



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Buildings and Civic Matters Committee

Buildings and Civic Matters Committee

Tuesday 15th November 2022

7:00pm

Hybrid Meeting:

**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, Town Clerk
9th November 2022

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

Members of Yeovil Town Council are summoned to attend:

Tareth Casey

Nigel Gage

Karl Gill (Vice Chairman)

Andy Kendall (Ex-officio)

Tony Lock

Evie Potts-Jones (Ex-officio)

Wes Read

Ashley Richards

Jeny Snell

Andy Soughton

Rob Stickland (Chairman)

Public Comments at meetings

Members of the public may attend the meeting either physically or via zoom.

If you would like to join the meeting via zoom, please e-mail ytic@yeovil.gov.uk by 9:00am on Tuesday 15th November 2022. Instructions will be sent to you to view the meeting.

Equality Act 2010

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

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

The protected characteristics are:

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

Recording of Council Meetings

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

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

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

A G E N D A

PUBLIC COMMENT (15 Minutes)

Due to the confidential nature of the business of item 11/054 – 11/055, under the Public Bodies (Admission to Meetings) Act 1960 s3, a motion to exclude members of the public and press during discussion of this item will be considered by the Councillors. *Public Bodies (Admission to Meetings) Act 1960 s3*

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

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

11/046 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. (NB this does not preclude any later declarations).

11/047 MINUTES

To approve as a correct record the Minutes of the meeting held on 4th October 2022.

11/048 FINANCIAL STATEMENT – AUGUST 2022 – SEPTEMBER 2022

To approve the Financial Statement for the period 1st August 2022 to 30th September 2022 attached at pages 3 to 9.

10/049 DEFIBRILLATOR UPDATE

To consider the verbal report of the Town Clerk.

11/050 COMMUNITY HALL CHARGES

To consider the report of the Town Clerk as attached at pages 10 to 14.

11/051 DRAFT BUDGET 2023/24

To consider and recommend to Policy, Resources and Finance Committee the draft budget for 2023/24 as attached at page 15.

11/052 WATER LEAK AT THE TOWN HOUSE

Members to consider the report attached to pages 16.

PUBLIC COMMENT (15 Minutes)

11/053 EXCLUSION OF PRESS AND PUBLIC

The Committee will consider passing a resolution to exclude the press and public from the ***next items*** in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

11/054 REMEMBRANCE SUNDAY (CONFIDENTIAL)

To consider the verbal report of the Town Clerk.

11/055 CCTV (CONFIDENTIAL)

To consider the report of the Town Clerk as attached at page 17 to 18.

Yeovil Town Council

August Actual V Budget

Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	252,820.00	126,410.00	126,410.00	0.00	126,410.00
Milford Hall Hire Fees	26,000.00	3,653.50	10,833.35	-7,179.85	22,346.50
Town House	1,000.00	0.00	416.65	-416.65	1,000.00
	279,820.00	130,063.50	137,660.00	-7,596.50	149,756.50
Expenditure					
Community Safety	17,500.00	0.00	7,291.65	-7,291.65	17,500.00
CCTV	32,490.00	32,490.00	32,490.00	0.00	0.00
Litter/Grit Bins	700.00	0.00	291.65	-291.65	700.00
Millennium Clock	520.00	347.36	216.65	130.71	172.64
Monmouth Hall	0.00	85.35	0.00	85.35	-85.35
Monmouth Hall Refurbishment	60,000.00	0.00	25,000.00	-25,000.00	60,000.00
Milford Hall	38,200.00	18,398.54	15,916.65	2,481.89	19,801.46
Milford Hall Refurbishment	20,000.00	0.00	8,333.35	-8,333.35	20,000.00
Public Toilets - Peter St	22,520.00	10,114.50	9,383.35	731.15	12,405.50
Public Toilets - Petters Way	21,080.00	6,427.18	8,783.35	-2,356.17	14,652.82
Changing Places Toilet	5,000.00	0.00	2,083.35	-2,083.35	5,000.00
Public Noticeboards	500.00	0.00	208.35	-208.35	500.00
Band Costs	3,500.00	0.00	1,458.35	-1,458.35	3,500.00
Sports Development Officer	2,160.00	0.00	0.00	0.00	2,160.00
Town House - Business Rates	10,400.00	4,800.75	5,200.00	-399.25	5,599.25
Town House - (excluding Services)	7,000.00	1,875.03	2,916.65	-1,041.62	5,124.97
Town House - Electricity	1,600.00	642.50	666.65	-24.15	957.50
Town House - Gas	2,200.00	493.27	916.65	-423.38	1,706.73
Town House - Maintenance	10,000.00	2,237.15	4,166.65	-1,929.50	7,762.85
PA System	500.00	0.00	0.00	0.00	500.00
War Memorials	750.00	0.00	312.50	-312.50	750.00
Town Centre Environmental Improvements	8,000.00	0.00	3,333.35	-3,333.35	8,000.00
Town House - Water Charges	400.00	86.02	166.65	-80.63	313.98
St Georges Day Parade	300.00	0.00	125.00	-125.00	300.00
Defibrillator	10,500.00	-741.67	4,375.00	-5,116.67	11,241.67
CCTV Reserve	500.00	0.00	208.35	-208.35	500.00
Regalia	2,000.00	0.00	833.35	-833.35	2,000.00
Remembrance Sunday Video	1,500.00	0.00	625.00	-625.00	1,500.00
	279,820.00	77,255.98	135,302.50	-58,046.52	202,564.02
	0	52,807.52	2,357.50	50,450.02	-52,807.52

Date: 01/11/2022
Time: 11:08:10

Yeovil Town Council

Nominal Departmental Analysis (Detailed)

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N/C From 6000
N/C To 6300

Tran Date From 01/08/2022
Tran Date To 31/08/2022

Tran No From 1
Tran No To 99,999,999

Department From 0
Department To 999

Dept Number 5 **Dept** BUILDING & CIVIC MATTERS
N/C 6005 **Name** B&CM - Inc - Milford Hall Hire Fees

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62342	SI	04/08/2022	Hall Hire Fees		142.50	-142.50
62343	SI	04/08/2022	Hall Hire Fees		15.00	-15.00
62344	SI	04/08/2022	Hall Hire Fees		67.50	-67.50
62345	SI	04/08/2022	Hall Hire Fees		45.00	-45.00
62346	SI	04/08/2022	Hall Hire Fees		45.00	-45.00
62347	SI	04/08/2022	Hall Hire Fees		30.00	-30.00
62348	SI	04/08/2022	Hall Hire Fees		30.00	-30.00
62349	SI	04/08/2022	Hall Hire Fees		217.50	-217.50
62350	SI	04/08/2022	Hall Hire Fees		22.50	-22.50
62351	SI	04/08/2022	Hall Hire Fees		75.00	-75.00
62357	SI	08/08/2022	Hall Hire Fees		34.00	-34.00
62358	SI	08/08/2022	Hall Hire Fees		11.50	-11.50
62448	SI	17/08/2022	Hall Hire Fees		60.00	-60.00
62451	SI	23/08/2022	Hall Hire Fees		25.50	-25.50
62452	SI	23/08/2022	Hall Hire Fees		11.50	-11.50
62462	SI	31/08/2022	Hall Hire Fees		34.00	-34.00
62463	SI	31/08/2022	Hall Hire Fees		11.50	-11.50
62464	SI	31/08/2022	Hall Hire Fees		34.00	-34.00
62465	SI	31/08/2022	Hall Hire Fees		51.00	-51.00
62466	SI	31/08/2022	Hall Hire Fees		11.50	-11.50
<u>Account Totals</u>					<u>974.50</u>	<u>-974.50</u>

N/C 6080 **Name** B&CM - Exp - Monmouth Hall

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62409	JD	27/08/2022	Payments	982.59		982.59
62481	JC	26/08/2022	Caretaker		982.59	-982.59
<u>Account Totals</u>				<u>982.59</u>	<u>982.59</u>	

N/C 6090 **Name** B&CM - Exp - Milford Hall

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62391	PI	05/08/2022	Inspections Heating	175.00		175.00
62478	BP	01/08/2022	Rates	536.00		536.00
62482	JD	26/08/2022	Caretaker	722.27		722.27
62534	PI	05/08/2022	Keys Cut	40.83		40.83
62535	PI	05/08/2022	Internet	27.72		27.72
62568	PI	31/08/2022	Mobile Patrols	194.37		194.37
62570	PI	25/08/2022	Cleaning	723.45		723.45
62583	PI	24/08/2022	Replace Shutter Motors	650.00		650.00
<u>Account Totals</u>				<u>3,069.64</u>		<u>3,069.64</u>

N/C 6100 **Name** B&CM - Exp - Public Toilets Peter St

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62385	PI	02/08/2022	Hand Dryers Service Plan	1,575.00		1,575.00
62401	PI	04/08/2022	Water Charge	76.78		76.78
62598	PI	31/08/2022	Cleaning	560.79		560.79
62623	PI	16/08/2022	Electricity	179.73		179.73
<u>Account Totals</u>				<u>2,392.30</u>		<u>2,392.30</u>

N/C 6102 **Name** B&CM - Exp - Public Toilets Petters Way

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62386	PI	02/08/2022	Hand Dryers Service Plan	915.00		915.00

Date: 01/11/2022
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Yeovil Town Council

Nominal Departmental Analysis (Detailed)

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Account Totals	<u>915.00</u>	<u>915.00</u>
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N/C 6190 **Name** B&CM - Exp - Town House - Business Rates

Tran Number	Type	Date	Details	Debit	Credit	Balance
62476	BP	01/08/2022	Rates	961.00		961.00

Account Totals	<u>961.00</u>	<u>961.00</u>
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N/C 6200 **Name** B&CM - Exp - Town House - (excluding services)

Tran Number	Type	Date	Details	Debit	Credit	Balance
62483	JD	26/08/2022	Cleaner	260.32		260.32
62565	PI	26/08/2022	Duty of Care	79.80		79.80
62625	PI	31/08/2022	Waste Disposal	56.20		56.20

Account Totals	<u>396.32</u>	<u>396.32</u>
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N/C 6210 **Name** B&CM - Exp - Town House - Electricity

Tran Number	Type	Date	Details	Debit	Credit	Balance
62392	PI	02/08/2022	Electricity	126.70		126.70

Account Totals	<u>126.70</u>	<u>126.70</u>
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N/C 6212 **Name** B&CM - Exp - Town House - Gas

Tran Number	Type	Date	Details	Debit	Credit	Balance
62394	PI	04/08/2022	Gas	3.99		3.99

Account Totals	<u>3.99</u>	<u>3.99</u>
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N/C 6214 **Name** B&CM - Exp - Town House - Maintenance

Tran Number	Type	Date	Details	Debit	Credit	Balance
62390	PI	05/08/2022	Inspections Heating	175.00		175.00
62561	PI	30/08/2022	Water Hygiene Service	222.25		222.25
62622	PI	24/08/2022	Lopperkit/Clearaway Bag	50.00		50.00

Account Totals	<u>447.25</u>	<u>447.25</u>
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Department	<u>9,294.79</u>	<u>1,957.09</u>	<u>7,337.70</u>
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Grand Totals	<u>9,294.79</u>	<u>1,957.09</u>	<u>7,337.70</u>
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Yeovil Town Council

September Actual V Budget

Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	252,820.00	252,820.00	252,820.00	0.00	0.00
Milford Hall Hire Fees	26,000.00	8,241.62	13,000.02	-4,758.40	17,758.38
Town House	1,000.00	0.00	499.98	-499.98	1,000.00
	279,820.00	261,061.62	266,320.00	-5,258.38	18,758.38
Expenditure					
Community Safety	17,500.00	0.00	8,749.98	-8,749.98	17,500.00
CCTV	32,490.00	32,490.00	32,490.00	0.00	0.00
Litter/Grit Bins	700.00	0.00	349.98	-349.98	700.00
Millennium Clock	520.00	347.36	259.98	87.38	172.64
Monmouth Hall	0.00	85.35	0.00	85.35	-85.35
Monmouth Hall Refurbishment	60,000.00	0.00	30,000.00	-30,000.00	60,000.00
Milford Hall	38,200.00	24,311.29	19,099.98	5,211.31	13,888.71
Milford Hall Refurbishment	20,000.00	0.00	10,000.02	-10,000.02	20,000.00
Public Toilets - Peter St	22,520.00	11,401.09	11,260.02	141.07	11,118.91
Public Toilets - Petters Way	21,080.00	9,555.73	10,540.02	-984.29	11,524.27
Changing Places Toilet	5,000.00	0.00	2,500.02	-2,500.02	5,000.00
Public Noticeboards	500.00	0.00	250.02	-250.02	500.00
Band Costs	3,500.00	0.00	1,750.02	-1,750.02	3,500.00
Sports Development Officer	2,160.00	0.00	0.00	0.00	2,160.00
Town House - Business Rates	10,400.00	5,761.75	6,240.00	-478.25	4,638.25
Town House - (excluding Services)	7,000.00	2,250.37	3,499.98	-1,249.61	4,749.63
Town House - Electricity	1,600.00	774.51	799.98	-25.47	825.49
Town House - Gas	2,200.00	497.26	1,099.98	-602.72	1,702.74
Town House - Maintenance	10,000.00	2,237.15	4,999.98	-2,762.83	7,762.85
PA System	500.00	0.00	0.00	0.00	500.00
War Memorials	750.00	0.00	375.00	-375.00	750.00
Town Centre Environmental Improvements	8,000.00	0.00	4,000.02	-4,000.02	8,000.00
Town House - Water Charges	400.00	86.02	199.98	-113.96	313.98
St Georges Day Parade	300.00	0.00	150.00	-150.00	300.00
Defibrillator	10,500.00	-1,983.67	5,250.00	-7,233.67	12,483.67
CCTV Reserve	500.00	0.00	250.02	-250.02	500.00
Regalia	2,000.00	0.00	1,000.02	-1,000.02	2,000.00
Remembrance Sunday Video	1,500.00	0.00	750.00	-750.00	1,500.00
	279,820.00	87,814.21	155,865.00	-68,050.79	192,005.79
	0	173,247.41	110,455.00	62,792.41	-173,247.41

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Nominal Departmental Analysis (Detailed)

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N/C From 6000
N/C To 6300

Tran Date From 01/09/2022
Tran Date To 30/09/2022

Tran No From 1
Tran No To 99,999,999

Department From 0
Department To 999

Dept Number 5 **Dept** BUILDING & CIVIC MATTERS

N/C 6000 **Name** B&CM - PRECEPT

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
63617	BR	30/09/2022	Precept 2nd Half		126,410.00	-126,410.00
Account Totals					<u>126,410.00</u>	<u>-126,410.00</u>

N/C 6005 **Name** B&CM - Inc - Milford Hall Hire Fees

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62511	SI	08/09/2022	Hall Hire Fees		135.00	-135.00
62512	SI	08/09/2022	Hall Hire Fees		90.00	-90.00
62517	SI	08/09/2022	Hall Hire Fees		30.00	-30.00
62522	SI	08/09/2022	Hall Hire Fees		22.50	-22.50
62523	SI	08/09/2022	Hall Hire Fees		30.00	-30.00
62524	SI	08/09/2022	Hall Hire Fees		25.50	-25.50
62525	SI	08/09/2022	Hall Hire Fees		11.50	-11.50
62526	SI	08/09/2022	Hall Hire Fees		54.00	-54.00
62527	SI	08/09/2022	Hall Hire Fees		11.50	-11.50
62543	SI	14/09/2022	Hall Hire Fees		25.50	-25.50
62544	SI	14/09/2022	Hall Hire Fees		11.50	-11.50
62545	SI	14/09/2022	Hall Hire Fees		34.00	-34.00
62546	SI	14/09/2022	Hall Hire Fees		11.50	-11.50
62547	SI	15/09/2022	Hall Hire Fees		25.50	-25.50
62548	SI	15/09/2022	Hall Hire Fees		11.50	-11.50
62549	SI	15/09/2022	Hall Hire Fees		42.50	-42.50
62550	SI	15/09/2022	Hall Hire Fees		11.50	-11.50
62551	SI	15/09/2022	Hall Hire Fees		42.50	-42.50
62552	SI	15/09/2022	Hall Hire Fees		11.50	-11.50
62553	SI	15/09/2022	Hall Hire Fees		25.50	-25.50
62554	SI	15/09/2022	Hall Hire Fees		11.50	-11.50
62577	SI	15/09/2022	Hall Hire Fees		34.00	-34.00
62578	SI	15/09/2022	Hall Hire Fees		11.50	-11.50
62619	SI	22/09/2022	Hall Hire Fees		25.50	-25.50
62620	SI	22/09/2022	Hall Hire Fees		11.50	-11.50
62627	SI	22/09/2022	Hall Hire Fees		25.50	-25.50
62628	SI	22/09/2022	Hall Hire Fees		11.50	-11.50
62693	SI	23/09/2022	Hall Hire Fees		34.00	-34.00
62694	SI	23/09/2022	Hall Hire Fees		11.50	-11.50
63565	SI	28/09/2022	Hall Hire Fees		34.00	-34.00
63566	SI	28/09/2022	Hall Hire Fees		11.50	-11.50
63587	SI	23/09/2022	Milford Hall Hire Fees - August & September		2,666.66	-2,666.66
63588	SI	28/09/2022	Milford Hall Hire Fees - October 2022		1,333.33	-1,333.33
63694	PI	30/09/2022	Mobile Patrols	194.37		194.37
63935	SC	22/09/2022	Cancel - see tran 62627	25.50		25.50
63936	SC	22/09/2022	Cancel - see tran 62628	11.50		11.50
63937	SC	08/09/2022	Cancel - see tran 62526	54.00		54.00
63938	SC	08/09/2022	Cancel - see tran 62527	11.50		11.50
63988	PC	30/09/2022	Cancel - see tran 63694		194.37	-194.37
Account Totals				<u>296.87</u>	<u>5,079.36</u>	<u>-4,782.49</u>

N/C 6080 **Name** B&CM - Exp - Monmouth Hall

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62595	JD	27/09/2022	Payments	982.59		982.59
62697	JC	27/09/2022	Caretaker		982.59	-982.59
Account Totals				<u>982.59</u>	<u>982.59</u>	

N/C 6090 **Name** B&CM - Exp - Milford Hall

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
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Date: 01/11/2022
Time: 11:20:22

Yeovil Town Council

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Nominal Departmental Analysis (Detailed)

62491	BP	01/09/2022	Rates	536.00	536.00
62599	PI	07/09/2022	Electrical Repairs	490.00	490.00
62610	PI	12/09/2022	Electricity	278.18	278.18
62615	PI	20/09/2022	Alarm Response	35.00	35.00
62617	PI	12/09/2022	New Pump for Boiler	220.00	220.00
62626	PI	05/09/2022	Internet	27.85	27.85
62698	JD	27/09/2022	Caretaker	722.27	722.27
63675	PI	23/09/2022	Deadlock	17.24	17.24
63677	PI	30/09/2022	Socket Set	19.16	19.16
63686	PI	30/09/2022	Water Hygiene Service	222.25	222.25
63709	PI	30/09/2022	Electricity	2,621.35	2,621.35
63710	PI	27/09/2022	Cleaning	723.45	723.45
63989	PI	30/09/2022	Mobile Patrols	194.37	194.37

<u>Account Totals</u>	<u>6,107.12</u>	<u>6,107.12</u>
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N/C 6100 **Name** B&CM - Exp - Public Toilets Peter St

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62600	PI	08/09/2022	Foot Patrols	406.00		406.00
62631	PI	02/09/2022	Water Charges	64.39		64.39
63685	PI	15/09/2022	Electricity	182.91		182.91
63715	PI	30/09/2022	Cleaning	560.79		560.79
63716	PI	29/09/2022	Consumables	72.50		72.50

<u>Account Totals</u>	<u>1,286.59</u>	<u>1,286.59</u>
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N/C 6102 **Name** B&CM - Exp - Public Toilets Petters Way

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62587	PI	02/09/2022	Toilet Recharge - 1st Qtr	2,722.55		2,722.55
62601	PI	08/09/2022	Foot Patrols	406.00		406.00

<u>Account Totals</u>	<u>3,128.55</u>	<u>3,128.55</u>
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N/C 6190 **Name** B&CM - Exp - Town House - Business Rates

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62489	BP	01/09/2022	Rates	961.00		961.00

<u>Account Totals</u>	<u>961.00</u>	<u>961.00</u>
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N/C 6200 **Name** B&CM - Exp - Town House - (excluding services)

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62557	PI	04/09/2022	Coffee/Tea - Town House	35.78		35.78
62699	JD	27/09/2022	Cleaner	260.32		260.32
63648	PI	05/09/2022	Refreshments	4.70		4.70
63699	PI	30/09/2022	Waste Disposal	74.54		74.54

<u>Account Totals</u>	<u>375.34</u>	<u>375.34</u>
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N/C 6210 **Name** B&CM - Exp - Town House - Electricity

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62630	PI	02/09/2022	Electricity	132.01		132.01

<u>Account Totals</u>	<u>132.01</u>	<u>132.01</u>
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N/C 6212 **Name** B&CM - Exp - Town House - Gas

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62633	PI	06/09/2022	Gas	3.99		3.99

<u>Account Totals</u>	<u>3.99</u>	<u>3.99</u>
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N/C 6270 **Name** B&CM - Exp - Defibrillator

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
63595	BR	29/09/2022	Contribution		1,242.00	-1,242.00

11/050 COMMUNITY HALL CHARGES

The Committee is requested to consider the charges for the hire of Milford Community Hall and the Council Chamber.

Current Rate of Hire

Type of Hire	Rate of Hire (2019/20) (per hall/room per hour or part thereof)	Rate of Hire (2020/21) (per hall/room per hour or part thereof)	Rate of Hire (2021/22) (per hall/room per hour or part thereof)	Rate of Hire (2022/23) (per hall/room per hour or part thereof)
Milford and Monmouth Halls:				
<i>Rate for commercial organisations/persons</i>	<i>£17.00</i>	<i>£17.00</i>	<i>£17.50</i>	<i>£18.00</i>
<i>Private Functions</i>	<i>£8.00</i>	<i>£8.00</i>	<i>£8.00</i>	<i>£8.50</i>
<i>Damage Deposit for Private Functions (returnable if hall left in a satisfactory condition)</i>	<i>£120.00</i>	<i>£125.00</i>	<i>£125.00</i>	<i>£130.00</i>
<i>Non-profit making Organisations</i>	<i>£7.00</i>	<i>£7.00</i>	<i>£7.00</i>	<i>£7.50</i>
<i>Use of Main Hall Kitchen (included in hall/room hire charge for non-profit making organisations)</i>	<i>£11.00</i>	<i>£11.50</i>	<i>£11.50</i>	<i>£11.50</i>
Town House Council Chamber:				
<i>Hire</i>	<i>£7.00</i>	<i>£7.00</i>	<i>£7.00</i>	<i>£7.50</i>
<i>Provision of tea/coffee (per hire)</i>	<i>£10.00</i>	<i>£10.00</i>	<i>£10.00</i>	<i>£10.00</i>
<i>Use of Kitchen without tea/coffee (per hire)</i>	<i>£5.00</i>	<i>£5.50</i>	<i>£5.50</i>	<i>£5.50</i>

Date: 01/11/2022
Time: 11:20:22

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Page: 3

<u>Account Totals</u>		<u>1,242.00</u>	<u>-1,242.00</u>
<u>Department</u>	<u>13,274.06</u>	<u>133,713.95</u>	<u>-120,439.89</u>
<u>Grand Totals</u>	<u>13,274.06</u>	<u>133,713.95</u>	<u>-120,439.89</u>

Bookings

	8-9	9-10	10-11	11-12	12 - 1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10
Monday			Group A									Group B		
Tuesday					Group A		Group C					Group D		
Wednesday			Group E				Group F					Group G *		
Thursday							Group H*					Group I*		
Friday			Group J *									Group D		
Saturday			Tends to be used for parties											
Sunday			Group K				Tends to be used for parties							

* Group F and J every other week

* Group H - every 3rd Thursday of month

* Group I - Youth Club - School Term only

Historical Income and Expenditure

	Expenditure (£)	Income (£)	
2016/17	39,556	26,877	For every £1 spent 68p recouped
2017/18	35,018	26,523	For every £1 spent 76p recouped
2018/19	56,793	25,514	For every £1 spent 45p recouped
2019/20	37,385	25,597	For every £1 spent 68p recouped
2020/21 ^{*1}	38,880	8,031	For every £1 spent 21p recouped
2021/22 ^{*1 *2 *3}	40,925	12,639	For every £1 spent 31p recouped
2022/23 (Estimate) ^{*2} ^{*3}	37,868	20,395	For every £1 spent 54p recouped
Total	286,432	134,576	
Average	40,919	19,225	For every £1 spent 46p recouped

The notes below show the range of factors which have an impact on the expenditure and income of Milford Hall.

*1 Lettings during 2020/21 and 2021/22 significantly reduced following the closure of the hall during COVID-19, followed by the government restrictions regarding Community Hall. Applications were made to South Somerset District Council for both Business Support Grants and a rebate on Business Rates, however due to Yeovil Town Council being a Local Authority, the criteria was not met. Similarly, Yeovil Town Council could not access the furlough scheme. Yeovil Town Council had contractual commitments during this period.

*2 Significant income was lost when the Centre Pre-School closed. For a period of time there was no tenant in the play school area of the building. An arrangement has now been set up with the Family Time Service at Somerset County Council.

*3 The hall usage is gradually building back up again following COVID. Users are nervous and many of the Community users are vulnerable.

- As part of the lease arrangement with South Somerset District Council, Milford Hall is unavailable for letting due to the "Schools Out" programme. The programme runs for 10 weeks each year:
 - Spring Half Term holiday – 1 week
 - Easter Holidays – 2 weeks
 - Summer Holidays – 4 weeks
 - Autumn Half Term Holiday – 1 week

This impacts on income generated – losing directly about £1,000 per annum. However, there is also an indirect impact, as not having the hall available for 10

weeks a year, is a barrier to lettings for those groups who want to have the hall all throughout the year.

- Yeovil Town Council do not charge the Youth Club provider for use of the facility. This has a financial value of approximately £1,170.
- As part of the long-term lease arrangement, South Somerset District Council invoice Yeovil Town Council on a quarterly basis for things such as electricity, gas and other support services costs. Yeovil Town Council have no control over these costs. We are looking to transfer the utility services directly to Yeovil Town Council. The longer-term goal is to transfer the asset to Yeovil Town Council. Members will recall from the previous meeting, that the Town Council are looking into installing solar panels which should provide significant savings for electricity bills going forward – once installed. In addition, the main hall lighting will be replaced with LED fittings which will reduce electricity consumption.

Other Halls in the area

The table beneath shows other halls in Yeovil which are comparable to Yeovil Town Council's offerings.

Hall	Price	Notes
Vicarage Street Methodist Church (as at 2020)	Basic Hall: £64 per session (4 hours) Rooms: £55 per session	Kitchen £5 extra
Abbey Community Centre	£16 per hour	
Birchfield Community Centre (as of 2020)	Main Hall: £14 per hour Room 1: £10 per hour Discounts of up to 50% per hour	No charge for use of kitchen
Holy Trinity	£22 per hour	
St Peters Community Centre	£30 per hour (for whole building)	

Projected Income and Expenditure for 2023/24

	Expenditure (£)	Income (£)	
2023/24 (Projections)	40,370	25,282	For every £1 spent 63p recouped

The above projections are based on the status quo but with the proposed rates listed below. Savings regarding solar panels, LED fittings and transferring the utility services have not been included in these figures.

Proposed Rate of Hire 2021/22

At its meeting on 19th November 2020, this Committee agreed that the hourly cost of hire for the facilities should increase by inflation (CPI) rounded to the nearest 50p. CPI is assumed at 8.8%.

Type of Hire	Rate of Hire (2019/20) (per hall/room per hour or part thereof)	Rate of Hire (2020/21) (per hall/room per hour or part thereof)	Rate of Hire (2021/22) (per hall/room per hour or part thereof)	Rate of Hire (2022/23) (per hall/room per hour or part thereof)	Proposed Rate of Hire (2023/24) (per hall/room per hour or part thereof)
Milford and Monmouth Halls:					
Rate for commercial organisations/persons	£17.00	£17.00	£17.50	£18.00	£19.50
Private Functions	£8.00	£8.00	£8.00	£8.50	£9.00
Damage Deposit for Private Functions (returnable if hall left in a satisfactory condition)	£120.00	£125.00	£125.00	£130.00	£140.00
Non-profit making Organisations	£7.00	£7.00	£7.00	£7.50	£8.00
Use of Main Hall Kitchen (included in hall/room hire charge for non-profit making organisations)	£11.00	£11.50	£11.50	£11.50	£12.50
Town House Council Chamber:					
Hire	£7.00	£7.00	£7.00	£7.00	£8.00
Provision of tea/coffee (per hire)	£10.00	£10.00	£10.00	£10.00	£12.00
Use of Kitchen without tea/coffee (per hire)	£5.00	£5.50	£5.50	£5.50	£6.00

If Members have any questions about the above report, please contact Amanda Card, Town Clerk prior to the meeting.

The Committee is **RECOMMENDED**:

- 1) to agree proposed charges with effect from 1 April 2023 (as shown in the table above; and
- 2) to recommend to Policy, Resources and Finance these charges.

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

Buildings & Civic Matters Committee

	2021/22			2022/23				2023/24	
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 30/09/2022	Full year estimated spend to 31/03/2023	Estimated (over) / under spend £	Proposed Budget	Notes
EXPENDITURE									
Band Costs	3,500	3,500	0	3,500	0	3,500	0	3,500	SLA agreed to commence in 2020/21
CCTV	32,490	32,490	0	32,490	32,490	32,490	0	32,490	
Changing Places Toilet	0	0	0	5,000	0	5,000	0	0	Contribution to SSDC Changing Places fully accessible toilet bid
Community safety	2,500	0	2,500	17,500	0	17,500	0	17,500	Agreed 16/11/21
Defibrillator	9,000	14,885	0	10,500	458	15,384	(4,884)	11,500	Inflationary increase
Litter/Grit bins	700	0	700	700	0	250	450	700	
Milford Hall - Business Rates	5,000	3,870	1,130	5,200	3,220	5,370	(170)	5,370	Inflationary increase
Milford Hall - Running Costs	15,000	22,687	(7,687)	20,000	12,261	20,000	0	22,000	Increase in electricity costs
Milford Hall - Security	3,250	2,721	529	3,000	1,076	2,498	502	3,000	
Milford Hall - SSDC Recharges	7,100	11,648	(4,548)	10,000	4,233	10,000	0	10,000	Inflationary increase
Milford Hall Refurbishments	0	0	0	20,000	0	0	20,000	0	
Millennium Clock	500	0	500	520	347	347	173	570	Inflationary increase
Monmouth Hall	0	5,099	(5,099)	0	0	0	0	0	Inflationary increase
Monmouth Hall - Running Costs	16,870	0	16,870	0	0	0	0	0	
Monmouth Hall Business Rates	820	0	820	0	0	0	0	0	
Monmouth Hall refurbishment	60,000	18,645	41,355	60,000	85	60,000	0	60,000	£60k in budget from 2018/19 and 2019/20.
PA System	500	510	(10)	500	0	577	(77)	620	Hire charge of PA system and technical support for Remembrance Sunday
Painting of Town House	0	201	(510)	0	0	0	0	0	
Public noticeboards	500	479	21	500	0	1,000	(500)	1,000	
Peter Street Public Toilet - Cleaning (inc toilet rolls)	7,340	7,378	(38)	7,000	2,556	7,000	0	7,500	Inflationary/Cost of Living increase
Peter Street Public Toilet - Security	5,800	3,710	2,090	5,200	3,724	7,070	(1,870)	5,660	Inflationary increase
Peter Street Public Toilet - Business Rates	3,200	(3,194)	6,394	3,200	0	0	3,200	0	
Peter Street Public Toilet - Other Running costs (electric/water/repairs)	7,120	6,923	197	7,120	4,305	7,120	0	9,250	Inflationary/Cost of Living increase and increase in electricity costs
Petters Way Public Toilet - SSDC Recharge (cleaning/water/electricity)	11,400	9,806	1,594	11,400	2,716	11,400	0	12,900	Increase in electricity costs
Petters Way Public Toilet - Security	5,000	3,710	1,290	5,000	3,722	6,236	(1,236)	5,440	Inflationary increase
Petters Way Public Toilet - Business Rates	2,650	(2,645)	5,295	2,650	0	0	2,650	0	
Petters Way Public Toilet - Other Running costs (repairs)	2,030	1,344	686	2,030	3,117	4,365	(2,335)	2,210	Inflationary increase
Regalia	0	0	0	2,000	0	2,000	0	2,000	Move from PR&F
Remembrance Sunday Video	0	1,500	(1,500)	1,500	0	1,500	0	1,500	
Sports Development Officer (SSDC)	2,160	0	2,160	2,160	0	0	2,160	2,160	
St Georges Day Parade	300	300	0	300	0	300	0	200	
Town Centre Environmental Improvements	8,000	0	8,000	8,000	0	0	8,000	8,000	
Town House - CCTV Reserve	500	0	500	500	0	500	0	500	Build up a reserve to repair/replace CCTV BCM 17/11/20
Town House - business rates	10,000	9,606	394	10,400	2,762	10,000	400	10,400	
Town House - electricity	1,600	147	1,453	1,600	775	1,549	51	2,400	Increase in electricity costs
Town House - gas	2,200	1,887	313	2,200	497	995	1,205	2,200	
Town House - repairs and maintenance	10,000	2,423	7,577	10,000	2,237	10,000	0	10,000	
Town House - water charges	400	153	247	400	86	300	100	400	
Town House (excluding services)	7,000	6,968	32	7,000	2,171	15,642	(8,642)	7,000	Replacement boiler and control system as agreed at BCM (04/10/22) and PR&F (11/10/22)
War memorials	750	0	750	750	0	750	0	750	Risk assessed and cleaned every 2 years. Budget to collect 1/2 each year and add to reserve to cover charge every 2 years
Total Expenditure	245,180	166,751	78,429	279,820	82,839	260,643	19,177	258,720	
INCOME									
Defibrillator	0	(9,844)	9,844	0	(1,200)	(4,884)	4,884	0	
Monmouth Hall	0	0	0	0	0	0	0	0	
Milford Hall	(25,000)	(12,639)	(12,362)	(26,000)	(4,584)	(20,000)	(6,000)	(26,000)	
Town House	(1,500)	0	(1,500)	(1,000)	0	0	(1,000)	(1,000)	
Total Income	(26,500)	(22,482)	(4,018)	(27,000)	(5,784)	(24,884)	(2,116)	(27,000)	
Net Expenditure	218,680	144,269	74,411	252,820	77,055	235,759	17,061	231,720	

11/052 WATER LEAK AT THE TOWN HOUSE

This report is for information only. On Monday 17 October 2022, when staff arrived for work it became evident that there was a significant leakage of water from above into the Mayor's Parlour. On investigation, it became apparent that the hot water heater located in the roof space behind the first-floor kitchen had sprung a leak, and water was running down into the Parlour cupboards, along the flagstones and into the main room where part of the carpet had become water-logged. Fortunately, a plumber was able to attend site promptly, isolate the leaking water heater, and drain the system associated with it.

During the discussions held earlier in the year with heating engineers about replacing the existing boilers, this particular hot water heater had been identified as being in poor condition and in need of replacement. Its removal is therefore included in the specified works to be undertaken to replace both existing boilers with a single boiler agreed at the previous Buildings and Civic Matters Committee in October (*minute 11/040 (2)(b)*). It is currently anticipated that works to install the new system are to commence in December.

As the removal of the faulty hot water heater is part of the programme of works to improve the heating system in the Town House, it would seem sensible to wait for this work to be undertaken rather than to quickly replace the hot water heater for the short interim period. However, Members should be aware that for the interim period, there will be no hot water in the first-floor kitchen, the first-floor cloakroom, the ground floor disabled cloakroom, and the Parlour cloakroom.

Members should also be aware that during the course of upgrading the heating system in the Town House, there will be significant disruption to remove the old and install the new pipework around the building and replace the existing heating equipment. This will include files and event equipment being moved from the anti-chamber and temporarily stored in the Council Chamber, and there will be a period of time where there will be no heating whilst the old system is disconnected and the new system comes into operation. The heating engineers are mindful of the implications of this and will endeavour to keep the disruption to a minimum.

The Committee is **RECOMMENDED** to note the report.

*(Helen Ferdinand, Deputy Town Clerk – 01935 382424 or
helen.ferdinand@yeovil.gov.uk)*