



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Buildings and Civic Matters Committee

Buildings and Civic Matters Committee

Tuesday 4 October 2022

7:00pm

Hybrid Meeting:

**Face-to-face at Town House, 19 Union Street, Yeovil
BA20 1PQ; and virtual using Zoom meeting software**

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

Amanda Card, Town Clerk
28th September 2022

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

Members of Yeovil Town Council are summoned to attend:

Tareth Casey

Nigel Gage

Karl Gill (Vice Chairman)

Andy Kendall (Ex-officio)

Tony Lock

Evie Potts-Jones (Ex-officio)

Wes Read

Ashley Richards

Jeny Snell

Andy Soughton

Rob Stickland (Chairman)

Public Comments at meetings

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

If you would like to join the meeting via zoom, please e-mail ytic@yeovil.gov.uk by 9:00am on Tuesday 4th October 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.

Avon and Somerset Constabulary will give an update on community policing matters.

A G E N D A

PUBLIC COMMENT (15 Minutes)

Due to the confidential nature of the business of item 11/039– 11/043, under the Public Bodies (Admission to Meetings) Act 1960 s3, a motion to exclude members of the public and press during discussion of this item will be considered by the Councillors. *Public Bodies (Admission to Meetings) Act 1960 s3*

11/031 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

11/032 DECLARATIONS OF INTEREST

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33. (NB this does not preclude any later declarations).

11/032 MINUTES

To approve as a correct record the Minutes of the meeting held on 19th July 2022.

11/033 FINANCIAL STATEMENT – JUNE 2022 – JULY 2022

To approve the Financial Statement for the period 1st June 2022 to 31st July 2022 attached at pages 3 to 8.

10/034 DEFIBRILLATOR UPDATE

To consider the verbal report of the Town Clerk.

11/035 CIVIC GUIDE UPDATE

Members to review the Civic Guide as attached to pages 9 to 18.

11/036 DEATH OF A SENIOR ROYAL PROTOCOL

Members to consider the report attached to pages 19 to 52.

11/037 MACE MODIFICATION

Members to consider the report attached to pages 53 to 55.

PUBLIC COMMENT (15 Minutes)

11/038 EXCLUSION OF PRESS AND PUBLIC

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

11/039 TOWN HOUSE – ENERGY EFFICIENCY OPTIONS (COMMERCIAL IN CONFIDENCE)

To consider the report of the Deputy Town Clerk regarding the boiler at Town House as attached at pages 56 to 60.

11/040 TOWN HOUSE – SOLAR PANELS (COMMERCIAL IN CONFIDENCE)

To consider the report of the Deputy Town Clerk regarding solar panels at Town House as attached at pages 61 to 62.

11/041 MILFORD HALL – SOLAR PANELS (COMMERCIAL IN CONFIDENCE)

To consider the report of the Deputy Town Clerk regarding solar panels at Milford Hall as attached at pages 63 to 65.

11/042 CCTV (CONFIDENTIAL)

To consider the verbal report of the Town Clerk accompanied with a PowerPoint presentation.

11/043 YEOVIL CRIME REDUCTION STATISTICS (CONFIDENTIAL)

To consider the verbal report of the Town Clerk accompanied with a PowerPoint presentation.

Yeovil Town Council

June Actual V Budget

Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	252,820.00	126,410.00	126,410.00	0.00	126,410.00
Milford Hall Hire Fees	26,000.00	2,071.50	6,500.01	-4,428.51	23,928.50
Town House	1,000.00	0.00	249.99	-249.99	1,000.00
	279,820.00	128,481.50	133,160.00	-4,678.50	151,338.50
Expenditure					
Community Safety	17,500.00	0.00	4,374.99	-4,374.99	17,500.00
CCTV	32,490.00	32,490.00	32,490.00	0.00	0.00
Litter/Grit Bins	700.00	0.00	174.99	-174.99	700.00
Millennium Clock	520.00	0.00	129.99	-129.99	520.00
Monmouth Hall	0.00	85.35	0.00	85.35	-85.35
Monmouth Hall Refurbishment	60,000.00	0.00	15,000.00	-15,000.00	60,000.00
Milford Hall	38,200.00	8,189.95	9,549.99	-1,360.04	30,010.05
Milford Hall Refurbishment	20,000.00	0.00	5,000.00	-5,000.00	20,000.00
Public Toilets - Peter St	22,520.00	5,872.90	5,630.00	242.90	16,647.10
Public Toilets - Petters Way	21,080.00	2,478.93	5,270.00	-2,791.07	18,601.07
Changing Places Toilet	5,000.00	0.00	1,250.00	-1,250.00	5,000.00
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
Sports Development Officer	2,160.00	0.00	0.00	0.00	2,160.00
Town House - Business Rates	10,400.00	2,878.75	3,120.00	-241.25	7,521.25
Town House - (excluding Services)	7,000.00	1,143.09	1,749.99	-606.90	5,856.91
Town House - Electricity	1,600.00	396.37	399.99	-3.62	1,203.63
Town House - Gas	2,200.00	463.07	549.99	-86.92	1,736.93
Town House - Maintenance	10,000.00	1,789.90	2,499.99	-710.09	8,210.10
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	86.02	99.99	-13.97	313.98
St Georges Day Parade	300.00	0.00	75.00	-75.00	300.00
Defibrillator	10,500.00	-1,000.00	2,625.00	-3,625.00	11,500.00
CCTV Reserve	500.00	0.00	125.00	-125.00	500.00
Regalia	2,000.00	0.00	500.00	-500.00	2,000.00
Remembrance Sunday Video	1,500.00	0.00	375.00	-375.00	1,500.00
	279,820.00	54,874.33	94,177.41	-39,303.08	224,945.67
	0	73,607.17	38,982.59	34,624.58	-73,607.17

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Yeovil Town Council

Nominal Departmental Analysis (Detailed)

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N/C From 6000
N/C To 6300

Tran Date From 01/06/2022
Tran Date To 30/06/2022

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

Department From 0
Department To 999

Dept Number 5 Dept BUILDING & CIVIC MATTERS

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61891	SI	08/06/2022	Hall Hire Fees		34.00	-34.00
61892	SI	08/06/2022	Hall Hire Fees		11.50	-11.50
61893	SI	09/06/2022	Hall Hire Fees		135.00	-135.00
61894	SI	09/06/2022	Hall Hire Fees		30.00	-30.00
61895	SI	09/06/2022	Hall Hire Fees		90.00	-90.00
61896	SI	09/06/2022	Hall Hire Fees		90.00	-90.00
61897	SI	09/06/2022	Hall Hire Fees		45.00	-45.00
61898	SI	09/06/2022	Hall Hire Fees		30.00	-30.00
61899	SI	09/06/2022	Hall Hire Fees		60.00	-60.00
61900	SI	09/06/2022	Hall Hire Fees		30.00	-30.00
61901	SI	09/06/2022	Hall Hire Fees		75.00	-75.00
61902	SI	09/06/2022	Hall Hire Fees		34.00	-34.00
61903	SI	09/06/2022	Hall Hire Fees		11.50	-11.50
61904	SI	09/06/2022	Hall Hire Fees		34.00	-34.00
62077	SI	30/06/2022	Hall Hire Fees		25.50	-25.50
<u>Account Totals</u>					<u>735.50</u>	<u>-735.50</u>

N/C 6050 Name B&CM - Exp - CCTV

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62162	PI	30/06/2022	CCTV Contribution	32,490.00		32,490.00
<u>Account Totals</u>				<u>32,490.00</u>		<u>32,490.00</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>
61920	JD	27/06/2022	Payments	982.59		982.59
62044	JC	27/06/2022	Caretaker		930.59	-930.59
62115	JC	27/06/2022	Cleaner		52.00	-52.00
<u>Account Totals</u>				<u>982.59</u>	<u>982.59</u>	

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61952	PI	01/06/2022	Electrical Inspection	329.00		329.00
62045	JD	27/06/2022	Caretaker	722.27		722.27
62080	BP	01/06/2022	Rates	536.00		536.00
62118	PI	05/06/2022	Internet Connection	27.88		27.88
62208	PI	23/06/2022	Cleaning	682.50		682.50
62229	PI	30/06/2022	Mobile Patrols	200.64		200.64
<u>Account Totals</u>				<u>2,498.29</u>		<u>2,498.29</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>
61973	PI	13/06/2022	Service Charge	165.00		165.00
62178	PI	30/06/2022	Water Hygiene Service	222.25		222.25
62189	PI	15/06/2022	Electricity	198.80		198.80
62190	PI	06/06/2022	Water Charge	64.39		64.39
62209	PI	30/06/2022	Cleaning	560.79		560.79
62210	PI	24/06/2022	Consumables	106.62		106.62
62453	PI	09/06/2022	Foot Patrols	409.00		409.00
<u>Account Totals</u>				<u>1,726.85</u>		<u>1,726.85</u>

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Yeovil Town Council

Nominal Departmental Analysis (Detailed)

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<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>
62454	PI	09/06/2022	Foot Patrols	409.00		409.00
<u>Account Totals</u>				<u>409.00</u>		<u>409.00</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>
62078	BP	01/06/2022	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>
62046	JD	27/06/2022	Cleaner	208.32		208.32
62114	JD	27/06/2022	Cleaner	52.00		52.00
62226	PI	30/06/2022	Waste Disposal	55.44		55.44
62236	CP	08/06/2022	Milk/Card	3.80		3.80
<u>Account Totals</u>				<u>319.56</u>		<u>319.56</u>
<u>N/C</u>	6210	<u>Name</u>	B&CM - Exp - Town House - Electricity			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62120	PI	02/06/2022	Electricity	133.73		133.73
<u>Account Totals</u>				<u>133.73</u>		<u>133.73</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>
62194	PI	22/06/2022	Gas	72.93		72.93
<u>Account Totals</u>				<u>72.93</u>		<u>72.93</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>
61926	PI	07/06/2022	Sign Writing - Mayor's Award Board	95.00		95.00
61953	PI	15/06/2022	PAT Testing	439.50		439.50
61986	PI	06/06/2022	Alarm Response	140.00		140.00
62173	PI	13/06/2022	Paint/Materials - Town House	19.65		19.65
62182	PI	28/06/2022	Rectify Faults on Intruder Alarm	135.50		135.50
<u>Account Totals</u>				<u>829.65</u>		<u>829.65</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>
61995	PI	20/06/2022	Defibrillator Sign	25.00		25.00
62075	SI	30/06/2022	Contribution towards Defibrillator		1,200.00	-1,200.00
<u>Account Totals</u>				<u>25.00</u>	<u>1,200.00</u>	<u>-1,175.00</u>
<u>Department</u>				<u>40,448.60</u>	<u>2,918.09</u>	<u>37,530.51</u>
<u>Grand Totals</u>				<u>40,448.60</u>	<u>2,918.09</u>	<u>37,530.51</u>

Yeovil Town Council

July Actual V Budget

Building & Civic Matters

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	252,820.00	126,410.00	126,410.00	0.00	126,410.00
Milford Hall Hire Fees	26,000.00	2,724.50	8,666.68	-5,942.18	23,275.50
Town House	1,000.00	0.00	333.32	-333.32	1,000.00
	279,820.00	129,134.50	135,410.00	-6,275.50	150,685.50
Expenditure					
Community Safety	17,500.00	0.00	5,833.32	-5,833.32	17,500.00
CCTV	32,490.00	32,490.00	32,490.00	0.00	0.00
Litter/Grit Bins	700.00	0.00	233.32	-233.32	700.00
Millennium Clock	520.00	347.36	173.32	174.04	172.64
Monmouth Hall	0.00	85.35	0.00	85.35	-85.35
Monmouth Hall Refurbishment	60,000.00	0.00	20,000.00	-20,000.00	60,000.00
Milford Hall	38,200.00	15,328.90	12,733.32	2,595.58	22,871.10
Milford Hall Refurbishment	20,000.00	0.00	6,666.68	-6,666.68	20,000.00
Public Toilets - Peter St	22,520.00	7,722.20	7,506.68	215.52	14,797.80
Public Toilets - Petters Way	21,080.00	5,512.18	7,026.68	-1,514.50	15,567.82
Changing Places Toilet	5,000.00	0.00	1,666.68	-1,666.68	5,000.00
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
Sports Development Officer	2,160.00	0.00	0.00	0.00	2,160.00
Town House - Business Rates	10,400.00	3,839.75	4,160.00	-320.25	6,560.25
Town House - (excluding Services)	7,000.00	1,478.71	2,333.32	-854.61	5,521.29
Town House - Electricity	1,600.00	515.80	533.32	-17.52	1,084.20
Town House - Gas	2,200.00	489.28	733.32	-244.04	1,710.72
Town House - Maintenance	10,000.00	1,789.90	3,333.32	-1,543.42	8,210.10
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	86.02	133.32	-47.30	313.98
St Georges Day Parade	300.00	0.00	100.00	-100.00	300.00
Defibrillator	10,500.00	-741.67	3,500.00	-4,241.67	11,241.67
CCTV Reserve	500.00	0.00	166.68	-166.68	500.00
Regalia	2,000.00	0.00	666.68	-666.68	2,000.00
Remembrance Sunday Video	1,500.00	0.00	500.00	-500.00	1,500.00
	279,820.00	68,943.78	114,740.00	-45,796.22	210,876.22
	0	60,190.72	20,670.00	39,520.72	-60,190.72

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Yeovil Town Council

Nominal Departmental Analysis (Detailed)

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N/C From 6000	Tran Date From 01/07/2022	Tran No From 1	Department From 0
N/C To 6300	Tran Date To 31/07/2022	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>
62148	SI	07/07/2022	Hall Hire Fees		105.00	-105.00
62149	SI	07/07/2022	Hall Hire Fees		30.00	-30.00
62150	SI	07/07/2022	Hall Hire Fees		90.00	-90.00
62151	SI	07/07/2022	Hall Hire Fees		90.00	-90.00
62152	SI	07/07/2022	Hall Hire Fees		67.50	-67.50
62153	SI	07/07/2022	Hall Hire Fees		15.00	-15.00
62154	SI	07/07/2022	Hall Hire Fees		30.00	-30.00
62155	SI	07/07/2022	Hall Hire Fees		15.00	-15.00
62156	SI	07/07/2022	Hall Hire Fees		82.50	-82.50
62157	SI	07/07/2022	Hall Hire Fees		22.50	-22.50
62158	SI	07/07/2022	Hall Hire Fees		60.00	-60.00
62168	SI	13/07/2022	Hall Hire Fees		34.00	-34.00
62169	SI	13/07/2022	Hall Hire Fees		11.50	-11.50
<u>Account Totals</u>					<u>653.00</u>	<u>-653.00</u>

N/C 6078 Name B&CM - Exp - Millennium Clock

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62186	PI	07/07/2022	Niftylift Hire	187.36		187.36
62198	PI	11/07/2022	Annual Service	160.00		160.00
<u>Account Totals</u>				<u>347.36</u>		<u>347.36</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>
62249	JD	27/07/2022	Payments	1,050.32		1,050.32
62354	JC	27/07/2022	Caretaker		1,050.32	-1,050.32
<u>Account Totals</u>				<u>1,050.32</u>	<u>1,050.32</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>
62083	BP	01/07/2022	Rates	536.00		536.00
62192	PI	05/07/2022	Internet	27.72		27.72
62201	PI	08/07/2022	Key Fobs	132.72		132.72
62205	PI	12/07/2022	Supply and Program Fobs	325.00		325.00
62237	CP	07/07/2022	Key Cut	10.00		10.00
62239	CP	20/07/2022	Key Cut	6.67		6.67
62355	JD	27/07/2022	Caretaker	790.00		790.00
62374	PI	31/07/2022	Mobile Patrols	194.37		194.37
62377	PI	31/07/2022	Roof Repairs	160.00		160.00
62387	PI	22/07/2022	Cleaning	723.45		723.45
62397	PI	14/07/2022	Milford Hall Recharge - 4th Qtr	4,233.02		4,233.02
<u>Account Totals</u>				<u>7,138.95</u>		<u>7,138.95</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>
62191	PI	04/07/2022	Water Charge	64.65		64.65
62203	PI	13/07/2022	EICR Test	110.00		110.00
62362	PI	15/07/2022	Electricity	175.26		175.26
62379	PI	25/07/2022	Foot Patrols	414.00		414.00
62381	PI	25/07/2022	Foot Patrols	417.00		417.00
62383	PI	25/07/2022	Consumables	107.60		107.60
62384	PI	31/07/2022	Cleaning	560.79		560.79

Date: 13/09/2022
Time: 10:49:01

Yeovil Town Council

Nominal Departmental Analysis (Detailed)

Page: 2

<u>Account Totals</u>	<u>1,849.30</u>	<u>1,849.30</u>
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N/C 6102 Name B&CM - Exp - Public Toilets Petters Way

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62202	PI	13/07/2022	EICR Test	110.00		110.00
62215	PI	01/07/2022	Supply and Fit Shutters	1,870.00		1,870.00
62372	PI	28/07/2022	Water Hygiene Service	222.25		222.25
62380	PI	25/07/2022	Foot Patrols	414.00		414.00
62382	PI	25/07/2022	Foot Patrols	417.00		417.00

<u>Account Totals</u>	<u>3,033.25</u>	<u>3,033.25</u>
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N/C 6190 Name B&CM - Exp - Town House - Business Rates

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62081	BP	01/07/2022	Rates	961.00		961.00

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

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62238	CP	18/07/2022	Refreshments	8.65		8.65
62356	JD	27/07/2022	Cleaner	260.32		260.32
62393	PI	31/07/2022	Waste Disposal	56.20		56.20
62529	PI	19/07/2022	Refreshments - Meeting	10.45		10.45

<u>Account Totals</u>	<u>335.62</u>	<u>335.62</u>
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N/C 6210 Name B&CM - Exp - Town House - Electricity

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62193	PI	02/07/2022	Electricity	119.43		119.43

<u>Account Totals</u>	<u>119.43</u>	<u>119.43</u>
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N/C 6212 Name B&CM - Exp - Town House - Gas

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62221	PI	05/07/2022	Gas	26.21		26.21

<u>Account Totals</u>	<u>26.21</u>	<u>26.21</u>
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N/C 6270 Name B&CM - Exp - Defibrillator

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62367	PI	25/07/2022	Electrical Work - Defibrillator	258.33		258.33

<u>Account Totals</u>	<u>258.33</u>	<u>258.33</u>
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<u>Department</u>	<u>15,119.77</u>	<u>1,703.32</u>
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<u>Grand Totals</u>	<u>15,119.77</u>	<u>1,703.32</u>
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	<u>13,416.45</u>	
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YEOVIL TOWN COUNCIL

CIVIC GUIDE

Amanda Card

Town Clerk

Adopted: 29th November 2016

Reviewed: September 2022

To be reviewed: September 2025

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1 INTRODUCTION

This Civic Guide has been produced to assist the Town Mayor, Deputy Mayor, their escorts/consorts, Councillors and employees to understand the civic roles and responsibilities of the Mayoralty and provide useful information for when undertaking a Civic Role.

2 THE ROLE OF THE MAYOR

2.1 Background

Section 245 (6) of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council and the Chair~~man~~ of the Town Council the title of 'Town Mayor'.

The Mayor is elected by the Full Council at the Annual Town Council Meeting (Mayor Making) in May. A Deputy Mayor is also elected at this meeting. The new Mayor and Deputy Mayor each make the following declaration when accepting the Term of Office.

"I,, having been elected to the Office of Mayor of Yeovil Town, declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability."

The Declaration of Acceptance of Office is signed by both the new Mayor and Deputy Mayor and is witnessed by the Town Clerk.

The Mayor is the representative of the Crown in the Town and as such is the First Citizen of the Town.

2.2 The Role of the Mayor as Chair~~man~~ of the Council

A Mayor has the same rights and duties as a Local Council Chair~~man~~. The Mayor is the Chair~~man~~ of the Town Council and is a member by virtue of being elected to the Office of Mayor (ex officio) of all Council Committees. As Chair~~man~~ of the Town Council the Mayor may exercise a casting vote in addition to their ordinary vote in decision making by the Full Town Council but otherwise has no additional formal powers to those of other Councillors.

The Mayor will concentrate on representing the whole Town of Yeovil during their term of office whilst maintaining an appropriate and active role in their ward.

The Mayor will act as **an the principal** ambassador for the Town. The Mayor can expect to be asked for public statements concerning Town Council policies and actions. Any statements given should reflect the agreed policy of the Town Council rather than individual or party-political views. The Town Clerk is available for advice on any aspect of Town Council policy. On occasion, the Mayor may need to make it clear whether they are speaking as Mayor, as a Councillor or in a personal capacity to avoid confusion.

2.3 The Civic Role of the Mayor

The office of Mayor of Yeovil is respected and held in high regard by the community because of its service to the community and the dignified behaviour of the successive Mayors and Deputy Mayors. A Mayor, by virtue of the Office, can use their position to stimulate community pride, encourage

business, promote the voluntary sector and mould social cohesion. The Mayoralty can also be a front-line focus for the expression of community concerns. The Town Clerk will support and advise the Mayor.

A Mayor will also have many meetings, some with dignitaries, numerous engagements and is the public eye for virtually the whole year. With this mind the mayor needs to exhibit a keen and genuine interest in those they meet, show enthusiasm and commitment to the role, ensure they are non-party political, speak up for the town's interests and always be mindful of the dignity of the Office.

For those chosen, or who are thinking about putting themselves forward for selection it is essential to discuss this with employers and family in advance of accepting the office.

3 INVITATIONS AND EVENTS

Invitations are received from a wide variety of organisations to meetings and events within the Town and outside.

Invitations are considered on their own merits and should be ranked in order of priority:

- State occasions
- Invitations and events within the Town
- Invitations and events within South Somerset District
- Invitations within Somerset
- Other events

The Town Clerk will advise where there is a clash of events or any other issue concerning engagements.

All engagements are arranged through the Town Council office through the Mayors PA. Where the Mayor is approached personally concerning an official Mayoral event, they must advise that contact through the Town Council must be made, either by telephoning, emailing (mayor@yeovil.gov.uk) or writing.

All engagements are reported to Town Council to ensure public accountability and openness.

Neither the Mayor nor Deputy Mayor or any other Councillor must solicit engagements or visits or otherwise obtain favours by virtue of office.

The Mayor should not accept engagements that coincide with Town Council meetings. These engagements should be offered to the Deputy Mayor. **If neither the Mayor, nor the Deputy Mayor is available, then the engagement should be offered to the Chair of Policy, Resources and Finance, if this is acceptable to the organisation issuing the invitation.**

4 MAYOR/DEPUTY MAYOR'S ATTENDANCE PRO FORMA

A copy of the Mayor/Deputy Mayor's Attendance Pro Forma (Appendix A) is sent out to organisers that have invited the Mayor or Deputy Mayor to attend their function. The information returned provides **with** the necessary information to attend, including function details, the dress code and whether a

speech is required. If the pro forma is not completed, the Mayor's PA will contact the organisation to confirm.

5 MAYORESS AND CONSORT

The Mayor may signify an official Mayoress or Consort at the Annual Mayor Making. ~~It is usual for a male mayor to appoint a Mayoress, and if the mayor is female they will appoint a consort.~~ The Mayoress or Consort maybe a spouse/partner, fellow Councillor, family member or friend. The Mayoress/Consort will accompany the Mayor on engagements but other than that has no other civic role and must not undertake engagements alone.

6 MAYOR'S CHAPLAIN

The Mayor may signify a recognised minister of religion to act as Mayor's Chaplain at the Annual Mayor Making. The Chaplain may be invited to provide spiritual support to the Mayor and Council and to act as the religious lead on certain civic occasion such as Remembrance Sunday.

7 MAYOR'S CADET

The Mayor may signify ~~up to two~~ young people to act as Mayor's Cadets at the Annual Mayor Making. The Cadet(s) will accompany the Mayor at certain official functions when invited to do so. The Mayor should provide the cadet with a description of their roles and responsibilities. At the conclusion of the year of office, it is customary for an outgoing Mayor to present the cadet(s) with a small token of thanks.

8 MACE BEARER

The Mace Bearer ~~role is to~~ provides assistance and advice to the Mayor. The Mace Bearer is subject to their own set of rules and must adhere to the guidance within "The Official Handbook of the Guild of Mace Bearers". This handbook supersedes any information held within this Civic Guide unless otherwise advised by the Town Clerk.

9 CIVIC REGALIA

Official chains and badges of office are normally worn for civic engagements within the Town. Permission for the Mayor to wear the chain must be requested if an engagement is in another Town or Parish. Invitations should specify the regalia to be worn. In any case of doubt, clarification on the most appropriate regalia must be sought with the event hosts.

Chains of Office will normally be worn in public places where the Mayor is accompanied by the Mace Bearer. The Mace Bearer ~~under the direction of the Town Clerk~~ is responsible for the Chains of Office.

The maintenance and security of the civic regalia is the responsibility of the Mace Bearer under the direction of the Town Clerk.

Guidance on wearing the chain and badge of office and other items of regalia is set out beneath:

Item of Regalia	Guidance on wearing them
Mayors Chain and Badge	Public places: when accompanied by the Mace Bearer Private places (e.g. schools or churches): when not accompanied by the Mace Bearer, with agreement of Town Clerk may be worn without the Mace Bearer present.
Mayoress'/Consort's Chain and Badge	The Mayoress/Consort will only wear the chain when accompanying the Mayor wearing the chain and the same guidance applies.
Deputy Mayors Chain and Badge of Office	May be worn without the presence of the Mace Bearer with agreement of the Town Clerk
Deputy Mayoress' Chain and Badge of Office	May be worn when accompanying the Deputy Mayor and without the presence of the Mace Bearer with agreement of the Town Clerk
Past Mayor's Badge	May be worn at civic events when the Mayor is present and at other occasions when clearly indicated on the invitation or notification.
The Mace	Carried by the Mace Bearer before the Mayor at certain events. Placed in front of the Mayor at meeting of Town Council.

The Town Clerk will provide further guidance if required.

The Council provides insurance cover for the regalia and robes. The chains and badges should be kept locked away between engagements and overnight either in the safe at Town House unless other secure arrangements have been agreed with the Town Clerk. Where the secure arrangements are situated in the individuals' home, it is the Mayor's and/or Deputy Mayor's responsibility to inform their insurance provider. During any holiday period or where it is likely that the Mayor or Deputy Mayor will be away from home for a long period of time, the chains should be returned to the Mace Bearer to keep in the safe at Town House and locked in the safe..

The Council will be responsible for the maintenance of the regalia and robes, including any damage or wear and tear. However, any damage should be reported to the Town Clerk as soon as possible.

The Mace is a ceremonial item and a the symbol of the Mayor's authority. and The Mace indicates that the Mayor is present in his their official capacity. The Mace immediately precedes the Mayor on all official occasions to represent their authority as delegated from the Crown. The Mace Bearer carries the mace over his their right shoulder, he they walks in front of the Mayor and no one (except a member of the Royal family) must come between the mace and the Mayor. The Mace Bearer should attend any engagement when the Mayor is adorned in the robes and chain.

The Mace is used at official ceremonies, such as Mayor Making and also at Town Council meetings. If the Queen Monarch is present, the Mace is reversed, which signifies that the Mayor is surrendering the token of his their power. When the Mayor is seated the Mace rests horizontally before him with the crown end to his their right hand or in the more important direction. Should the Mayor occupy a pew in a church the crown of the Mace should be towards the altar.

At the Annual General Meeting, during the ceremony for the election of the Mayor, the outgoing Mayor, after being handed the mace by the Mace Bearer, then hands it to the newly installed Mayor thus publicly displaying the transfer of office.

There may be occasion where the Mayor or the Deputy Mayor attends events out of the country, for example with Yeovil Twinning Association. If the Mayor or Deputy Mayor intends to take the regalia out of the Country, for the purposes of insurance they must inform the Town Clerk. In addition, the Town Clerk will supply the Mayor or Deputy Mayor with a letter of authorisation on behalf of the Council.

10 MAYORAL SUPPORT

Day to day support for the Mayor is provided by the Mayor's PA under the direction of the Town Clerk. The exact nature and extent of support and processes will be agreed with the Town Clerk. The Mayor may expect all diary arrangements and processes to support them in undertaking duties.

The Mayor's PA will be responsible for keeping the Mayoral engagement diary and liaison between the events host and Town Council. The Mayor must refer and agree all such matters with the Town Council office to avoid confusion concerning event arrangements.

If the Mayor is unable to accept an invitation then it may be passed to the Deputy Mayor and then the Chair of Policy, Resources and Finance (if this is acceptable to the inviting organisation).

Once an invitation has been properly accepted it should not be cancelled unless absolutely necessary.

All correspondence for the Mayor is kept in Town House; it will be opened by Officers (as with alongside all other mail) and belongs to the Town Council. Items addressed in error to former Mayors will be redirected by the Town Clerk to the current Mayor. Personal invitations and correspondence to former Mayors will be forwarded as appropriate.

11 EVENTS

11.1 Civic Events

The Mayor is expected to attend the following Civic Events:

	When	Robes?	Councillors to attend *
Mayor Making	May	✓	✓ Mandatory - smart dress
Civic Service	June / July	✓	✓ Mandatory - smart dress
Clergy Tea Party	Mayor's choice	x	x
Armistice Day	11 th November	x	✓ Discretionary – smart dress
Remembrance Sunday	Second Sunday of November	✓ not at Cemetery war graves	✓ Smart dress
Civic Day	Mayor's choice	x	x

	When	Robes?	Councillors to attend *
Civic Evening	Mayor's choice	x	✓ Discretionary – smart dress
St George's Day Parade	April – Sunday closest to 23 rd April	✓ If requested	✓ Discretionary – smart dress
Freedom of the Town	As requested by RNAS Yeovilton	✓	✓ Mandatory - smart dress
Wells Cathedral	As per invitation	✓	x

Only in extenuating circumstances should the Deputy deputise for the Mayor, the Town Clerk will advise.

If a member of the Royal family visit Yeovil, specific instructions will be circulated by the Town Clerk.

The protocol to mark the death of a senior member of the Royal family will be actioned as appropriate.

11.2 Other Events

The Mayor is expected to attend the following events:

	When	Robes?	Councillors to attend *
Super Saturday	September	x	✓ Volunteers (casual dress)
Mayor's Ball	Last Saturday of November	x	✓ Discretionary – black tie/formal wear
Town Crier's Competition	April	x	✓ Discretionary – smart dress
Yeovil College University Centre Graduation Ceremony	December	✓	x
Christmas Lights Switch On	November	✓	✓ Discretionary – smart dress

* Councillors should contact the Town Clerk if they require clarification on dress code.

12 MAYOR'S CHARITIES

The Mayor should give some consideration to the charity or charities they propose to support in their Mayoral year. The choice is left to the discretion of the Mayor but tends to be a local based charity. The Mayor may identify the charity or charities of his their choice at the Annual Mayor Making.

13 MAYORAL ALLOWANCE

The Local Government Act 1972 allows for the Mayor to be paid an allowance to meet the expenses of **his** **their** term in office. The Town Council sets the budget for the Mayoral allowance during its budget setting process and is the responsibility of the Policy, Resources and Finance Committee. The Mayoral Allowance is separate from the Councillors Basic Allowance

The provision of the Mayoral Allowance is to allow any Councillor to be able to be Mayor regardless of personal financial circumstances and to allow each Mayor to fulfil the duties of the role with dignity.

General items of appropriate expenditure may include (but not be limited to):

- Clothing for civic representatives to be worn at events
- Donations to charities and collection
- Tickets for events
- Hospitality provided by the Mayor
- Travel to engagements and subsistence
- Appropriate gifts and/or cards.

The Mayoral Allowance is paid to the Mayor in instalments over the year, with heavier weighting to the earlier months of the municipal year to fund expenditure for Civic Events such as Mayor Making and Civic Service. The Mayor will set up a bank account specifically for Mayoral expenditure and the Mayor's Allowance shall be paid directly into this account.

For purposes of transparency, the Mayor must maintain a spreadsheet expenditure, which is reconciled to the Mayor's Bank Account on a quarterly basis by the Mayor and Town Clerk. A summary of expenditure will be produced and reported back to the Policy, Resources and Finance Committee following the end of the municipal year. Any donations for the Mayor's Charities are asked to be made Payable to Yeovil Town Council and any cash donations are paid immediately to the office at Yeovil Town Council.

14 DEPUTY MAYOR

The Councillor elected as Deputy Mayor will support the Mayor throughout the year and will represent the Council when asked to do so.

If the Mayor is not present at a Council meeting the Deputy Mayor must preside if present. The Mace is never carried in front of the Deputy Mayor. In this instance, the mace is placed before the meeting starts and collected when the meeting is finished.

The Deputy Mayor has no standing in that role when the Mayor is present but assumes the precedence and standing of the Mayor when deputising for the Mayor.

15 MAYOR'S END OF YEAR

At the Annual Town Council which denotes the end of the Mayor's Term of Office, the custom is to invite the outgoing Mayor to make a short speech as response to a vote of thanks for their services during the year. This normally comprises a short review of their period office, thanks to the

organisation and people of Yeovil who extended hospitality and have worked with the Mayor and Town Council during the year and to any other supported.

The new Mayor will present the previous Mayor with a Past Mayor's badge.

Retired Mayors are encouraged to help incoming Mayors to familiarise themselves in the role. ~~It is helpful to avoid confusion by members of the public to ensure that an outgoing Mayor does not attend events which are being attended by the incoming Mayor or Deputy Mayor.~~

16 MAYORS AWARD

Every year the Mayor will award an individual or an organisation who provides a worthwhile service to the community. The recipient(s) of this award will receive a silver salver as a token of recognition and thanks on behalf of the Mayor and the Town. Their name will also be added to the Mayor's Award Roll of Honour.

11/036 DEATH OF A SENIOR ROYAL PROTOCOL

The purpose of this report is to make a record of the events and actions that were carried out by Yeovil Town Council. This should act as a blueprint for the future.

Included within this report are the following:

- Timeline of events
- Black homepage on the Website
- Social Media Postings
- A statement from the Mayor of Yeovil – Cllr Evie Potts-Jones
- A letter for the schools and residential homes from the Mayor of Yeovil – Cllr Evie Potts-Jones
- Information in the form of a notice regarding floral tributes and the Book of Condolence
- Order of Service for the Local Proclamation held at Yeovil Country Park on Sunday 11th September 2022 at 4pm
- Information relating to the Civic Service held at St John's Church on Sunday 18th September 2022 at 10:30am
- Information relating to the Moment of Reflection service held in King George Street on Sunday 18th September 2022 at 7:55pm

"The Marking the Death of a Senior National Figure Protocol" has previously been distributed.

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

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

Timeline of events

Date	Event
8 th September 2022	<p>Town Clerk held discussions with the Chairman of BCM regarding the need to be prepared to carry out action plan following news reports</p> <p>Town Clerk liaised with Steve Fox at SSDC to confirm the location of floral tributes to be by the yew tree at St Johns Church.</p> <p>Town Clerk and Deputy Town Clerk (HF) liaised with Yeovil Without Parish Council about sharing a book of condolence. Offer also made to Brympton Parish Council.</p> <p>Assistant Town Clerk liaised with website provider about switching to the black homepage with all the necessary information when the time was appropriate.</p> <p>Formal notification received about the passing of Her Majesty Queen Elizabeth II.</p> <p>Town Clerk liaised with Mayor about the next steps.</p> <p>Assistant Town Clerk liaised with website provider to instruct them to switch the website to the black homepage as soon as possible. Website provider confirmed that this would be done first thing the next morning.</p> <p>Town Clerk updated social media.</p> <p>Town Clerk and Deputy Town Clerk (HF) liaised about taking down the flags at Town House. Town Clerk drove to Town House and took down the flags</p> <p>Deputy Town Clerk (SF) and Town Clerk liaised about postponing Super Saturday.</p>
9 th September 2022	<p>Local Avon and Somerset Police contacted the Mayor about laying some flowers and invited to attend with the Mayor that morning.</p> <p>Mayor, Town Clerk and Rev Jim Pearce led a ceremony to raise the flag to half-mast. All staff and members of Avon and Somerset Police also in attendance.</p> <p>Mayor, Town Clerk, Rev Jim Pearce and members of Avon and Somerset Police laid flowers at the yew tree at St John's Church.</p> <p>Town Clerk sent out notification to all Councillors about Council meetings being postponed.</p> <p>The Deputy Town Clerks, Assistant Town Clerk and Receptionist organised an area in the reception for people to come and offer their condolences by way of the book of condolence.</p>

	<p>Town Clerk met with officers at SSDC and a representative from the Police to discuss the logistics of the Local Proclamation.</p> <p>The Town Clerk circulated the Action Plan to Councillors.</p> <p>The Deputy Town Clerk (SF) liaised with Eat: Festivals about postponing Super Saturday.</p> <p>The Town Clerk continued to liaise with SSDC regarding the Local Proclamation and to discuss the appropriate invitees.</p> <p>An invite from SSDC was sent to all Councillors to attend the Local Proclamation at Yeovil Country Park on Sunday 18th September at 4pm.</p>
10 th September 2022	The Town Clerk raised the Union flag to full mast following the National Proclamation.
11 th September 2022	<p>Town Clerk liaised with SSDC regarding Local Proclamation.</p> <p>The Local Proclamation was held at Yeovil Country Park at 4pm and was attended by the Mayor of Yeovil, the Deputy Mayor, Rev Jim Pearce, the Town Clerk, Councillors and the Deputy Town Clerk (SF)</p> <p>After the Local Proclamation, the Town Clerk lowered the Union Flag to half-mast.</p>
12 th September 2022– 16 th September 2022	<p>The Town Council continued to run the book of condolence.</p> <p>The Mayor visited schools and residential homes with pages for the book of condolence.</p> <p>Pages for the book of condolence was set up in Nationwide Building Society</p> <p>Daily visits to monitor floral tributes laid at the yew tree in St John's Churchyard.</p> <p>Updates on Facebook</p>
13 th September 2022	<p>Guidance received from Department for Levelling Up, Housing and Communities to organise local ceremonies to mark the National Moment of Reflection at 8pm on Sunday 18th September 2022.</p> <p>Town Clerk organised a ceremony for the National Moment of Reflection</p>
14 th September 2022	Assistant Town Clerk liaised with Rev James Dudley-Smith regarding a Civic Service. An invite was given by Rev James Dudley-Smith for the Civic party to attend the Sunday morning service.

	Assistant Town Clerk sent an invite to the Councillors and other guests.
18 th September 2022	<p>Civic Service hosted by St Johns Church at 10:30am attended by the Mayor of Yeovil, Town Clerk, Rev Jim Pearce, Councillors and the Assistant Town Clerk.</p> <p>At 3:00pm, the Mayor of Yeovil, Town Clerk and Rev Jim Pearce went to Wells Cathedral for the Service of Commemoration and Thanksgiving for the life of her late Majesty Queen Elizabeth II.</p> <p>At 7:55pm, Yeovil Town Council hosted the National Moment of Reflection in King George Street. It was attended by the Mayor of Yeovil, Deputy Mayor, Town Clerk, Deputy Town Clerk (HF), Assistant Town Clerk, Rev Jim Pearce and Councillors.</p>
19 th September 2022	Her late Majesty Queen Elizabeth II's funeral
20 th September 2022	<p>The Town Clerk returned the Union Flag to full mast and returned the other flags.</p> <p>The book of condolence closed at 4:00pm.</p>
21 st September 2022	<p>The floral tributes were removed from the yew tree at St Johns Churchyard by the Mayor of Yeovil, Town Clerk and the Facilities Officer. The Facilities Officer prepared the flowers for composting so that it can be used to plant the "Queen's Tree"</p> <p>The Mayor and the Clerk collected the pages for the book of condolence from Nationwide Building Society.</p> <p>The Mayor collected the pages for the book of condolence from schools and residential homes.</p>

Black homepage on the Website



Book of Condolence

Any member of the public is welcome to attend the Town House in order to offer their condolences by way of an entry in the book of condolence (during office hours – Monday to Friday 9:00am to 4:00pm). The book of condolence will close at the day following the funeral. The book of condolence will be collated and bound and be held in the Council archives. Yeovil Town Council will send a letter to the Private Secretary at Buckingham Palace, advising that the book of condolence is held in the Council archives.

Information for floral tributes

The public (if they wish) are welcome to lay their floral tributes (which should be unwrapped) by the yew tree in St John the Baptist Churchyard or on the Preston Plucknett war memorial. Yeovil Town Council reserve the right to relocate any flowers that are left to other areas in the churchyard, so as to keep them looking orderly. Any flowers that are left at the War Memorial in the Borough may also be relocated. We respectfully ask that no cuddly toys are laid. The floral tributes will be removed the morning after the funeral and will be composted. The compost will be used to plant a memorial tree – “The Queen’s Tree”.

Flags & Proclamation

The union flag will be flown at half-mast during the period of mourning except during both the National Proclamation and the Local Proclamation. All other flags will be removed. All flags will be returned and fly at full mast the day after the funeral.

Events during the period of mourning

It may be necessary to cancel or reschedule events if/as appropriate. Council and Committee meetings which have been arranged will be cancelled or postponed. Further announcements regarding these events and meetings will not be made until the day after the funeral.

The Mayor of Yeovil, Cllr Evie Potts-Jones

“ It is with great sadness that I, on behalf of Yeovil Town Council send our thoughts and prayers to the Royal Family, on the passing of Her Majesty The Queen, Elizabeth II. May she rest in eternal peace.”

Social Media Postings



Figure 1: Following the formal announcement the approved photo with birth and death years



Figure 2: The Facebook profile picture was changed for a black and white logo

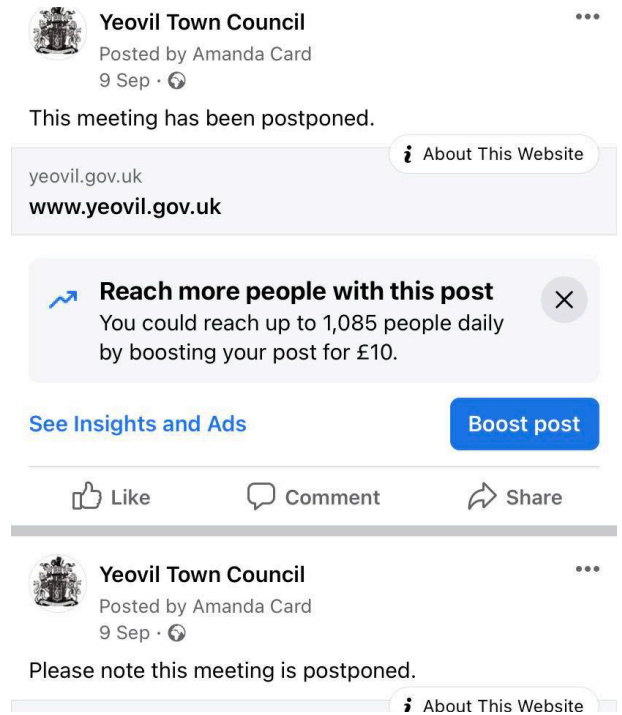


Figure 3: Meetings already arranged were postponed

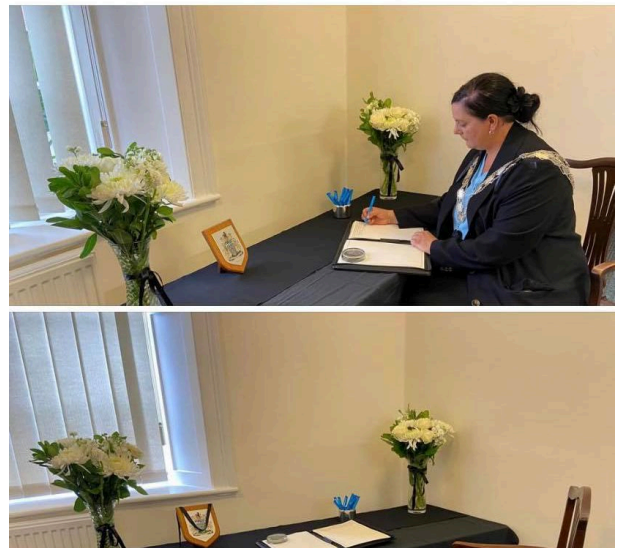
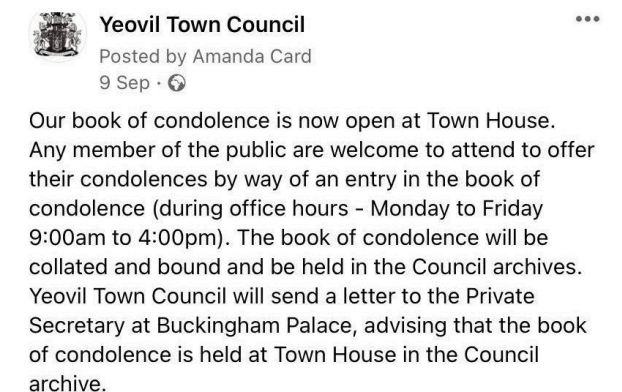


Figure 4: Information relating to the book of condolence



Posted by Amanda Card
6 d · 🌐

The flag at Town House has been lowered to half-mast to pay our respect of our late Sovereign, Queen Elizabeth II.



Figure 5: Information regarding the flag

The public (if they wish) are welcome to lay their floral tributes (which should be unwrapped) by the yew tree in St John the Baptist Churchyard or on the Preston Plucknett war memorial. Yeovil Town Council reserve the right to relocate any flowers that are left to other areas in the churchyard, so as to keep them looking orderly. Any flowers that are left at the War Memorial in the Borough may also be relocated. We respectfully ask that no cuddly toys are laid. The floral tributes will be removed the morning after the funeral and will be composted. The compost will be used to plant a memorial tree – “The Queen’s Tree”.

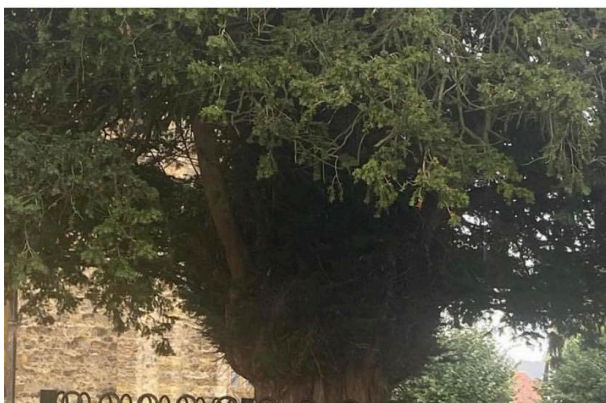


Figure 6: Information relating to the laying of floral tributes



Yeovil Town Council
Posted by Amanda Card
6 d · 🌐

A statement from the [Mayor of Yeovil](#), Cllr Evie Potts-Jones.



Mayor of Yeovil
9 Sep · 🌐

Local announcements following the death of Queen Elizabeth II.
Further details will be updated accordingly.



990 views

Figure 7: The Mayor gave a Statement via video



Yeovil Town Council
Posted by Amanda Card
6 d · 🌐

Please see below for details regarding the Local Proclamation. Councillors and the Town Clerk will be present.



South Somerset District Council
6 d · 🌐

The National Proclamation, the official announcement of Her Majesty’s death and acknowledgement of the commencement... [See more](#)



Figure 8: Information regarding the Local Proclamation



Yeovil Town Council

Posted by Amanda Card

6 d · 🌐

The Union Jack raised to full mast to mark the official National Proclamation of King Charles III at St James's Palace. God save the King 🇬🇧

The flag will remain at full mast, until after the Local Proclamation, when it will return to half mast.



Figure 9: Further information about the flag



yeovil town Council

Posted by Amanda Card

4 d · 🌐

After the Local Proclamation at [YEovil COUNTRY PARK](#) this afternoon, the Union Jack has been returned to half-mast, where it will remain until the day after the late Sovereign, Queen Elizabeth II's funeral. The Union Jack will then be returned to full-mast.



Figure 10: Further information about the flag



Yeovil Town Council updated their cover photo.

Posted by Amanda Card

4 d · 🌐

Credit: [Mayor of Yeovil](#)



Figure 11: A posting of the flag against Town House



Yeovil Town Council

Posted by Amanda Card

4 d · 🌐

Information for floral tributes

The public (if they wish) are welcome to lay their floral tributes (which should be unwrapped) by the yew tree in St John the Baptist Churchyard or on the Preston Plucknett war memorial. Yeovil Town Council reserve the right to relocate any flowers that are left to other areas in the churchyard, so as to keep them looking orderly. Any flowers that are left at the War Memorial in the Borough may also be relocated. We respectfully ask that no cuddly toys are laid. The floral tributes will be removed the morning after the funeral and will be composted. The compost will be used to plant a memorial tree – "The Queen's Tree".



Figure 12: Reminder for the floral tributes



Book of Condolence

A book of condolence is also available at the Nationwide Building Society. Opening times:

Monday, Tuesday, Thursday and Friday: 9:00am - 4:30 pm

Wednesday: 10:00am - 4:30pm

Saturday: 9:30am - 1:00pm:

This is in addition to the book of condolence at Town House (during office hours – Monday to Friday 9:00am to 4:00pm).

The book of condolence will close at the day following the funeral (Tuesday 20th September). The book of condolence will be collated and bound and be held in the Council archives. Yeovil Town Council will send a letter to the Private Secretary at Buckingham Palace, advising that the book of condolence is held in the Council archives.

Figure 13: The Nationwide Building Society agreed to hold pages for the book of condolence in their community area

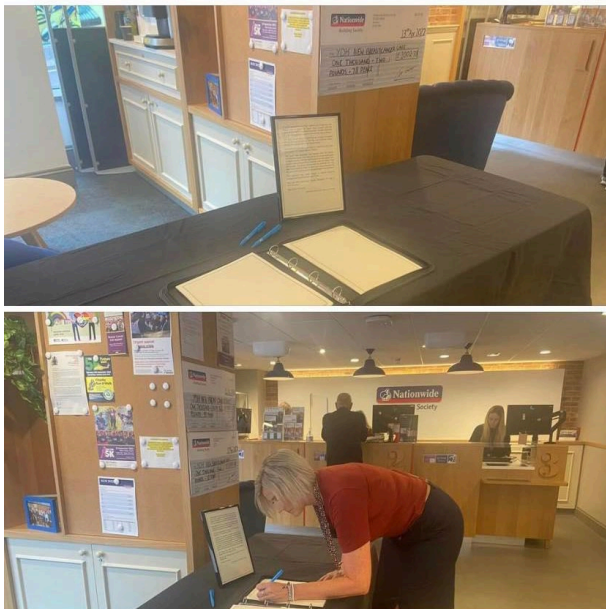
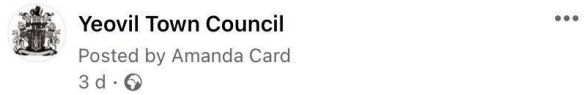


Figure 14: Julie Turner, Senior Branch Manager at Nationwide Building Society Yeovil writing her words of condolence



If you are unable to make to the Town House or to Nationwide, then we can accept your condolences via e-mail. We will print your words alongside your name into our book of condolences.

Please e-mail ytic@yeovil.gov.uk



Book of Condolence

A book of condolence is also available at the Nationwide Building Society. Opening times:

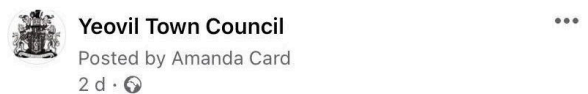
Monday, Tuesday, Thursday and Friday: 9:00am - 4:30 pm

Wednesday: 10:00am - 4:30pm

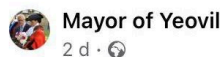
Saturday: 9:30am - 1:00pm:

This is in addition to the book of condolence at Town

Figure 15: An offer to collect words of condolence electronically to print in the book of condolence



Please contact us at the Town Council either by telephone 01935 382424 or email ytic@yeovil.gov.uk



Yesterday I made contact with the local schools and homes regarding Yeovil Town Council's condolence book & this was the 1st batch of pages going out. These will be collected next Tuesday and will be professionally bound together shortly after. Please make contact if your workplace/home or school require assistance with recording your condolence
-Evie



Figure 16: The Mayor contacted all schools and Residential/Nursing Homes in Yeovil to add to the book of condolence



Figure 17: Information regarding the one-minute national silence

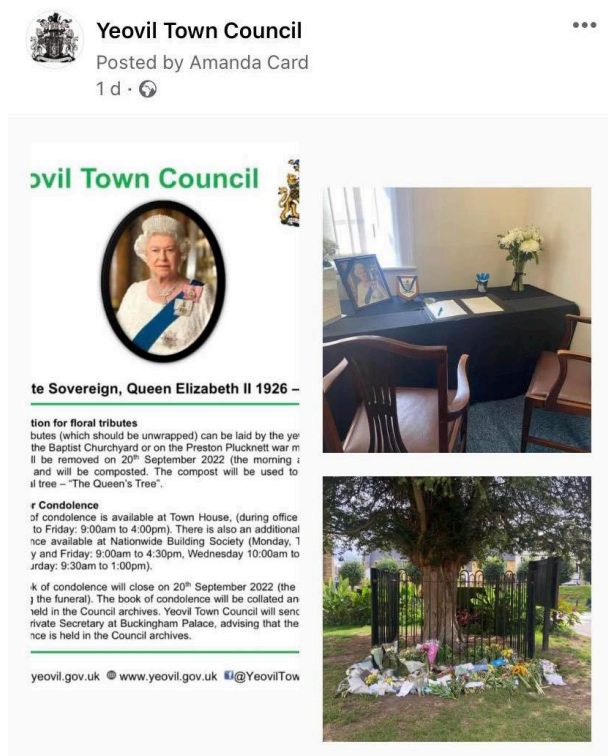


Figure 18: A reminder about the book of condolence and the floral tributes



Figure 20: The one-minute national silence



Yeovil Town Council

Posted by Amanda Card

1 d · 🌐

The Book of Condolence is now closed.



Mayor of Yeovil

1 d · 🌐

This morning I started to collect the condolence pages from local schools and homes. The tributes were truly beautiful.

One 98 year old resident from the wonderful [Redleif House](#) wrote :- " I remember meeting the queen in Kenya the day before her father died, I was living over there at the time. She was very attentive... We as a Country will miss her. - Mrs M. (P. S Happy 1st birthday Redleif, always lovely to see you all xX)
The community efforts have been very much appreciated during the past days. 💜

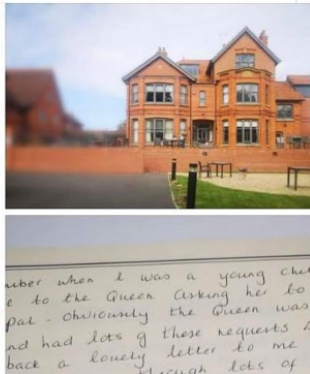


Figure 21: Notification that the book of condolence is now closed



Yeovil Town Council

Posted by Amanda Card

2 m · 🌐

The floral tributes for Her late Majesty Elizabeth II have now been prepared for composting and when it is ready, we will be using it to plant the "Queen's Tree".



Figure 23: Floral tributes being composted



Yeovil Town Council

Posted by Amanda Card

1 d · 🌐

Today we removed the floral tributes that had been left for Her late Majesty Elizabeth II. These will be composted and used to plant a memorial tree - "The Queen's Tree".



Figure 22 Information regarding the removal of the floral tributes

It is with great sadness that I address you today as your mayor and on behalf of Yeovil Town Council with the news of the death of our late Sovereign, Queen Elizabeth 2nd. Our thoughts and prayers are with the Royal family.

Our Flag will be flown at half-mast as a mark of respect during national mourning. The flag was however raised during the national and local proclamation.

The local proclamation was read at Yeovil Country Park on Sunday 11th September at 4.00pm.

The town has identified and agreed that St John's churchyard (by the Yew tree) will be the designated place for floral tributes. We ask that flowers are unwrapped and that no non-biodegradable products such as cuddly toys are placed. The floral tributes will be removed the day after the funeral and the compost from these tributes will be used in the planting of a tree dedicated to her memory.

The decision has been made to cancel Mayoral engagements during these sad times.

May our late Sovereign, Queen Elizabeth 2nd rest in eternal peace.

God Save The King.

Cllr Evie Potts-Jones (Mayor of Yeovil)



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Telephone : (01935) 382424
Website : www.yeovil.gov.uk

Mayor of Yeovil : Cllr Evie Potts-Jones

Good Morning

I am writing on behalf of Yeovil Town Council regarding the recent death of Queen Elizabeth II.

It is our duty to reach out to organisations that may have trouble getting to the Town House to sign an official Book of condolence.

We can assist by bringing a Book of condolence to you. Our framed pages will be delivered and collected later in the week where they will be *collated and bound to be held in the Council archives. Yeovil Town Council will send a letter to the Private Secretary at Buckingham Palace, advising that the book of condolence is held in the Council archives.*

During this week the mayor, deputy mayor and town clerk can be available for a visit or to assist where needed. Alternatively, there are details below on how you can pay your respects.

Book of Condolence: *Any member of the public is welcome to attend the Town House to offer their condolences by way of an entry in the book of condolence. The book of condolence will close on the day following the funeral (during office hours – Monday to Friday 9:00 am to 4:00 pm).*

With kind regards

Cllr Evie Potts-Jones

12/09/2022



Our late Sovereign, Queen Elizabeth II 1926 – 2022

Information for floral tributes

Floral tributes (which should be unwrapped) can be laid by the yew tree in St John the Baptist Churchyard or on the Preston Plucknett war memorial. They will be removed on 20th September 2022 (the morning after the funeral) and will be composted. The compost will be used to plant a memorial tree – “The Queen’s Tree”.

Book for Condolence

A book of condolence is available at Town House, (during office hours – Monday to Friday: 9:00am to 4:00pm). There is also an additional book of condolence available at Nationwide Building Society (Monday, Tuesday, Thursday and Friday: 9:00am to 4:30pm, Wednesday 10:00am to 4:30pm and Saturday: 9:30am to 1:00pm).

The book of condolence will close on 20th September 2022 (the morning following the funeral). The book of condolence will be collated and bound and be held in the Council archives. Yeovil Town Council will send a letter to the Private Secretary at Buckingham Palace, advising that the book of condolence is held in the Council archives.

Order of Service

Reading of Local Proclamation

Yeovil Country Park, Sunday 11th September 2022, 4:00pm

[Flag to be raised to full Mast for the duration of the Proclamation]

To be raised by Countryside Team

1. Welcome and Bidding Prayers for Her Late Majesty The Queen

To be read by Rev. James Dudley-Smith, St John's Church, Yeovil

2. Call for a Two Minute Silence

To be led by: Councillor Paul Maxwell – SSDC Chairman

3. Reading of the Local Proclamation

To be read by: Councillor Paul Maxwell – SSDC Chairman

4. Closing Prayer for His Majesty The King

To be read by: Adam Dyer, Yeovil Community Church

5. Choir to lead singing of the first verse of the national anthem

6. Call for Three Cheers for His Majesty The King

To be called by: Councillor Paul Maxwell – SSDC Chairman

[Flag to be lowered to half mast]

To be lowered by Countryside Team

Depart

1. Welcome and Bidding Prayers for Her Late Majesty The Queen

To be read by Rev. James Dudley-Smith, St John's Church, Yeovil

WE come together today to commend to God's mercy the soul of his servant Elizabeth, and to offer thanks to Him for the blessings that she received as well as remembering the blessing that her life has been to us.

With thanks we remember a long life of service, strengthened by a faith in the Word made flesh, whose death leads to everlasting life.

In Christ we therefore pray that his good and faithful servant may now take her place with him in the company of Heaven.

Hear O Lord, the prayers of your people as we humbly request your gracious mercy: that the soul of your servant Elizabeth, which has departed this life, may by you be set in the dwelling of peace and light, and made a member of the eternal fellowship of your elect; through Jesus Christ our Lord.

Amen.

2. Call for a Two Minute Silence

To be led by: Councillor Paul Maxwell – SSDC Chairman

3. Reading of the Local Proclamation

To be read by Councillor Paul Maxwell – SSDC Chairman

[Pre amble]

We come together this afternoon following the passing of our late Sovereign, Queen Elizabeth the Second. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest-reigning Monarch.

But the basis on which our monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today's ceremony marks the formal Proclamation to the people of the District of South Somerset of the beginning of our new King's reign.

Yesterday the Accession Council met at St. James's Palace to proclaim our new Sovereign. The flags which had flown at half-mast since The Queen's death were raised briefly to their full height to mark the start of His Majesty's reign.

The Accession Council also made an Order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. The High Sheriff of Somerset discharged that duty earlier today and now, with my humble duty, I now bring the words of the Proclamation to the residents of the District of South Somerset.

The proclamation of the new Sovereign is a very old tradition which can be traced back over many centuries.

The ceremony does not create a new King. It is simply an announcement of the accession which took place immediately on the death of the reigning monarch.

In an age where modern methods of communication convey news around the globe in an instant, the proclamation is no longer the means by which people learn for the first time that they have a new Monarch. Today, however, is one of the first occasions when communities have an opportunity to come together and reflect on the moment in our nation's history when the reign of our longest-serving Monarch came to an end and our new Sovereign succeeded.

Ladies and Gentlemen. The Proclamation of the Accession:

[next page]

Whereas it has pleased Almighty God to call to His Mercy our late Sovereign Lady Queen Elizabeth the Second of Blessed and Glorious Memory, by whose Decease the Crown of the United Kingdom of Great Britain and Northern Ireland is solely and rightfully come to The Prince Charles Philip Arthur George: We, therefore, the Lords Spiritual and Temporal of this Realm and Members of the House of Commons, together with other members of Her late Majesty's Privy Council and representatives of the Realms and Territories, Aldermen and Citizens of London, and others, do now hereby with one voice and Consent of Tongue and Heart publish and proclaim that The Prince Charles Philip Arthur George is now, by the Death of our late Sovereign of Happy Memory, become our only lawful and rightful Liege Lord Charles the Third, by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of His other Realms and Territories, King, Head of the Commonwealth, Defender of the Faith, to whom we do acknowledge all Faith and Obedience with humble Affection; beseeching God by whom Kings and Queens do reign to bless His Majesty with long and happy Years to reign over us.

Given at St. James's Palace on the tenth day of September in the year of Our Lord two thousand and twenty-two.

GOD SAVE THE KING

[Official Guests repeat: **God save The King**]

[All present join in saying: **God save The King**]

4. Prayer for His Majesty The King

To be read by: Adam Dyer, Yeovil Community Church

O Lord, our heavenly Father, the high and mighty, King of kings, Lord of lords, the only Ruler of princes, who from your throne observes all the earth; We pray for your favour to dwell with our most gracious Sovereign Lord, King *CHARLES*; and so replenish him with the grace of your Holy Spirit, that he may always follow your will, and walk in your ways.

Endue him abundantly with heavenly gifts; grant him in health and wealth long to live; strengthen him that he may vanquish and overcome all his enemies; and finally, after this life, he may attain everlasting joy and blessedness; through Jesus Christ our Lord.

Amen

5. Choir to lead singing of the first verse of the national anthem

God save our gracious King!
Long live our noble King!
God save the King!
Send him victorious,
Happy and glorious,
Long to reign over us,
God save the King.

6. Call for three cheers for His Majesty The King

To be called by: Councillor Paul Maxwell – SSDC Chairman

Yeovil Proclamation

Held on 11th September 2022 at 4pm in Yeovil Country Park

Attendees in the Procession

- Cllr Paul Maxwell, SSDC Chairman
- Mrs Christine Maxwell
- Cllr Wes Read, SSDC Vice Chairman
- Cllr Val Keitch, SSDC Leader
- Cllr Peter Seib, SSDC Deputy Leader
- Cllr Evie Potts-Jones, Mayor of Yeovil
- Amanda Card, Yeovil Town Clerk
- Cllr Andy Kendall, Deputy Mayor of Yeovil
- Cllr Mike Best, SCC Chairman
- Rev Jim Pearce
- Rev James Dudley-Smith, St John's Church
- Adam Dyer, Yeovil Community Church
- Dr Alex Priest DL, Deputy Lieutenant
- Ms Jennifer Achiro DL, Deputy Lieutenant
- Chief Inspector Andy Pritchard, Local Policing Area Commander, Somerset East Local Policing Area, Avon and Somerset Constabulary
- Commander Joseph Dransfield on behalf of Commodore Griffin, Royal Naval Air Station (RNAS)

Jones, Lucy

From: Mayor
Sent: 14 September 2022 09:37
To: 'Andy Kendall'; 'Andy Soughton'; 'Ashley Richards'; 'Barry Boyton'; 'Dave Woan'; 'Emma Jayne Hopkins'; 'Evie Potts-Jones'; 'Graham Oakes'; 'Helen Stonier'; 'Jade Dash'; 'Jamie Lock'; 'Jane Lowery'; 'Jeny Snell'; 'Karl Gill'; 'Kaysar Hussain'; 'Liam Watts'; 'Nigel Gage'; 'Pauling Lock'; 'Rob Stickland'; 'Roy Spinner'; 'Sarah Lowery'; 'Tareth Casey'; 'Tony Lock'; 'Wes Read'
Cc: Town Clerk
Subject: Sunday 18 September 2022
Importance: High

14 September 2022

Dear Councillor,

Queen Elizabeth II – 10.30am Sunday 18 September 2022

St John's Church have kindly extended invitations to Her Worship the Mayor of Yeovil, Councillor Mrs Evie Potts-Jones and her Guests to attend the Main Sunday Service on Sunday, 18 September 2022 at 10.30am.

Attendees are asked to be seated no later than 10.15am. There will be no named reserved seating, but guests will be directed to a dedicated area by stewards upon arrival. There is no formal dress code but please wear appropriate clothing for National Mourning to come together and pay tribute to her Late Majesty. Medals may be worn, and Mayor's and Chair's may wear their Chains of Office.

As seating is very limited, please confirm your attendance to the Town Council office (Mayor@yeovil.gov.uk) by **3.00PM Thursday 15 September 2022**. Unfortunately, the invitation cannot be extended to include a guest.

If you are unable to attend in person, you can watch the service by following the link: <https://sjyeovil.org.uk/on-line-sundays/>

Yours sincerely

Lucy Jones
Assistant Town Clerk
Yeovil Town Council

t: 01935 382424 | e: lucy.jones@yeovil.gov.uk | Mayor@yeovil.gov.uk

Yeovil Town Council Town House 19 Union Street Yeovil BA20 1PQ

...[PAUSE]...

God Is My Oath

"In the New Testament Elizabeth is referenced most as being the mother of **John the Baptist** which is apt today as we come together in St John the Baptist church in Yeovil to talk about our great mother.

I have decided to name this speech 'God is my oath' as this is a definition given for the name *Elizabeth*.

As I searched through the tides of emotions, the waves of sorrow and the tears of the United Kingdom, I was reminded that tomorrow's tides will continue to give and take from the earth by the moon's gravitational forces. Tomorrow the sun will give us strength and warmth again as it rises **AND** tomorrow the moon will create the daily void, and then rest again.

We are here today knowing that tomorrow's light will be bright as it shines down on our Queen for her final journey on earth and the start of her eternal journey in spirit.

Biblical references praise their Elizabeth for observing the lord's commandments and regulations without blame...

AND at the last coronation almost 70 years past, our Queen, our mother, our Elizabeth also vowed to perform and to keep her promises ...

She then kissed the book and signed her oath.

'God Is My Oath' – A tribute by the Mayor of Yeovil" Cllr Evie Potts-Jones

Written by Evie for the Civic Guests and Parishioners at St John's church
Queen Elizabeth II – 10.30am Sunday 18 September 2022

St John's Yeovil



Morning Service / Civic Service
Marking the Death of
Queen Elizabeth II



Sunday, 18th September 2022 at 10:30 a.m.



This service is conducted by Rev James Dudley Smith and Rev Ben Graham.

We welcome the Mayor of Yeovil and other Civic guests for our church today, as we continue to give thanks to God for the life and reign of her Majesty Queen Elizabeth II, and pray for our King, Royal Family and Nation.

The Congregation are asked to stand for the Mayor, Council and Clergy's entrance

Music for the Mayor's entrance today is: Queen Elizabeth II, From the music of Kings and Queens. – Composed by Debbie Wiseman and arranged with permission by Ray Willis

"A warm welcome to all that are present, live streamers, the Mayor Cllr Evie Potts-Jones, Civic guests, Councillors, from RNAS Yeovilton – (the Commodore's representative), our MP Marcus Fysh and the Mayor's chaplain – Rev Jim Pearce. ... Welcome".

Thank you for joining us on the eve of The Queen's funeral ... Please stand for a prayer & the first hymn : **Father of all Creation**

*Father, Lord of all creation,
ground of being, life and love;
height and depth beyond description
only life in You can prove:
You are mortal life's dependence:
thought, speech, sight are ours by grace.
Yours is every hour's existence,
Sovereign Lord of time and space.*

*Jesus Christ, the Man for others,
we, your people, make our prayer:
give us grace to love as brothers
all whose burdens we can share.
Where Your name binds us together
You, Lord Christ, will surely be.
Where no selfishness can sever
there Your love may all men see.*

*Holy Spirit, rushing, burning
wind and flame of Pentecost,
fire our hearts afresh with yearning
to regain what we have lost.
May Your love unite our action,
nevermore to speak alone: God,
in us abolish faction,
God, through us Your love make known*

Please sit

A few words from the Rev James Dudley Smith “ The bible says if we confess our sins God is faithful and just, and will forgive us our sins and cleanse us from all unrighteousness”

All: ‘the words of confession’:

“Almighty God,

You are full of mercy and love:

We lift our hearts to you and confess our neglect

And forgetfulness of your commandments,

Our wrongdoing, thinking, and speaking.

The hurts we have done to others,

And the good we have left undone.

God, forgive us, for we have sinned against you

And raise us to newness of life.

Through Jesus Christ our Lord.

Amen”

The mayor to address the congregation:

‘God is my Oath’ – *Written by Cllr Evie Potts-Jones*

St John’s service and public announcements will be made.

The fun side of the queen by Dick Griffin to be read out

The story, told by former royal protection officer Richard Griffin — known as Dick to the queen — tells of how the pair were out for a walk near Balmoral when they bumped into two American tourists ...

A video will be played on the screens for a moment of reflection— A tribute to the late Queen Elizabeth II.

“Let us pray” ... “Amen”

Please stand for our 2nd hymn : O Christ the same, through all our story's pages

**“O Christ the same, through all our story's pages,
our loves and hopes, our failures and our fears;
eternal Lord, the King of all the ages,
unchanging still, amid the passing years:
O living Word, the source of all creation,
who spread the skies, and set the stars ablaze,
O Christ the same, who wrought our whole salvation,
we bring our thanks for all our yesterdays.**

O Christ the same, the friend of sinners, sharing
our inmost thoughts, the secrets none can hide,
still as of old upon your body bearing
the marks of love, in triumph glorified:
O Son of Man, who stooped for us from heaven,
O Prince of life, in all your saving power,
O Christ the same, to whom our hearts are given,
we bring our thanks for this the present hour.

O Christ the same, secure within whose keeping
our lives and loves, our days and years remain,
our work and rest, our waking and our sleeping,
our calm and storm, our pleasure and our pain:
O Lord of love, for all our joys and sorrows,
for all our hopes, when earth shall fade and flee,
O Christ the same, beyond our brief tomorrows,
we bring our thanks for all that is to be”

Please sit

Prayers will be read by: Chris Pavey

Our Father Our Father,
Who art in heaven
Hallowed be Thy name,
Thy kingdom come,
Thy will be done, on earth as it is in heaven.
Give us this day our daily bread,
and forgive us our trespasses,
as we forgive those who trespass against us;
and lead us not into temptation, but deliver us from evil
For the kingdom, the power and glory are yours
Now and forever.
Amen.

A Bible reading will be read by: Clare Colston – [Hebrews 1:1](#)

Today’s preaching by Rev Ben Graham

Please stand for the closing hymn: **Now thank we all our god**

Now thank we all our god, with heart and hands and voices,
Who wondrous things has done , in whom this world rejoices.
Who from our mothers' arms has blessed us on our way
With countless gifts of love, and still is ours today.

O may this bounteous God through all our life be near us,
With ever joyful hearts and blessed peace to cheer us,
And keep us in his grace and guide us when perplexed.
And free us all ills, in this world and the next!

All praise and thanks to God the Father now be given,
The son and him who reigns with them in the highest heaven.
The one eternal God, whom earth and Heaven adore:
For thus it was, is now, and shall be for evermore.

Please remain standing for the closing prayer, 1 minute of silence followed
by the National Anthem



God save our gra- cious king. Long live our no- ble king. God save the king. Send him vic-



tor- i- ous, Hap- py and glor- i- ous. Long to reign o- ver us. God save the king.

“God save our gracious King

Long live our noble King

God save the King

Send him victorious

Happy and glorious

Long to reign over us

God save the King

Thy choicest gifts in store

On him be pleased to pour

Long may he reign

May he defend our laws

And ever give us cause

To sing with heart and voice

God save the King.”

Organ played by Ray Willis for the departing.





A Moment of Reflection on the Eve of the Funeral of Her late Majesty Queen Elizabeth II

**Sunday 18th September 2022
7:55 pm**

King George Street, Yeovil
(outside the Library)

A one-minute national silence is to be
observed at 8:00 pm

Yeovil Town Council



A Moment of Reflection on the Eve of the Funeral of Her late Majesty Queen Elizabeth II

By **7.55pm** Cllr Evie Potts-Jones Mayor of Yeovil, Cllr Andy Kendall – Deputy Mayor of Yeovil, Amanda Card – Town Clerk and members of the community will gather at King George Street, Yeovil.

At **7:57pm** Cllr Evie Potts-Jones Mayor of Yeovil will say:

“Thank you all for gathering here this evening, for this brief vigil on the eve of the funeral of Her late Majesty Queen Elizabeth II.

In a few moments we will join with people across the United Kingdom in a Moment of Silent Reflection. The start and end of the Minute here will be marked by a whistle. During the Minute we will have an opportunity, in silence, to reflect on the lifetime of service which Her late Majesty devoted to the United Kingdom, the Realms and Territories and to the Commonwealth.

The Queen was sure in her faith and steadfast in her duty, bringing constancy through 70 years of change. We will remember Her late Majesty with affection and gratitude and silently give thanks in our hearts for her unswerving devotion to us and to our Country.

Ladies and gentlemen, it is now approaching **8.00pm**.

At **8:00pm** a bell will ring

Silence will be kept

At **8:01pm** the bell marks the end of the Silence”

Lucy Jones, Assistant Town Clerk will ring the bell at 8:00pm and 8:01pm to signify the start and end of the minutes silence.

Applause

Rev Jim Pearce, the Mayor’s Chaplain to speak.

The vigil concludes with all present saying:

God Save The King
and the singing of the National Anthem led by Cllr Sarah Lowery

11/037 MACE MODIFICATIONS

The mace was acquired by the Portreeve of Yeovil (Thomas Hobbs) in 1776. A portreeve is the title of an historical official possessing political, administrative or financial authority over a town.

The last Portreeve (Benjamin Ryall) handed the mace into the custody of the Municipal Borough of Yeovil around 1854.

The mace represents the Mayor's power given to him by the Monarch.



Figure 1 Mace tied with a black ribbon to signify a period of mourning on the death of George VI



Figure 2: Original Mace still in use



Figure 3: Close up of original Mace

The Mace Head changed sometime between 1952 and 1954. It is assumed that this is due to the change of the Monarch.



Figure 4: Mace with the change of Mace Head



Figure 5: Current Mace head

No guidance has been received as to whether the head of the Mace needs to be modified. We will monitor the guidance and update the Committee as appropriate.

Should the Mace need modification at a later date it can be funded from the Regalia budget which has a balance of £2,000 and the Earmarked Reserves which currently has a balance of £11,623.

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

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