

Yeovil Town Council



Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Yeovil Town Council – Annual Meeting

Tuesday 7th May 2024

7:15pm

The Sanctuary, Yeovil Baptist Church, South
Street, Yeovil

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

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

Amanda Card, Town Clerk
30th April 2024

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

Yeovil Town Council – Annual Meeting

Members of Yeovil Town Council are summoned to attend:

Andy Kendall – Mayor of Yeovil Town

Emma-Jayne Hopkins – Deputy Mayor of Yeovil Town

Barry Boyton

Evie Potts-Jones

Jade Cabell

Wes Read

Tareth Casey

Ashley Richards

Kayleigh Fieldsend

Jeny Snell

Karl Gill

Andy Soughton

Kaysar Hussain

Roy Spinner

Tony Lock

Rob Stickland

Jamie Lock

Helen Stonier

Sarah Lowery

Ruth White

Jane Lowery

Adrian Wilkes

Graham Oakes

Dave Woan

Public Comments at meetings

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 Chair who will instruct those taking a recording or filming to cease doing so while they speak.

Equality Act 2010

The general public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Disability	Religion or Belief
Gender Reassignment	Sex
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

Recording of Council Meetings

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. Please refer to our Policy on audio/visual recording and photography at Council meetings at www.yeovil.gov.uk. This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

A G E N D A

Public Comment (15 Minutes)

1. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

2. FINAL ADDRESS BY COUNCILLOR ANDY KENDALL – MAYOR OF YEOVIL 2023/24

3. TO ELECT THE MAYOR OF YEOVIL TOWN FOR 2024/25

4. TO ELECT THE DEPUTY MAYOR OF YEOVIL TOWN FOR 2024/25

5. TO RECEIVE AN ADDRESS FROM THE WORSHIPFUL MAYOR OF YEOVIL TOWN AND THE ANNOUNCEMENT OF THE APPOINTMENT OF:

- Mayor's Chaplain 2024/25
- Mayor's Cadets 2024/25
- Mayor's Charity 2024/25

(The Mayor will propose that the meeting be adjourned at this point and that the reconvened meeting be held at 7.30pm on Tuesday 14th May 2024 in the Town House, 19 Union Street, Yeovil to consider the remaining items of business).

Public Comment (15 Minutes)

6. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

7. 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).

8. MINUTES

To confirm as a correct record the Minutes of the previous meeting held on 2nd April 2024.

9. 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 8 to 9.

10. APPOINTMENT OF COMMITTEES AND OTHER BODIES

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

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

Notes

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

** includes a co-opted non-voting representative of the allotment tenants.*

*** to ensure that all wards are represented, the majority of Members will be expected to serve.*

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

Mayor (Ex-Officio)*

Deputy Mayor (Ex-Officio)*

Chairman of the Policy, Resources and Finance Committee

Buildings and Civic Matters Committee - Chairman and Nominee

Grounds and General Maintenance Committee - Chairman and Nominee

Planning Committee - Chairman and Nominee

Promotions and Activities Committee - Chairman and Nominee

Representative(s) of Opposition Groups

Notes

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

(c) To elect the Chairman of the Policy and Resources Committee for 2024/25

(The meeting will be adjourned at this point to enable special meetings of the Committees mentioned in 9(a) above to be held to elect the Chairmen and Vice-Chairmen of those Committees and to additionally nominate a representative therefrom to be appointed to serve on the Policy, Resources and Finance Committee).

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

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

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

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

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

To appoint the representative of the Opposition Groups on the Council for consultation purposes under the Council's Emergency Procedure. Last year Cllr N Gage (Conservative Group) was appointed.

ii. Staffing Committee

This is a requirement of the Disciplinary and Grievance Procedures (last year Cllrs T Casey; T Lock; E Potts-Jones; A Soughton and R Stickland were appointed). (It is recommended that due to the nature of this Committee that the membership remains the same. It is recommended to increase the Staffing Committee to 6, so that 3 Councillors may sit on a panel, and there will be 3 Councillors to sit on any appeal)

iii. Monmouth Hall Working Party***

(previous membership comprises of Lyde Ward members - Cllrs B Boyton; T Lock; G Oakes and R Stickland).

iv. Ski Centre/Goldcroft Working Party***

(previous membership comprises of Cllrs K Gill; A Kendall; G Oakes and R Stickland).

******Members may wish to combine the Monmouth Hall Working Party and the Ski Centre/Goldcroft Party.***

v. Climate Control Working Party

(previous membership comprises of Cllrs T Casey; K Gill; A Kendall; A Soughton and L Watts).

vi. Allotment Maintenance Working Party

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

vii. Devolution and Organisation Working Party

(Mayor and Chair of each Committee – substitutes can be made).

11. TO APPOINT REPRESENTATIVES TO SERVE ON OUTSIDE BODIES FOR 2024/25

(Details of present appointments attached at page 10)

12. 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.

13. MEMBERS' ATTENDANCE

To receive the Schedule of Members' Attendance at Council and Committee Meetings in 2023/24 as attached at pages 11 to 12.

14. YEOVIL4FAMILIES

To consider the report of the Town Clerk and the draft Service Level Agreement highlighting the recommendations from Policy, Resources and Finance Committee as attached at pages 13 to 15.

15. DEVOLUTION OF ASSETS AND SERVICES

To consider the report of the Town Clerk highlighting the recommendations from Policy, Resources and Finance Committee as attached at pages 16 to 17.

List of Engagements attended/to be attended by the Mayor of Yeovil, Councillor Andy Kendall and the Deputy Mayor of Yeovil, Councillor Emma-Jayne Hopkins from 2 April 2024 to 7 May 2024. The Mayor of Yeovil, Councillor Andy Kendall and the Deputy Mayor of Yeovil, Councillor Tony Lock from 7 May 2024 – 25 June 2024.

<u>April Engagements</u>	
12/04/2024	The Mayor of Yeovil, Councillor Andy Kendall attended the MHA Communities South Somerset Lunch Club at the Great Lyde
12/04/2024	The Mayor of Yeovil, Councillor Andy Kendall attended the Shire at Crockermoor CIC Award Ceremony
13/04/2024	The Mayor of Yeovil, Councillor Andy Kendall and Yeovil Town Crier, David Recardo attended the Wessex Beardsmen Festival
14/04/2024	The Mayor of Yeovil, Councillor Andy Kendall attended the Mayor of Wellington's 50 th Anniversary Civic Service
17/04/2024	The Mayor of Yeovil, Councillor Andy Kendall addressed the Yeovil Annual Town Meeting reporting on his time as Mayor of Yeovil.
18/04/2024	The Mayor of Yeovil, Councillor Andy Kendall attended The Mayor of Dorchester's Civic Day
20/04/2024	The Mayor of Yeovil, Councillor Andy Kendall attended the Annual Town Criers Competition
21/04/2024	The Mayor of Yeovil, Councillor Andy Kendall and The Town Clerk, Amanda Card attended the St Georges Day Parade
21/04/2024	The Deputy Mayor of Yeovil, Councillor Emma-Jayne Hopkins attended Corfe Mullen's Celebration of Service
28/04/2024	The Mayor of Yeovil, Councillor Andy Kendall attended the Project Dance Fundraiser 'Collective' at Westlands Entertainment Venue
29/04/2024	The Mayor of Yeovil, Councillor Andy Kendall attended a cheque presentation with Nationwide Building Society for Yeovil District Hospital Charity
30/04/2024	The Mayor of Yeovil, Councillor Andy Kendall celebrated a resident 104 th Birthday at Grovelands

<u>May Engagements</u>	
04/05/2024	The Mayor of Yeovil, Councillor Andy Kendall officially opened the Abbey Steam Hill Rally at the Yeovil Showground
07/05/2024	At the Annual Meeting of Yeovil Town Council, the Mayor of Yeovil (Councillor Andy Kendall) and Deputy Mayor of Yeovil (Councillor Tony Lock) were elected.
13/05/2024	The Mayor of Yeovil, Councillor Andy Kendall will support National Dementia Awareness week by visiting the Dementia Tour Bus at Yeovil Innovation Centre
13/05/2024	The Mayor of Yeovil, Councillor Andy Kendall will attend Axbridge Mayor Making Ceremony
14/05/2024	The Mayor of Yeovil, Councillor Andy Kendall will attend Taunton Annual Meeting of Council and Mayor Making Ceremony
18/05/2024	The Mayor of Yeovil, Councillor Andy Kendall will attend the Christians Against Poverty Garden Party Fundraiser
<u>June Engagements</u>	
01/06/2024	The Mayor of Yeovil, Councillor Andy Kendall will attend Holy Ghost Church Yeovil's Feast of Blessed Virgin Mary
05/06/2024	The Mayor of Yeovil, Councillor Andy Kendall will join Morrisons in Celebrating the Customers that have supported their Lords Larder Food Bank
06/06/2024	The Mayor of Yeovil, Councillor Andy Kendall will attend 80th D-Day Commemoration at the War Memorial, the Borough
06/06/2024	The Mayor of Yeovil, Councillor Andy Kendall will attend the Beacon Lighting for the Commemoration of the 80th anniversary of D-Day
16/06/2024	The Mayor of Yeovil, Councillor Andy Kendall will attend the Installation of the Reverend Canon Toby Wright as Dean of Wells

Yeovil Town Council - Appointments to Outside Bodies – 2024/25

Organisation	Current Representation	Representation 2024/25
Allotment Association	Roy Spinner	Roy Spinner
Local Community Network	Emma-Jayne Hopkins Karl Gill (Sub)	Karl Gill ???? (Sub)
Octagon Project Board		Karl Gill
Parish Tree Warden Scheme	Ashley Richards	Ashley Richards
Sea Cadet Corps – Yeovil Unit 458	Andy Kendall	Ashley Richards
Somerset Association of Local Councils	Graham Oakes	Andy Soughton
Somerset Local Authorities' Civil Contingencies Unit – Emergency Community Contact	Mayor Town Clerk	Mayor Town Clerk
South Somerset Countryside Steering Group	Ashley Richards	Ashley Richards
Westfield Community Association	Jane Lowery	Jane Lowery
Woborns Almshouse Charitable Trust	Mayor Jane Lowery Adrian Wilkes Vacancy	Mayor Jane Lowery Adrian Wilkes Vacancy
Yeovil Chamber of Trade and Commerce	Mayor Town Clerk	Mayor Town Clerk
Yeovil Crematorium and Cemetery Committee	Helen Stonier Ashley Richards Jeny Snell	Emma-Jayne Hopkins Jeny Snell Helen Stonier
Yeovil in Bloom	All Members of Promotions and Activities Committee	All Members of Promotions and Activities Committee
Yeovil Recreation Charity (formerly the Preston Grove Recreation Field for Adults Charity)	Andy Kendall Ashley Richards Jeny Snell Helen Stonier Adrian Wilkes	Andy Kendall Ashley Richards Helen Stonier Adrian Wilkes
Yeovil Twinning Association	Evie Potts-Jones	Evie Potts-Jones

MEMBER'S ATTENDANCE AT COUNCIL AND COMMITTEE MEETINGS 2023/24

Member	Total expected attendances	Present as expected		Attended virtually		Apologies received		Absent (including apologies)	
Barry Boyton	20	16	73%	1	5%	4	18%	6	27%
Jade Cabell	26	10	36%	0	0%	13	46%	18	64%
Tareth Casey	47	41	87%	0	0%	5	11%	6	13%
Kayleigh Fieldsend	27	5	19%	0	0%	8	30%	22	81%
Nigel Gage	21	12	57%	0	0%	2	10%	9	43%
Karl Gill	35	30	86%	0	0%	3	9%	5	14%
Emma Jayne-Hopkins	47	30	64%	3	6%	9	19%	17	36%
Kaysar Hussain	22	11	50%	0	0%	8	36%	11	50%
Andrew Kendall*	47	32	68%	2	4%	10	21%	15	32%
Jamie Lock	28	19	68%	0	0%	4	14%	9	32%
Pauline Lock	7	0	0%	0	0%	7	100%	7	100%
Tony Lock	23	16	70%	0	0%	7	30%	7	30%
Jane Lowery	35	23	66%	0	0%	12	34%	12	34%
Sarah Lowery	35	18	51%	0	0%	17	49%	17	49%
Graham Oakes	29	24	83%	0	0%	3	10%	5	17%
Evie Potts-Jones*	35	28	80%	0	0%	6	17%	7	20%
Wes Read	41	33	80%	0	0%	6	15%	8	20%
Ashley Richards	41	37	90%	1	2%	2	5%	4	10%
Jeny Snell	34	20	59%	5	15%	6	18%	14	41%
Andy Soughton	23	20	87%	0	0%	3	13%	3	13%
Roy Spinner	35	22	63%	0	0%	11	31%	13	37%
Rob Stickland	35	28	80%	0	0%	6	17%	7	20%
Helen Stonier	22	13	59%	0	0%	6	27%	9	41%
Liam Watts	14	1	7%	0	0%	5	36%	13	93%
Ruth White	4	3	75%	0	0%	0	0%	1	25%
Adrian Wilkes	8	5	63%	0	2%	1	13%	3	38%
David Woan	28	28	100%	0	0%	0	0%	0	0%

Total expected attendances are the number of meetings that the councillor was expected to attend in person, where the councillor is a member of the committee.

Present as expected are the number of meetings that the councillor attended in person, where the councillor is a member of the committee.

Attended virtually are the number of meetings that the councillor attended virtually, where the councillor is a member of the committee (there are no voting rights to members of the committee who attend virtually).

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

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

Note:

* Members holding ex-officio roles (i.e. The Mayor of Yeovil and the Deputy Mayor of Yeovil) may occasionally be unable to attend meetings due to commitments relating to their roles.

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

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

Yeovil 4 Families
&
Yeovil Town Council
Service Level Agreement



1. Introduction

The objective of this agreement is to specify and achieve mutual understanding concerning the contribution from Yeovil Town Council (YTC) and to Yeovil4Families (Y4F) provided by Yeovil Community Church.

2. Duration

The duration of this agreement will be for 3 years from 1st June 2024, with a break clause at the end of Year 1 (May 2025) and Year 2 (May 2026).

3. Review

This Agreement shall be reviewed in accordance with each break clause (May 2025 and May 2026).

The review shall cover:

- all aspects of the working of the Agreement; and
- an assessment of the financial situation at both YTC and Y4F.

The Agreement may be reviewed at such other times as the parties agree.

4. Termination

YTC or YF4 can terminate this Agreement by giving 3 months' notice in writing to the other party.

If either party has failed or is failing to comply with the terms of this Agreement, then in the first instance the other party shall instigate discussions.

If failure to comply continues, the other party may notify that party in writing of the nature of the default which has occurred, the steps which are required to remedy the default, and the date by which the steps are to be taken. If the party in default fails to comply with the requirements of this notice, then the other party shall be entitled to terminate the Agreement by written notice with immediate effect.

5. Severance

If any part of this Agreement becomes invalid, illegal or unenforceable the Parties shall, in such event, negotiate in good faith in order to agree the terms of a mutually satisfactory provision to be substituted, which gives effects to their original intentions.

6. Yeovil4Families Contact

Adam Dyer Leader, Yeovil Community Church

Joella Summers Joint Programme Lead, Yeovil4Families

7. Description of Services

To provide support to struggling families and individuals in Yeovil. This will include:

- assisting the families and individuals to find solutions to the difficulties they are experiencing;
- assisting the families and individuals to build resilience to confidently help themselves and cope with future challenges
- working with all types of families and individuals whatever their family structure, faith, identity, race, disability, marital status, social class, age, gender identity or sexual preference.

8. Reporting

Yeovil4Families are expected to provide a presentation on a six-monthly basis to Yeovil Town Council's Policy, Resources and Finance Committee relating to the services they provide in Yeovil. This should take place in November and May (for the duration of the Service Level Agreement or should the break clause be exercised, as appropriate) .

9. Method of Charging

£25,000 per annum (£12,500 paid in June and December) for the duration of the Service Level Agreement or should the break clause be exercised, as appropriate.

10. Communication and Arbitration

Yeovil Town Council

Amanda Card Chief Executive/Town Clerk

Yeovil4Families

Adam Dyer Leader, Yeovil Community Church

Joella Summers Joint Programme Lead, Yeovil4Families

ACCEPTANCE

The agreement has been accepted as signified by the following signatures:

Representing Yeovil Town Council

Signed:

Name: Amanda Card

Position: Chief Executive/Town Clerk

Date:

Representing Yeovil Crime Reduction Team

Signed:

Name: Adam Dyer

Position: Leader, Yeovil Community Church

Date:

13 DEVOLUTION OF ASSETS AND SERVICES

At its meeting held on 23rd April 2024, the Policy, Resources and Finance Committee discussed and resolved the following:

(1) to note the report; (2) to recommend to Town Council that Yeovil Town Council take on the full responsibility of all Open Spaces, all Play Areas and Yeovil in Bloom from Autumn 2024; (3) that up to £354,229 (the amount will be pro rated accordingly) is funded from Unallocated General Funds for the remainder of this year (2024/25); and (4) to set a budget of £571,969 in 2025/26, as indicated within the report (an additional £354,229).

The report that was considered is shown below.

Background

Currently Open Spaces and Play Areas are split between those that are within a Service Level Agreement (SLA) and those that are outside the Service Level (SLA) Agreement. The Open Spaces and the Play Areas which are within SLA are in the ownership of Somerset Council, but Yeovil Town Council are responsible for those areas and contract Somerset Council to carry out the maintenance on behalf of Yeovil Town Council. The Open Spaces and Play Areas outside the SLA belong to and are the responsibility of Somerset Council.

The notes of the meeting of the Devolution and Organisation Work Party (which is attached) show both the open spaces and play areas which are within and out side SLA.

Recommendation from Devolution and Organisation Working Party

The Devolution and Organisation Working Party are recommending to this Committee, that Yeovil Town Council should take on the responsibility of all Open Spaces, all Play areas and Yeovil In Bloom.

	Projected Costs (£)	YTC Current Contributions (£)	Additional Costs for YTC
Yeovil In Bloom	132,778	41,240 ¹	91,538
Open Spaces	254,771	133,480 ²	121,291
Maintenance of Play Areas	129,270	43,020 ³	86,250
Management of Above Service	55,150	0	55,150
Total	571,969	217,740	354,229

The costs above are for full year costs.

¹ Already within existing Promotions and Activities Budget

² Already within existing Grounds and General Maintenance Budget

³ Already within existing Grounds and General Maintenance Budget

The notes of the Devolution and Organisation Working Party which discussed this further was circulated with the agenda of the Policy, Resources and Finance Committee (pages 97 – 102) on 23rd April 2024, which can be found by following this link : [PR&F Agenda - 23rd April 2024](#)

Council is **RECOMMENDED**

- (1) to note the report;
- (2) to agree that Yeovil Town Council take on the full responsibility of all Open Spaces, all Play Areas and Yeovil in Bloom from Autumn 2024;
- (3) that if (2) is agreed, that up to £354,229 (the amounts will be pro ratad accordingly) is funded from Unallocated General Funds for the remainder of this year (2024/25);
- (4) and if (2) is agreed, to set a budget of £571,969 in 2025/26, as indicated in the table above (an additional £354,229).

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