



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

Mayor: Cllr A Kendall, Town Clerk: Amanda Card BA (Hons), CPFA, BSc (Open)  
Tel: 01935 382424, Website : [www.yeovil.gov.uk](http://www.yeovil.gov.uk)  
E-mail: [town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk)

**Minutes of the meeting of Yeovil Town Council held on Tuesday 27<sup>th</sup> June 2023 at 7:30pm held by video-conference using Zoom meeting software; and in the Town House, 19 Union Street, Yeovil BA20 1PQ.**

**Present:** Cllrs A Kendall (Mayor); B Boyton; T Casey; N Gage; K Gill; E Hopkins; K Hussain; J Lock; G Oakes; R Spinner; R Stickland; H Stonier and D Woan.

**In Attendance (in person):** A Card (Town Clerk); S Freemantle (Assistant Town Clerk); Rev D Crouch; A Locke (Mace Bearer); Rachael Whaites (Countryside Manager); Agnes Szego (Countryside Ranger) and Edd Chilcott (Community Heritage Ranger).

**In Attendance (virtually):** Cllr A Richards (Wyndham Hill Ward).

There was 1 member of the press present virtually.

## **Public Comment**

The Mayor of Yeovil, Cllr A Kendall welcomed Rev D Crouch to the role of Chaplain and to the meeting. Rev D Crouch gave his reflections.

Rachael Whaites (Countryside Manager); Agnes Szego (Countryside Ranger) and Edd Chilcott (Community Heritage) gave a presentation on Yeovil Country Park. They spoke of the many well attended public events such as the Halloween Trail; Community planting; hedge laying course; Spring Trail; Earth Day; fairy door painting; Coronation Event; Fairy Tale Trail and bat walk. Yeovil Country Park have a number of volunteers including the Friends of Yeovil Country Park. The Rangers spoke of the ongoing projects (including the Community Wildlife garden; meadows and the Dodham Brook project) as well as the wildlife surveys that have been completed including the sightings of otters. The Community Heritage Ranger gave an update on his engagement with schools and other groups. This included “woodland wellbeing”, forest school and out outdoor education, workshops and drop-in days.

*8:20 pm The meeting commenced.*

## **11/090 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

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

Apologies were received from Cllrs J Cabell (work commitments); T Lock (conflicting engagement); S Lowery (work commitments); J Lowery (unwell); E Potts-Jones (unwell); W Read (conflicting engagement); A Soughton (conflicting engagement) and L Watts (work conflicting engagement).

**RESOLVED:** to accept the apologies with the reasons given.

**11/091      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).

<b>Councillor</b>	<b>Reason</b>	<b>Interest</b>
Cllr A Kendall Cllr T Lock Cllr G Oakes Cllr E Potts-Jones Cllr W Read Cllr J Snell Cllr A Soughton Cllr D Woan	Member of: Somerset Council	Personal

There were no other declarations at this time.

**11/092      MINUTES OF PREVIOUS TOWN COUNCIL MEETING**

To confirm as a correct record the minutes of the previous Town Council Meetings held on 2<sup>nd</sup> May 2023 and 9<sup>th</sup> May 2023.

**RESOLVED:** that the minutes of the previous Town Council Meetings held on 2<sup>nd</sup> May 2023 and 9<sup>th</sup> May 2023.

**11/093      MAYOR AND DEPUTY MAYOR’S RECENT AN FORTHCOMING ENGAGEMENTS AND ANNOUNCEMENTS**

**RESOLVED:** to note the Mayor’s and Deputy Mayor’s recent and forthcoming appointments and engagements.

**11/094      TO ELECT THE DEPUTY MAYOR OF YEOVIL TOWN FOR 2023/24**

Cllr A Kendall, Mayor of Yeovil, called for nominations for the office of Deputy Mayor of Yeovil Town for 2023/24.

It was proposed by D Woan and seconded by Cllr B Boyton that Cllr E Hopkins be elected as Deputy Mayor of Yeovil.

**RESOLVED:** that Cllr E Hopkins be elected to serve as Deputy Mayor of Yeovil Town for the ensuing year.

Cllr Emma-Jayne Hopkins then made and signed the Declaration of Acceptance of Office.

**11/095 APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE BODIES FOR 2023/24**

**Planning Committee – 16<sup>th</sup> May 2023 / 19<sup>th</sup> June 2023**

Neither the Chair nor Vice Chair were present. Questions should be submitted to the Town Clerk for answers.

**Promotions and Activities Committee – 14<sup>th</sup> March 2023**

Neither the Chair nor Vice Chair were present. Cllr D Woan commented on Yeovil Celebrates event and what a great event it was. He said that the event needed to continue and developed. He thanked the officers for the and that the Council needed to give recognition.

**Grounds and General Maintenance Committee – 22<sup>nd</sup> May 2023**

Presented by Cllr Roy Spinner. He spoke of the play area repairs, schools out programme, skate parts update with Milford Skate park going live very soon. He also highlighted that the allotments were 95% tenanted. There were no other questions.

**Buildings and Civic Matters Committee – 23<sup>rd</sup> May 2023**

Presented by Cllr Rob Stickland. He reported on the decision for further defibrillators at Holy Trinity, Southville area of Yeovil and the bus station.

Cllr G Oakes enquired to how many defibrillators were accessible through the Council's campaign. The Town Clerk responded that there were 10.

**Policy, Resources and Finance Committee – 30<sup>th</sup> May 2023**

Presented by A Kendall. There were no questions.

**RESOLVED:** that the minutes of the above Committee be noted together with any resolutions and recommendations contained therein to be ratified.

**11/096 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

Members who represent the Town Council on Outside Bodies were invited to take the opportunity to report on any matters of interest.

The minutes from the Westfield Community Association held on 11<sup>th</sup> May 2023 had previously been circulated.

There were no other reports from representatives on Outside Bodies.

**RESOLVED:** to note the report.

**11/097      REPRESENTATIVE ON LCN**

Councillors were asked to appoint a representative to the Local Community Network and a substitute for when the appointed representative was not available.

**RESOLVED:** that Cllr E Hopkins be the Council's representative, and Cllr K Gill the substitute.

**11/098      ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23**

The Town Clerk was pleased to announce that the Annual Governance and Accountability Return (AGAR) had been signed off by the Internal Auditor at 6:40pm that evening and that it was no longer necessary to hold a Special Meeting on Friday 30<sup>th</sup> June 2023. The Clerk highlighted the issues regarding receiving the figures for Yeovil Town Council's share of the Cemetery. The Clerk presented the AGAR report, giving explanations about each section of the AGAR. Council thanked the Town Clerk for her hard work and perseverance in order to meet the statutory deadline.

**RESOLVED:** (1) to note the report; (2) that Council (a) approve the annual governance statement; and (b) that the Chair sign the Annual Governance Statement 2022/23; (3) that Council (a) note the issues described within the report; (b) Council approve the Accounting Statements 2022/23; and (c) that the Chair sign to confirm that these accounting statements were approved; (4) that Council note that the outcome of the External auditor certificate and report 2021/22 be brought to Council on completion; (5) that Council note the outcome of the Internal auditor certificate 2022/23; (7) that Council note that the required inspection and notice procedures will be followed; (8) that the Town Clerk write a letter on behalf of the Council to the Internal Auditor to thank her for the urgency to assist the Council to meet the Statutory deadline; and (9) that the Town Clerk write a letter on behalf of the Council to the Chief Executive of Somerset Council to ascertain what led to the delay in financial information and also to give assurance that this would not be repeated.

**11/099 FORWARD PLAN**

**RESOLVED:** to approve the forward plan as detailed within the agenda.

**Public Comment**

There were no further comments.

*Meeting closed at 8:53 pm.*

Signed:

Date: