Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Yeovil Town Council

Yeovil Town Council

Tuesday 1st December 2026

7:30pm

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

25th November 2026

Join Zoom Meeting

https://us06web.zoom.us/j/88229257210?pwd=IR9wcbJVbd2niqInkwjQtGrwfQbiU7.1

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

Members of Yeovil Town Council are summoned to attend:

Tony Lock – Mayor of Yeovil Town
Wes Read – Deputy Mayor of Yeovil Town

Barry Boyton	Karina Parsons
Jade Cabell	Evie Potts-Jones
Tareth Casey	Ashley Richards
Karl Gill	Jeny Snell
Emma-Jayne Hopkins	Andy Soughton
Kaysar Hussain	Roy Spinner
Justice Jimba	Rob Stickland
Andy Kendall	Helen Stonier
Jamie Lock	Ruth White
Jane Lowery	Adrian Wilkes
Graham Oakes	Dave Woan

Public Comments at meetings
Members of the public may attend the meeting either physically or via Zoom.

If you wish to the join the meeting via Zoom following this link:
https://us06web.zoom.us/j/88229257210?pwd=IR9wcbJVbd2niqlnkwjQtGrwfQbiU7.1

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.

Prior to the start of the meeting, Members are invited to join the Mayor's Chaplain in the Council Chamber for "Reflections".

A G E N D A

Public Comment (15 Minutes)

11/406 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

11/407 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).

11/408 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING

To confirm as a correct record the Minutes of the previous Town Council Meeting held on 3rd November 2026.

11/409 MAYOR AND DEPUTY MAYOR'S RECENT AND FORTHCOMING ENGAGEMENTS AND ANNOUNCEMENTS

To note the Mayor and Deputy Mayor's recent and forthcoming engagements as attached at pages 7 to 10.

11/410 CORRESPONDENCE

Members to consider any correspondence received.

11/411 REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND OTHER MEETINGS

To note the meetings of each Committee, any resolutions and recommendations contained therein to be ratified.

Leisure & Environment Committee – 9th November 2026

Presented by Cllr R Spinner

Culture Committee – 17th November 2026

Presented by Cllr D Woan

Property & Community Committee – 10th November 2026

Presented by Cllr R Stickland

Executive – 24th November 2026

Presented by Cllr A Soughton

11/412 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.

11/413 DRAFT BUDGET 2027/28

Members to note the draft Budget of £4,187,715 for the financial year 2027/28 recommended by the Executive on 24th November 2026 (subject to the necessary adjustments as Officers work on finalising and to receiving the tax base from Somerset Council for 2027/28); as attached at page 11. *Account & Audit Regulations 2015.*

NB. The Budget for 2027/28 will be finalised and approved at the meeting held on 26th January 2027.

11/414 STANDING ORDERS

Members to consider the recommendation of the Executive to approve and adopt the Standing Orders as attached at pages 12 to 36.

11/415 FINANCIAL REGULATIONS

Members to consider the recommendation of the Executive to approve and adopt the Financial Regulations as attached at pages 37 to 52.

11/416 UPDATE ON HYPER ACUTE STROKE UNIT

To consider the report of the Chief Executive / Town Clerk (to follow).

The next section of the agenda will consider planning applications and planning matters affecting Yeovil Town.

11/417 MINUTES OF A PREVIOUS PLANNING COMMITTEE MEETING

To confirm as a correct record the Minutes of a previous Planning Committee Meeting held on 16th March 2026 as attached at pages 53 to 57.

Please note that the Town Council is a Statutory Consultee for Planning Applications and as such does not make the final decision on any Application. The decisions and comments this Committee make will be fed into the planning process. Somerset Council is the Planning Authority and will issue the final decision notice (Planning Determination) once their investigations into the application have been completed.

11/418 PLANS LIST – FOR CONSIDERATION

To consider planning applications as attached at pages 58 to 59.

11/419 TREE PRESERVATION ORDER APPLICATIONS

To note the tree preservation order applications as attached at pages 59 to 60.

11/420 PLANNING DECISIONS

To note the planning decisions as attached at pages 61 to 62.

List of Engagements that will be attended by the Mayor of Yeovil, Councillor Tony Lock and Deputy Mayor of Yeovil, Councillor Wes Read from 3 November 2026 to 26 January 2027

November Engagements	
03/11/26	The Mayor of Yeovil, Councillor Tony Lock attended the In Your Neighbourhood In Bloom Awards community certificates
08/11/26	The Mayor of Yeovil, Councillor Tony Lock attended the Remembrance Sunday parade and service
11/11/26	The Mayor of Yeovil, Councillor Tony Lock visited the war graves at Yeovil Cemetery for Armistice Day
11/11/26	The Mayor of Yeovil, Councillor Tony Lock attended the Armistice Day Service in the Borough
13/11/26	The Mayor of Yeovil, Councillor Tony Lock attended the Yeovil College University Centre Graduation Ceremony
13/11/26	The Mayor of Yeovil, Councillor Tony Lock attended the Yeovil Town Football Club Armistice wreath laying service
13/11/26	The Mayor of Yeovil, Councillor Tony Lock, attended Musical Bingo Night in aid of Sarcoma UK and in memory of Edward Powell
14/11/26	The Deputy Mayor of Yeovil, Councillor Wes Read attended Castaways Movie Melodies concert at Yeovil Methodist Church
18/11/26	The Mayor of Yeovil, Councillor Tony Lock attended Street Pastors Annual General Meeting
19/11/26	The Mayor of Yeovil, Councillor Tony Lock attended The Topping Out celebration at Yeovil College for the new Wessex Learning Centre building
21/11/26	The Mayor of Yeovil, Councillor Tony Lock, attended the Mayor's Charity Ball at Westlands Entertainment Venue

22/11/26	The Mayor of Yeovil, Councillor Tony Lock attended the Menopause in Paradise musical play at Stoke Memorial Hall
24/11/26	The Mayor of Yeovil, Councillor Tony Lock will visit Burnsworthy House in South Petherton for Afternoon Tea
25/11/26	The Mayor of Yeovil, Councillor Tony Lock will visit 1032 Squadron RAF Air Cadets
26/11/26	The Mayor of Yeovil, Councillor Tony Lock will attend The Able2Achieve awards at The Gateway Community Church
26/11/26	The Mayor of Yeovil, Councillor Tony Lock and Deputy Mayor of Yeovil, Councillor Wes Read will attend the Good Fellowship Club Christmas lunch at Johnson Park
28/11/26	The Mayor of Yeovil, Councillor Tony Lock will attend the Yeovil Mosque Opening Day
28/11/26	The Mayor of Yeovil, Councillor Tony Lock, will attend Sanctuary Christmas Show
28/11/26	The Mayor of Yeovil, Councillor Tony Lock will attend Yeovil Town Council Christmas Light Switch On
December Engagements	
01/12/26	The Mayor of Yeovil, Councillor Tony Lock will visit Ivelhurst care home for his annual Christmas visit
03/12/26	The Mayor of Yeovil, Councillor Tony Lock will attend Sing2Breathe group at Westlands Entertainment Venue
03/12/26	The Mayor of Yeovil, Councillor Tony Lock will attend Potter House Christmas Light Switch On
04/12/26	The Mayor of Yeovil, Councillor Tony Lock will attend The Redlief community open day
04/12/26	The Mayor of Yeovil, Councillor Tony Lock will attend the Great Lyde Scouts Christmas Bingo

05/12/26	The Mayor of Yeovil, Councillor Tony Lock, will attend the Community Crib Festival at St Michael's Church
05/12/26	The Mayor of Yeovil, Councillor Tony Lock, will attend the People's Choir concert at St John's Church
07/12/26	The Mayor of Yeovil, Councillor Tony Lock will visit Grovelands care home for his annual Christmas visit
09/12/26	The Deputy Mayor of Yeovil, Councillor Wes Read will attend The Blandford Forum Civic Carol Service
10/12/26	The Mayor of Yeovil, Councillor Tony Lock will attend The HM Heron Band Christmas Concert at The Fleet Air Arm Museum
11/12/26	The Mayor of Yeovil, Councillor Tony Lock will attend Spirit Gymnastics Christmas Show
11/12/26	The Deputy Mayor of Yeovil, Councillor Wes Read will attend Chickerell Town Council's Christmas Carol Concert
12/12/26	The Mayor of Yeovil, Councillor Tony Lock, will attend Aladdin Pantomime at Westlands Entertainment Venue
13/12/26	The Mayor of Yeovil, Councillor Tony Lock will attend The Christmas Carol Service at Gods House, Methodist Church
14/12/26	The Mayor of Yeovil, Councillor Tony Lock will visit Chestnutt Lodge for his annual Christmas visit
15/12/26	The Mayor of Yeovil, Councillor Tony Lock, will attend the Special Farmers Appreciation and Support event at Mole Valley Farmers
15/12/26	The Mayor of Yeovil, Councillor Tony Lock will attend the Birchfield Christmas Lunch
16/12/26	The Mayor of Yeovil, Councillor Tony Lock will attend the Cooksons Court Christmas party
21/12/26	The Mayor of Yeovil, Councillor Tony Lock will attend The Knoll's Christmas party

23/12/26	The Mayor of Yeovil, Councillor Tony Lock will attend the Compton View Christmas party
<u>January Engagements</u>	
09/01/27	The Mayor of Yeovil, Councillor Tony Lock will attend the Eminence Dance Academy show

Yeovil Town Council - 2026/27 Budget

	£	£	£	£	£	£	£
Committee	**2023/24**	**2024/25**	**2024/25 Restated**	**2025/26 Original**	**2025/26 Revised**	**2026/27**	**Draft 2027/28**
Policy, Resources and Finance	502,470	532,390	0	0		0	0
Buildings and Civic Matters	231,720	326,780	0	0		0	0
Grounds and General Maintenance	281,370	273,610	0	0		0	0
Planning	1,000	1,000	0	0		0	0
Promotions and Activities	183,780	208,400	0	0		0	0
Devolution of Assets and Services	0	1,001,366	0	0		0	0
Executive	0	0	536,745	691,510	619,482	648,980	934,810
Property & Community	0	0	323,180	320,990	436,550	606,030	707,370
Leisure and Environment	0	0	875,311	1,272,520	1,214,926	1,318,830	1,515,650
Planning	0	0	1,000	1,000	1,000	0	0
Culture	0	0	607,310	779,048	793,110	780,160	830,470
Sub Total	**1,200,340**	**2,343,546**	**2,343,546**	**3,065,068**	**3,065,068**	**3,354,000**	**3,988,300**
Contingency	60,017	117,177	117,177	153,253	153,253	167,700	199,415
Total Committees' Budget	**1,260,357**	**2,460,723**	**2,460,723**	**3,218,321**	**3,218,321**	**3,521,700**	**4,187,715**
Joint Burial Committee	75,336	76,688	76,688	78,618	78,618	76,000	0
Total Budget Requirement	**1,337,045**	**2,537,411**	**2,537,411**	**3,296,939**	**3,296,939**	**3,597,700**	**4,187,715**
Funded By:	**£**	**£**	**£**	**£**		**£**	**£**
Net Precept	(1,337,045)	(2,537,411)	(2,537,411)	(3,296,939)	(3,296,939)	(3,597,700)	(4,187,715)
Use of Unallocated General Fund Balances	0	0	0	0	0	0	0
Total Funding	**(1,337,045)**	**(2,537,411)**	**(2,537,411)**	**(3,296,939)**	**(3,296,939)**	**(3,597,700)**	**(4,187,715)**
Divided by Tax Base	9,203.53	9,199.49	9,199.49	9,492.17	9,492.17	9,730.74	9,730.74
Band D Charge	**£145.28**	**£275.82**	**£275.82**	**£347.33**	**£347.33**	**£369.73**	**£430.36**

STANDING ORDERS
YEOVIL TOWN COUNCIL

YEOVIL TOWN COUNCIL

STANDING ORDERS

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1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e If a motion fails to obtain a seconder, it shall, unless postponed by the Town Council, be treated as abandoned and will not be moved without fresh notice.

f An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

g If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

h An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.

i A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

j If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.

k Subject to standing order 1(l), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.

l One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.

m A councillor may not move more than one amendment to an original or substantive motion.

n The mover of an amendment has no right of reply at the end of debate on it.

o Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

p Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since they last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

q During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

r A point of order shall be decided by the Chair of the meeting and their decision shall be final.

s When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

t Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

u Excluding motions moved under standing order 1(s), the contributions or speeches by a councillor shall relate only to the motion under discussion, or to a personal explanation or to a point of order and shall not exceed 5 minutes without the consent of the Chair of the meeting.

v A member who has not spoken previously on the matter under debate may move without comment at the conclusion of a speech of another member "that the question be now put"; "that the debate be so adjourned"; "that the Council proceed to the next

business"; or "that the Council do now adjourn" on the seconding of which the Chair shall proceed as follows:-

i. On a Motion to proceed to next business (unless in the Chair's opinion the matter before the meeting has been insufficiently discussed) they shall first give the mover of the original Motion a right to reply and then put to the vote the Motion to proceed to the next business.

ii. On a Motion that the question be now put (unless in the Chair's opinion the matter before the meeting has been insufficiently discussed) they shall first put to the vote the Motion that the question be now put and if it is passed then give the mover of the original Motion their right of reply under Standing Order 1 (n) before putting their Motion to the vote;

iii. On a Motion to adjourn the debate or the meeting (if in the Chair's opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion) they shall put the adjournment Motion to the vote without giving the mover of the original Motion their right to reply on that occasion.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

d In the event of general disturbance which in the opinion of the Chair renders the due and orderly dispatch of business impossible, the Chair in addition to any other power vested in the Chair may, without question put, adjourn the meeting of the Council for such period as they in their discretion shall consider expedient.

e If a member of the public interrupts the proceedings at any meeting the Chair shall warn the person. If interruption continues the Chair shall order their removal from the Council Chamber or meeting room. In case of general disturbance in any part of the chamber or meeting room open to the public the Chair shall order that part to be cleared.

3. MEETINGS GENERALLY

	Full Council	Committee	Sub-committee

		meetings	meetings	meetings
a	**Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**	✓	✓	✓
b	**The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**	✓	✓	✓
c	**The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**	✓	✓	
d	**Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**	✓	✓	
e	Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.	✓	✓	
f	The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the Chair of the meeting. Comments from the general public at a Planning Committee meeting may be permitted by the Chair at other times during the meeting.	✓	✓	

g	Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.	✓	✓	
h	In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.	✓	✓	
i	A person shall raise their hand when requesting to speak.	✓	✓	✓
j	A person shall stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a person to be seated when speaking.	✓		
k	A person who speaks at a meeting shall direct their comments to the Chair of the meeting.	✓	✓	
l	Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.	✓	✓	✓
m	**Subject to standing order 3(n), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**	✓	✓	
n	**A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**	✓	✓	
o	**The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which**	✓	✓	

	they are entitled to be present.			
p	**Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**	✓	✓	
q	**The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.** The person presiding at the meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting.	✓		
r	**Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**	✓	✓	✓
s	**The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.** *See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*	✓	✓	✓
t	**Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.	✓	✓	

u	The minutes of a meeting shall include an accurate record of the following: i. the time and place of the meeting; ii. the names of councillors who are present and the names of councillors who are absent; iii. interests that have been declared by councillors and non-councillors with voting rights; iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights; v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered; vi. if there was a public participation session; and vii. the resolutions made.	✓	✓	✓
v	**A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**	✓	✓	✓
w	**No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.** *See standing order 4 (d) (xv) for the quorum of a committee or sub-committee meeting.*	✓	✓	✓
x	**If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to	✓	✓	✓

another meeting.

y A meeting should not normally exceed three hours, although meetings can be extended at the Chair's discretion with a comfort break if required. ✓ ✓ ✓

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council shall at the Annual Meeting appoint statutory and standing committees or other committees and may at other times appoint other Committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;

vi. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

vii. shall determine if the public may participate at a meeting of a committee;

viii. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

ix. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

x. may dissolve or alter the membership of a committee or a sub-committee.

xi. A Committee will reflect the political balance of the Council (for the purposes of political balance, independent members will be classified as a group assuming the same affiliation).

xii. The Mayor and Deputy Mayor shall be members of every Committee (except the Staffing Committee), Sub-Committee and Working Party/Group unless they indicate a wish not to be a member.

xiii. The Chair and Vice Chair of a Committee shall be members of every Sub-Committee appointed by that Committee unless they signify that they do not wish to be a member.

xiv. Unless otherwise provided, the Chief Executive/Town Clerk shall, from time to time, after consulting the Chair of the Committee concerned (or, in their absence, the Vice-Chair of the relevant Committee); the Mayor (or, in their absence, the Deputy Mayor) and a named representative of the Opposition Group(s) on the Council, take all necessary steps for protecting the interests of, or advancing the business of the Town Council, providing that action taken shall in all cases be reported to the next appropriate meeting of such Committee.

xv. The quorum of a Committee or Sub-Committee shall be one third of its members with a minimum of three members. In the event of it not proving possible to summon a quorate meeting of the relevant Standing Committee the Chief Executive/Town Clerk shall be authorised to take appropriate necessary action on matters of an urgent nature, subject to consultation with the persons referred to on Standing Order 4 (d) (xiv).

xvi. Any Council member shall, unless the Council otherwise orders, be entitled to be present at the meetings of any Committee or Sub-Committee of which they are not a member but shall not vote and shall only speak with the prior consent of the Chair.

xvii. A member who has moved a Motion which has been referred to any Committee under Standing Order 1 (s) (i) shall be given an opportunity of explaining the Motion at the meeting at which it is considered.

5. ORDINARY COUNCIL MEETINGS

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.** The Town Council shall meet at 7:30pm on such dates as may be fixed by

the Town Council.

e **The first business conducted at the annual meeting of the Council shall be the election of the Chair** (Mayor) **and Vice-Chair** (Deputy Mayor) **of the Council.**

f **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**

g **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council, approved and signed as such;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Appointment of Statutory and Standing Committees;

vi. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vii. Review of the terms of reference for committees;

viii. Appointment of members to existing committees;

ix. Appointment of any new committees in accordance with standing order 4;

x. Review and adoption of appropriate standing orders and financial regulations;

xi. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

xii. Review of representation on or work with external bodies and arrangements for reporting back;

xiii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

xiv. Review of inventory of land and other assets including buildings and office equipment;

xv. Confirmation of arrangements for insurance cover in respect of all insurable risks;

xvi. Review of the Council's and/or staff subscriptions to other bodies;

xvii. Review of the Council's complaints procedure;

xviii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 12, 22 and 23*);

xix. Review of the Council's policy for dealing with the press/media;

xx. Review of the Council's employment policies and procedures;

xxi. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xxii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

b **The Chair of a Committee may convene an extraordinary meeting of that Committee at any time.**

c **If the Chair of the Council, does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

d **If the Chair of a Committee does not call an extraordinary meeting of that Committee within seven days of receiving a written request to do so from at least two members of the Committee, any two members of that Committee may**

convene an extraordinary meeting of the Committee. The public notice giving the time, place and agenda for such a meeting shall be signed by the two members convening the meeting.

e **The Proper Officer shall be provided with a copy of the notice and agenda and shall arrange for the meeting to be publicised in accordance with the statutory requirements and these Standing Orders.**

7. PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least one third of councillors to be given to the Proper Officer in accordance with standing order 10, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9. CANCELLATION OF MEETINGS

a This rule applies to meetings of Council, Committees and Sub-Committees

i. The Chief Executive/Town Clerk, in consultation with the Mayor or the Chair of the Committee/Sub-Committee (as appropriate), may cancel or postpone a meeting where there is no business to transact (i.e., no motions, reports or recommendations).

ii. The Chief Executive/Town Clerk in consultation with the Mayor or the Chair of the Committee/Sub-Committee (as appropriate), may cancel or postpone a meeting, when an emergency or external forces make the holding of the meeting impossible or particularly difficult (e.g., Snow, ice, interruption of power supply, a risk in the breach of Health and Safety).

10. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has

given written notice of its wording to the Proper Officer at least 8 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 10(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 8 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received; and insert it in the summons for the next appropriate meeting. If the mover in giving notice intimates in writing that they propose to move it at some later meeting then the insertion shall be in the summons of the later meeting.

h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

i If a motion, notice of which is included in the summons be not moved, or should fail to obtain a seconder, it shall, unless postponed by the Town Council, be treated as abandoned and shall not be moved without fresh notice in accordance with 10(b).

11. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to amend a motion;

v. to withdraw a motion;

vi. to refer a motion to a particular committee or sub-committee;

vii. to appoint a person to preside at a meeting;

viii. to change the order of business on the agenda;

ix. to proceed to the next business on the agenda;

x. to require a written report;

xi. to authorise the signing of any documents;

xii. to appoint a committee or sub-committee and their members;

xiii. to extend the time limits for speaking;

xiv. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xv. to not hear further from a councillor or a member of the public;

xvi. to exclude a councillor or member of the public for disorderly conduct;

xvii. to temporarily suspend the meeting;

xviii. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xix. to adjourn the meeting; or

xx. to close the meeting.

12. MANAGEMENT OF INFORMATION

See also standing order 22 and 23.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

e No member of the Town Council, Committee or Sub-Committee shall disclose to any person who is not a member of the relevant body any business or information formally declared confidential by the Town Council, Committee or Sub-Committee, except where: (i) disclosure has been expressly authorised by resolution of the Town

Council, Committee or Sub-Committee; or (ii) disclosure is required by law, court or tribunal order, or by a person or body exercising lawful statutory powers. Any disclosure authorised under paragraph (i) shall be limited to the information and purpose specified in the resolution. This Standing Order shall be read in conjunction with Standing Order 12(d) and shall not authorise any disclosure that would breach data protection legislation or other legal obligations.

13. DRAFT MINUTES

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11(a) (i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed and dated by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate. Each page shall be initialled as being a correct record.

d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chair of this meeting does not believe that the minutes of the meeting of the (Town Council/Committee) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

14. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(v).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless a dispensation has been granted, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they have the interest.

c Unless a dispensation has been granted, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they have the interest. Prior to leaving the meeting a councillor may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 14(e) and (g), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

h A dispensation may be granted in accordance with standing order 14(f) if having regard to all relevant circumstances any of the following apply:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

ii. granting the dispensation is in the interests of persons living in the Council's area;

iii. it is otherwise appropriate to grant a dispensation; or

iv. that without the dispensation the representation of different political groups transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business.

15. CODE OF CONDUCT COMPLAINTS

a Upon notification by Somerset Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 12, report this to the Council.

b Where the notification in standing order 15(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed

what action, if any, to take in accordance with standing order 15(d).

c The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

d **Upon notification by Somerset Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against the councillor or non-councillor concerned. Such action excludes disqualification or suspension from office.**

16. RECORD OF ATTENDANCE

a Every member of the Town Council attending a meeting of the Town Council or Committee shall sign their name in the attendance sheet provided for that purpose.

17. HANDLING STAFF MATTERS

a A matter relating to an individual member of staff shall be considered in confidence where appropriate and in accordance with Standing Orders 3(d), 11(a)(xiv) and 12.

b The Staffing Committee shall have responsibility for matters relating to the employment, welfare and performance management of the Chief Executive/Town Clerk in accordance with the Council's adopted employment policies and procedures.

c The Chief Executive/Town Clerk shall be responsible for the management, supervision and direction of all other employees of the Council, subject to any employment policies, budgets and decisions of the Council.

d The Chair of the Staffing Committee shall conduct the annual appraisal of the Chief Executive/Town Clerk. The outcome of the appraisal and any recommendations shall be reported confidentially to the Staffing Committee for consideration and approval.

e Any grievance raised by an employee shall be dealt with in accordance with the Council's adopted Grievance Procedure.

f Where a grievance, disciplinary matter or other employment matter concerns any councillor who would otherwise be involved in the process, that councillor shall take no part in the consideration of the matter and an alternative councillor or panel shall be appointed in accordance with the relevant Council procedure.

g Any person involved in the management of staff shall treat as confidential all records relating to employee performance, capability, grievance, disciplinary, absence management or other employment matters.

h Persons with legitimate management responsibilities shall have access to employee records where necessary for the proper discharge of their duties and in accordance with data protection legislation and the Council's policies and procedures.

18. PROPER OFFICER

a The Proper Officer shall be either (i) the Chief Executive/Town Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee** or a sub-committee**,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See Standing Order 3(b) for the calculation of clear days for meeting notices, Standing Order 3(c) for public notice requirements for Council and Committee meetings, and Standing Order 4(d)(viii) for public notice arrangements for Sub-Committee meetings;

ii. subject to standing order 10, include on the agenda all motions in the order received unless a councillor has given written notice at least 6 days before the meeting confirming their withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the

requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed;
(*see also standing order 25);*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;

xv. refer a planning application received by the Council to the Chair, Vice-Chair and Ward Members of the Planning Committee for comment if the nature of a planning application requires consideration before the next ordinary meeting of Planning Committee;

xvi. manage access to information about the Council via the publication scheme; and

xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect.
(*see also standing order 25).*

19. RESPONSIBLE FINANCIAL OFFICER

a The Chief Executive/Town Clerk is the Responsible Financial Officer.

b The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

20. ACCOUNTS AND ACCOUNTING STATEMENTS

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor with regular financial monitoring setting out:

i. the Council's receipts and payments (or income and expenditure);

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held; and

iv. a comparison with the approved budget for the financial year, including details of any significant budget variances and any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the financial year for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March.

f A completed draft annual governance and accountability return shall be presented to all councillors at least 7 days prior to anticipated approval by the Council.

g The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

21. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below £60,000 or due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification; (ii) the time, date and address for the submission of tenders; (iii) the anticipated date by which tenderers will be notified in writing of the outcome; and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. tenders shall be submitted in the format and by the method specified in the invitation to tender. The Proper Officer shall normally permit submission by email to a designated Council email address: procurement@yeovil.gov.uk. The invitation shall specify the submission deadline and any requirements for the format and labelling of submissions.

iv. the Proper Officer shall ensure that tenders received electronically are kept secure and confidential and are not accessed before the submission deadline. The date and time of receipt of each tender shall be recorded. Tenders received after the deadline shall not normally be considered.

v. after the submission deadline has passed, tenders shall be opened by the Proper Officer or an authorised officer, in the presence of at least one other authorised officer. The opening shall be recorded, including the date and time of opening, the officers present and the tenders received.

vi. Tenders shall be reported to and considered by the appropriate meeting of the Council, committee or sub-committee with delegated responsibility. The evaluation and award of the contract shall be undertaken in accordance with the Council's Financial Regulations, procurement procedures and scheme of delegation.

vii. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

d. **Where the value of a contract is likely to exceed the threshold specified by Government from time to time, the Council must consider whether the contract is subject to the requirements of current procurement legislation and, if so, the Council must comply with procurement rules.**

22. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 12 and 23.

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

23. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 12.

a The Council has appointed a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

24. RELATIONS WITH THE PRESS/MEDIA

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

25. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 18(b) (xii) and (xvii).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b **Subject to standing order 25(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Councillors who shall sign the deed as witnesses.**

26. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or

ii. issue orders, instructions or directions.

27. STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration

of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least one third of councillors to be given to the Proper Officer in accordance with standing order 10.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

Yeovil Town Council
December 2026
To be reviewed: December 2027
(subject to changes in legislation, recommended practice, operations)

FINANCIAL REGULATIONS
YEOVIL TOWN COUNCIL

YEOVIL TOWN COUNCIL

FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 1st December 2026.

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Chief Executive/ Town Clerk has been appointed as RFO and these regulations apply accordingly. The RFO:

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. The council must not delegate any decision regarding:

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls;**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the external auditors.**

1.7. In addition, the council shall:

- authorise any grant or single commitment in excess of £100,000.

2. Risk management and internal control

2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The RFO shall prepare, for approval by Yeovil Town Council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. The accounting control systems determined by the RFO must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least monthly and at each financial year end, the RFO shall verify bank reconciliations for all bank accounts prepared by the Deputy RFO. The RFO shall sign and date the reconciliations with the original bank statements (or equivalent banking records) as evidence of this review. The reconciliations shall be reported to each meeting of the Executive for review and noting.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council.**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return (AGAR) in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**

3.6. Internal audit reports and recommendations shall be presented to the Executive. The Executive shall consider and monitor the implementation of recommendations arising from internal audit and may make recommendations to Council where appropriate.

3.7. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.8. The internal auditor shall be appointed by the Executive on behalf of the Council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.9. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council.

3.10. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.11. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.12. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.13. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Staffing Committee at least annually in January for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the RFO and the Chair of the Staffing Committee. Committees will be informed of any salary implications before they consider their budgets.

4.3. No later than January each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Each committee shall review its draft budget and submit any proposed amendments to the Executive by January each year.

4.5. The draft budget, including any recommendations for the use or accumulation of reserves, shall be considered by the Executive.

4.6. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.7. Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.

4.8. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.9. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.10. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Executive.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of the Procurement Act 2023, the Procurement Regulations 2024 and any superseding legislation ("the Legislation") must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the RFO shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the Council shall comply with any requirements of the Legislation regarding the publication of procurement notices, transparency obligations and contract award notices.**

5.8. For contracts greater than £5,000 excluding VAT, the RFO (or delegated Officer) shall seek at least 3 fixed-price quotes;

5.9. where the value is between £2,500 and £5,000 excluding VAT, the RFO (or delegated Officer) shall try to obtain 3 estimates (which might include evidence of online prices, or recent prices from regular suppliers), unless the supplier/contractor appears on the preferred supplier list.

5.10. For smaller purchases (under £2,500), Officers shall seek to achieve value for money.

5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract; and

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive these financial regulations to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the relevant committee. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- The Chief Executive/Town Clerk (under delegated authority), for any items below £20,000 excluding VAT;
- Directors and the Deputy Responsible Finance Officer (under delegated authority), for any items below £10,000 excluding VAT;
- Deputy Town Clerk (under delegated authority), for any items below £5,000 excluding VAT;
- Named Officers (under delegated authority), as nominated by the relevant director, for any items below £5,000 excluding VAT
- A committee of the council for all items of expenditure within their delegated budgets for items under £30,000 excluding VAT;
- the council for all items over £30,000.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference, except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the RFO may authorise expenditure of up to £20,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The RFO shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

5.22. The detailed tendering procedures contained in Appendix 1 form part of these Financial Regulations.

6. Banking and payments

6.1. The Council's banking arrangements, including changes to banking providers and the bank mandate, shall be approved by the Council. Changes to authorised signatories may be approved by the Executive. The Council has resolved to bank with NatWest. The arrangements shall be reviewed every 5 years for security, efficiency and value for money.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council’s bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure budget line and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information

6.5. All payments shall be made by online banking (where possible).

6.6. The Deputy RFO shall present a schedule of payments which have been authorised by the RFO, forming part of the agenda for the meeting to the Executive.

7. Electronic payments

7.1. No employee shall disclose any PIN or password, relevant to the council or its banking.

7.2. A delegated Officer shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent to either the RFO or Deputy RFO.

7.3. A full list of all payments shall be provided as appropriate to the next Executive meeting.

7.4. Payment may be made by BACS or CHAPS.

7.5. Account details for suppliers may only be changed upon verified written notification by the supplier. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.6. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.7. Remembered password facilities (other than secure password stores requiring separate identity verification) should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Procurement and trade cards

9.1. Any procurement card issued for use will be specifically authorised by the RFO and will also be restricted to a single transaction maximum value as agreed by the RFO.

9.2. Users of procurement card must adhere to the Procurement Card Policy.

9.3. Any trade card account opened by the council will be specifically restricted to use by those authorised by the RFO and any balance shall be paid in full each month.

9.4. Trade card accounts must not be used for personal use.

10. Petty Cash

10.1. Services shall maintain petty cash at appropriate levels as agreed by the RFO.

10.2. Petty cash can be used for the purpose of defraying operation and other expenses.

10.3. Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

10.4. Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

10.5. Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

11.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

11.3. Salary rates shall be agreed by the Executive, having been recommended by the Staffing Committee.

11.4. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Executive (with the exception of increments within authorised grades, which shall be authorised by the RFO, and the Annual Pay Award).

11.5. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.6. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.7. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook

11.8. Any termination payments shall be supported by a report to the Council, setting out a clear business case. Termination payments shall only be authorised by the Council.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the Council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement not requiring formal borrowing approval, including leasing, hire purchase agreements, asset finance arrangements or loans repayable within the same financial year, shall require prior approval by the Executive following consideration of a written report demonstrating affordability, value for money and compliance with statutory requirements. Where the total value of the arrangement exceeds £100,000, approval shall be reserved to the Council.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which shall be prepared in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the RFO. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Executive by the RFO and shall be written off in the year. The Executive's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. The RFO shall maintain and implement an appropriate debt recovery procedure and shall take all reasonable steps to recover monies owed to the Council.

13.9. Outstanding debts older than six months shall be reported to the Executive together with details of recovery action undertaken.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the RFO to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each service, shall be responsible for the care and custody of stores and equipment in that service.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The RFO shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £5,000. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The RFO shall give prompt notification to the Deputy RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Executive at the next available meeting. The Deputy RFO shall negotiate all claims on the council's insurers.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations annually and following any change of Chief Executive / Town Clerk or RFO. The RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

This Appendix forms part of the Council's Financial Regulations and shall be read in conjunction with Regulation 5 (Procurement and Contracts) and Standing Order 21 (Financial Controls and Procurement).

1) Any invitation to tender shall state the general nature of the intended contract and the Chief Executive /Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.

2) The invitation shall in addition state that tenders must be addressed to the Chief Executive /Town Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.

3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Chief Executive/Town Clerk, or their nominated officer, in the presence of at least one other officer of the Council. A record of all tenders received and opened shall be maintained.

4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.

5) Any invitation to tender issued under this regulation shall be subject to Standing Order 22 and shall refer to the terms of the Bribery Act 2010.

6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Yeovil Town Council

December 2026

To be reviewed December 2027

Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Mayor: Cllr T Lock
Chief Executive / Town Clerk: Amanda Card BA (Hons), FCPFA, BSc (Open)
T-01935 382424, W-www.yeovil.gov.uk
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Minutes of the hybrid meeting of Planning Committee of the Town Council held on Monday, 16 March 2026 at 7.00pm face-to-face in the Town House, 19 Union Street, Yeovil BA20 1PQ and by video-conference using Zoom meeting software

Present (In person): Cllrs K Gill (in the chair); J Cabell; T Casey; A Kendall; J Lock; J Lowery; K Parsons; R Spinner; R Stickland; R White; A Wilkes and D Woan.

In Attendance (in person): Cllr A Soughton (Westlands Ward), **T Lock (Lyde Ward);** L Ryder (Deputy Town Clerk) and A Card (Chief Executive/Town Clerk).

There were 6 members of the public present, and no press were present.

Due to the absence of the Chair, the Vice Chair – Cllr K Gill assumed the role of the Chair. It was **RESOLVED** that Cllr R Stickland be Vice Chair.

7.01pm – Meeting commenced.

11/261 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Apologies were received from Cllrs B Boyton (work commitments), K Hussain (work commitments); J Jimba (unwell), G Oakes (conflicting engagement), W Read (conflicting engagement); A Richards (personal reasons), J Snell (conflicting engagement) and H Stonier (conflicting engagement).

**Legislation requires that Councillors need to be physically present at the meeting to be shown as present. If a Councillor is unable to attend in person but can attend virtually, then apologies for absence should be given.*

RESOLVED: To accept the apologies with the reasons given.

11/262 DECLARATIONS OF INTEREST

Cllrs Andrew Kendall, Graham Oakes, Wes Read, Jeny Snell and David Woan are members of Somerset Council. Cllr A Kendall is also a member of Somerset Council's Planning Committee – South, and whilst he might speak and possibly vote on applications which might be referred to that Council for determination, he would reconsider such applications at that level taking into account all relevant evidence and representations made at that tier.

11/263 MINUTES

To confirm as a correct record the minutes for the previous Planning Committee meeting held on 16th February 2026.

RESOLVED: that the minutes of the Planning Committee meeting held on 16th February 2026 be signed as a correct record.

11/264 PLANS LIST

(See table below)

11/264 PLANS LIST

	APPLICATION NO. Parish Ward	Applicant	Site Address	Proposal	Resolutions
1	26/00373/FUL *Yeovil Lyde*	Mr Mark Hayhurst	27 Lyde Road Yeovil Somerset BA21 5AT	Change of use from two dwellinghouses (Use Class C3) to two small houses in multiple occupation (Use Class C4), including the erection of single-storey and dormer window extensions and the provision of refuse/recycling and bicycle storage to the rear of both properties.	Object on the grounds of - Loss of privacy and overbearing - Layout and density - Inadequate parking - Highway safety and traffic generation - Noise Cllr T Lock requested that this application be referred to Area South committee
Several members of the public present spoke on this planning application. They objected to the proposed conversion of two properties into HMOs, arguing it represented overdevelopment and could significantly increase occupancy levels. They raised concerns about the absence of off-street parking, noting that additional residents would intensify pressure on already limited parking in surrounding roads, leading to congestion, safety issues, and restricted access for residents and pedestrians. Further concerns include increased waste and bin storage obstructing narrow pavements, noise disturbance from occupants (particularly at night), and negative impacts on residential amenity such as overlooking and visual changes. Residents also highlighted drainage risks from additional hard surfaces and existing problems with nearby HMOs, concluding that the development would place further strain on local infrastructure and harm the character of the area. At this point, Cllr J Cabell declared a personal interest in that she lived on Lyde Road. *7:31pm – The members of the public left the meeting and did not return.*					
2	26/00124/FUL *Yeovil Lyde*	Mr Claire Brand	Wyndham View School Wyndham View Yeovil Somerset BA21 5DA	Installation of 3m high 358 weldmesh fencing and gates	Support, design and appearance acceptable

3	26/00285/HOU *Summerlands*	Mr Brannagan	59 Preston Grove Yeovil Somerset BA20 2BJ	Single storey extension to the rear of existing dwelling	Support, design and appearance acceptable
4	26/00419/HOU *Yeovil College*	Mr and Mrs Ayles	149 Ilchester Road Yeovil Somerset BA21 3BQ	Proposed single storey front extension and two storey side extension to dwelling	Support, design and appearance acceptable
5	26/00477/HOU *Yeovil College*	Mr Colin Hearne	60 Kenmore Drive Yeovil Somerset BA21 4BQ	Change the existing brick finish to Painted render and cladding, remove the front door and create a full width porch between the bay windows with a central door and side lights	Support, design and appearance acceptable
6	26/00448/FUL *Westlands*	Mr Thomas Johnston	Land Outside 80 Middle Street Yeovil Somerset BA20 1LT	Installation of 1 no. new communications Kiosk with integrated defibrillator and advertising display	Object on the grounds of design and appearance and light disturbance
7	26/00449/ADV *Westlands*	Mr Thomas Johnston	Land Outside 80 Middle Street Yeovil Somerset BA20 1LT	1 no. Digital advertisement display within proposed new communications Kiosk	Object on the grounds of design and appearance and light disturbance

11/265 PLANNING DECISIONS

Members considered the planning decisions as per the agenda.

RESOLVED: that the decisions be noted.

11/266 CORRESPONDENCE

There were no items of correspondence.

The meeting closed at 7.47pm.

Signed: Date:

11/418 PLAN LIST – FOR CONSIDERATION

APPLICATIONS LIST

	APPLICATION NO. Parish Ward	Applicant	Site Address	Proposal	Notes
1	**26/02516/FUL** *Grove Avenue*	E Cox	30 & 30a The Park Yeovil BA20 1DX	Change of use of premises from boarding school dormitory (C2) and a nursery (D1) to two dwellings (C3)	
	https://ssdc.somerset.gov.uk/planningdocuments?ref_no=26/02516/FUL				
2	**26/02577/FUL** *Yeovil College*	J Kum-kok Mak	19 Highfield Road Yeovil BA21 4RP	Conversion from hair salon (E) into single occupancy, one bedroom, ground floor flat (C3)	
	https://ssdc.somerset.gov.uk/planningdocuments?ref_no=26/02577/FUL				
3	**26/02467/FUL** *Summerlands*	J Palmer	Land between 'Lock N Load' and 'Quedam Tyres' Higher Farm Industrial Estate Bernards Way Yeovil	Erection of an additional self-storage unit to support the continued operation and expansion of the established commercial storage use on site	
	https://ssdc.somerset.gov.uk/planningdocuments?ref_no=26/02467/FUL				
4	**26/02517/HOU** *Summerlands*	Cotterell	132 Marl Close Yeovil BA21 3NQ	Erect a new single a two-storey rear extension including internal layout adjustments to the existing dwelling	

	https://ssdc.somerset.gov.uk/planningdocuments?ref_no=26/02517/HOU				
5	**26/02657/FUL** *Yeovil Westlands*	Mr C Hackett	Land within Leonardo Airfield Bunford Lane Yeovil	Development of a new operational base for Dorset & Somerset Air Ambulance Charity within the established Leonardo Helicopters airfield with a purpose-built facility including hangar, operational areas, offices, welfare and training accommodation, together with associated airside infrastructure	
	https://ssdc.somerset.gov.uk/planningdocuments?ref_no=26/02657/FUL				

11/419 TREE PRESERVATION ORDER APPLICATIONS – FOR INFORMATION

	APPLICATION NO. Parish Ward	Applicant	Site Address	Proposal	Notes
1	**26/02570/TPO** *Yeovil Lyde*	Mr K Rowlands	Wessex Trains Pen Mill Railway Station Sherborne Road Yeovil BA21 5DD	Application to perform tree surgery work to No.3 Trees within South Somerset District Council (YEOV 1) 2018 and (YEOV 1) 2000 Tree preservation orders. Trees that are subject to works are: 22, 23, 24, 25 & 26. Trees 22 and 23 (Elms) are not within a TPO area but still need works.26 (goat willow), 25 (lime), and 24 (lime) all require crown reduction works.	

2	**26/02754/TPO** *Yeovil Westlands*	Knell	Pardoes Solicitors Glenthorne House 38 Princes Street BA20 1EQ	Application to carry out tree surgery works to No.1 Magnolia grandiflora tree as shown in South Somerset District Council (YEOV 7) 2000 Tree Preservation Order.	

11/420 PLANNING DECISIONS

Application No	Address	Proposal	Decision
26/01921/HOU	4 St James Close Yeovil BA21 3AH	Proposed two storey rear extension and internal alterations to dwelling	Permitted
26/01900/HOU	29 Lyde Road Yeovil BA21 5AT	Creation of a front gable matching that of the existing street scene to the West	Permitted
29/01769/FUL	23 Alexandra Road Yeovil BA21 5AL	Change of use from dwellinghouse (Use Class C3) to an 8-bedroom, 8-bedspace large house in multiple occupation (sui generis), including the erection of sing-storey and dormer window extensions (benefitting from a lawful development certificate) and the provision of refuse/recycling and bicycle storage near the rear. (Revised proposal of 26/00973/FUL	Refused
26/01534/FUL	94A Lyde Road Yeovil BA21 5DP	Change of use from A2 use class (betting office) to A5 use class (Hot food takeaway) and install extraction ducting	Refused
26/00968/FUL	Land adjoining 20 Camborne Grove Yeovil BA21 5DG	To construct a new dwelling within the existing curtilage of 20 Camborne Grove, Yeovil	Refused
26/02381/HOU	3A Preston Grove Yeovil BA20 2BG	Garage conversion, balcony to first floor bedroom, extension to kitchen and new single garage	Permitted
26/02105/ADV	Beaumont House Sherborne Road Yeovil BA21 4HU	Installation of ANPR Signage	Permitted
26/00668/ADV	Queensway Footbridge Yeovil	Display of two static non-illuminate advertising panels, each measuring 16m (W) x 2m (H), mounted to either side of the existing pedestrian footbridge parapet over the A30 Queensway	Refused
23/02821/LBC	23-25 High Street Yeovil BA20 1RF	Proposed change of use of existing building to be part commercial and part residential, together with the removal of internal walls to create central courtyard to form private amenity space for residential element, and associated works	Permitted
23/023/45/FUL	23-25 High Street Yeovil BA20 1RF	Change of use of existing commercial building to be part commercial and part residential.	Permitted

Note:

Planning decisions are highlighted where a decision of the Planning Authority (Somerset Council) has differed from the recommendation of Yeovil Town Council.