



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Infrastructure (Property & Assets) Committee

Infrastructure (Property & Assets) Committee

Tuesday 11th March 2025

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, Chief Executive / Town Clerk

5th March 2025

This information is also available on our website: www.yeovil.gov.uk

Members of Yeovil Town Council are summoned to attend:

Tareth Casey

Karl Gill (Vice Chair)

Andy Kendall (Ex-officio)

Tony Lock (Ex-officio)

Jane Lowery

Evie Potts-Jones

Wes Read

Ashley Richards

Andy Soughton

Rob Stickland (Chair)

Helen Stonier

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 11th March 2025. 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.

A G E N D A

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

Due to the confidential nature of the business of item 11/218 and 11/219, 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

PUBLIC COMMENT (15 Minutes)

11/208 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

11/209 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).

11/210 MINUTES

To approve as a correct record the Minutes of the meetings held on 7th January 2025.

11/211 DEFIBRILLATOR UPDATE

To note the report of the Chief Executive /Town Clerk regarding defibrillators as attached at page 3.

11/212 MOTION RECEIVED FROM CLLR A KENDALL

To discuss the motion received from Cllr A Kendall regarding bleed kits as attached at page 7.

11/213 MOTION RECEIVED FROM CLLR K GILL

To discuss the motion received from Cllr K Gill regarding Council branding as attached at page 8.

11/214 FREE CHRISTMAS PARKING IN YEOVIL

To discuss whether Yeovil Town Council will cover the cost of parking in Yeovil over the festive period, so that visitors can enjoy free parking.

11/215 FLAGPOLE

To note the report of the Chief Executive /Town Clerk regarding the flag pole as attached at page 9.

11/216 2024/25 BUDGET MONITORING REPORT FOR THE PERIOD ENDING 28th FEBRUARY 2025 (MONTH 1 – 11)

Members to consider the report of Chief Executive / Town Clerk for Infrastructure (Property & Assets) Committee as attached at page 10.

11/217 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.

11/218 URGENT BUSINESS: WESTLANDS CAR PARK LIGHTING (COMMERCIAL IN CONFIDENCE)

To consider the report of the Deputy Town Clerk, regarding car park lighting at Westlands as attached at pages 11 and 12.

11/219 WESTLANDS GAS SUB-METERS (COMMERCIAL IN CONFIDENCE)

To consider the report of the Deputy Town Clerk, regarding gas sub-meters at Westlands as attached at pages 13 and 14.

11/211 DEFIBRILLATOR UPDATE

Yeovil Town Council are currently the guardians of 16 defibrillators across Yeovil (see below), with plans to increase this number continuing.

Accessed Defibrillators

Since May 2022, the defibrillators have been accessed 75 times:

Location	Go-Live Date	Frequency of access as at 7 th January 2025	Frequency of access since 7 th January 2025	Frequency of access to date
1. Nationwide	20/09/21	17	1	18
2. The Acorn	16/10/21	19	1	20
3. Ninesprings Café	14/01/22	2		2
4. St Andrew's Scout Group	23/04/22	2		2
5. St Peter's	12/03/22	7	1	8
6. Dunelm	19/07/22	3		3
7. Birchfield	09/12/22	6		6
8. The Quicksilver Mail	06/01/23	7		7
9. Milford Hall	18/01/18	4		4
10. Town House	19/01/23	4		4
11. Holy Trinity	29/07/23	2		2
12. Southville Elim Church	05/10/23	1		1
13. Maltravers House	11/03/24	1		1
14. Progress Gym	16/05/24	0		0
15. Yeovil Recreation Centre *	01/08/24	0	1	1
16. The Bell Inn	15/10/24	0	1	1
		75	5	80

*Inherited as part of devolution (installed on the Jon O'Donnell Pavilion)

Future Installations

Discussions are being held with a business on the Pen Mill Trading Estate. Further information will be brought to future meetings of this committee.

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

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

11/212 MOTION FROM CLLR A KENDALL

The following motion was received from Cllr A Kendall on 17th January 2025:

This Committee notes:

1. In the year ending 2024 there were 50973 offences involving a knife or sharp instrument in England and Wales
2. London recorded the highest rate of 17.89 offence involving a knife per 10,000 people.
3. The Office for National Statistics reported that more than 59971 offenses involving knives or sharp instruments were recorded by Police
4. England has growing young population and has witnessed an increase of violent crime in recent years involving knives and sharp objects.

I, therefore, propose that Yeovil Town Council:

- (a) investigate the effectiveness of Bleed control Kits in saving lives by adding these Bleed Kits where our Current Defibrillators are positioned.
- (b) Investigate the possible access to talk and give training in accessing and using the use of Bleed Kits by using outside agencies to carry out this task.

The Committee is **RECOMMENDED:**

- (1) to note the motion; and
- (2) to discuss the motion.

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

11/213 MOTION FROM CLLR K GILL

The following motion was received from Cllr K Gill on 31st January 2025:

“I propose that we install Yeovil town signs at all properties owned by Yeovil Town Council.

I would like to see our town council website updated to reflect the services we offer and the support we provide.

Furthermore, the Westlands website should feature the Yeovil town logo and include a link back to the town council website. The homepage of the town council website should provide links to the Ninesprings website, Yeovil Recreation, and Westlands. It is also essential that all websites link back to the town council and display the town council logo prominently.”



The current signage at Westlands. It is recommended that it reads: “Westlands is managed and funded by Yeovil Town Council with financial support from Leonardo helicopters”.

Signage on all properties run by Yeovil Town Council is on the plan of things to do, but this can be prioritised as there is more capacity within the Town House office.

The Committee is **RECOMMENDED:**

- (1) to note the motion; and
- (2) to discuss the motion.

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

11/215 FLAG POLE

1:49am on Sunday 16th February 2025, the flag pole at Town House was damaged. The Union Flag was recklessly pulled down which damaged the flag pole, narrowly missing landing on them. This has been reported to the police and a crime reference number has been provided. The Chief Executive/Town Clerk has spoken to the police and have instructed that charges be pressed should the culprits be identified.



There are clear CCTV images of those responsible which have been passed to the police.

The flag pole was beyond repair and has been cut down and a cone laid over for health and safety.



A replacement flagpole which has internal rigging with a locking door has been sought for £332.00 plus £20.00 delivery. We need to investigate whether it can be fitted to the existing base and the costs associated.

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

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

Infrastructure (Property & Assets)

	2024/25				Notes
	Budget	Month 1 - 11 spent 28/02/2025	Full year estimated spend to 31/03/2025	Estimated (over) / under spend £	
EXPENDITURE					
Band Costs	3,500	3,500	3,500	0	
Community Ambassadors:					
Salaries - Basic	63,000	46,046	46,046	16,954	Pay Award 2024/25. Vacancies.
Salaries - Pension	12,000	0	0	12,000	
Other Staff Costs	900	382	382	518	
Other Costs	9,100	8,563	8,563	537	
Milford Hall:					
Repairs and Maintenance Buildings	1,000	2,154	2,350	(1,350)	
Milford Hall - Business Rates	5,700	6,196	6,196	(496)	
Electricity	30,000	20,846	25,015	4,985	
Milford Hall - Running Costs	12,770	17,931	19,561	(6,791)	Gas/Water/Cleaning/sanitary units/insurance
CCTV	1,000	495	550	450	
Milford Hall - Security	460	1,305	1,305	(845)	
Salaries - Basic	13,070	10,210	11,138	1,932	Pay Award 2024/25
Millennium Clock	570	0	570	0	
Monmouth Hall capital	60,000	0	60,000	0	To reserve
Public noticeboards	1,000	2,029	2,100	(1,100)	
Bus Shelter	0	1,785	1,785	(1,785)	
Defibrillator	12,420	19,194	19,194	(6,774)	
Litter/Grit bins	700	0	250	450	
CCTV	32,490	49,669	49,669	(17,179)	New SLA
Speed Indicator Device installations	1,250	0	1,250	0	
War memorials	750	7	757	(7)	Risk assessed and cleaned every 2 years. Budget to collect 1/2 each year and add to reserve to cover charge every 2 years
Peter Street Public Toilets:					
Repairs & Maintenance	0	1,685	2,022	(2,022)	
Cleaning (inc toilet rolls)	8,300	7,291	8,749	(449)	
Security	7,680	5,120	7,680	0	
Other Running costs (electric/water)	9,990	3,226	3,871	6,119	
Refurbishment	10,000	0	0	10,000	To reserve
Petters Way Public Toilets:					
Repairs & Maintenance	0	644	773	(773)	
Other Running costs (electric/water)	6,810	3,795	4,554	2,256	
Security	7,680	5,120	7,680	0	
Cleaning (inc toilet rolls)	8,300	308	8,300	0	
St Georges Day Parade	100	100	100	0	End of SLA
Town House					
Repairs and Maintenance	10,000	3,885	5,000	5,000	
Cleaner	3,750	3,628	3,958	(208)	Pay Award 2024/25
CCTV Reserve	500	0	500	0	Build up a reserve to repair/replace CCTV BCM 17/11/20
Business rates	12,000	11,602	11,602	398	
Security - Fire & Intruder	800	656	1,000	(200)	
Electricity	3,500	3,063	3,676	(176)	
Gas	2,200	1,208	1,450	750	
Water charges	400	239	300	100	
Other costs	2,450	2,064	2,477	(27)	
Total Expenditure	356,140	243,947	333,872	22,268	
INCOME					
Defibrillator	0	(1,600)	(1,600)	1,600	
Milford Hall					
Anchor Tenant	(18,070)	(6,023)	(18,070)	0	
Hall Bookings	(14,890)	(16,397)	(17,250)	2,360	
Town House	0	(368)	(500)	500	
Total Income	(32,960)	(22,788)	(35,820)	2,860	
Net Expenditure	323,180	221,159	298,052	25,128	