Tran Date From 01/05/2022  
Tran Date To 31/05/2022

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>
61644	SI	05/05/2022	HIRE OF MILFORD HALL		375.00	-375.00
61645	SI	05/05/2022	Hall Hire Fees		34.00	-34.00
61646	SI	05/05/2022	Hall Hire Fees		11.50	-11.50
61651	SI	05/05/2022	Hall Hire Fees		120.00	-120.00
61652	SI	05/05/2022	Hall Hire Fees		15.00	-15.00
61653	SI	05/05/2022	Hall Hire Fees		67.50	-67.50
61654	SI	05/05/2022	Hall Hire Fees		45.00	-45.00
61655	SI	05/05/2022	Hall Hire Fees		45.00	-45.00
61656	SI	05/05/2022	Hall Hire Fees		30.00	-30.00
61657	SI	05/05/2022	Hall Hire Fees		30.00	-30.00
61658	SI	05/05/2022	Hall Hire Fees		7.50	-7.50
61660	SI	05/05/2022	Hall Hire Fees		37.50	-37.50
61790	SI	12/05/2022	Hall Hire Fees		25.50	-25.50
61791	SI	12/05/2022	Hall Hire Fees		11.50	-11.50
61794	SI	12/05/2022	Hall Hire Fees		42.50	-42.50
61795	SI	12/05/2022	Hall Hire Fees		11.50	-11.50
61836	SI	24/05/2022	Hall Hire Fees		25.50	-25.50
61837	SI	24/05/2022	Hall Hire Fees		11.50	-11.50
<b><u>Account Totals</u></b>					<b><u>946.00</u></b>	<b><u>-946.00</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>
61803	JD	27/05/2022	Payments	982.59		982.59
61886	JC	27/05/2022	Caretaker		982.59	-982.59
<b><u>Account Totals</u></b>					<b><u>982.59</u></b>	<b><u>982.59</u></b>

**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>	
61689	PI	05/05/2022	Internet	27.88		27.88	
61779	BP	01/05/2022	Rates	536.00		536.00	
61806	PC	13/05/2022	Credit on Cleaning		40.95	-40.95	
61887	JD	27/05/2022	Caretaker	722.27		722.27	
61948	PI	26/05/2022	Cleaning	682.50		682.50	
61954	PI	31/05/2022	Water Hygiene Service	222.25		222.25	
61956	PI	26/05/2022	Fire Alarm Service	520.00		520.00	
61985	PI	31/05/2022	Mobile Patrols	200.64		200.64	
62054	PI	11/05/2022	Painting Materials	10.42		10.42	
62055	PI	12/05/2022	Decorating Materials	22.06		22.06	
62057	PI	19/05/2022	Decorating Materials	39.15		39.15	
62058	PI	23/05/2022	Materials	4.00		4.00	
<b><u>Account Totals</u></b>					<b><u>2,987.17</u></b>	<b><u>40.95</u></b>	<b><u>2,946.22</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>
61706	PI	09/05/2022	Foot Patrols	426.00		426.00
61709	PI	04/05/2022	Water Charge	34.97		34.97
61829	PI	19/05/2022	Repairs to Toilets	67.50		67.50
61984	PI	31/05/2022	Cleaning	560.79		560.79
62065	PI	16/05/2022	Electricity	265.85		265.85
<b><u>Account Totals</u></b>					<b><u>1,355.11</u></b>	<b><u>1,355.11</u></b>

Date: 07/07/2022  
Time: 12:05:55

## Yeovil Town Council

### Nominal Departmental Analysis (Detailed)

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<b>N/C</b>	6102	<b>Name</b>	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>	
61707	PI	09/05/2022	Foot Patrols		426.00		426.00	
<b>Account Totals</b>					<u>426.00</u>		<u>426.00</u>	
<b>N/C</b>	6190	<b>Name</b>	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>	
61777	BP	01/05/2022	Rates		961.00		961.00	
<b>Account Totals</b>					<u>961.00</u>		<u>961.00</u>	
<b>N/C</b>	6200	<b>Name</b>	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>	
61812	PI	15/05/2022	Hand Wash		5.00		5.00	
61813	PI	15/05/2022	Toilet Rolls		21.20		21.20	
61888	JD	27/05/2022	Cleaner		260.32		260.32	
61911	PI	12/05/2022	Window Cleaning		140.00		140.00	
62066	PI	31/05/2022	Waste Disposal		56.20		56.20	
<b>Account Totals</b>					<u>482.72</u>		<u>482.72</u>	
<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>	
61696	PI	02/05/2022	Electricity		116.97		116.97	
<b>Account Totals</b>					<u>116.97</u>		<u>116.97</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>	
62061	PI	17/05/2022	Gas		156.36		156.36	
<b>Account Totals</b>					<u>156.36</u>		<u>156.36</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>	
61957	PI	26/05/2022	Fire Alarm Service		590.00		590.00	
<b>Account Totals</b>					<u>590.00</u>		<u>590.00</u>	
<b>Department</b>					<u>8,057.92</u>	<u>1,969.54</u>	<u>6,088.38</u>	
<b>Grand Totals</b>					<u>8,057.92</u>	<u>1,969.54</u>	<u>6,088.38</u>	

## **11/022 INTERNAL AUDIT RECOMMENDATIONS**

The Internal Audit report which was presented to Policy, Resources and Finance Committee, identified two issues relating to minutes of Town Council.

### **Minutes of Buildings and Civic Matters – 4<sup>th</sup> May 2021**

#### **“10/161 MINUTES**

The Committee confirmed as a correct record the Minutes of the meeting 20<sup>th</sup> July 2021.

**RESOLVED:** that the Minutes of the meeting held on 21<sup>st</sup> July 2021 and that they be signed as a correct record.

#### **10/150 FINANCIAL STATEMENTS – JUNE 2021 / JULY 2021**

Members considered the Financial Statement for the period 1<sup>st</sup> June 2021 to 31<sup>st</sup> July 2021...”

Should read:

#### **“10/161 MINUTES**

The Committee confirmed as a correct record the Minutes of the meeting 20<sup>th</sup> July 2021.

**RESOLVED:** that the Minutes of the meeting held on 20<sup>th</sup> July 2021 and that they be signed as a correct record.

#### **10/162 FINANCIAL STATEMENTS – JUNE 2021 / JULY 2021**

Members considered the Financial Statement for the period 1<sup>st</sup> June 2021 to 31<sup>st</sup> July 2021...”

Council is **RECOMMENDED** to note the report and recommendations from the Internal Auditor.

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

The table below details the location of the SIDs since the second SID was purchased and added to the rota.

<b>Installation Date</b>	<b>SID A</b>	<b>SID B</b>
26 <sup>th</sup> March 2021	Goldcroft	Rosebery Avenue
9 <sup>th</sup> April 2021	Milford Road	Lysander Road
23 <sup>rd</sup> April 2021	St Michael's Avenue	West Coker Road
7 <sup>th</sup> May 2021	St John's Road	Preston Road
21 <sup>st</sup> May 2021	Lyde Road	Goldcroft
4 <sup>th</sup> June 2021	Roseberry Ave	Milford Road
18 <sup>th</sup> June 2021	Lysander Road	St Michael's Avenue
2 <sup>nd</sup> July 2021	West Coker Road	St John's Road
16 <sup>th</sup> July 2021	Preston Road	Lyde Road
30 <sup>th</sup> July 2021	Goldcroft	Rosebery Avenue
13 <sup>th</sup> August 2021	Milford Road	Lysander Road
27 <sup>th</sup> August 2021	St Michael's Avenue	West Coker Road
10 <sup>th</sup> September 2021	Officer on annual leave	
24 <sup>th</sup> September 2021	Lyde Road	Goldcroft
8 <sup>th</sup> October 2021	Rosebery Avenue	Milford Road
22 <sup>nd</sup> October 2021	St Michael's Avenue	Lysander Road
12 <sup>th</sup> November 2021	Info not available	Info not available
3 <sup>rd</sup> December 2021	Rosebery Avenue	Goldcroft
17 <sup>th</sup> December 2021	Info not available	Info not available
21 <sup>st</sup> January 2022	St John's Road	Preston Road
4 <sup>th</sup> February 2022	Lyde Road	Goldcroft
18 <sup>th</sup> February 2022	Rosebery Avenue	Milford Road
4 <sup>th</sup> March 2022	West Coker Road	Sherborne Road
18 <sup>th</sup> March 2022	Preston Road	Lyde Road
1 <sup>st</sup> April 2022	West Coker Road	St John's Road
15 <sup>th</sup> April 2022	Goldcroft	Rosebery Avenue
29 <sup>th</sup> April 2022	Info not available	Info not available
13 <sup>th</sup> May 2022	Sherborne Road	St Michael's Road
27 <sup>th</sup> May 2022	Info not available	Info not available
10 <sup>th</sup> June 2022	Goldcroft	Lyde Road
24 <sup>th</sup> June 2022	Rosebery Avenue	Milford Road
8 <sup>th</sup> July 2022	West Coker Road	Sherborne Road

Committee members are reminded that at a previous meeting, the Committee had decided that the Speed Indicator Device was to be used as a deterrent rather than to collate and review the information provided from the SID. (*BCM 10/165*)

***If you have any questions about this report, please contact the Deputy Town Clerk (Sally Freemantle) in advance of the meeting.***

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

***(Sally Freemantle, Deputy Town Clerk: 01935 382424 or  
sally.freemantle@yeovil.gov.uk)***



# **YEOVIL TOWN COUNCIL CIVIC GUIDE**

**Amanda Card  
TOWN CLERK**

**Adopted: 29<sup>th</sup> November 2016**

**To be reviewed: May 2018**

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# **1 INTRODUCTION**

This Civic Guide has been produced to assist the Town Mayor, Deputy Mayor, their escorts/consorts, Councillors and employees to understand the civic roles and responsibilities of the Mayoralty and provide useful information for when undertaking a Civic Role.

## **2 THE ROLE OF THE MAYOR**

### **2.1 Background**

Section 245 (6) of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council and the Chairman of the Town Council the title of 'Town Mayor'.

The Mayor is elected by the Full Council at the Annual Town Council Meeting (Mayor Making) in May. A Deputy Mayor is also elected at this meeting. The new Mayor and Deputy Mayor each make the following declaration when accepting the Term of Office.

*"I, ....., having been elected to the Office of Mayor of Yeovil Town, declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability."*

The Declaration of Acceptance of Office is signed by both the new Mayor and Deputy Mayor and is witnessed by the Town Clerk.

### **2.2 The Role of the Mayor as Chairman of the Council**

A Mayor has the same rights and duties as a Local Council Chairman. The Mayor is the Chairman of the Town Council and is a member by virtue of being elected to the Office of Mayor (ex officio) of all Council Committees. As Chairman of the Town Council the Mayor may exercise a casting vote in addition to their ordinary vote in decision making by the Full Town Council but otherwise has no additional formal powers to those of other Councillors.

The Mayor will concentrate on representing the whole Town of Yeovil during their term of office whilst maintaining an appropriate and active role in their ward.

The Mayor will act as an ambassador for the Town. The Mayor can expect to be asked for public statements concerning Town Council policies and actions. Any statements given should reflect the agreed policy of the Town Council rather than individual or party political views. The Town Clerk is available for advice on any aspect of Town Council policy. On occasion, the Mayor may need to make it clear whether they are speaking as Mayor, as a Councillor or in a personal capacity to avoid confusion.

### **2.3 The Civic Role of the Mayor**

The office of Mayor of Yeovil is respected and held in high regard by the community because of its service to the community and the dignified behaviour of the successive Mayors and Deputy Mayors. A Mayor, by virtue of the Office, can use their position to stimulate community pride, encourage business, promote the voluntary sector and mould social cohesion. The Mayoralty can also be a front

line focus for the expression of community concerns. The Town Clerk will support and advise the Mayor.

A Mayor will also have many meetings, some with dignitaries, numerous engagements and is the public eye for virtually the whole year. With this mind the mayor needs to exhibit a keen and genuine interest in those they meet, show enthusiasm and commitment to the role, ensure they are non-party political, speak up for the town's interests and always be mindful of the dignity of the Office.

For those chosen, or who are thinking about putting themselves forward for selection it is essential to discuss this with employers and family in advance of accepting the office.

### **3 INVITATIONS AND EVENTS**

Invitations are received from a wide variety of organisations to meetings and events within the Town and outside.

Invitations are considered on their own merits and should be ranked in order of priority:

- State occasions
- Invitations and events within the Town
- Invitations and events within South Somerset District
- Invitations within Somerset
- Other events

The Town Clerk will advise where there is a clash of events or any other issue concerning engagements.

All engagements are arranged through the Town Council office through the Mayors PA. Where the Mayor is approached personally concerning an official Mayoral event, they must advise that contact through the Town Council must be made, either by telephoning, emailing ([mayor@yeovil.gov.uk](mailto:mayor@yeovil.gov.uk)) or writing.

All engagements are reported to Town Council to ensure public accountability and openness.

Neither the Mayor nor Deputy Mayor or any other Councillor must solicit engagements or visits or otherwise obtain favours by virtue of office.

The Mayor should not accept engagements that coincide with Town Council meetings. These engagements should be offered to the Deputy Mayor.

### **4 MAYOR/DEPUTY MAYOR'S ATTENDANCE PRO FORMA**

A copy of the Mayor/Deputy Mayor's Attendance Pro Forma (Appendix A) is sent out to organisers that have invited the Mayor or Deputy Mayor to attend their function. The information returned provides with the necessary information to attend, including function details, the dress code and whether a speech is required. If the pro forma is not completed, the Mayor's PA will contract the organisation to confirm.

## **5 MAYORESS AND CONSORT**

The Mayor may signify an official Mayoress or Consort at the Annual Mayor Making. It is usual for a male mayor to appoint a Mayoress, and if the mayor is female they will appoint a consort. The Mayoress or Consort maybe a spouse/partner, fellow Councillor, family member or friend. The Mayoress/Consort will accompany the Mayor on engagements but other than that has no other civic role and must not undertake engagements alone.

## **6 MAYOR'S CHAPLAIN**

The Mayor may signify a recognised minister of religion to act as Mayor's Chaplain at the Annual Mayor Making. The Chaplain may be invited to provide spiritual support to the Mayor and Council and to act as the religious lead on certain civic occasion such as Remembrance Sunday.

## **7 MAYOR'S CADET**

The Mayor may signify up to two young people to act as Mayor's Cadet(s) at the Annual Mayor Making. The Cadet(s) will accompany the Mayor at certain official functions when invited to do so. At the conclusion of the year of office, it is customary for an outgoing Mayor to present the cadet(s) with a small token of thanks. The Mayor should provide the cadet with a description of their roles and responsibilities.

## **8 MACE BEARER**

The Mace Bearer role is to provide assistance and advice to the Mayor. The Mace Bearer is subject to his own set of rules and must adhere to the guidance within "The Official Handbook of the Guild of Mace Bearers". This handbook supersedes any information held within this Civic Guide unless otherwise advised by the Town Clerk.

## **9 CIVIC REGALIA**

Official chains and badges of office are normally worn for civic engagements within the Town. Permission for the Mayor to wear the chain must be requested if an engagement is in another Town or Parish. Invitations should specify the regalia to be worn. In any case of doubt, clarification on the most appropriate regalia must be sought with the event hosts.

Chains of Office will normally be worn in public places where the Mayor is accompanied by the Mace Bearer. The Mace Bearer is responsible for the Chains of Office.

The maintenance and security of the civic regalia is the responsibility of the Mace Bearer under the direction of the Town Clerk.

Guidance on wearing the chain and badge of office and other items of regalia is set out beneath:

Item of Regalia	Guidance on wearing them
Mayors Chain and Badge	Public places: when accompanied by the Mace Bearer

	Private places (e.g. schools or churches): when not accompanied by the Mace Bearer, with agreement of Town Clerk may be worn without the Mace Bearer present.
Mayoress'/Consort's Chain and Badge	The Mayoress/Consort will only wear the chain when accompanying the Mayor wearing the chain and the same guidance applies.
Deputy Mayors Chain and Badge of Office	May be worn without the presence of the Mace Bearer with agreement of the Town Clerk
Deputy Mayoress' Chain and Badge of Office	May be worn when accompanying the Deputy Mayor and without the presence of the Mace Bearer with agreement of the Town Clerk
Past Mayor's Badge	May be worn at civic events when the Mayor is present and at other occasions when clearly indicated on the invitation or notification.
The Mace	Carried by the Mace Bearer before the Mayor at certain events. Placed in front of the Mayor at meeting of Town Council.

The Council provides insurance cover for the regalia and robes. The chains and badges should be kept locked away between engagements and overnight either in the safe at Town House, unless other secure arrangements have been agreed with the Town Clerk. Where the secure arrangements are situated in the individuals' home, it is the Mayor's and/or Deputy Mayor's responsibility to inform their insurance provider. During any holiday period or where it is likely that the Mayor or Deputy Mayor will be away from home for a long period, the chains should be returned to the Mace Bearer to keep in the safe at Town House.

The Council will be responsible for the maintenance of the regalia and robes, including any damage or wear and tear. However, any should be reported to the Town Clerk as soon as possible.

The Mace is the symbol of the Mayor's authority and the Mace indicates that the Mayor is present in his official capacity. The Mace immediately precedes the Mayor on all official occasion. The Mace Bearer carries the mace over his right shoulder, he walks in front of the Mayor and no one (except a member of the Royal family) must come between the mace and the Mayor. The Mace Bearer should attend any engagement when the Mayor is adorned in the robes and chain.

The Mace is used at official ceremonies, such as Mayor Making and also at Town Council meetings. If the Queen is present, the Mace is reversed, which signifies that the Mayor is surrendering the token of his power. When the Mayor is seated the Mace rests horizontally before him with the crown end to his right hand or in the more important direction. Should the mayor occupy a pew in a church the crown of the Mace should be towards the altar.

At the Annual General Meeting, during the ceremony for the election of the Mayor, the outgoing Mayor, after being handed the mace by the Mace Bearer, then hands it to the newly installed Mayor thus publically displaying the transfer of office.

There may be occasion where the Mayor or the Deputy Mayor attends events out of the country, for example with Yeovil Twinning Association. If the Mayor or Deputy Mayor intends to take the regalia out of the Country, for the purposes of insurance they must inform the Town Clerk. In addition, the Town Clerk will supply the Mayor or Deputy Mayor with a letter of authorisation on behalf of the Council.

## **10 MAYORAL SUPPORT**

Day to day support for the Mayor is provided by the Mayor's PA under the direction of the Town Clerk. The exact nature and extent of support and processes will be agreed with the Town Clerk. The Mayor may expect all diary arrangements and processes to support them in undertaking duties.

The Mayor's PA will be responsible for keeping the Mayoral engagement diary and liaison between the events host and Town Council. The Mayor must refer and agree all such matters with the Town Council office to avoid confusion concerning event arrangements.

If the Mayor is unable to accept an invitation then it may be passed to the Deputy Mayor (if this is acceptable to the inviting organisation).

Once an invitation has been properly accepted it should not be cancelled unless absolutely necessary.

All correspondence for the Mayor is kept in Town House; it will be opened by Officers (as with all other mail) and belongs to the Town Council. Items addressed in error to former Mayors will be redirected by the Town Clerk to the current Mayor. Personal invitations and correspondence to former Mayors will be forwarded as appropriate.

## **11 CIVIC EVENTS**

The Mayor is expected to attend the following Civic Events

- Mayor Making;
- Civic Service;
- Super Saturday including Yeovil In Bloom;
- Clergy Tea Party;
- Armistice Day;
- Remembrance Sunday;
- Mayor's Ball;
- Civic Day;
- Civic Evening;
- Town Crier's Competition; and
- St George's Day Parade (where applicable).

Only in extenuating circumstances should the Deputy deputise for the Mayor, the Town Clerk will advise.

## **12 MAYOR'S CHARITIES**

The Mayor should give some consideration to the charity or charities they propose to support in their Mayoral year. The choice is left to the discretion of the Mayor but tends to be a local based charity. The Mayor may identify the charity or charities of his choice at the Annual Mayor Making.

## **13 MAYORAL ALLOWANCE**

The Local Government Act 1972 allows for the Mayor to be paid an allowance to meet the expenses of his term in office. The Town Council sets the budget for the Mayoral allowance during its budget setting process and is the responsibility of the Policy, Resources and Finance Committee. The Mayoral Allowance is separate from the Councillors Basic Allowance

The provision of the Mayoral Allowance is to allow any Councillor to be able to be Mayor regardless of personal financial circumstances and to allow each Mayor to fulfil the duties of the role with dignity.

General items of appropriate expenditure may include but not be limited to:

- Clothing for civic representatives to be worn at events
- Donations to charities and collection
- Tickets for events
- Hospitality provided by the Mayor
- Travel to engagements
- Appropriate gifts and/or cards.

The Mayoral Allowance is paid to the Mayor in instalments over the year, with heavier weighting to the earlier months of the municipal year to fund expenditure for Civic Events such as Mayor Making and Civic Service. The Mayor will set up a bank account specifically for Mayoral expenditure and the Mayor's Allowance shall be paid directly into this account.

For purposes of transparency, the Mayor must maintain a spreadsheet expenditure, which is reconciled to the Mayor's Bank Account on a quarterly basis by the Mayor and Town Clerk. A summary of expenditure will be produced and reported back to the Policy, Resources and Finance Committee following the end of the municipal year. Any donations for the Mayor's Charities are asked to be made Payable to Yeovil Town Council and any cash donations are paid immediately to the office at Yeovil Town Council.

## **14 DEPUTY MAYOR**

The Councillor elected as Deputy Mayor will support the Mayor throughout the year and will represent the Council when asked to do so.

If the Mayor is not present at a Council meeting the Deputy Mayor must preside if present. The Mace is never carried in front of the Deputy Mayor. In this instance, the mace is placed before the meeting starts and collected when the meeting is finished.

The Deputy Mayor has no standing in that role when the Mayor is present but assumes the precedence and standing of the Mayor when deputising for the Mayor.

## **15 MAYOR'S END OF YEAR**

At the Annual Town Council which denotes the end of the Mayor's Term of Office, the custom is to invite the outgoing Mayor to make a short speech as response to a vote of thanks for their services during the year. This normally comprises a short review of their period office, thanks to the

organisation and people of Yeovil who extended hospitality and have worked with the Mayor and Town Council during the year and to any other supported.

The new Mayor will present the previous Mayor with a Past Mayor's badge.

Retired Mayors are encouraged to help incoming Mayors to familiarise themselves in the role. It is helpful to avoid confusion by members of the public to ensure that an outgoing Mayor does not attend events which are being attended by the incoming Mayor or Deputy Mayor.

## **16 MAYORS AWARD**

Every year the Mayor will award an individual or an organisation who provides a worthwhile service to the community. The recipient(s) of this award will receive a silver salver as a token of recognition and thanks on behalf of the Mayor and the Town. Their name will also be added to the Mayor's Award Roll of Honour.