

# Yeovil Town Council



Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

**Buildings and Civic Matters Committee**

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## Buildings and Civic Matters Committee

**Tuesday 21<sup>st</sup> September 2021**

**7:00pm**

**Hybrid Meeting:**

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

**BA20 1PQ; and virtual using Zoom meeting software**

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Any members of the public wishing to make comments at Public Comments need to email [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Tuesday 21<sup>st</sup> September 2021.

For further information on the items to be discussed, please contact [town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk).

**Amanda Card, Town Clerk**  
15<sup>th</sup> September 2021

This information is also available on our website: [www.yeovil.gov.uk](http://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)

Helen Stonier

### **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](mailto:ytic@yeovil.gov.uk) by 9:00am on Tuesday 21<sup>st</sup> September 2021.

If you would like to view the meeting, please e-mail [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Tuesday 21<sup>st</sup> September 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](http://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)**

**A representative from Avon and Somerset Constabulary will provide a verbal update on community policing matters.**

Due to the confidential nature of the business of item 10/168, 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*

## **10/159 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

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

## **10/160 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).

## **10/161 MINUTES**

To approve as a correct record the Minutes of the meet held on 20<sup>th</sup> July 2021.

## **10/162 FINANCIAL STATEMENT – JUNE 2021 / JULY 2021**

To approve the Financial Statement for the period 1<sup>st</sup> June 2021 to 31<sup>st</sup> July 2021 attached at pages 3 to 8.

## **10/163 DEFIBRILLATOR UPDATE**

To consider the report of the Town Clerk attached at page 9 to 10.

## **10/164 REMEMBRANCE SUNDAY**

To note the report of the Deputy Town Clerk as attached at page 11 to 16.

## **10/165 SPEED INDICATOR DEVICE**

To consider the request of Cllr A Richards regarding the installation of a SID on Sherborne Road.

**10/166 MONMOUTH HALL**

To note the report of the Town Clerk as attached at pages 17 to 19.

**PUBLIC COMMENT (15 Minutes)**

**10/167 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.

**10/168 MILFORD HALL (CONFIDENTIAL)**

To consider the report of the Deputy Town Clerk (to follow).

# Yeovil Town Council

## June Actual V Budget

### Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
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	3,546.00	6,249.99	-2,703.99	21,454.00
Use of Council Chamber	1,500.00	0.00	375.00	-375.00	1,500.00
	<b>245,180.00</b>	<b>112,886.00</b>	<b>115,964.99</b>	<b>-3,078.99</b>	<b>132,294.00</b>
<b>Expenditure</b>					
Community Safety	2,500.00	0.00	624.99	-624.99	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	174.99	-174.99	700.00
Millennium Clock	500.00	0.00	125.01	-125.01	500.00
Monmouth Hall	17,690.00	933.94	4,422.51	-3,488.57	16,756.06
Monmouth Hall Refurbishment	60,000.00	0.00	15,000.00	-15,000.00	60,000.00
Milford Hall	30,350.00	6,634.19	7,587.51	-953.32	23,715.81
Public Toilets - Peter St	23,460.00	4,508.50	5,865.00	-1,356.50	18,951.50
Public Toilets - Petters Way	21,080.00	1,604.53	5,270.01	-3,665.48	19,475.47
Public Noticeboards	500.00	0.00	125.00	-125.00	500.00
Band Costs	3,500.00	0.00	875.00	-875.00	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	2,878.75	3,000.00	-121.25	7,121.25
Town House - (excluding Services)	7,000.00	1,739.92	1,749.99	-10.07	5,260.08
Town House - Electricity	1,600.00	257.52	399.99	-142.47	1,342.48
Town House - Gas	2,200.00	630.83	549.99	80.84	1,569.17
Town House - Maintenance	10,000.00	1,447.86	2,499.99	-1,052.13	8,552.14
PA System	500.00	0.00	0.00	0.00	500.00
War Memorials	750.00	0.00	187.50	-187.50	750.00
Town Centre Environmental Improvements	8,000.00	0.00	2,000.00	-2,000.00	8,000.00
Town House - Water Charges	400.00	75.42	99.99	-24.57	324.58
St Georges Day Parade	300.00	0.00	75.00	-75.00	300.00
Defibrillator	9,000.00	0.00	2,250.00	-2,250.00	9,000.00
CCTV Reserve	500.00	0.00	125.00	-125.00	500.00
	<b>245,180.00</b>	<b>20,911.96</b>	<b>61,129.97</b>	<b>-40,218.01</b>	<b>224,268.04</b>
	<b>0</b>	<b>91,974.04</b>	<b>54,835.02</b>	<b>37,139.02</b>	<b>-91,974.04</b>

**Yeovil Town Council**  
**Nominal Departmental Analysis (Detailed)**

N/C From 6000                      Tran Date From 01/06/2021                      Tran No From 1                      Department From 0  
N/C To 6280                              Tran Date To 30/06/2021                      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>	
58552	SI	29/06/2021	Milford Hall Hire Fees		14.00	-14.00	
58553	SI	29/06/2021	Milford Hall Hire Fees		28.00	-28.00	
58554	SI	29/06/2021	Milford Hall Hire Fees		84.00	-84.00	
58555	SI	29/06/2021	Milford Hall Hire Fees		14.00	-14.00	
58556	SI	29/06/2021	Milford Hall Hire Fees		882.00	-882.00	
58557	SI	29/06/2021	Milford Hall Hire Fees		147.00	-147.00	
<b>Account Totals</b>						<b>1,169.00</b>	<b>-1,169.00</b>

**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>	
58508	JD	27/06/2021	Payments	668.90		668.90	
58517	PI	15/06/2021	Annual Safety Services	235.50		235.50	
58528	PI	04/06/2021	Anti-Climb Paint Sign	3.30		3.30	
58599	JC	25/06/2021	Caretaker		668.90	-668.90	
<b>Account Totals</b>						<b>907.70</b>	<b>238.80</b>

**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>	
58426	PI	01/06/2021	Hall Recharge - 4th Qtr	3,494.00		3,494.00	
58439	PI	05/06/2021	Internet	25.55		25.55	
58515	PI	15/06/2021	Annual Safety Services	415.00		415.00	
58588	JC	01/06/2021	Milford Hall Recharge - 4th Qtr		3,700.00	-3,700.00	
58600	JD	25/06/2021	Caretaker	668.90		668.90	
58620	PI	30/06/2021	Mobile Patrols	188.10		188.10	
58639	PI	29/06/2021	Cleaning	655.05		655.05	
<b>Account Totals</b>						<b>5,446.60</b>	<b>3,700.00</b>

**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>	
58360	BP	01/06/2021	Rates	319.00		319.00	
58431	PI	04/06/2021	Air Freshener	61.62		61.62	
58548	PI	10/06/2021	Service Auto Flush	51.34		51.34	
58614	PI	03/06/2021	Water Charge	34.04		34.04	
58619	PI	28/06/2021	Rainwater System Report	204.00		204.00	
58636	PI	22/06/2021	Consumables	98.81		98.81	
58638	PI	30/06/2021	Cleaning	519.73		519.73	
<b>Account Totals</b>						<b>1,288.54</b>	<b>1,288.54</b>

**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>	
58362	BP	01/06/2021	Rates	264.00		264.00	
58521	PI	15/06/2021	High Water Usage	60.00		60.00	
58549	PI	10/06/2021	Service Auto Flush	51.34		51.34	
<b>Account Totals</b>						<b>375.34</b>	<b>375.34</b>

**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>	
58363	BP	01/06/2021	Rates	961.00		961.00	
<b>Account Totals</b>						<b>961.00</b>	<b>961.00</b>

Date: 19/08/2021

Time: 13:40:13

**Yeovil Town Council**

**Nominal Departmental Analysis (Detailed)**

<b>N/C</b>	6200	<b>Name</b>	B&CM - Exp - Town House - (excluding services)					
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>		<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	
58628	PI	30/06/2021	Waste Disposal		35.19		35.19	
58637	PI	30/06/2021	Cleaning		518.05		518.05	
				<b>Account Totals</b>	<u>553.24</u>		<u>553.24</u>	

<b>N/C</b>	6212	<b>Name</b>	B&CM - Exp - Town House - Gas					
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>		<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	
58615	PI	17/06/2021	Gas		167.89		167.89	
				<b>Account Totals</b>	<u>167.89</u>		<u>167.89</u>	

<b>N/C</b>	6214	<b>Name</b>	B&CM - Exp - Town House - Maintenance					
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>		<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	
58514	PI	15/06/2021	Annual Safety Services		648.00		648.00	
				<b>Account Totals</b>	<u>648.00</u>		<u>648.00</u>	
				<b>Department</b>	<u>10,348.31</u>	<u>5,537.90</u>	<u>4,810.41</u>	
				<b>Grand Totals</b>	<u>10,348.31</u>	<u>5,537.90</u>	<u>4,810.41</u>	



# Yeovil Town Council

## July Actual V Budget

### Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
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	5,235.50	8,333.32	-3,097.82	19,764.50
Use of Council Chamber	1,500.00	0.00	500.00	-500.00	1,500.00
	245,180.00	114,575.50	118,173.32	-3,597.82	130,604.50
<b>Expenditure</b>					
Community Safety	2,500.00	0.00	833.32	-833.32	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	233.32	-233.32	700.00
Millennium Clock	500.00	0.00	166.68	-166.68	500.00
Monmouth Hall	17,690.00	1,283.94	5,896.68	-4,612.74	16,406.06
Monmouth Hall Refurbishment	60,000.00	0.00	20,000.00	-20,000.00	60,000.00
Milford Hall	30,350.00	8,690.47	10,116.68	-1,426.21	21,659.53
Public Toilets - Peter St	23,460.00	6,385.23	7,820.00	-1,434.77	17,074.77
Public Toilets - Petters Way	21,080.00	2,791.53	7,026.68	-4,235.15	18,288.47
Public Noticeboards	500.00	0.00	166.68	-166.68	500.00
Band Costs	3,500.00	0.00	1,166.68	-1,166.68	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	3,839.75	4,000.00	-160.25	6,160.25
Town House - (excluding Services)	7,000.00	2,350.30	2,333.32	16.98	4,649.70
Town House - Electricity	1,600.00	257.52	533.32	-275.80	1,342.48
Town House - Gas	2,200.00	630.83	733.32	-102.49	1,569.17
Town House - Maintenance	10,000.00	1,699.52	3,333.32	-1,633.80	8,300.48
PA System	500.00	0.00	0.00	0.00	500.00
War Memorials	750.00	0.00	250.00	-250.00	750.00
Town Centre Environmental Improvements	8,000.00	0.00	2,666.68	-2,666.68	8,000.00
Town House - Water Charges	400.00	75.42	133.32	-57.90	324.58
St Georges Day Parade	300.00	0.00	100.00	-100.00	300.00
Defibrillator	9,000.00	2,484.64	3,000.00	-515.36	6,515.36
CCTV Reserve	500.00	0.00	166.68	-166.68	500.00
	245,180.00	30,689.65	78,799.18	-48,109.53	214,490.35
	<b>0</b>	<b>83,885.85</b>	<b>39,374.14</b>	<b>44,511.71</b>	<b>-83,885.85</b>

Date: 19/08/2021  
Time: 14:03:28

**Yeovil Town Council**  
**Nominal Departmental Analysis (Detailed)**

N/C From 6000  
N/C To 6280

Tran Date From 01/07/2021  
Tran Date To 31/07/2021

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>
58713	SI	27/07/2021	Milford Hall Hire Fees		40.00	-40.00
58714	SI	27/07/2021	Milford Hall Hire Fees		11.50	-11.50
58715	SI	27/07/2021	Milford Hall Hire Fees		64.00	-64.00
58716	SI	27/07/2021	Milford Hall Hire Fees		11.50	-11.50
58717	SI	27/07/2021	Milford Hall Hire Fees		32.00	-32.00
58718	SI	27/07/2021	Milford Hall Hire Fees		11.50	-11.50
58719	SI	27/07/2021	Milford Hall Hire Fees		42.00	-42.00
58726	SI	29/07/2021	Milford Hall Hire Fees		1,078.00	-1,078.00
58727	SI	29/07/2021	Milford Hall Hire Fees		56.00	-56.00
58728	SI	29/07/2021	Milford Hall Hire Fees		84.00	-84.00
58729	SI	29/07/2021	Milford Hall Hire Fees		21.00	-21.00
58730	SI	29/07/2021	Milford Hall Hire Fees		56.00	-56.00
58731	SI	29/07/2021	Milford Hall Hire Fees		182.00	-182.00
<b>Account Totals</b>					<b>1,689.50</b>	<b>-1,689.50</b>

**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>
58661	JD	27/07/2021	Payments	668.90		668.90
58757	JC	27/07/2021	Caretaker		668.90	-668.90
58777	PI	20/07/2021	Bat and Bird Inspection	350.00		350.00
<b>Account Totals</b>					<b>1,018.90</b>	<b>350.00</b>

**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>
58630	PI	05/07/2021	Internet	25.27		25.27
58758	JD	27/07/2021	Caretaker	668.90		668.90
58776	PI	30/07/2021	ICTV Signs Supplies and Installed	160.00		160.00
58793	PI	30/07/2021	Mobile Patrols	269.61		269.61
58797	PI	27/07/2021	Cleaning	682.50		682.50
58799	PI	31/07/2021	Water System Site Survey	250.00		250.00
<b>Account Totals</b>					<b>2,056.28</b>	<b>2,056.28</b>

**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>
58566	BP	01/07/2021	Rates	319.00		319.00
58629	PI	01/07/2021	Water Charge	65.00		65.00
58643	PI	08/07/2021	Foot Patrols	409.00		409.00
58645	PI	08/07/2021	Foot Patrols	414.00		414.00
58800	PI	31/07/2021	Water System Site Survey	150.00		150.00
58804	PI	31/07/2021	Cleaning	519.73		519.73
<b>Account Totals</b>					<b>1,876.73</b>	<b>1,876.73</b>

**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>
58568	BP	01/07/2021	Rates	264.00		264.00
58644	PI	08/07/2021	Foot Patrols	409.00		409.00
58646	PI	08/07/2021	Foot Patrols	414.00		414.00
58801	PI	31/07/2021	Water System Site Survey	100.00		100.00
<b>Account Totals</b>					<b>1,187.00</b>	<b>1,187.00</b>

**Nominal Departmental Analysis (Detailed)**

<b>N/C</b>		<b>Name</b>						
<b>Tran Number</b>	<b>Type</b>	<b>Date</b>	<b>Details</b>		<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	
6190			B&CM - Exp - Town House - Business Rates					
58569	BP	01/07/2021	Rates		961.00		961.00	
<b>Account Totals</b>					<b>961.00</b>		<b>961.00</b>	
6200			B&CM - Exp - Town House - (excluding services)					
58770	PI	22/07/2021	Cleaning Materials		12.66		12.66	
58774	PI	26/07/2021	Refreshments		18.39		18.39	
58780	PI	31/07/2021	Waste Disposal		61.28		61.28	
58803	PI	31/07/2021	Cleaning		518.05		518.05	
<b>Account Totals</b>					<b>610.38</b>		<b>610.38</b>	
6214			B&CM - Exp - Town House - Maintenance					
58771	PI	22/07/2021	Test Keys		1.66		1.66	
58798	PI	31/07/2021	Water System Site Survey		250.00		250.00	
<b>Account Totals</b>					<b>251.66</b>		<b>251.66</b>	
6270			B&CM - Exp - Defibrillator					
58760	PI	23/07/2021	Defibrillator		2,442.00		2,442.00	
58769	PI	13/07/2021	Prep Kit Bag - Defibrillator		17.64		17.64	
58812	PI	29/07/2021	Defibrillator Sign		25.00		25.00	
<b>Account Totals</b>					<b>2,484.64</b>		<b>2,484.64</b>	
<b>Department</b>					<b>10,446.59</b>	<b>2,358.40</b>	<b>8,088.19</b>	
<b>Grand Totals</b>					<b>10,446.59</b>	<b>2,358.40</b>	<b>8,088.19</b>	

## 10/163 DEFIBRILLATORS UPDATE

### Background

Yeovil Town Council have committed to budget £9,000 per annum from 2021/22 for 4 defibrillators within the parish of Yeovil Town. It was anticipated that initially, defibrillators would be sited at the following locations: Westfield near the Co-op, Forest Hill shopping centre, St John's Road Shops and the Town Centre (near Boots). This report highlights the progress with the project since the last update. We now have the fund to purchase an additional 3 defibrillators bring the total up to 7.

### Collaborations

On 3<sup>rd</sup> June 2021, **Nationwide Building Society** launched a GoFundMe page. They have set a £5,000 target with the hope to fund 2 defibrillators in town. To date, they have raised £5,223 through raffles, their Members donating, the Green Army (YTFC Supporter) auctioned a signed football shirt, and the team are doing some sponsored events. This money will fund the first defibrillator on the external wall of their premises in Middle Street, and they have expressed that they would like the second located the Yeovale Leisure Park.

Members will be aware that the first defibrillator will be installed on Saturday 18<sup>th</sup> September, with the grand unveiling at 10:30am on Monday 20<sup>th</sup> September. Members have been invited to this. Feedback from this event will be given at the meeting.

The Nuffield at Yeovale Leisure Park have been written to and we await feedback.



In addition, the Nationwide Building Society will have a stall at Super Saturday to continue to raise funds.

**Emerald First Aid Training** have ran 6 free CPR and Defibrillator Training with 87 attendees. Following the training they have asked attendees to donate to their fundraising efforts for defibrillators. To date they have raised £365 but hope to raise more. Emerald First Aid Training will also be having a stall at Super Saturday to give CPR and Defibrillator demonstrations. They have the training model of the Defibrillators that the Town Council have purchased.

**Cow and Apple** have agreed to contribute 50% of a defibrillator (£1,221). The defibrillator will be put on the external wall of the Cow and Apple. This is now ready to be installed and we are awaiting arrangements with the electrician.

**Westfield Co-op** have agreed to install a defibrillator and cabinet. Details are being arranged with their head office.

Contact has been made with Royal Mail sorting office, the Emporium, the shops on St Johns Road, the Yellow Wagtail, the shops at Forest Hill and the post office on West Coker Road. Any Member involvement would be gratefully received to secure locations.

## **Public Payphone Adoption**

We have now adopted the public payphones at the junction of Larkhill Road/Freedom Avenue; Stiby Road and Great Western Terraces.

## **Insurance**

Each time a defibrillator and cabinet has been installed; we will contact the insurers to inform them to add it to the schedule. The defibrillator and cabinet for the Nationwide has been added.

## **Updates**

This Committee will continue to be updated with the progress as appropriate at future meetings of this Committee.

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

*(Amanda Card, Town Clerk – 01935 382424 or [town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk))*

## 10/164      REMEMBRANCE SUNDAY

### **Road Closures**

Up until last year, the RBL were responsible for the road closures for Remembrance Sunday Parades, they have since changed their policy and local councils are to assume this responsibility.

The necessary application and risk assessments have been submitted to the District Council with the assistance of Cllr A Kendall.

### **Church**

I have liaised with St Johns Church and they can accommodate 150 people, with various sections for those who do not wish to sing or be among singers; those who wish to social distance; and a “free for all” section where there is no social distancing and people can sing. The church can also accommodate HMS Heron.

### **Parade**

The Chairman of RBL will be organising the parade and the provision of the dias.

### **Civic Party**

Ordinarily, the Mayor will invite members and guests to meet at Town House for refreshments before joining a procession to assemble at the War Memorial for the wreath laying Ceremony. After the Ceremony, the party proceeds to St John’s Church for the Service.

However, since it has been decided to limit numbers to Council committee meetings (i.e. Committee members) and not hold Town Council meetings due to overcrowding and COVID-19 concerns, Members may decide this year that the Civic Party procession not go ahead, or be limited, with guests and members meeting at the war memorial, instead of at Town House.

The Committee is **RECOMMENDED:**

- (1) to note the report; and
- (2) to consider the Civic Party situation.

*(Amanda Card, Town Clerk – 01935 382424 or [town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk))*



1 September 2021

To whom it may concern,

I am writing to seek your support and assistance in ensuring that the nation faces as few obstacles as possible in the organisation and delivery of Remembrance parades and services.

In 2021 we mark the centenary of Remembrance Day, the Poppy Appeal, and the Royal British Legion. Services of Remembrance continue to resonate with the nation, allowing local communities up and down the country the chance to reflect on the service and sacrifice of the many men and women from their own villages, towns and cities who have served in HM Armed Forces, or who have supported or lost someone who has.

Legion branches and volunteers are proud to play an active part in Remembrance services and parades every year and are only too happy to support local authorities in their planning for such important community events. Whilst most local authorities show a great deal of support for Remembrance, every year a number of Legion branches report they are being asked to bear the costs of road closures and policing, having wrongly been assigned 'event organiser' status. This designation brings with it a range of responsibilities and insurance liabilities for which the Legion and its branches are simply not covered, and which could result in significant charitable funds being diverted away from our vital welfare work. As a result, whilst Legion branches can support councils in their planning of local Remembrance services and parade routes, they are unable to assume responsibility for the design or delivery of the latter, including the organisation of Temporary Traffic Management Orders (TTMOs), the contracting of traffic management services, or the provision of such services by volunteers.

The Legion is clear that while our branches are very willing to assist in the organisation of local Remembrance parades and services, for instance through the provision of Standard Bearers or the identification of local veterans, responsibility for both their funding and delivery rests with civic authorities. The ultimate demonstration of this model of delivery is, of course, the National Service of Remembrance on Whitehall, which is organised by Her Majesty's Government with the Legion acting in a support capacity as organiser of the



veterans' parade. In short, Remembrance parades and services are important community events supported by the Legion, not Legion events supported by the community.

Whilst I recognise that council budgets are facing pressures at the moment, these important civic occasions are a cost-effective way of bringing the whole community together in a collective moment of reflection, thanksgiving and togetherness, a view I have no doubt many of your local residents will share. I sincerely hope, therefore, that your council will continue to enable the local community to remember its fallen, without seeking to impose charges on The Royal British Legion, and I look forward to the continued observance of this time-honoured tradition.

Yours sincerely,

**Charles Byrne**  
**Director General**

The Royal British Legion  
199 Borough High Street  
London SE1 1AA



[rbl.org.uk](http://rbl.org.uk)

Follow us   

Registered Charity Number: 219279.

Royal British Legion, Haig House, 199 Borough High Street, London SE1 1AA

This message is confidential. It may also be privileged or otherwise protected by legal rules.





## THE ROYAL BRITISH LEGION

# REMEMBRANCE PARADES POLICY UPDATE

*Please note that due to COVID-19 pandemic all remembrance events must follow the guidelines and advice issued by the government or local authority and might need to be cancelled depending on the situation.*

### Introduction

This update applies to branches in England and Wales and explains why road closures (known as TTMOs in England and TROs in Wales) at Remembrance parades must be left to a local authority to own and run. The Board of Trustees' policy on road closures and TTMOs is that branches must never organise, pay for or deploy a TTMO. That has been the policy for some time but, henceforth, there will be no exceptions granted to that policy.

Northern Ireland is not covered by this newsletter, as the Parades Commission governs street parades. Branches outside the UK who organise Remembrance parades are reminded that they must at all times comply with local rules and legislation.

### Background

A serious road accident at a 2018 parade focused attention on how serious the consequences of a road traffic accident can be for the victims and those close to them. In this case, the accident left a supporter with life changing injuries. The accident also drew attention to the burden of cost such an accident can have, with claims for damages often running into the tens of millions of pounds. In this case, the Legion has benefitted from the support of its insurers. However, those insurers have made it clear that the approach to TTMOs must be more formal and, in future, all branches must adhere to the policy.

To be clear, a parade on the public highway is not an essential element of a successful Remembrance. This newsletter is focused on the parade and not the wider Remembrance event.

### Legion Policy on Remembrance Parades

1. Remembrance events should, wherever possible, be organised by a Civic Authority. All aspects of an event that is organised by a Civic Authority should remain the responsibility of that Civic Authority. Temporary Traffic Management Orders ("TTMOs") may only be organised and deployed by the Civic Authority and on no account should TRBL staff or volunteers be deployed to manage traffic.
2. Where TRBL must be the Event organiser (because the Civic Authorities refuse) TRBL may take this role but there can be no street Parade, no road closure and, therefore, no need for a TTMO unless this aspect of the event is owned by a Civic Authority. Whilst the branch can be involved in determining a Parade route, it should not itself contract with a third party and may not take responsibility for the design, planning and deployment of a TTMO.
3. On the day of the Parade, TRBL and its volunteers must not engage in the deployment, management or removal of any TTMO. This includes, for example, placing barriers, directing traffic or driving vehicles that are involved in the TTMO.

## **Tradition**

Some branches enjoy a long history of a parade being part of their Remembrance. A challenge we must all face is that if a civic authority will not step up and take ownership of the TTMO then the branch may not do it for them. This will mean that, in some cases, long-standing parades will cease to take place. The Membership Council recognises how contentious this is, but in our increasingly litigious society, the Legion has been left with no choice but to take this stance.

Please remember that a parade is not the Remembrance event. It is very common to have a Remembrance event that does not include a parade on the public highway. A local authority in the home counties provides a useful example. Of the 25 Remembrance events that took place within their municipal boundary in 2019, only 8 involved a parade with road closure, with 17 static events centred on a church or memorial. The local authority is deliberately not named here as we do not want to infer that they intend to change this arrangement. The point is that a Remembrance event does not have to involve a parade and it is not unusual to run an event in this way.

## **Policy compliance**

Please do not try and find a way around the policy or ignore the need for a TTMO. Parading on the public highway without a TTMO is illegal and undertaking this activity would breach the Legion Code of Practice. Equally, trying to arrange your own insurance is not allowed. The sheer complexity of health & safety law in this area is beyond the skills of most branch officers and must be left to organisations who can afford to employ people with the appropriate expertise.

Our insurance policy is based upon branches complying with the rules. Non-compliance will lead to significant problems with our insurer and substantial impact on the conditions of any future insurance.

## **Remembrance parades and relations with local authorities**

Arranging Remembrance events and/or parades is a civic duty for local authorities – the Legion supports and attends those civic events, not the other way around. However, branches often take on a more significant role than merely being an attendee. That role has, in many cases, come to be relied on by local authorities who are more than happy to pass some or all of their costs and duties to us. Notwithstanding the leading role that the Legion often plays, branches must always remember that arranging the event is a local authority's civic duty. This year, the Director General has once again written to local authorities to remind them of their civic duty.

## **Local lobbying and reputational risk**

All branch officers and members represent the Legion, especially when they engage with third parties, such as local authorities. Whilst it may be tempting to lobby the council or individual councillors, please do so responsibly or not at all. Inappropriate contact or lobbying damages the Legion's reputation and its ability to divert local authority spending to support the needs of our beneficiaries. It is with regret that we must accept that many local authorities will simply be unable to afford to provide the support they have given us in the past.

## Amalgamating parades

Local authorities often support multiple Remembrance events. Members are asked to note the often-parlous state of local authority finances and to take a pragmatic and supportive approach if their own local authority withdraws support for a local parade, citing the existence of a larger parade nearby. Whilst recognising the long-standing history of many small Remembrance parades, affected branches may be left with two choices:

- i) Become part of a larger scale parade; or
- ii) Retain a local event but without an on-road parade.

One or two larger events can provide an effective, visible and successful Remembrance. To be clear, attending a larger parade should never preclude the laying of wreaths locally, later the same day, but without the parade the local branch may be used to.

There are branches whose memorial is sited in the middle of the road. We would hope that the location of these memorials will help to persuade the local authority to maintain its ownership of the road closure. However, if the local authority declines to own and run an appropriate traffic management order then the branch will need to consider an alternative approach. The Legion will not grant the branch a policy exception in these circumstances.

## Summary

The aim of the Legion policy is twofold: to protect people from the trauma of traffic accidents and to avoid the Legion having to pay large sums of money in damages claimed by the victim. The effect of the policy is that no branch or officer has the authority to commit the Legion to liability of this kind. Put simply, TTMOs must be left to the experts.

## 10/166 MONMOUTH HALL

At the meeting of this Committee on 20<sup>th</sup> July 2021, it was agreed to recommend to the Policy, Resources and Finance Committee at its meeting on 27<sup>th</sup> July 2021, and subsequently agreed to demolish Monmouth Hall. A press release was prepared and circulated (as attached).

A verbal update on the progress will be given on the evening.

### **Urgent Decision**

The site was due to be fenced during the demolition and consideration was going to be given after the demolition about how the site would be left. However, we have received many complaints from residents about cars and motorbikes driving around the carp park until early hours in the morning, playing loud music, shining headlights into window of the bungalows near the hall, as well as allegations of possible drug use. This has been ongoing for some time. Investigations have been undertaken to prevent this activity.

We met with the Senior Demolition Estimator from Penny (the demolition contractor) to and discussed the idea of Heras fencing around the perimeter of the whole site, including the car park entrance (but not including the barriers along the car park retaining wall), as per the diagram.



We have written to the occupier/owner of the adjacent property on St John's Road out of courtesy.

We were originally quoted £66 per week to rent fencing but we do not know the time period that we need this for. The demolition contractor quoted £2,453 to purchase the heras fencing and to erect – which is more cost effective, and we could sell them at

the end of use. In accordance with Standing Orders, paragraph 4d(xiv) 'Urgent Business', this was agreed.

An order has been placed with Pennys and the fencing should be delivered within 5 working days.

The Committee is **RECOMMENDED**:

(1) to note the written report and the verbal report; and

(2) to note the urgent decision that was made in respect to the Heras fencing.

*(Amanda Card, Town Clerk [amanda.clerk@yeovil.gov.uk](mailto:amanda.clerk@yeovil.gov.uk))*  
*(Helen Ferdinand, Deputy Town Clerk [helen.ferdinand@yeovil.gov.uk](mailto:helen.ferdinand@yeovil.gov.uk))*

# Yeovil Town Council



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## Press Release for Immediate Use

**10<sup>th</sup> August 2021**

### **DEMOLITION OF MONMOUTH HALL**

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Yeovil Town Council have agreed the demolition of Monmouth Hall.

The hall which is situated at the junction of St John's Road and Monmouth Road, was built in about 1960. Over the years, the hall has provided a venue for many community groups offering a variety of activities. However, in recent years, usage for the facility has significantly declined, with users wishing to use other bigger and more modern facilities in the area. Monmouth Hall has become unfit for purpose and requires significant investment to refurbish to the appropriate standard.

The hall has not been used since March 2020 since the COVID-19 pandemic. The Town Council have made the decision not to re-open.

Cllr Rob Stickland, Chair of Buildings and Civic Matters said "We have excellent alternative facilities at Milford Hall. Our current users of Monmouth Hall have been offered slots here".

The running of the hall is funded by hire fees and Council Tax, and further expenditure cannot be justified as it will not be recovered. Cllr Graham Oakes, Chair of Policy, Resources and Finance said, "the investment required to refurbish is not feasible. We have carried out consultation and taken advice; even with a refurbishment, it is unlikely that demand will increase".

**END**

#### **Notes for Editor**

Picture of Monmouth Hall

#### **For further information:**

Amanda Card, Town Clerk

Tel: 01935 382424 or E-mail: [town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk)