

Yeovil Town Council



Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Yeovil Town Council

Annual Town Meeting / Annual Meeting of the Town Council

Tuesday 4th May 2021

7:00pm

Virtual Meeting using Zoom meeting software

Any members of the public wishing to make comments at Public Comments need to email ytic@yeovil.gov.uk by 9:00am on Tuesday 4th May 2021.

A handwritten signature in black ink, appearing to read 'Amanda Card'.

Amanda Card, Town Clerk
26th April 2021

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

Members of Yeovil Town Council are summoned to attend:

David Recardo – Mayor of Yeovil Town

Helen Stonier – Deputy Mayor of Yeovil Town

Olivia Darling-Finan

Pauline Lock

Jade Dash

Tony Lock

Nigel Gage

Jane Lowery

Karl Gill

Sarah Lowery

Peter Gubbins

Graham Oakes

David Gubbins

Evie Potts-Jones

Gordon Hunting

Wes Read

Kaysar Hussain

Ashley Richards

Andrew Kendall

Andy Soughton

Terry Ledlie

Roy Spinner

Mike Lock

Rob Stickland

Information for the Public

During the coronavirus pandemic Town Council meetings will be held via Zoom video-conferencing. For more details on the regulations regarding remote/virtual meetings please see 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.

Public Comments at meetings (held via Zoom)

We recognise that these are challenging times but we still value the public's contribution to our virtual 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 by 9:00am on Tuesday 4th May 2021.

If you would like to view the meeting, please e-mail ytic@yeovil.gov.uk by 9:00am on Tuesday 4th May 2021. 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

Public Comment (15 Minutes)

10/166 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

10/167 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(b-e). (NB this does not preclude any later declarations).

10/168 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING

To confirm as a correct record the Minutes of the previous Town Council Meeting held on 6th April 2021.

10/169 ADDRESS BY COUNCILLOR DAVID RECARDO – MAYOR OF YEOVIL TOWN

This will include the Mayor's Charity and the Mayor's Award 2021.

10/170 TO ELECT THE MAYOR OF YEOVIL TOWN FOR 2021/22

10/171 TO ELECT THE DEPUTY MAYOR OF YEOVIL TOWN FOR 2021/22

10/172 TO RECEIVE AN ADDRESS FROM THE WORSHIPFUL MAYOR OF YEOVIL TOWN AND THE ANNOUNCEMENT OF THE APPOINTMENT OF:

- Mayor's Chaplain for 2021/22
- Mayor's Cadets 2021/22
- Mayor's Charity 2021/22

10/173 ANNUAL REPORT 2020/21

To agree the Annual Report for 2020/21 (circulated separately).

10/174 APPOINTMENT OF COMMITTEES AND OTHER BODIES

(a) To appoint the following Committees of the Council and to appoint Members to serve on these bodies.

- **Buildings and Civic Matters Committee**
- **Grounds and General Maintenance Committee ***
- **Planning Committee**
- **Promotions and Activities Committee**

Notes

In accordance with Standing Order 4 (d) (xi), all Committees will need to reflect the political balance of the Council.

**The Grounds and General Maintenance Committee also includes a co-opted non-voting representative of the allotment tenants, and a substitute representative to attend in the same capacity in the absence of the appointed representative.*

(b) To appoint the Policy, Resources and Finance Committee comprising the following membership:

Mayor (Ex-Officio)*

Deputy Mayor (Ex-Officio)*

Chairman of the Policy, Resources and Finance Committee

Buildings and Civic Matters Committee (Chairman and Nominee)

Grounds and General Maintenance Committee (Chairman and Nominee)

Planning Committee (Chairman and Nominee)

Promotions and Activities Committee (Chairman and Nominee)

Representative(s) of Opposition Groups

Notes

**Should the Mayor or Deputy Mayor be a Chairman on any other Committee, a representative of the Ruling Group will need to be appointed.*

(c) To elect the Chairman of the Policy, Resources and Finance Committee for 2021/22

(The meeting will be adjourned at this point to enable special meetings of the Committees mentioned in 10/174 (b) above to be held to elect the Chairmen and Vice-Chairmen of those Committees and to additionally nominate a representative therefrom to be appointed to serve on the Policy, Resources and Finance Committee).

All members are requested to remain in the virtual meeting during this process.

(The meeting will be further adjourned at this point to enable the names of the Members of the Policy, Resources and Finance Committee to be confirmed, and for a special meeting of the Policy, Resources and Finance Committee to be held to elect the Vice-Chairman of that Committee).

All members are requested to remain in the virtual meeting during this process.

(d) To re-appoint the following Sub-Committees, Steering Group and Representatives:

(i) Emergency Procedure (SO No 4 (d) (xvii))

To appoint the representative of the Opposition Groups on the Council for consultation purposes under the Council's Emergency Procedure. Last year Cllr T Ledlie (Labour representative) and Cllr N Gage (Conservative representative) were appointed.

(ii) Staffing Committee

This is a requirement of the Disciplinary and Grievance Procedures (present membership comprises Cllrs T Ledlie; E Potts-Jones, N Gage; D Recardo and R Stickland were appointed).

(iii) Monmouth Hall Working Party

(present membership comprises Cllrs M Lock; T Lock; G Oakes; D Recardo; and R Stickland).

(iv) Ski Centre/Goldcroft

(present membership comprises Cllrs K Gill; P Gubbins; A Kendall and G Oakes).

(v) Climate Control Working Party

(present membership comprises Cllrs D Gubbins; G Hunting; A Kendall; A Soughton and D Recardo).

(vi) Allotment Maintenance Working Party

(present membership comprises Cllrs A Kendall; P Lock; A Soughton and R Spinner).

10/175 TO APPOINT REPRESENTATIVES TO SERVE ON OUTSIDE BODIES FOR 2021/22

(Details of present appointments attached at page 5)

10/176 REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND OTHER MEETINGS

Planning Committee – 12th April 2021

Presented by Cllr Graham Oakes

10/177 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Members who represent the Town Council on outside bodies should take this opportunity to report on any matters of interest.

10/178 MEMBERS' ATTENDANCE

To receive the Schedule of Members' Attendance at Council and Committee Meetings in 2020/21 (attached at pages 6 to 7).

10/179 FUTURE HYBRID MEETINGS

To consider the report of the Town Clerk regarding how future hybrid meetings will operate (attached at pages 8 to 9).

10/180 FORWARD PLAN

The Forward Plan (attached at pages 10 to 11) lists the items due to be discussed and the decisions due to be made by Yeovil Town Council.

The timings given are indicative and occasionally may be rescheduled and new items added as required.

It is **RECOMMENDED** that Yeovil Town Council approve the Forward Plan.

Public Comment (15 Minutes)

Organisation	Representation 2020/21	Representation 2021/22
Love Yeovil	Town Clerk	
Parish Tree Warden Scheme	Gordon Hunting	
Sea Cadet Corps – Yeovil Unit 458	Andrew Kendall	
Somerset Association of Local Councils	Graham Oakes	
South Somerset Countryside Steering Group	David Recardo	
Westfield Community Association	Jane Lowery	
Woborns Almshouse Charitable Trust	Mayor Nigel Gage Pauline Lock Ashley Richards	
Yeovil Chamber of Trade and Commerce	Town Clerk/Mayor	
Yeovil Crematorium and Cemetery Committee	Tony Lock Pauline Lock Mike Lock	
Yeovil Free School and John Nowes Exhibition Foundation	Karl Gill Jane Lowery	
Yeovil in Bloom	All Members of Promotions and Activities Committee	
Yeovil Recreation Charity (formerly the Preston Grove Recreation Field for Adults Charity)	Jade Dash Peter Gubbins Andy Kendall David Recardo	
Yeovil Rivers Community Trust	Vacancy	
Yeovil Town and Parishes Cluster Workshop	Chairman and Vice-Chairman of the Planning Committee	
Yeovil Twinning Association	Andrew Kendall David Recardo	

MEMBER'S ATTENDANCE AT COUNCIL AND COMMITTEE MEETINGS 2020/21

Member	Total Expected Attendances	Present as Expected		Apologies Received		Absent (including Apologies)	
Philip Chandler (until 05/07/20)	2	1	50%	1	50%	1	50%
Olivia Darling-Finan (from 04/05/20)	24	16	67%	7	29%	8	33%
Jade Dash	24	16	67%	2	8%	8	33%
Nigel Gage	9	8	89%	1	11%	1	11%
Karl Gill	30	27	90%	2	7%	3	10%
Peter Gubbins	9	8	89%	1	11%	1	11%
David Gubbins	30	29	97%	1	3%	1	3%
Gordon Hunting	25	22	88%	2	8%	3	12%
Kaysar Hussain	20	13	65%	2	10%	7	35%
Andrew Kendall	24	23	96%	0	0%	1	4%
Terry Ledlie	30	29	94%	1	3%	2	6%
Mike Lock	20	11	55%	8	40%	9	45%
Pauline Lock	13	12	92%	1	8%	1	8%
Tony Lock	14	14	100%	0	0%	0	0%
Jane Lowery	24	14	58%	10	10%	10	42%
Sarah Lowery	34	22	65%	12	12%	12	35%
Graham Oakes	25	24	96%	1	1%	1	4%
Evie Potts-Jones	24	23	96%	1	1%	1	4%
Wes Read	29	22	76%	7	7%	7	24%
David Recardo*	28	27	96%	0	0%	1	4%
Ashley Richards (from 01/09/20)	14	14	100%	0	0%	0	0%
Andy Soughton	19	16	84%	3	3%	3	16%
Roy Spinner	29	26	90%	2	2%	3	10%
Rob Stickland	30	28	93%	2	2%	2	7%
Helen Stonier*	39	29	74%	9	9%	10	26%

T24total expected attendances are the number of meetings that the councillor was expected to attend in their capacity as member of that committee.

Present as expected are the number of meetings that the councillor attended in their capacity as member of that committee.

Apologies received are the number of meetings where apologies have been submitted, where the councillor is a member of the committee.

Absent (including apologies) are meetings not attended, where the councillor is a member of the committee, including apologies submitted.

Note:

*Members holding particular offices (i.e. The Mayor of Yeovil and the Deputy Mayor of Yeovil) may occasionally be unable to attend meetings due to commitments relating to those offices.

Members appointed to represent the Town Council on outside bodies may occasionally be unable to attend meeting due to commitments relating to those bodies.

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

10/179 FUTURE HYBRID MEETINGS

Background

As Members will know, the ability for Yeovil Town Council to hold meetings virtually ceases on 6th May.

Face to face meetings will not be permissible until at least 17th May 2021. After the Annual Meeting of the Town Council – the next meeting (Planning Committee) is on 17th May 2021.

The Council must continue to:

- Adherence to guidance [COVID-19: Guidance for the safe use of council buildings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-guidance-for-the-safe-use-of-council-buildings);
- Act legal responsibility to protect officers, elected members and other from risk to their Health and Safety, including from the risks of COVID-19; and
- Ensure that members of the public have access to public meetings.

To satisfy the above, hybrid meetings are necessary. This will consist of only those who are “absolutely necessary” be physical present whilst others can attend virtually. Technology has been purchased to allow this work.

Rules for attendance

In order for those in attendance to be safe from the risks of transmission of COVID-19 – the following **MUST** apply:

- Some Officers and some Councillors who will be in attendance have not yet been vaccinated.
- The Council Chamber can accommodate 20 people safely at any one time. This means that 2 officers and up to 18 councillors can attend any one time.
- As stated above, only those who are absolutely necessary should be physically present. This means only Members of that Committee (the decision makers), the Clerk and one other employee should be in attendance. Members who are not on the Committee and members of the public (not decision makers) should join the meeting virtually.

- For Town Council – not all Members should attend as the room will only be able to accommodate 20 people (18 members and 2 members of staff). Consideration must be given to decide who will and will not be present.
- Those in physical attendance should be seated 5 minutes before the start of the meeting.
- The usual Mayoral possession for Town Council meetings will not take place. Councillors in attendance will be encouraged to remain in their seats until the end of the meeting.
- Social distancing applies to all parts of the building, not just places where members are meeting.
- If anyone feels ill whether with COVID-19 symptoms or not, they should not attend.
- There will be no signing in. The Clerk will make a list of those in attendance. There will be a QR code, so that Members can “check in”.
- Hands must be sanitised upon entrance.
- Face masks must be worn at all times unless speaking (subject to change following government guidance)
- The Council Chamber layout will be set out differently from the norm to accommodate social distancing. The room layout should not be altered (i.e chairs and tables must be kept where they are, and Members must sit in allotted seats).
- There will be a dedicated route into the Council Chamber and out. Entrance will be via the normal entrance and exit will be via the kitchen.
- Councillors must bring their own drinks as the kitchen will not be available.
- Only the toilet upstairs will be available. This will be cleaned prior to the meeting but cannot be cleaned after each use.

THERE CAN BE NO EXCEPTION

Council is **RECOMMENDED** to note the report.

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

10/180 FORWARD PLAN

Please note:

- the Reserve Date on 1st June 2021 will be called as the approved AGAR and supporting documentation must be submitted by Friday 2nd July 2021.

Date	Item
1 st June 2021	Reports and Recommendations from Council's Committees: <ul style="list-style-type: none"> • Planning – 17th May 2021 Approval of Annual Governance and Accountability Return
6 th July 2021	Reports and Recommendations from Council's Committees: <ul style="list-style-type: none"> • Planning – 17th May 2021 • Grounds & General Maintenance – 24th May 2021 • Promotions & Activities – 18th May 2021 • Buildings & Civic Matters – 25^h May 2021 • Policy, Resources & Finance – 26th May 2021
3 th August 2021	Reserve Date
7 th September 2021	Reports and Recommendations from Council's Committees: <ul style="list-style-type: none"> • Planning – 12th July 2021 / 16th August 2021 • Grounds & General Maintenance – 19th July 2021 • Promotions & Activities – 13th July 2021 • Buildings & Civic Matters – 20th July 2021 • Policy, Resources & Finance – 27th July 2021
5 th October 2021	Reserve Date
2 nd November 2021	Reports and Recommendations from Council's Committees: <ul style="list-style-type: none"> • Planning – 20th September 2021 / 11th October 2021 • Grounds & General Maintenance – 13th September 2021 • Promotions & Activities – 14th September 2021 • Buildings & Civic Matters – 21st September 2021 • Policy, Resources & Finance – 28th September 2021
7 th December 2021	Reports and Recommendations from Council's Committees Planning – 15 th November 2021 Grounds & General Maintenance – 8 th November 2021 Promotions & Activities – 9 th November 2021 Buildings & Civic Matters – 16 th November 2021 Policy, Resources & Finance – 23 th November 2021
1 st February 2022	Reports and Recommendations from Council's Committees: <ul style="list-style-type: none"> • Planning – 13th December 2021 / 17th January 2022 • Grounds & General Maintenance – 10th January 2022 • Promotions & Activities – 11th January 2022 • Buildings & Civic Matters – 18th January 2022 • Policy, Resources & Finance – 25th January 2022
2 nd March 2022	Reserve Date
6 th April 2021	Reports and Recommendations from Council's Committees: <ul style="list-style-type: none"> • Planning – 14th February 2022 / 14th March 2022 • Grounds & General Maintenance – 7th March 2022 • Promotions & Activities – 8th March 2022 • Buildings & Civic Matters – 15th March 2022 • Policy, Resources & Finance – 29th March 2022

Members have requested presentations from:

- South Somerset District Council – CCTV
- Ambulance Service
- Fire Brigade
- South Somerset District Council – Octagon Theatre
- South Somerset District Council – Yeovil Country Park

We are awaiting responses from these organisations.