

Yeovil Town Council



Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Buildings and Civic Matters Committee

Buildings and Civic Matters Committee

Tuesday 16th November 2021

7:00pm

Hybrid Meeting:

Face-to-face at Town House, 19 Union Street, Yeovil

BA20 1PQ; and virtual using Zoom meeting software

Any members of the public wishing to make comments at Public Comments need to email ytic@yeovil.gov.uk by 9:00am on Tuesday 16th November 2021.

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
10th November 2021

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

Members of Yeovil Town Council are summoned to attend:

Nigel Gage

Karl Gill (Vice Chairman)

David Gubbins

Andy Kendall (Ex-officio)

Terry Ledlie

Tony Lock

David Recardo

Evie Potts-Jones (Ex-officio)

Rob Stickland (Chairman)

Information for the Public

In accordance with the Local Authorities and Police and Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 as part of the Coronavirus Act 2020, the ability to hold meetings virtually has now ceased. The Council are adhering to guidance set by the Ministry of Housing, Communities and Local government for the safe use of council buildings to enable face-to-face meetings for Councillors yet continue to provide remote access to the public.

Public Comments at meetings (held via Zoom)

We recognise that these are challenging times but we still value the public's contribution to our hybrid meetings. If you would like to make a comment or raise a question in the meeting, you will need to do this in writing before the meeting. Please email ytic@yeovil.gov.uk by 9:00am on Tuesday 16th November 2021.

If you would like to view the meeting, please e-mail ytic@yeovil.gov.uk by 9:00am on Tuesday 16th November 2021. 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

Gareth Williams, Co-ordinator at Yeovil Crime Reduction Team (YCRT) will give a presentation about their work.

A written report from Avon and Somerset Constabulary giving an update on community policing matters will be circulated prior to the meeting.

PUBLIC COMMENT (15 Minutes)

Due to the confidential nature of the business of item 10/180 – 10/181, 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*

10/170 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

10/171 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).

10/172 MINUTES

To approve as a correct record the Minutes of the meet held on 21st September 2021.

10/173 FINANCIAL STATEMENT – AUGUST 2021 / SEPTEMBER 2021

To approve the Financial Statement for the period 1st August 2021 to 30th September 2021 attached at pages 3 to 8.

10/174 DEFIBRILLATOR UPDATE

To consider the verbal report of the Town Clerk.

10/175 COMMEMORATIVE BENCH FOR YEOVIL DISTRICT HOSPITAL: NEW INITIATIVES BUDGET

To note the report of the Deputy Town Clerk as attached at page 9 to 10.

10/176 COMMUNITY HALL CHARGES

To consider the report of the Town Clerk as attached at pages 11 to 14.

10/177 REGALIA BUDGET

To note the report of the Town Clerk as attached at page 15.

10/178 DRAFT BUDGET 2022/23

To consider and recommend to Policy, Resources and Finance Committee the draft budget for 2022/23 as attached at page 16.

The Committee may wish to defer the decision of this item, until 10/180 and 10/181 under confidential have been discussed.

PUBLIC COMMENT (15 Minutes)

10/179 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.

**10/180 MILFORD HALL – SUBHALL AND MEETING ROOM LETTERING
(COMMERCIAL IN CONFIDENCE)**

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

10/181 COMMUNITY SAFETY (CONFIDENTIAL)

To consider the verbal update of the Town Clerk.

Yeovil Town Council

August Actual V Budget

Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	218,680.00	109,340.00	109,340.00	0.00	109,340.00
Monmouth Hall Hire Fees	0.00	0.00	0.00	0.00	0.00
Milford Hall Hire Fees	25,000.00	5,253.50	10,416.65	-5,163.15	19,746.50
Use of Council Chamber	1,500.00	0.00	625.00	-625.00	1,500.00
	245,180.00	114,593.50	120,381.65	-5,788.15	130,586.50
Expenditure					
Community Safety	2,500.00	0.00	1,041.65	-1,041.65	2,500.00
CCTV	32,490.00	0.00	8,122.50	-8,122.50	32,490.00
Litter/Grit Bins	700.00	0.00	291.65	-291.65	700.00
Millennium Clock	500.00	0.00	208.35	-208.35	500.00
Monmouth Hall	17,690.00	1,436.22	7,370.85	-5,934.63	16,253.78
Monmouth Hall Refurbishment	60,000.00	0.00	25,000.00	-25,000.00	60,000.00
Milford Hall	30,350.00	12,923.15	12,645.85	277.30	17,426.85
Public Toilets - Peter St	23,460.00	8,271.95	9,775.00	-1,503.05	15,188.05
Public Toilets - Petters Way	21,080.00	3,472.53	8,783.35	-5,310.82	17,607.47
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
Painting of Town House	0.00	200.50	0.00	200.50	-200.50
Sports Development Officer	2,160.00	0.00	0.00	0.00	2,160.00
Town House - Business Rates	10,000.00	4,800.75	5,000.00	-199.25	5,199.25
Town House - (excluding Services)	7,000.00	2,801.82	2,916.65	-114.83	4,198.18
Town House - Electricity	1,600.00	257.52	666.65	-409.13	1,342.48
Town House - Gas	2,200.00	693.73	916.65	-222.92	1,506.27
Town House - Maintenance	10,000.00	1,699.52	4,166.65	-2,467.13	8,300.48
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	75.42	166.65	-91.23	324.58
St Georges Day Parade	300.00	0.00	125.00	-125.00	300.00
Defibrillator	9,000.00	4,926.64	3,750.00	1,176.64	4,073.36
CCTV Reserve	500.00	0.00	208.35	-208.35	500.00
	245,180.00	41,559.75	96,468.35	-54,908.60	203,620.25
	0	73,033.75	23,913.30	49,120.45	-73,033.75

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

N/C From 6000	Tran Date From 01/08/2021	Tran No From 1	Department From 0
N/C To 6280	Tran Date To 31/08/2021	Tran No To 99,999,999	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>
58808	PI	13/08/2021	Refund - Milford Hall	49.00		49.00
58817	SI	18/08/2021	Milford Hall Hire Fees		56.00	-56.00
58818	SI	18/08/2021	Milford Hall Hire Fees		11.50	-11.50
58819	SI	18/08/2021	Milford Hall Hire Fees		80.00	-80.00
60171	SC	18/08/2021	Cancel - see tran 58819	80.00		80.00
<u>Account Totals</u>				<u>129.00</u>	<u>147.50</u>	<u>-18.50</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>
58830	JD	27/08/2021	Payments	668.90		668.90
58926	PI	18/08/2021	Materials - Hall	9.28		9.28
58937	PI	31/08/2021	Mobile Patrols	143.00		143.00
59078	JC	27/08/2021	Caretaker		668.90	-668.90
<u>Account Totals</u>				<u>821.18</u>	<u>668.90</u>	<u>152.28</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>
58806	PI	10/08/2021	Milford Hall Recharge - 1st Qtr	2,494.00		2,494.00
58889	PI	05/08/2021	Internet	43.61		43.61
58912	BR	23/08/2021	Plusnet Internet Refund		18.50	-18.50
58936	PI	31/08/2021	Mobile Patrols	194.37		194.37
58938	PI	27/08/2021	Download CCTV Footage/Fire Extinguishers	167.80		167.80
58945	PI	31/08/2021	Cleaning	682.50		682.50
59079	JD	27/08/2021	Caretaker	668.90		668.90
<u>Account Totals</u>				<u>4,251.18</u>	<u>18.50</u>	<u>4,232.68</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>
58751	BP	01/08/2021	Rates	319.00		319.00
58820	PI	17/08/2021	Consumables	98.81		98.81
58838	PI	20/08/2021	Foot Patrol	417.00		417.00
58930	PI	06/08/2021	Water Charges	52.32		52.32
58944	PI	31/08/2021	Cleaning	518.05		518.05
<u>Account Totals</u>				<u>1,405.18</u>		<u>1,405.18</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>
58753	BP	01/08/2021	Rates	264.00		264.00
58839	PI	20/08/2021	Foot Patrol	417.00		417.00
<u>Account Totals</u>				<u>681.00</u>		<u>681.00</u>

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>
58754	BP	01/08/2021	Rates	961.00		961.00
<u>Account Totals</u>				<u>961.00</u>		<u>961.00</u>

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>
58935	PI	27/08/2021	Duty of Care	77.25		77.25
58943	PI	31/08/2021	Cleaning	304.11		304.11

Date: 08/11/2021
 Time: 11:21:15

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

58952	PI	31/08/2021	Waste Disposal	56.36		56.36
			<u>Account Totals</u>	<u>437.72</u>		<u>437.72</u>
<u>N/C</u>	6212	<u>Name</u>	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>
58931	PI	19/08/2021	Gas	22.71		22.71
			<u>Account Totals</u>	<u>22.71</u>		<u>22.71</u>
			<u>Department</u>	<u>8,708.97</u>	<u>834.90</u>	<u>7,874.07</u>
			<u>Grand Totals</u>	<u>8,708.97</u>	<u>834.90</u>	<u>7,874.07</u>

Yeovil Town Council

September Actual V Budget

Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	218,680.00	218,680.00	218,680.00	0.00	0.00
Monmouth Hall Hire Fees	0.00	0.00	0.00	0.00	0.00
Milford Hall Hire Fees	25,000.00	7,845.00	12,499.98	-4,654.98	17,155.00
Use of Council Chamber	1,500.00	0.00	750.00	-750.00	1,500.00
	245,180.00	226,525.00	231,929.98	-5,404.98	18,655.00
Expenditure					
Community Safety	2,500.00	0.00	1,249.98	-1,249.98	2,500.00
CCTV	32,490.00	0.00	16,245.00	-16,245.00	32,490.00
Litter/Grit Bins	700.00	0.00	349.98	-349.98	700.00
Millennium Clock	500.00	0.00	250.02	-250.02	500.00
Monmouth Hall	17,690.00	3,136.54	8,845.02	-5,708.48	14,553.46
Monmouth Hall Refurbishment	60,000.00	0.00	30,000.00	-30,000.00	60,000.00
Milford Hall	30,350.00	14,953.95	15,175.02	-221.07	15,396.05
Public Toilets - Peter St	23,460.00	9,666.01	11,730.00	-2,063.99	13,793.99
Public Toilets - Petters Way	21,080.00	6,841.20	10,540.02	-3,698.82	14,238.80
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
Painting of Town House	0.00	200.50	0.00	200.50	-200.50
Sports Development Officer	2,160.00	0.00	0.00	0.00	2,160.00
Town House - Business Rates	10,000.00	5,761.75	6,000.00	-238.25	4,238.25
Town House - (excluding Services)	7,000.00	3,402.95	3,499.98	-97.03	3,597.05
Town House - Electricity	1,600.00	257.52	799.98	-542.46	1,342.48
Town House - Gas	2,200.00	711.95	1,099.98	-388.03	1,488.05
Town House - Maintenance	10,000.00	1,699.52	4,999.98	-3,300.46	8,300.48
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	75.42	199.98	-124.56	324.58
St Georges Day Parade	300.00	0.00	150.00	-150.00	300.00
Defibrillator	9,000.00	9,845.54	4,500.00	5,345.54	-845.54
CCTV Reserve	500.00	0.00	250.02	-250.02	500.00
	245,180.00	56,552.85	122,260.02	-65,707.17	188,627.15
	0	169,972.15	109,669.96	60,302.19	-169,972.15

Date: 08/11/2021
Time: 11:26:11

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 6000	Tran Date From 01/09/2021	Tran No From 1	Department From 0
N/C To 6280	Tran Date To 30/09/2021	Tran No To 99,999,999	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>
59708	BR	24/09/2021	Precept - 2nd Half		109,340.00	-109,340.00
<u>Account Totals</u>					<u>109,340.00</u>	<u>-109,340.00</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>
58906	SI	01/09/2021	Hall Hire Fees		375.00	-375.00
58907	SI	01/09/2021	Hall Hire Fees		84.00	-84.00
58910	SI	01/09/2021	Hall Hire Fees		126.00	-126.00
58911	SI	01/09/2021	Hall Hire Fees		1,029.00	-1,029.00
58916	SI	01/09/2021	Hall Hire Fees		14.00	-14.00
58939	SI	02/09/2021	Hall Hire Fees		32.00	-32.00
58940	SI	02/09/2021	Hall Hire Fees		11.50	-11.50
58955	SI	08/09/2021	Hall Hire Fees		32.00	-32.00
58956	SI	08/09/2021	Hall Hire Fees		11.50	-11.50
58957	SI	08/09/2021	Hall Hire Fees		64.00	-64.00
58958	SI	08/09/2021	Hall Hire Fees		11.50	-11.50
58959	SI	09/09/2021	Hall Hire Fees		32.00	-32.00
58960	SI	09/09/2021	Hall Hire Fees		11.50	-11.50
58961	SI	09/09/2021	Hall Hire Fees		40.00	-40.00
58962	SI	09/09/2021	Hall Hire Fees		11.50	-11.50
58963	SI	13/09/2021	Hall Hire Fees		32.00	-32.00
58964	SI	13/09/2021	Hall Hire Fees		11.50	-11.50
58965	SI	13/09/2021	Hall Hire Fees		24.00	-24.00
58966	SI	13/09/2021	Hall Hire Fees		11.00	-11.00
58967	SI	21/09/2021	Hall Hire Fees		32.00	-32.00
58968	SI	21/09/2021	Hall Hire Fees		40.00	-40.00
58969	SI	21/09/2021	Hall Hire Fees		11.50	-11.50
58970	SI	21/09/2021	Hall Hire Fees		40.00	-40.00
58971	SI	21/09/2021	Hall Hire Fees		11.50	-11.50
58972	SI	21/09/2021	Hall Hire Fees		40.00	-40.00
58973	SI	21/09/2021	Hall Hire Fees		11.50	-11.50
59046	SI	23/09/2021	Hall Hire Fees		112.00	-112.00
59053	SI	23/09/2021	Hall Hire Fees		119.00	-119.00
59060	SI	23/09/2021	Hall Hire Fees		28.00	-28.00
59067	SI	23/09/2021	Hall Hire Fees		84.00	-84.00
59071	SI	23/09/2021	Hall Hire Fees		14.00	-14.00
59072	SI	23/09/2021	Hall Hire Fees		21.00	-21.00
59073	SI	23/09/2021	Hall Hire Fees		63.00	-63.00
<u>Account Totals</u>					<u>2,591.50</u>	<u>-2,591.50</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>	
58948	PI	03/09/2021	Alarm Activation	56.50		56.50	
58981	JD	27/09/2021	Payments	668.90		668.90	
59082	JC	27/09/2021	Caretaker		668.90	-668.90	
59736	PI	18/09/2021	Meter Removal	315.72		315.72	
59737	PI	18/09/2021	Electric Disconnection	1,140.00		1,140.00	
59809	PI	30/09/2021	Mobile Patrols	188.10		188.10	
<u>Account Totals</u>					<u>2,369.22</u>	<u>668.90</u>	<u>1,700.32</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>
58949	PI	03/09/2021	Replace Faulty Lights	310.00		310.00
59083	JD	27/09/2021	Caretaker	668.90		668.90

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

59732	PI	05/09/2021	Internet Connection	11.78		11.78
59780	PI	23/09/2021	Padlock	29.14		29.14
59782	PI	27/09/2021	Ground Hooks	14.98		14.98
59806	PI	30/09/2021	Cleaning	682.50		682.50
59808	PI	30/09/2021	Mobile Patrols	313.50		313.50
<u>Account Totals</u>				<u>2,030.80</u>		<u>2,030.80</u>

<u>N/C</u>	6100	<u>Name</u>	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>
59021	PI	21/09/2021	Foot Patrols	406.00		406.00
59681	BP	01/09/2021	Rates	319.00		319.00
59784	PI	02/09/2021	Water Charge	50.52		50.52
59810	PI	28/09/2021	Consumables	98.81		98.81
59812	PI	30/09/2021	Cleaning	519.73		519.73
<u>Account Totals</u>				<u>1,394.06</u>		<u>1,394.06</u>

<u>N/C</u>	6102	<u>Name</u>	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>
59022	PI	21/09/2021	Foot Patrols	406.00		406.00
59683	BP	01/09/2021	Rates	264.00		264.00
59814	PI	24/09/2021	Petters Way Recharge - 1st Qtr	2,698.67		2,698.67
<u>Account Totals</u>				<u>3,368.67</u>		<u>3,368.67</u>

<u>N/C</u>	6190	<u>Name</u>	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>
59684	BP	01/09/2021	Rates	961.00		961.00
<u>Account Totals</u>				<u>961.00</u>		<u>961.00</u>

<u>N/C</u>	6200	<u>Name</u>	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>
59007	PI	15/09/2021	Tissues	17.50		17.50
59760	CP	01/09/2021	Milk	9.55		9.55
59766	CP	28/09/2021	Refreshments	12.15		12.15
59796	PI	30/09/2021	Waste Disposal	43.88		43.88
59811	PI	30/09/2021	Cleaning	518.05		518.05
<u>Account Totals</u>				<u>601.13</u>		<u>601.13</u>

<u>N/C</u>	6212	<u>Name</u>	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>
59785	PI	17/09/2021	Gas	18.22		18.22
<u>Account Totals</u>				<u>18.22</u>		<u>18.22</u>

<u>N/C</u>	6270	<u>Name</u>	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>
59025	PI	22/09/2021	Defibrillator	2,451.90		2,451.90
59026	PI	22/09/2021	Defibrillator	2,442.00		2,442.00
59738	PI	18/09/2021	Defibrillator Sign	25.00		25.00
<u>Account Totals</u>				<u>4,918.90</u>		<u>4,918.90</u>

<u>Department</u>	<u>15,662.00</u>	<u>112,600.40</u>	<u>-96,938.40</u>
<u>Grand Totals</u>	<u>15,662.00</u>	<u>112,600.40</u>	<u>-96,938.40</u>

10/175

**COMMEMORATIVE BENCH FOR YEOVIL DISTRICT HOSPITAL:
NEW INITIATIVES BUDGET**

Following agreement by this Committee, the Policy Resources and Finance approved expenditure to provide two benches in the Town Centre in commemoration of the VE and VJ Day anniversaries and one bench at the hospital to thank the NHS staff for their hard work during the pandemic.

It was agreed that the VE and VJ Day Commemorative benches be positioned behind St John's Churchyard, as there is a Falklands War Memorial there. Delivery of the benches is now imminent and South Somerset District Council will be installing them.

With regard to the bench for Yeovil District Hospital it was agreed to delegate the approval of the design of the NHS bench to be situated at Yeovil District Hospital (design to be submitted by Yeovil District Hospital) to the Clerk in consultation with the Chair of the Committee and feedback from the Committee. Yeovil District Hospital submitted the design just as this agenda was about to be published, therefore the details are set out below:



- Local Supplier (Lyme Regis)
- Carved words along the seating part of the bench which would be on the theme of relax, reflect, recover
- The bench would be located in the new outdoor area next to the breeze café staff, so the slightly wave like swirl of the design would be in keeping
- Recognition of the generosity of Yeovil Town Council would be acknowledged by a metal plate on the side of the bench

The cost of the bench, the carved wording and the metal acknowledgement plaque will be within the sum allocated.

The Committee is **RECOMMENDED** to note the report and provide feedback.

If you have any questions about this report, please contact Sally Freemantle in advance of the meeting.

***(Sally Freemantle, Deputy Town Clerk: 01935 382424 or
sally.freemantle@yeovil.gov.uk)***

10/176 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 (2018/19) <i>(per hall/room per hour or part thereof)</i>	Rate of Hire (2019/20) <i>(per hall/room per hour or part thereof)</i>	Rate of Hire (2020/21) <i>(per hall/room per hour or part thereof)</i>	Rate of Hire (2021/22) <i>(per hall/room per hour or part thereof)</i>
Milford and Monmouth Halls:				
<i>Rate for commercial organisations/persons</i>	£16.50	£17.00	£17.00	£17.50
<i>Private Functions</i>	£8.00	£8.00	£8.00	£8.00
<i>Damage Deposit for Private Functions (returnable if hall left in a satisfactory condition)</i>	£120.00	£120.00	£125.00	£125.00
<i>Non-profit making Organisations</i>	£7.00	£7.00	£7.00	£7.00
<i>Use of Main Hall Kitchen (included in hall/room hire charge for non-profit making organisations)</i>	£11.00	£11.00	£11.50	£11.50
Town House Council Chamber:				
<i>Hire</i>	£7.00	£7.00	£7.00	£7.00
<i>Provision of tea/coffee (per hire)</i>	£10.00	£10.00	£10.00	£10.00
<i>Use of Kitchen without tea/coffee (per hire)</i>	£5.00	£5.00	£5.50	£5.50

Bookings

Bookings are beginning to increase following the closure of the hall during COVID-19, followed by the government restrictions regarding Community Hall. The table beneath shows the regular booking slots. The regular bookings generate in the region of £10,500 per annum.

	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 C					Group D			
Wednesday		Group E									Group F *			
Thursday											Group G			
Friday			Group H *								Group D			
Saturday			Tends to be used for parties											
Sunday		Group I												

* Group F and H every other week

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	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
Birchfield Community Primary School (as of 2020)	£12 per hour	Only available outside school hours
St Peters Community Centre	£30 per hour (for whole building)	

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	38,880	16,970	For every £1 spent 44p recouped
Total	172,032	121,480	
Average	34,408	24,296	For every £1 spent 71p recouped

Notes:

Lettings during 2020/21 significantly reduced following the closure of the hall during COVID-19, followed by the government restrictions regarding Community Hall

The income generated by the Pre-school generated £11,000 - £12,000

Currently in 2021/22 (7 months) Expenditure - £15,053, income - £8,061 % for every £1 spent 54p recouped

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 currently at 1.7%.

Type of Hire	Rate of Hire (2018/19) (per hall/room per hour or part thereof)	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)	Proposed Rate of Hire (2021/22) (per hall/room per hour or part thereof)
Milford and Monmouth Halls:					
Rate for commercial organisations/persons	£16.50	£17.00	£17.00	£17.50	£18.00
Private Functions	£8.00	£8.00	£8.00	£8.00	£8.50
Damage Deposit for Private Functions (returnable if hall left in a satisfactory condition)	£120.00	£120.00	£125.00	£125.00	£130.00
Non-profit making Organisations	£7.00	£7.00	£7.00	£7.00	£7.50
Use of Main Hall Kitchen (included in hall/room hire charge for non-profit making organisations)	£11.00	£11.00	£11.50	£11.50	£11.50
Town House Council Chamber:					
Hire	£7.00	£7.00	£7.00	£7.00	£7.00
Provision of tea/coffee (per hire)	£10.00	£10.00	£10.00	£10.00	£10.00
Use of Kitchen without tea/coffee (per hire)	£5.00	£5.00	£5.50	£5.50	£5.50

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

Please note that there is a further report later in the agenda which is commercial in confidence regarding the letting of the sub-hall and meeting room.

The Committee is **RECOMMENDED**:

- 1) to agree proposed charges with effect from 1 April 2022 (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)

10/177 REGALIA BUDGET

It was suggested at the Budget Workshop to move the regalia budget to Buildings and Civic Matters Committee from the Policies, Resources and Finance Committee. It is believed that the regalia is more appropriate.

The Committee is **RECOMMENDED**:

- (1) to note the report;
- (2) to agree that the regalia budget be moved to the Buildings and Civic Matters Committee
- (3) to recommend to Policies, Resources and Finance Committee.

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

Buildings & Civic Matters Committee

	2020/21			2021/22				2022/23		Notes
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 31/09/2021	Full year estimated spend to 3/31/2022	Estimated (over) / under spend £	Proposed Budget		
EXPENDITURE										
Band Costs	3,500	3,500	0	3,500	0	3,500	0	3,500	3,500	SLA agreed to commence in 2020/21
CCTV	32,490	32,490	0	32,490	0	32,490	0	32,490	32,490	
Changing Places Toilet	0	0	0	0	0	0	0	5,000	5,000	Contribution to SSDC Changing Places fully accessible toilet bid
Community safety	2,500	2,500	0	2,500	0	2,500	0	17,500	17,500	See confidential report
Defibrillator	0	0	0	9,000	9,821	17,500	(8,500)	10,500	10,500	Urgent Decision subject to investigating alternative funding sources. Agreed in principle PRF 24/11/20
Litter/Grit bins	700	188	512	700	0	250	450	700	700	
Milford Hall	24,500	38,880	(14,380)	0	0	0	0	0	0	Inflationary increase
Milford Hall - Business Rates	0	0	0	5,000	0	0	5,000	5,200	5,200	Inflationary increase
Milford Hall - Running Costs	0	0	0	15,000	9,217	19,345	(4,345)	20,000	20,000	Cleaning £8,190, Caretaker £8,027
Milford Hall - Security	0	0	0	3,250	1,060	2,543	707	3,000	3,000	Inflationary increase
Milford Hall - SSDC Recharges	0	0	0	7,100	2,288	9,152	(2,052)	10,000	10,000	Inflationary increase
Milford Hall Refurbishments	0	0	0	0	0	0	0	20,000	20,000	
Millennium Clock	400	706	(306)	500	0	400	100	520	520	
Monmouth Hall	17,340	5,813	11,527	0	0	0	0	0	0	Inflationary increase
Monmouth Hall - Running Costs	0	0	0	16,870	2,831	6,182	10,688	0	0	
Monmouth Hall Business Rates	0	0	0	820	0	0	820	0	0	
Monmouth Hall refurbishment	60,000	0	60,000	60,000	20,392	60,000	0	60,000	60,000	£60k in budget from 2018/19 and 2019/20.
PA System	500	0	500	500	0	500	0	500	500	Hire charge of PA system and technical support for Remembrance Sunday
Painting of Town House	16,890	21,017	(4,127)	0	0	0	0	0	0	Agreed 21/01/20 BCM 28/01/20 PR&F
Public noticeboards	500	41	459	500	0	500	0	500	500	
Peter Street Public Toilet	23,000	22,063	937	0	0	0	0	0	0	Patrols from YCRT to reduce antisocial behaviour. Cleaning costs increased in line with National Living Wage
Peter Street Public Toilet - Cleaning (inc toilet rolls)	0	0	0	7,340	2,077	6,237	1,103	7,000	7,000	
Peter Street Public Toilet - Security	0	0	0	5,800	2,478	4,956	844	5,200	5,200	
Peter Street Public Toilet - Business Rates	0	0	0	3,200	1,599	3,197	3	3,200	3,200	
Peter Street Public Toilet - Other Running costs (electric/water/repairs)	0	0	0	7,120	2,524	5,048	2,072	7,120	7,120	
Petters Way Public Toilet	13,000	22,490	(9,490)	0	0	0	0	0	0	Patrols from YCRT to reduce antisocial behaviour. Cleaning costs increased in line with National Living Wage
Petters Way Public Toilet - SSDC Recharge (cleaning/water/electricity)	0	0	0	11,400	(136)	11,400	0	11,400	11,400	
Petters Way Public Toilet - Security	0	0	0	5,000	2,478	5,000	0	5,000	5,000	
Petters Way Public Toilet - Business Rates	0	0	0	2,650	1,325	2,649	1	2,650	2,650	
Petters Way Public Toilet - Other Running costs (repairs)	0	0	0	2,030	211	2,030	0	2,030	2,030	
Regalia	0	0	0	0	0	0	0	2,000	2,000	Move from PR&F
Remembrance Sunday Video	0	0	0	0	0	1,500	(1,500)	1,500	1,500	
Sports Development Officer (SSDC)	2,160	2,160	0	2,160	0	2,160	0	2,160	2,160	
St Georges Day Parade	300	0	300	300	0	0	300	300	300	
Town Centre Environmental Improvements	8,000	0	8,000	8,000	0	0	8,000	8,000	8,000	
Town House - CCTV Reserve	0	0	0	500	0	0	500	500	500	Build up a reserve to repair/replace CCTV BCM 17/11/20
Town House - business rates	10,000	9,606	394	10,000	4,801	9,602	399	10,400	10,400	
Town House - electricity	1,600	1,514	86	1,600	258	1,200	400	1,600	1,600	
Town House - gas	2,200	1,694	506	2,200	694	2,200	0	2,200	2,200	
Town House - repairs and maintenance	8,000	14,795	(6,795)	10,000	1,900	10,000	0	10,000	10,000	
Town House - water charges	400	181	219	400	75	220	180	400	400	
Town House (excluding services)	6,760	7,924	(1,164)	7,000	2,806	6,800	200	7,000	7,000	
War memorials	750	864	(114)	750	0	750	0	750	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	235,490	188,426	47,064	245,180	68,697	229,812	15,368	279,820	279,820	
INCOME										
Defibrillator	0	0	0	0	(2,500)	(7,500)	7,500	0	0	
Monmouth Hall	(4,500)	45	(4,545)	0	0	0	0	0	0	
Milford Hall	(25,000)	(8,031)	(16,969)	(25,000)	(7,926)	(15,851)	(9,149)	(26,000)	(26,000)	See confidential report
Town House	(1,500)	0	(1,500)	(1,500)	0	0	(1,500)	(1,000)	(1,000)	
Total Income	(31,000)	(7,986)	(23,014)	(26,500)	(10,426)	(23,351)	(3,149)	(27,000)	(27,000)	
Net Expenditure	204,490	180,440	24,050	218,680	58,271	206,461	12,219	252,820	252,820	