

Yeovil Town Council



Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Buildings and Civic Matters Committee

Buildings and Civic Matters Committee

Tuesday 18th January 2022

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 18th January 2022.

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

Amanda Card, Town Clerk
12th January 2022

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 18th January 2022.

If you would like to view the meeting, please e-mail ytic@yeovil.gov.uk by 9:00am on Tuesday 18th January 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 10/190 – 10/191, 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*

10/182 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

10/183 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).

10/184 MINUTES

To approve as a correct record the Minutes of the meet held on 16th November 2021.

10/185 FINANCIAL STATEMENT – OCTOBER 2021 / NOVEMBER 2021

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

10/186 DRAFT BUDGET 2022/23

To finalise and recommend to Policy, Resources and Finance Committee the draft budget for 2022/23 as attached at page 9.

10/187 DEFIBRILLATOR UPDATE

To consider the verbal report of the Town Clerk.

10/188 BENCH AT PENN HILL

To note the report of the Deputy Town Clerk as attached at page 10 to 11.

PUBLIC COMMENT (15 Minutes)

10/189 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.

10/190 WATER HYGIENE RISK ASSESSMENTS (COMMERCIAL IN CONFIDENCE)

To consider the report of the Deputy Town Clerk as attached at pages 12 to 20.

10/191 LETTING OF MILFORD HALL (COMMERCIAL IN CONFIDENCE) (URGENT BUSINESS)

To consider the report of the Deputy Town Clerk as attached at page 21.

Yeovil Town Council

October 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	8,036.50	14,583.31	-6,546.81	16,963.50
Use of Council Chamber	1,500.00	0.00	875.00	-875.00	1,500.00
	245,180.00	226,716.50	234,138.31	-7,421.81	18,463.50
Expenditure					
Community Safety	2,500.00	0.00	1,458.31	-1,458.31	2,500.00
CCTV	32,490.00	0.00	0.00	0.00	32,490.00
Litter/Grit Bins	700.00	0.00	408.31	-408.31	700.00
Millennium Clock	500.00	0.00	291.69	-291.69	500.00
Monmouth Hall	17,690.00	5,107.64	10,319.19	-5,211.55	12,582.36
Monmouth Hall Refurbishment	60,000.00	0.00	35,000.00	-35,000.00	60,000.00
Milford Hall	30,350.00	15,924.69	17,704.19	-1,779.50	14,425.31
Public Toilets - Peter St	23,460.00	11,593.96	13,685.00	-2,091.04	11,866.04
Public Toilets - Petters Way	21,080.00	7,105.20	12,296.69	-5,191.49	13,974.80
Public Noticeboards	500.00	0.00	291.69	-291.69	500.00
Band Costs	3,500.00	0.00	2,041.69	-2,041.69	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	6,722.75	7,000.00	-277.25	3,277.25
Town House - (excluding Services)	7,000.00	3,965.38	4,083.31	-117.93	3,034.62
Town House - Electricity	1,600.00	257.52	933.31	-675.79	1,342.48
Town House - Gas	2,200.00	743.10	1,283.31	-540.21	1,456.90
Town House - Maintenance	10,000.00	1,824.52	5,833.31	-4,008.79	8,175.48
PA System	500.00	0.00	0.00	0.00	500.00
War Memorials	750.00	0.00	437.50	-437.50	750.00
Town Centre Environmental Improvements	8,000.00	0.00	4,666.69	-4,666.69	8,000.00
Town House - Water Charges	400.00	153.21	233.31	-80.10	246.79
St Georges Day Parade	300.00	0.00	175.00	-175.00	300.00
Defibrillator	9,000.00	9,845.54	5,250.00	4,595.54	-845.54
CCTV Reserve	500.00	0.00	291.69	-291.69	500.00
	245,180.00	63,444.01	123,684.19	-60,240.18	181,735.99
	0	163,272.49	110,454.12	52,818.37	-163,272.49

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

N/C From 6000	Tran Date From 01/10/2021	Tran No From 1	Department From 0
N/C To 6280	Tran Date To 31/10/2021	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>
59725	SI	07/10/2021	Hall Hire Fees		24.00	-24.00
59726	SI	07/10/2021	Hall Hire Fees		11.50	-11.50
59744	SI	13/10/2021	Hall Hire Fees		21.00	-21.00
59745	SI	13/10/2021	Hall Hire Fees		24.00	-24.00
59746	SI	13/10/2021	Hall Hire Fees		11.50	-11.50
59747	SI	13/10/2021	Hall Hire Fees		32.00	-32.00
59748	SI	13/10/2021	Hall Hire Fees		11.50	-11.50
60104	SI	28/10/2021	Hall Hire Fees		24.00	-24.00
60105	SI	28/10/2021	Hall Hire Fees		32.00	-32.00
<u>Account Totals</u>					<u>191.50</u>	<u>-191.50</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>
59886	JD	27/10/2021	Payments	668.90		668.90
59889	PI	14/10/2021	Intruder Alarm Removal	55.00		55.00
60237	PI	31/10/2021	Mobile Patrols	188.10		188.10
60334	PI	27/10/2021	Rates	1,728.00		1,728.00
60525	JC	27/10/2021	Caretaker		668.90	-668.90
<u>Account Totals</u>					<u>2,640.00</u>	<u>1,971.10</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>
59793	PI	05/10/2021	Internet Connection	25.25		25.25
59827	PI	12/10/2021	Boiler Service	74.00		74.00
59982	PI	22/10/2021	Floor Cleaner	14.96		14.96
60220	PI	06/10/2021	DIY Materials	12.07		12.07
60236	PI	31/10/2021	Mobile Patrols	175.56		175.56
60526	JD	27/10/2021	Caretaker	668.90		668.90
<u>Account Totals</u>					<u>970.74</u>	<u>970.74</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>
59685	BP	01/10/2021	Rates	319.00		319.00
59798	PI	07/10/2021	Repair Light Fittings	75.00		75.00
59824	PI	15/10/2021	Work on Rainwater System	861.00		861.00
60227	PI	04/10/2021	Water Charge	54.41		54.41
60251	PI	31/10/2021	Cleaning	519.73		519.73
60252	PI	22/10/2021	Consumables	98.81		98.81
<u>Account Totals</u>					<u>1,927.95</u>	<u>1,927.95</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>
59687	BP	01/10/2021	Rates	264.00		264.00
<u>Account Totals</u>					<u>264.00</u>	<u>264.00</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>
59688	BP	01/10/2021	Rates	961.00		961.00
<u>Account Totals</u>					<u>961.00</u>	<u>961.00</u>

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<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>
60245	PI	31/10/2021	Waste Disposal	44.38		44.38
60250	PI	31/10/2021	Cleaning	518.05		518.05
<u>Account Totals</u>				<u>562.43</u>		<u>562.43</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>
60232	PI	19/10/2021	Gas	31.15		31.15
<u>Account Totals</u>				<u>31.15</u>		<u>31.15</u>

<u>N/C</u>	6214	<u>Name</u>	B&CM - Exp - Town House - Maintenance			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60355	PI	22/10/2021	Annual Lift Service	125.00		125.00
<u>Account Totals</u>				<u>125.00</u>		<u>125.00</u>

<u>N/C</u>	6250	<u>Name</u>	B&CM - Exp - Town House - Water Charges			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60228	PI	14/10/2021	Water Charge	77.79		77.79
<u>Account Totals</u>				<u>77.79</u>		<u>77.79</u>

	<u>Department</u>	<u>7,560.06</u>	<u>860.40</u>	<u>6,699.66</u>
	<u>Grand Totals</u>	<u>7,560.06</u>	<u>860.40</u>	<u>6,699.66</u>

Yeovil Town Council

November 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	8,643.00	16,666.64	-8,023.64	16,357.00
Use of Council Chamber	1,500.00	0.00	1,000.00	-1,000.00	1,500.00
	245,180.00	227,323.00	236,346.64	-9,023.64	17,857.00
Expenditure					
Community Safety	2,500.00	0.00	1,666.64	-1,666.64	2,500.00
CCTV	32,490.00	0.00	0.00	0.00	32,490.00
Litter/Grit Bins	700.00	0.00	466.64	-466.64	700.00
Millennium Clock	500.00	0.00	333.36	-333.36	500.00
Monmouth Hall	17,690.00	5,199.05	11,793.36	-6,594.31	12,490.95
Monmouth Hall Refurbishment	60,000.00	18,645.00	40,000.00	-21,355.00	41,355.00
Milford Hall	30,350.00	21,296.47	20,233.36	1,063.11	9,053.53
Public Toilets - Peter St	23,460.00	9,066.61	15,640.00	-6,573.39	14,393.39
Public Toilets - Petters Way	21,080.00	6,033.08	14,053.36	-8,020.28	15,046.92
Public Noticeboards	500.00	14.13	333.36	-319.23	485.87
Band Costs	3,500.00	0.00	2,333.36	-2,333.36	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	7,683.75	8,000.00	-316.25	2,316.25
Town House - (excluding Services)	7,000.00	4,403.85	4,666.64	-262.79	2,596.15
Town House - Electricity	1,600.00	257.52	1,066.64	-809.12	1,342.48
Town House - Gas	2,200.00	843.87	1,466.64	-622.77	1,356.13
Town House - Maintenance	10,000.00	2,063.17	6,666.64	-4,603.47	7,936.83
PA System	500.00	0.00	500.00	-500.00	500.00
War Memorials	750.00	0.00	500.00	-500.00	750.00
Town Centre Environmental Improvements	8,000.00	0.00	5,333.36	-5,333.36	8,000.00
Town House - Water Charges	400.00	153.21	266.64	-113.43	246.79
St Georges Day Parade	300.00	0.00	200.00	-200.00	300.00
Defibrillator	9,000.00	9,845.54	6,000.00	3,845.54	-845.54
CCTV Reserve	500.00	0.00	333.36	-333.36	500.00
	245,180.00	85,705.75	141,853.36	-56,147.61	159,474.25
	0	141,617.25	94,493.28	47,123.97	-141,617.25

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

N/C From 6000	Tran Date From 01/11/2021	Tran No From 1	Department From 0
N/C To 6280	Tran Date To 30/11/2021	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>
60147	SI	03/11/2021	Hall Hire Fees		126.00	-126.00
60148	SI	03/11/2021	Hall Hire Fees		112.00	-112.00
60161	SI	03/11/2021	Hall Hire Fees		21.00	-21.00
60165	SI	03/11/2021	Hall Hire Fees		84.00	-84.00
60166	SI	03/11/2021	Hall Hire Fees		63.00	-63.00
60167	SI	03/11/2021	Hall Hire Fees		42.00	-42.00
60168	SI	03/11/2021	Hall Hire Fees		28.00	-28.00
60173	SI	04/11/2021	Hall Hire Fees		42.00	-42.00
60174	SI	04/11/2021	Hall Hire Fees		21.00	-21.00
60175	SI	04/11/2021	Hall Hire Fees		24.00	-24.00
60176	SI	04/11/2021	Hall Hire Fees		32.00	-32.00
60177	SI	04/11/2021	Hall Hire Fees		11.50	-11.50
<u>Account Totals</u>					<u>606.50</u>	<u>-606.50</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>
60331	JD	27/11/2021	Payments	922.88		922.88
60529	JC	26/11/2021	Caretaker		922.88	-922.88
60565	PI	17/11/2021	Water Charge	91.41		91.41
<u>Account Totals</u>					<u>1,014.29</u>	<u>922.88</u>

N/C 6085 Name B&CM - Exp - Monmouth Hall Refurbishment

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60594	PI	30/11/2021	Demolition	18,645.00		18,645.00
<u>Account Totals</u>					<u>18,645.00</u>	<u>18,645.00</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>
60244	PI	05/11/2021	Internet Connection	25.33		25.33
60247	PI	04/11/2021	Cleaning	682.50		682.50
60266	PI	09/11/2021	Water Charge	203.01		203.01
60335	PI	12/11/2021	Hall Recharge - 2nd Qtr	2,007.00		2,007.00
60530	JD	26/11/2021	Caretaker	668.90		668.90
60564	PI	22/11/2021	Fire/Intruder Alarm Service	100.00		100.00
60580	PI	25/11/2021	Paint Testers	2.98		2.98
60588	PI	30/11/2021	Cleaning	682.50		682.50
60595	PI	30/11/2021	Air Conditioning Service	776.00		776.00
60614	PI	30/11/2021	Mobile Patrols	175.56		175.56
60615	PI	30/11/2021	Unlock and Lock Hall	48.00		48.00
<u>Account Totals</u>					<u>5,371.78</u>	<u>5,371.78</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>
60265	PI	02/11/2021	Water Charge	138.11		138.11
60292	BP	01/11/2021	Rates	319.00		319.00
60338	PI	16/11/2021	Service Charge - Hand Dryers	2,146.20		2,146.20
60416	BR	19/11/2021	Rates Refund		5,749.20	-5,749.20
60589	PI	30/11/2021	Cleaning	519.73		519.73
60590	PI	26/11/2021	Consumables	98.81		98.81
<u>Account Totals</u>					<u>3,221.85</u>	<u>5,749.20</u>

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

<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>
60253	PI	02/11/2021	Recharge Petters Way Toilets - 2nd Qtr	2,382.18		2,382.18
60294	BP	01/11/2021	Rates	264.00		264.00
60339	PI	16/11/2021	Service Charge - Hand Dryers	1,043.10		1,043.10
60415	BR	19/11/2021	Rates Refund		4,761.40	-4,761.40
<u>Account Totals</u>				<u>3,689.28</u>	<u>4,761.40</u>	<u>-1,072.12</u>

<u>N/C</u>	6110	<u>Name</u>	B&CM - Exp - Public Noticeboards			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60575	PI	15/11/2021	Materials - Noticeboard	14.13		14.13
<u>Account Totals</u>				<u>14.13</u>		<u>14.13</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>
60295	BP	01/11/2021	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>
60345	PI	09/11/2021	Cleaning Cloths	4.57		4.57
60346	PI	09/11/2021	Vacuum Bags	14.91		14.91
60347	PI	09/11/2021	Various Dusters	7.07		7.07
60350	PI	15/11/2021	Coffee	18.99		18.99
60354	PI	18/11/2021	Hand Towels	63.62		63.62
60531	JD	26/11/2021	Cleaner	253.98		253.98
60560	PI	16/11/2021	Cleaning Equipment	42.28		42.28
60598	PI	30/11/2021	Waste Disposal	31.90		31.90
60629	PI	22/11/2021	Refreshments	1.15		1.15
<u>Account Totals</u>				<u>438.47</u>		<u>438.47</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>
60562	PI	18/11/2021	Gas	100.77		100.77
<u>Account Totals</u>				<u>100.77</u>		<u>100.77</u>

<u>N/C</u>	6214	<u>Name</u>	B&CM - Exp - Town House - Maintenance			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60262	PI	15/11/2021	Repair Lights	75.50		75.50
60563	PI	22/11/2021	Fire/Intruder Alarm Service	120.00		120.00
60576	PI	18/11/2021	Materials - Town House	19.14		19.14
60577	PI	18/11/2021	Materials - Town House	24.01		24.01
<u>Account Totals</u>				<u>238.65</u>		<u>238.65</u>

<u>Department</u>	<u>33,695.22</u>	<u>12,039.98</u>	<u>21,655.24</u>
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<u>Grand Totals</u>	<u>33,695.22</u>	<u>12,039.98</u>	<u>21,655.24</u>
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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	Agreed 16/11/21
Defibrillator	0	0	0	9,000	9,821	17,500	(8,500)	10,500	10,500	
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	
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	
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)	
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	

The condition of the bench located on Penn Hill close to the junction with South Street was discussed by this Committee on 20 July 2021. It was explained that the owner of the bench is unknown, and as such SSDC had taken no further action in maintaining it, and the bench had therefore fallen into a poor state of repair. This Committee resolved to renovate the bench despite the ownership being unknown. However, when the Town Council's Facilities Officer assessed it, he found that it had deteriorated beyond repair as the metalwork structure had rusted through (see photographs below).



Bench at Penn Hill: upright detail



Bench at Penn Hill: feet detail

Seriously corroded ironwork of the Penn Hill bench

Consequently, the issue has been brought back to the Committee to reconsider the way forward, especially in the light of a further complaint the Town Council has recently received - see attached email from a resident of Penn Hill. You may recall that the Town Council had previously been asked to remove the bench by another member of the public because of the anti-social behaviour that the bench attracts.

In the light of the above (and the fact that the owner is still unknown), the Committee may wish to reconsider any further actions to take in respect of the bench. There appear to be three options: to replace the bench with a new one; to remove the bench altogether; or just to leave it in situ to deteriorate further.

Members are **RECOMMENDED:**

- (1) to note the report; and
- (2) to consider any further actions in respect of the bench.

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

Email received from a Penn Hill resident 18th December 2021

Dear Ms Ferdinand

Further to our recent telephone conversation, I write to make a formal request for removal of the bench seat situated at the South Street end of Penn Hill, Yeovil.

I have been resident at Penn Hill for thirty years during which time I have seldom seen the bench used for temporary rest by weary or members of the public. I have however, become increasingly aware of groups of young men using the bench area as the locale for drinking sessions. These events are increasing in frequency. They often commence in the late afternoon and continue into the evening. The groups concerned are becoming larger and more intimidating. I have twice been verbally abused and threatened by drunken individuals when making my way home and my wife and neighbours have also reported feeling similarly intimidated. They recently uprooted a street sign from its foundations and damage has been done to adjacent bushes. I regularly pick up the mess they leave behind. This is primarily bottles and cans but has included needles, condoms, used nappies and various items of clothing including underwear.

I have made you aware of my concern that unless action is taken to discourage these groups of drinkers from gathering at this location, the public and residents of Penn Hill will continue to suffer in consequence of their unruly behaviour. Moreover, I fear, from direct experience, that innocent passers-by may suffer assault.

I have attached photos taken this afternoon [*see one below*] of the mess left behind from their latest gathering.

The bench serves no purpose other than to attract gangs of drinkers. Its prompt removal would be greatly appreciated.

