

Yeovil Town Council



Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Buildings and Civic Matters Committee

Buildings and Civic Matters Committee

Tuesday 21st November 2023

7:00pm

Hybrid Meeting:

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

BA20 1PQ; and virtual using Zoom meeting software

For further information on the items to be discussed, please contact town.clerk@yeovil.gov.uk.

Amanda Card, Town Clerk

15th November 2023

This information is also available on our website: 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 by 9:00am on Tuesday 21st November 2023. 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. 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.

AGENDA

Sergeant Crawford from Avon and Somerset Police will 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 11/124 – 11/130, 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*

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

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

11/116 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).

11/117 MINUTES

To approve as a correct record the Minutes of the meetings held on 19th September 2023.

11/118 FINANCIAL STATEMENT – AUGUST 2023 / SEPTEMBER 2023

To approve the Financial Statement for the period 1st August 2023 to 30th September 2023 attached at pages 3 to 9.

11/119 DEFIBRILLATOR UPDATE

To note the report of the Town Clerk regarding defibrillators as attached at pages 10 to 11.

11/120 STREET NAMING - CONSULTATION

To consider the report of the Deputy Town Clerk regarding a Street Naming consultation as attached at pages 12 to 13.

11/121 DRAFT BUDGET 2024/25

To agree and recommend to Policy, Resources and Finance Committee the draft budget for 2024/25 as attached at page 14.

The Committee may decide to defer this decision to consider any decisions made within the items which are excluded from the press and public.

11/122 COMMUNITY HALL CHARGES

To consider the report of the Town Clerk regarding Community Hall Charges as attached at pages 15 to 19.

PUBLIC COMMENT (15 Minutes)

11/123 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.

11/124 MILFORD HALL OUTGOINGS (CONFIDENTIAL)

To note the report of the Deputy Town Clerk as attached at pages 20 to 22.

11/125 MILFORD HALL ENERGY CONSUMPTION (CONFIDENTIAL)

To consider the report of the Deputy Town Clerk as attached at pages 23 to 26.

11/126 MILFORD HALL ONGOING ACTIONS (CONFIDENTIAL)

To consider the report of the Deputy Town Clerk as attached at pages 27 to 30.

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

To consider the report of the Deputy Town Clerk as attached at pages 31 to 51.

11/128 FINGERPOST RESTORATION UPDATE (COMMERCIAL IN CONFIDENCE)

To consider the report of the Deputy Town Clerk as attached at pages 52 to 53.

11/129 COMMUNITY AMBASSADORS (CONFIDENTIAL)

To consider the verbal report of the Town Clerk.

11/130 REMEMBRANCE SUNDAY REVIEW (CONFIDENTIAL)

To consider the verbal report of the Town Clerk.

Yeovil Town Council

August Actual V Budget

Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	231,720.00	231,720.00	231,720.00	0.00	0.00
Milford Hall Hire Fees	26,000.00	11,410.06	10,833.35	576.71	14,589.94
Town House	1,000.00	0.00	416.65	-416.65	1,000.00
	258,720.00	243,130.06	242,970.00	160.06	15,589.94
Expenditure					
Community Safety	17,500.00	190.32	7,291.65	-7,101.33	17,309.68
CCTV	32,490.00	0.00	32,490.00	-32,490.00	32,490.00
Litter/Grit Bins	700.00	0.00	291.65	-291.65	700.00
Millennium Clock	570.00	1,100.00	237.50	862.50	-530.00
Monmouth Hall	0.00	0.00	0.00	0.00	0.00
Monmouth Hall Refurbishment	60,000.00	43.32	25,000.00	-24,956.68	59,956.68
Milford Hall	40,370.00	28,976.88	16,820.85	12,156.03	11,393.12
Milford Hall Refurbishment	0.00	2,990.00	0.00	2,990.00	-2,990.00
Public Toilets - Peter St	22,410.00	11,600.19	9,337.50	2,262.69	10,809.81
Public Toilets - Petters Way	20,550.00	5,300.68	8,562.50	-3,261.82	15,249.32
Changing Places Toilet	0.00	0.00	0.00	0.00	0.00
Public Noticeboards	1000.00	0.00	416.65	-416.65	1,000.00
Band Costs	3,500.00	0.00	1,458.35	-1,458.35	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	5,521.61	5,200.00	321.61	4,878.39
Town House - (excluding Services)	7,000.00	2,019.52	2,916.65	-897.13	4,980.48
Town House - Electricity	2,400.00	489.22	1,000.00	-510.78	1,910.78
Town House - Gas	2,200.00	621.27	916.65	-295.38	1,578.73
Town House - Maintenance	10,000.00	25,258.02	4,166.65	21,091.37	-15,258.02
PA System	620.00	0.00	0.00	0.00	620.00
War Memorials	750.00	1,100.00	312.50	787.50	-350.00
Town Centre Environmental Improvements	8,000.00	0.00	3,333.35	-3,333.35	8,000.00
Town House - Water Charges	400.00	82.67	166.65	-83.98	317.33
St Georges Day Parade	200.00	200.00	83.35	116.65	0.00
Defibrillator	11,500.00	4,201.30	4,791.65	-590.35	7,298.70
CCTV Reserve	500.00	0.00	208.35	-208.35	500.00
Regalia	2,000.00	53.90	833.35	-779.45	1,946.10
Remembrance Sunday Video	1,500.00	0.00	625.00	-625.00	1,500.00
	258,720.00	89,748.90	126,460.80	-36,711.90	168,971.10
	0	153,381.16	116,509.20	36,871.96	-153,381.16

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Yeovil Town Council
Nominal Departmental Analysis (Detailed)

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N/C From 6000
N/C To 6300

Tran Date From 01/08/2023
Tran Date To 31/08/2023

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>
66330	SI	02/08/2023	Hall Hire Fees		36.00	-36.00
66331	SI	02/08/2023	Hall Hire Fees		12.50	-12.50
66385	SI	04/08/2023	Hall Hire Fees		63.00	-63.00
66386	SI	04/08/2023	Hall Hire Fees		12.50	-12.50
66393	SI	07/08/2023	Hall Hire Fees		45.00	-45.00
66394	SI	07/08/2023	Hall Hire Fees		12.50	-12.50
66421	SI	14/08/2023	Hall Hire Fees		36.00	-36.00
66422	SI	14/08/2023	Hall Hire Fees		12.50	-12.50
66425	SI	14/08/2023	Hall Hire Fees		36.00	-36.00
66426	SI	14/08/2023	Hall Hire Fees		12.50	-12.50
66493	SI	18/08/2023	Hall Hire Fees		36.00	-36.00
66494	SI	18/08/2023	Hall Hire Fees		12.50	-12.50
66555	SI	30/08/2023	Hall Hire Fees		144.00	-144.00
66572	SI	30/08/2023	Hall Hire Fees		32.00	-32.00
66573	SI	30/08/2023	Hall Hire Fees		72.00	-72.00
66574	SI	30/08/2023	Hall Hire Fees		24.00	-24.00
66577	SI	30/08/2023	Hall Hire Fees		54.00	-54.00
66578	SI	30/08/2023	Damage Deposit for Private Functions £125.00		12.50	-12.50
66617	SI	25/08/2023	Milford Hall Hire Fees - September 2023		1,333.33	-1,333.33
66618	SI	25/08/2023	Cleaning Fee (Purchase Order No 800042390)		172.25	-172.25
Account Totals					2,171.08	-2,171.08

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>
66503	JD	27/08/2023	Payments	1,077.98		1,077.98
66547	JC	25/08/2023	Caretaker		1,077.98	-1,077.98
Account Totals					1,077.98	1,077.98

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>
66437	PI	01/08/2023	First Aid Kit	21.98		21.98
66449	PI	05/08/2023	Internet	30.78		30.78
66460	PI	01/08/2023	Rates	563.00		563.00
66548	JD	25/08/2023	Caretaker	791.64		791.64
66643	PI	25/08/2023	Remote Discovery Document	195.00		195.00
66683	PI	07/08/2023	Cleaning	793.63		793.63
67734	PI	22/08/2023	Leak Disabled Toilet	107.95		107.95
Account Totals					2,503.98	2,503.98

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>
66444	PI	01/08/2023	Water Charges	75.88		75.88
66466	PI	08/08/2023	Hand Dryers Service Plan	1,575.00		1,575.00
66495	PI	18/08/2023	Repair Damaged Lock	95.00		95.00
66620	PI	10/08/2023	Electricity	147.38		147.38
66670	PI	24/08/2023	Consumables	72.50		72.50
66671	PI	31/08/2023	Cleaning	615.19		615.19
Account Totals					2,580.95	2,580.95

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>
66467	PI	08/08/2023	Hand Dryers Service Plan	915.00		915.00

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Yeovil Town Council

Nominal Departmental Analysis (Detailed)

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66485	PI	17/08/2023	New LED Light Fittings	164.80		164.80
67733	PI	18/08/2023	Leaking Cistern	148.65		148.65
Account Totals						1,228.45

N/C	6190		Name B&CM - Exp - Town House - Business Rates			
Tran Number	Type	Date	Details	Debit	Credit	Balance
66461	PI	01/08/2023	Rates	1,105.00		1,105.00
Account Totals						1,105.00

N/C	6200		Name B&CM - Exp - Town House - (excluding services)			
Tran Number	Type	Date	Details	Debit	Credit	Balance
66438	PI	03/08/2023	Cleaning Materials	15.82		15.82
66549	JD	25/08/2023	Cleaner	286.34		286.34
66646	PI	31/08/2023	Waste Disposal	98.86		98.86
66651	PI	25/08/2023	Annual Duty of Care	84.50		84.50
Account Totals						485.52

N/C	6212		Name B&CM - Exp - Town House - Gas			
Tran Number	Type	Date	Details	Debit	Credit	Balance
66447	PI	03/08/2023	Gas	11.57		11.57
Account Totals						11.57

N/C	6214		Name B&CM - Exp - Town House - Maintenance			
Tran Number	Type	Date	Details	Debit	Credit	Balance
66550	PI	19/08/2023	Refurbish Window	100.00		100.00
66644	PI	31/08/2023	Water Hygiene Service	222.25		222.25
Account Totals						322.25

N/C	6270		Name B&CM - Exp - Defibrillator			
Tran Number	Type	Date	Details	Debit	Credit	Balance
66615	PI	03/08/2023	A3 Sign	25.00		25.00
Account Totals						25.00

	Department	Credit	Balance
	9,340.70	3,249.06	6,091.64
	Grand Totals	3,249.06	6,091.64

Yeovil Town Council

September Actual V Budget

Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	231,720.00	231,720.00	231,720.00	0.00	0.00
Milford Hall Hire Fees	26,000.00	13,637.64	13,000.02	637.62	12,362.36
Town House	1,000.00	0.00	499.98	-499.98	1,000.00
	258,720.00	245,357.64	245,220.00	137.64	13,362.36
Expenditure					
Community Safety	17,500.00	285.48	8,749.98	-8,464.50	17,214.52
CCTV	32,490.00	0.00	32,490.00	-32,490.00	32,490.00
Litter/Grit Bins	700.00	0.00	349.98	-349.98	700.00
Millennium Clock	570.00	1,100.00	285.00	815.00	-530.00
Monmouth Hall	0.00	0.00	0.00	0.00	0.00
Monmouth Hall Refurbishment	60,000.00	43.32	30,000.00	-29,956.68	59,956.68
Milford Hall	40,370.00	36,624.73	20,185.02	16,439.71	3,745.27
Milford Hall Refurbishment	0.00	2,990.00	0.00	2,990.00	-2,990.00
Public Toilets - Peter St	22,410.00	13,157.52	11,205.00	1,952.52	9,252.48
Public Toilets - Petters Way	20,550.00	8,341.33	10,275.00	-1,933.67	12,208.67
Changing Places Toilet	0.00	0.00	0.00	0.00	0.00
Public Noticeboards	1000.00	4,737.50	499.98	4,237.52	-3,737.50
Band Costs	3,500.00	0.00	1,750.02	-1,750.02	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	6,626.61	6,240.00	386.61	3,773.39
Town House - (excluding Services)	7,000.00	2,406.71	3,499.98	-1,093.27	4,593.29
Town House - Electricity	2,400.00	790.25	1,200.00	-409.75	1,609.75
Town House - Gas	2,200.00	623.57	1,099.98	-476.41	1,576.43
Town House - Maintenance	10,000.00	25,857.20	4,999.98	20,857.22	-15,857.20
PA System	620.00	0.00	0.00	0.00	620.00
War Memorials	750.00	1,100.00	375.00	725.00	-350.00
Town Centre Environmental Improvements	8,000.00	0.00	4,000.02	-4,000.02	8,000.00
Town House - Water Charges	400.00	82.67	199.98	-117.31	317.33
St Georges Day Parade	200.00	200.00	100.02	99.98	0.00
Defibrillator	11,500.00	4,497.94	5,749.98	-1,252.04	7,002.06
CCTV Reserve	500.00	0.00	250.02	-250.02	500.00
Regalia	2,000.00	53.90	1,000.02	-946.12	1,946.10
Remembrance Sunday Video	1,500.00	0.00	750.00	-750.00	1,500.00
	258,720.00	109,518.73	145,254.96	-35,736.23	149,201.27
	0	135,838.91	99,965.04	35,873.87	-135,838.91

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Yeovil Town Council

Nominal Departmental Analysis (Detailed)

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N/C From 6000
N/C To 6300

Tran Date From 01/09/2023
Tran Date To 30/09/2023

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>
66598	SI	05/09/2023	Hall Hire Fees		63.00	-63.00
66599	SI	05/09/2023	Hall Hire Fees		12.50	-12.50
66600	SI	05/09/2023	Hall Hire Fees		27.00	-27.00
66601	SI	05/09/2023	Hall Hire Fees		12.50	-12.50
66610	SI	08/09/2023	Hall Hire Fees		45.00	-45.00
66611	SI	08/09/2023	Hall Hire Fees		12.50	-12.50
66612	SI	08/09/2023	Hall Hire Fees		36.00	-36.00
66661	SI	19/09/2023	Hall Hire Fees		45.00	-45.00
66662	SI	19/09/2023	Hall Hire Fees		12.50	-12.50
66663	SI	19/09/2023	Hall Hire Fees		36.00	-36.00
66721	SI	22/09/2023	Hall Hire Fees		36.00	-36.00
66722	SI	22/09/2023	Hall Hire Fees		12.50	-12.50
66723	SI	22/09/2023	Hall Hire Fees		63.00	-63.00
66724	SI	22/09/2023	Hall Hire Fees		12.50	-12.50
66725	SI	25/09/2023	Hall Hire Fees		39.00	-39.00
66758	SI	26/09/2023	Hall Hire Fees		63.00	-63.00
66759	SI	26/09/2023	Hall Hire Fees		12.50	-12.50
66760	SI	27/09/2023	Hall Hire Fees		36.00	-36.00
66761	SI	27/09/2023	Hall Hire Fees		12.50	-12.50
66775	SI	29/09/2023	Hall Hire Fees		72.00	-72.00
66776	SI	29/09/2023	Hall Hire Fees		12.50	-12.50
66997	SI	29/09/2023	Hall Hire Fees		36.00	-36.00
66998	SI	29/09/2023	Hall Hire Fees		12.50	-12.50
67680	SI	25/09/2023	Milford Hall Hire Fees - October 2023		1,333.33	-1,333.33
67681	SI	25/09/2023	Cleaning Fee (Purchase Order No 800042390)		172.25	-172.25
<u>Account Totals</u>					<u>2,227.58</u>	<u>-2,227.58</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>
67693	PI	12/09/2023	Ranger Labour (SIDS)	95.16		95.16
<u>Account Totals</u>				<u>95.16</u>		<u>95.16</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>
66702	JD	27/09/2023	Payments	1,077.98		1,077.98
66772	JC	27/09/2023	Caretaker		1,077.98	-1,077.98
<u>Account Totals</u>				<u>1,077.98</u>	<u>1,077.98</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>
66652	PI	05/09/2023	Internet	33.71		33.71
66664	PI	01/09/2023	Rates	563.00		563.00
66668	PI	13/09/2023	Fit Door Bars	62.50		62.50
66675	PI	02/09/2023	Electricity	3,436.16		3,436.16
66684	PI	07/09/2023	Cleaning	793.63		793.63
66685	PC	08/09/2023	Credit - Cleaning		252.66	-252.66
66719	PI	21/09/2023	Fire Alarm Response	35.00		35.00
66773	JD	27/09/2023	Caretaker	791.64		791.64
67688	PI	25/09/2023	Refurbish Floor	1,185.00		1,185.00
67778	PI	19/09/2023	Wall Plugs	5.58		5.58
67783	PI	22/09/2023	Internet	33.90		33.90
67784	PI	30/09/2023	Water Hygiene Service	222.25		222.25
67792	PI	20/09/2023	Intruder Logbook	5.00		5.00
67793	PI	30/09/2023	Fire Reactive Visit	5.00		5.00

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Yeovil Town Council

Nominal Departmental Analysis (Detailed)

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67880	PI	28/09/2023	Floor Cleaner	22.92		22.92
67898	PI	01/09/2023	Service Gas Boiler	705.22		705.22
Account Totals				7,900.51	252.66	7,647.85

N/C	6100		Name B&CM - Exp - Public Toilets Peter St			
Tran Number	Type	Date	Details	Debit	Credit	Balance
67728	PI	11/09/2023	Electricity	152.83		152.83
67772	PI	04/09/2023	Water Charge	76.81		76.81
67800	PI	28/09/2023	Foot Patrols	640.00		640.00
67805	PI	26/09/2023	Consumables	72.50		72.50
67806	PI	30/09/2023	Cleaning	615.19		615.19
Account Totals				1,557.33	2,500.00	1,557.33

N/C	6102		Name B&CM - Exp - Public Toilets Petters Way			
Tran Number	Type	Date	Details	Debit	Credit	Balance
67695	PI	22/09/2023	Petters Way Recharge - 4th Qtr	2,486.98		2,486.98
67696	PI	29/09/2023	Petters Way Recharge - 1st Qtr	2,413.67		2,413.67
67801	PI	28/09/2023	Foot Patrols	640.00		640.00
67927	JC	22/09/2023	Petters Way - 4th Qtr		2,500.00	-2,500.00
Account Totals				5,540.65	2,500.00	3,040.65

N/C	6110		Name B&CM - Exp - Public Noticeboards			
Tran Number	Type	Date	Details	Debit	Credit	Balance
67687	PI	28/09/2023	Noitce Boards	4,737.50		4,737.50
Account Totals				4,737.50	2,500.00	4,737.50

N/C	6190		Name B&CM - Exp - Town House - Business Rates			
Tran Number	Type	Date	Details	Debit	Credit	Balance
66665	PI	01/09/2023	Rates	1,105.00		1,105.00
Account Totals				1,105.00	2,500.00	1,105.00

N/C	6200		Name B&CM - Exp - Town House - (excluding services)			
Tran Number	Type	Date	Details	Debit	Credit	Balance
66774	JD	27/09/2023	Cleaner	286.34		286.34
67809	PI	30/09/2023	Waste Disposal	82.33		82.33
67881	PI	30/09/2023	Toilet Rolls	18.52		18.52
Account Totals				387.19	2,500.00	387.19

N/C	6210		Name B&CM - Exp - Town House - Electricity			
Tran Number	Type	Date	Details	Debit	Credit	Balance
66655	PI	14/09/2023	Electricity	301.03		301.03
Account Totals				301.03	2,500.00	301.03

N/C	6212		Name B&CM - Exp - Town House - Gas			
Tran Number	Type	Date	Details	Debit	Credit	Balance
66640	PI	07/09/2023	Gas	2.30		2.30
Account Totals				2.30	2,500.00	2.30

N/C	6214		Name B&CM - Exp - Town House - Maintenance			
Tran Number	Type	Date	Details	Debit	Credit	Balance
66669	PI	18/09/2023	Supply & Fit Carpet Tiles	547.82		547.82
67774	PI	05/09/2023	Maintenance - Town House	28.14		28.14
67775	PI	06/09/2023	Maintenance - Town House	4.98		4.98
67779	PI	19/09/2023	Polyfilla	8.24		8.24
67790	PI	20/09/2023	CCTV Logbook	5.00		5.00
67791	PI	20/09/2023	Fire Logbook	5.00		5.00

Date: 13/11/2023
 Time: 15:21:20

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

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Account Totals 599.18 599.18

N/C 6270 **Name** B&CM - Exp - Defibrillator

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66634	PI	09/09/2023	Lights for Defibrillators	16.64		16.64
66706	PI	20/09/2023	Advert	90.00		90.00
67740	PI	13/09/2023	Signs - Defibrillator	45.00		45.00
67786	PI	25/09/2023	Electrical Work	145.00		145.00

Account Totals 296.64 296.64

Department 23,600.47 6,058.22 17,542.25

Grand Totals 23,600.47 6,058.22 17,542.25

11/119 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 34 times:

Location	Go-Live Date	Frequency of access as at 19 th Sept 2023	Frequency of access since 19 th Sept 2023	Frequency of access to date
1. Nationwide	20/09/21	6	0	6
2. Cow & Apple	16/10/21	7	0	7
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	4	1	5
8. The Quicksilver Mail	06/01/23	2	2	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	0	1	1
12. Southville Elim Church	05/10/23	0	0	0
		30	4	34

Cow & Apple

The new tenants of the previous Cow and Apple premises – Acorn Somerset have agreed to support the defibrillator currently in place. A new sign will be created.

Cow and Apple have agreed to support a defibrillator on their new premises.

For this defibrillator installation, Yeovil Town Council have registered and expression of interest with the Department of Health and Social Care to its £1 million Community Automated External Defibrillators Fund, aimed at increasing the number of AEDs in public places. To be eligible for a funded defibrillator it is necessary to fulfil the following criteria:

- Locate the secure defibrillator cabinet outside in an area that is accessible to members of the public 24 hours per day

- Be able to provide an electrical power source to ensure the defibrillator cabinet light and heater operate to keep the device at the right temperature
- Provide match funding for your application (c. £750) - DHSC will select 100 applications based on the areas most in need which will be announced in mid-October.

Yeovil Bus Station

The installation of a defibrillator at Yeovil Bus Station will be the next defibrillator to be installed. An expression of interest has also been registered with the Department of Health and Social Care as described above.

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

(Amanda Card, Town Clerk – 01935 382424 or amanda.card@yeovil.gov.uk)



Somerset Council is consulting Yeovil Town Council in respect of the proposed street name for the above new development at the Park School site in Yeovil. The developer has proposed a name of “Kingston Mews” for the street running through the development. Somerset Council and Royal Mail have no objections to this proposed name.

The views of the Town Council are being sought with either agreement to the suggested name, or if necessary, some new name proposals.

For information, Somerset Council have a ‘Street Naming and Numbering Policy’, and the relevant paragraph 9.2 states:

- 1) *Somerset Council will ensure that any proposed street name meets the following criteria:*
 - *Does not duplicate an existing street or building name in the area (within a 5-mile radius of the site and/or in the same postcode locality).*
 - *Does not breach rules of common decency.*
 - *Does not promote an active organisation or living individual.*
 - *Where the name of a deceased person is proposed, consent from their estate or descendants is obtained.*

2) Somerset Council will ensure that all new street names end with an appropriate descriptive term.

3) Somerset Council will complete and advise the applicant of its decision on the official street name within 45 working days from receipt of application subject to matters outside of the Council's control making this unachievable.

The Committee is **RECOMMENDED:**

- (1) to note the report; and,
- (2) to consider the proposed new street name.

***(Helen Ferdinand, Deputy Town Clerk – 01935 382424 or
helen.ferdinand@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
EXPENDITURE									
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	80,000	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)	32,000	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	2,400	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
Total Expenditure	279,820	260,739	19,081	258,720	107,602	299,611	(40,891)	328,340	
INCOME									
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	(26,000)	
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	(4,000)	Yeovil Without Office let - TBC
Total Income	(27,000)	(31,477)	4,477	(27,000)	(13,638)	(30,875)	3,875	(30,000)	
Net Expenditure	252,820	229,263	23,557	231,720	93,965	268,736	(37,016)	298,340	

11/122 COMMUNITY HALL CHARGES

The Committee is requested to consider the charges for the hire of Milford Community Hall and the Council Chamber.

Current Rate of Hire

Type of Hire	Rate of Hire (2020/21) (per hall/room per hour or part thereof)	Rate of Hire (2021/22) (per hall/room per hour or part thereof)	Rate of Hire (2022/23) (per hall/room per hour or part thereof)	Rate of Hire (2023/24) (per hall/room per hour or part thereof)
Milford Community Hall:				
<i>Rate for commercial organisations/persons</i>	£17.00	£17.50	£18.00	£19.50
<i>Private Functions</i>	£8.00	£8.00	£8.50	£9.00
<i>Damage Deposit for Private Functions (returnable if hall left in a satisfactory condition)</i>	£125.00	£125.00	£130.00	£140.00
<i>Non-profit making Organisations</i>	£7.00	£7.00	£7.50	£8.00
<i>Use of Main Hall Kitchen (included in hall/room hire charge for non-profit making organisations)</i>	£11.50	£11.50	£11.50	£12.50
Town House Council Chamber:				
<i>Hire</i>	£7.00	£7.00	£7.50	£8.00
<i>Provision of tea/coffee (per hire)</i>	£10.00	£10.00	£10.00	£12.00
<i>Use of Kitchen without tea/coffee (per hire)</i>	£5.50	£5.50	£5.50	£6.00

In November 2020, this Committee agreed that the hourly cost of hire for the facilities should increase by inflation (CPI) rounded to the nearest 50p. Another issue that has to be considered is a clause within the lease which state that “the hall hire charge shall be set at a rate which voluntary community groups shall find affordable...”; which would need to be considered.

Historical Income and Expenditure

	Expenditure (£)	Income (£)	
2016/17	39,556	26,877	For every £1 spent 68p recouped
2017/18	35,018	26,523	For every £1 spent 76p recouped
2018/19	56,793	25,514	For every £1 spent 45p recouped
2019/20	37,385	25,597	For every £1 spent 68p recouped
2020/21 ^{*1}	38,880	8,031	For every £1 spent 21p recouped
2021/22 ^{*1 *2 *3}	40,925	12,639	For every £1 spent 31p recouped
2022/23	58,546	24,102	For every £1 spent 41p recouped
2023/24 (Estimate)	64,642	25,803	For every £1 spent 40p recouped
Total	286,432	134,576	
Average	40,919	19,225	For every £1 spent 46p recouped

The notes below show the range of factors which have an impact on the expenditure and income of Milford Hall.

*1 Lettings during 2020/21 and 2021/22 significantly reduced following the closure of the hall during COVID-19, followed by the government restrictions regarding Community Hall. Applications were made to South Somerset District Council for both Business Support Grants and a rebate on Business Rates, however due to Yeovil Town Council being a Local Authority, the criteria was not met. Similarly, Yeovil Town Council could not access the furlough scheme. Yeovil Town Council had contractual commitments during this period.

*2 Significant income was lost when the Centre Pre-School closed. For a period of time there was no tenant in the play school area of the building. An arrangement has now been set up with the Family Time Service at Somerset County Council.

*3 The hall usage is gradually building back up again following COVID. Users are nervous and many of the Community users are vulnerable.

Projected Income and Expenditure for 2024/25

Current Policy regarding Charging

The income above is based on the principle that the hourly cost of hire for the facilities should increase by inflation (CPI) rounded to the nearest 50p. However, this principle is not sustainable.

<i>Rate for commercial organisations/persons</i>	£20.50
<i>Private Functions</i>	£10.00
<i>Non-profit making Organisations</i>	£8.50
<i>Use of Main Hall Kitchen (included in hall/room hire charge for non-profit making organisations)</i>	£13.50

	Expenditure (£)	Income (£)	Deficit
2023/24 (Projections)	Routine Servicing - £ 1,230 Contracted Costs - £32,705 Utilities - £29,236 One-off misc - £ 8,000 Total Expenditure £64,464	Hall Letting - £10,564 Lease - £16,000* Total Income £26,564	£37,900 For every £1 spent 41p recouped

*The income generated by the lease is contractually agreed.

Breakeven

Therefore, in order to break even – the following charges would need to be charged – i.e. in the region of multiplying by 4.95 (these charges are based on the hall usage from 23/24).

<i>Rate for commercial organisations/persons</i>	£90.00
<i>Private Functions</i>	£45.00
<i>Non-profit making Organisations</i>	£40.00
<i>Use of Main Hall Kitchen (included in hall/room hire charge for non-profit making organisations)</i>	£62.50

	Expenditure (£)	Income (£)	Deficit
2023/24 (Projections)	Routine Servicing - £ 1,230 Contracted Costs - £32,705 Utilities - £29,236 One-off misc - £ 8,000 Total Expenditure £64,464	Hall Letting - £48,464 Lease - £16,000 Total Income £64,464	£0 For every £1 spent £1 recouped

Clearly at these rates, no one would want to hire the hall.

25% increase in rates of hire (rounded to nearest 50p)

<i>Rate for commercial organisations/persons</i>	£25.50
<i>Private Functions</i>	£12.50
<i>Non-profit making Organisations</i>	£10.50
<i>Use of Main Hall Kitchen (included in hall/room hire charge for non-profit making organisations)</i>	£17.00

	Expenditure (£)	Income (£)	Deficit
2023/24 (Projections)	Routine Servicing - £ 1,230 Contracted Costs - £32,705 Utilities - £29,236 One-off misc - £ 8,000 Total Expenditure £64,464	Hall Letting - £13,117 Lease - £16,000 Total Income £29,117	£35,347 For every £1 spent 45p recouped

The Committee will have to consider what level of subsidy it wishes to give the hall but it will also need to consider the impact any increases in the hire rate will have on demand.

The Clerk will be able to perform calculations to show the impact of any increases in rates of hire.

Once again, it is useful to note that an auditor to about 200 Parish Councils since 1998 has recently written a post on the SLCC Forum that she has “... *only ever seen one hall make a surplus* [and that was a hall used for a specific purpose each weekend]. *Every other one has made a loss*”. However, the cost of a community hall must always be set against the value of it to the community.

Other considerations

The Committee should decide whether to recharge the use of hall to different budget lines/Committees.

- Milford Hall is unavailable for letting due to the “Schools Out” programme. The programme runs for 10 weeks each year:
 - Spring Half Term holiday – 1 week
 - Easter Holidays – 2 weeks
 - Summer Holidays – 4 weeks
 - Autumn Half Term Holiday – 1 week

This impacts on income generated – losing directly about 240 hours of hire income per annum.

- Yeovil Town Council do not charge the Youth Club provider for use of the facility. This has a financial value of 126 hours per annum.

Members may wish to hold off making decisions until they have discussed the confidential reports later in the agenda which relate to Milford Hall.

The Committee is **RECOMMENDED**:

- 1) to agree the charges with effect from 1 April 2024;
- 2) to agree to recharge the Schools Out Programme and Youth Club budget lines the cost of hire; and
- 3) to recommend to Policy, Resources and Finance these charges.

(Amanda Card, Town Clerk – 01935 382424 or amanda.card@yeovil.gov.uk)