



# Yeovil Town Council

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Mayor: Cllr E Potts-Jones, Town Clerk: Amanda Card BA (Hons), CPFA, BSc (Open)  
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**Minutes of the hybrid meeting of the Buildings & Civic Matters Committee 15<sup>th</sup> November 2022 at 7.00pm held by video-conference using Zoom meeting software; and in the Town House, 19 Union Street, Yeovil BA20 1PQ.**

**Present (in person):** Cllrs R Stickland (Chair); T Casey; N Gage; K Gill; A Kendall; T Lock; A Richards; and A Soughton.

**Present (virtually):** Cllr J Snell (Westlands Ward).

**In Attendance (in person):** A Card (Town Clerk) and H Ferdinand (Deputy Town Clerk).

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

## **Public Comment**

There were no public comments.

## **11/045 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies were received from Cllrs E Potts-Jones (conflicting engagement); W Read (work commitments) and J Snell (family commitments but attended virtually).

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

## **11/046 DECLARATIONS OF INTEREST**

There were no declarations of interest at this time.

## **11/047 MINUTES**

The Committee confirmed as a correct record the Minutes of the meeting held on 4<sup>th</sup> October 2022.

**RESOLVED:** that the Minutes of the meeting held on 4<sup>th</sup> October 2022 and that they be signed as a correct record.

## **11/048 FINANCIAL STATEMENTS – AUGUST 2022 / SEPTEMBER 2022**

Members considered the Financial Statement for the period 1<sup>st</sup> August 2022 to 30<sup>th</sup> September 2022.

**RESOLVED:** that the Financial Statement for the period 1<sup>st</sup> August 2022 to 30<sup>th</sup> September 2022 be approved.

**11/049    DEFIBRILLATOR UPDATE**

Members considered the verbal report of the Town Clerk regarding the defibrillator project.

The Town Clerk confirmed that the Town Council were now in receipt of 4 defibrillators. She had now ordered a further 4 as directed by this Committee to help combat the potential lead time.

The next locations would be Birchfield Community Centre and the Quicksilver on Hendford Hill (to be funded by the Yeovil Round Table). An agreement had been signed by Birchfield Community Centre.

The Town Clerk informed the Committee that the majority of defibrillators had been accessed but had not been used.

*After the meeting the Clerk investigated the access frequency since May 2022:*

<b><i>Location</i></b>	<b><i>Frequency of access</i></b>
<i>Nationwide</i>	<i>5 times</i>
<i>Cow &amp; Apple</i>	<i>5 times</i>
<i>St Andrew's Scout Group</i>	<i>2 times</i>
<i>Dunelm – Quedam</i>	<i>2 times</i>
<i>Milford Hall</i>	<i>1 time</i>

**RESOLVED:** to note the verbal report.

**11/050    COMMUNITY HALL CHARGES**

Members considered the report of the Town Clerk. She brought the Member's attention to the lease arrangement with South Somerset District Council which meant that Milford Hall was unavailable for weekday lettings for 10 weeks of each year so that the 'Schools Out' programme could be ran. This impacted on income in that regular users were unable to use the hall for 10 weeks of the year but it also served as a barrier for those users who wanted to use the hall for the whole year, resulting in them taking their bookings elsewhere. South Somerset District Council also invoice Yeovil Town Council for recharges for utilities and other support services, however, moves are being made for utilities to invoice the Town Council direct, so that the Town Council can have more control.

The Town Council are also looking at making savings elsewhere such as the potential installation of solar panels.

The Clerk reminded Members that in November 2020, this Committee agreed that the hourly cost of hire for the facilities should increase by inflation (CPI) rounded to the nearest 50p. The Clerk read a line from the lease which stated that “the hall hire charge shall be set at a rate which voluntary community groups shall find affordable...”; which would need to be considered.

A Councillor questioned whether the cost of hire should be increased further to cover the cost of electricity. The Clerk responded saying that CPI was calculated on a basket of goods which included electricity, so these increases would have already been accounted for.

A Councillor raised concerns over the costs of running Milford Hall. The Clerk stated that there were several contractual obligations which the Council had previously agreed.

**RESOLVED:** to recommend the revised charges (as shown in the table below) to the Policy, Resources and Finance Committee.

<b>Type of Hire</b>	<b>Rate of Hire (2020/21)</b> (per hall/room per hour or part thereof)	<b>Rate of Hire (2021/22)</b> (per hall/room per hour or part thereof)	<b>Rate of Hire (2022/23)</b> (per hall/room per hour or part thereof)	<b>Proposed Rate of Hire (2023/24)</b> (per hall/room per hour or part thereof)
<b>Milford Hall:</b>				
Rate for commercial organisations/persons	£17.00	£17.50	£18.00	<b>£19.50</b>
Private Functions	£8.00	£8.00	£8.50	<b>£9.00</b>
Damage Deposit for Private Functions (returnable if hall left in a satisfactory condition)	£125.00	£125.00	£130.00	<b>£140.00</b>
Non-profit making Organisations	£7.00	£7.00	£7.50	<b>£8.00</b>
Use of Main Hall Kitchen (included in hall/room hire charge for non-profit making organisations)	£11.50	£11.50	£11.50	<b>£12.50</b>
<b>Town House Council Chamber:</b>				
Hire	£7.00	£7.00	£7.00	<b>£8.00</b>
Provision of tea/coffee (per hire)	£10.00	£10.00	£10.00	<b>£12.00</b>
Use of Kitchen without tea/coffee (per hire)	£5.50	£5.50	£5.50	<b>£6.00</b>

(voting: for: 7 for; 1 abstention)

## **11/051 DRAFT BUDGET 2023/24**

The Committee considered the draft budget.

Discussions were held regarding the various budget lines and whether some budget lines were required, especially in this financial climate. The Clerk did comment on the fact that there were many unknowns as a result of the Unitary Authority.

**RESOLVED:** that the draft Buildings and Civic Matters Budget be referred to the Policy, Resources and Finance Committee.

*(voting: for: 5 for; 2 against; 1 abstention)*

## **11/052 WATER LEAK AT THE TOWN HOUSE**

The Chair informed the Committee of his intention to move part of this item to confidential session.

The Deputy Town Clerk introduced the report regarding the recent water leak at Town House.

At this point the item was suspended.

### **Public Comment**

There was no public comment.

## **11/053 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** to exclude the press and public from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity of agenda items 11/052 to 11/055 would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Public Bodies (Admission to Meetings) Act 1960 s3

## **11/052 WATER LEAK AT THE TOWN HOUSE**

This item was continued from the public session.

Discussions were held regarding the appropriate investigations and work required to be carried out before installation of the replacement boiler.

**RESOLVED:** (1) to note the report; (2) that a Structural survey be carried out; and (3) upon receiving the findings and recommendations in (2), that any works that need to be carried out be delegated to the Clerk in consultation with the Chair of this Committee.

**11/054    REMEMBRANCE SUNDAY (CONFIDENTIAL)**

At this point, Cllr A Kendall declared an interest in this item, due to being a member of the RBL.

Members considered the verbal update from the Town Clerk.

**RESOLVED:** that the Town Clerk, the Mayor and Cllr T Lock meet with the appropriate representatives from the various stakeholder groups.

**11/055    CCTV (CONFIDENTIAL)**

The Town Clerk gave an update regarding CCTV.

**RESOLVED:** a way forward was agreed.

The meeting closed at 8:42 pm.

Signed: .....

Dated: .....