



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Mayor: Cllr T Lock
Chief Executive / Town Clerk: Amanda Card BA (Hons), FCPFA, BSc (Open)
T-01935 382424, W - www.yeovil.gov.uk
E-mail Town.Clerk@yeovil.gov.uk

Minutes of the hybrid meeting of the Infrastructure (Property & Assets) Committee 6th January 2026 at 7.00pm held by video-conference using Zoom meeting software; and in the Town House, 19 Union Street, Yeovil BA20 1PQ.

Present (in person): Cllrs R Stickland (Chair); T Casey; A Kendall; T Lock; E Potts-Jones; A Soughton; H Stonier and D Woan.

Present (virtually): Cllr W Read.

In Attendance (in person): A Card (Chief Executive / Town Clerk); and T Cook (Director of Infrastructure (Property & Assets)).

In Attendance (virtually): Cllr A Richards

There was one member of the press present virtually.

Public Comment

There were no public comments.

7:00pm – The meeting commenced.

11/256 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

Apologies were received from Cllrs K Gill (work commitments); J Lowery (unwell); and W Read* (unwell).

**Legislation requires that Councillors need to be physically present at the meeting to be shown as present. If a Councillor is unable to attend in person but can attend virtually, then apologies for absence should be given.*

RESOLVED: to accept the apologies with the reasons given.

11/257 DECLARATIONS OF INTEREST

Cllr A Kendall declared a personal interest in 11/264 – Armed Forces Covenant in that he sat on the executive of the local branch of RBL.

11/258 MINUTES

The Committee confirmed as a correct record the Minutes of the meeting held on 11th November 2025.

RESOLVED: that the Minutes of the meeting held on 11th November 2025 to be agreed and signed by the Chair as a correct record.

11/259 DEFIBRILLATOR AND BLEED KIT UPDATE

The Committee considered a report from the Admin Officer regarding defibrillators and bleed kits. The report noted that defibrillators and bleed kits have now been installed at Yeovil Amateur Boxing Club, St Michael's Hall on St Michael's Road, and the Duke of York on Kingston.

RESOLVED: to note the report.

11/260 BUDGET MONITORING UPDATE MONTH 9 (APRIL 2025 – DECEMBER 2025)

The Chief Executive/Town Clerk introduced the report and highlighted a projected overspend of £107,435. She explained that the overspend was largely attributable to the Director post, the Projects and Property Co-ordinator post, and the third Community Warden post, which had not been factored into the budget as the decisions to create these additional posts were made after the budget had been set.

RESOLVED: to note the report.

11/261 BUDGET SETTING 2026/27

The Chief Executive/Town Clerk introduced the report, highlighting that with effect from 1 April 2026 the Committee would be titled *Property & Community*.

She reported that the budget had increased by £226,160, due to a number of budget lines (including Youth Services) being transferred to this Committee where it was considered more appropriate for them to sit. In addition, posts which had not been budgeted for in 2025/26 had now been factored into the budget.

RESOLVED: (1) to agree the budget setting report, and (2) to recommend the budget agreed in (1) to the Finance & Policy Executive.

11/262 COMMUNITY WARDENS

The Committee considered a verbal report from the Director of Infrastructure (Property & Assets) regarding the Community Wardens.

While a third Community Warden had been successfully recruited, the other two had unfortunately resigned due to personal circumstances. The Director advised that feedback received would be used to help refine the roles going forward, noting that the roles had been very effective across the Council, the community, and partner organisations.

RESOLVED: to note the verbal report.

11/263 PROPERTY UPDATE

The Committee considered a report from the Director of Infrastructure (Property & Assets) providing an update on current property matters.

The Director emphasised the significant amount of compliance work undertaken by the Property and Projects Co-ordinator, ensuring that appropriate systems are in place and that evidence of compliance is available where required. Each facility now has an Asbestos Management Pack, which includes the location of asbestos, up-to-date survey information, a checklist for all contractors, and an emergency procedure in the event of disturbance. This approach will be extended to other areas of compliance.

The condition of the Peter Street toilets had been circulated to Members. A survey had been undertaken with residents and businesses regarding usage of the facilities and public perception. The location and presence of other users have contributed to a sense of fear when using the facilities. Further work is required before an option appraisal can be brought back to the Committee for consideration.

The Director advised that a strategic review of office accommodation and storage facilities is required. This issue had been raised at a Health and Safety Working Group meeting, where staff highlighted difficulties in accessing comfortable and fit-for-purpose workspace. Desk spaces have been created in areas not designed for office use, which has led to additional issues.

Members raised questions on the report, which were answered accordingly.

RESOLVED: to note the report.

11/264 ARMED FORCES COVENANT

The Committee considered the report of the Director of Infrastructure (Property & Assets) regarding the Armed Forces Covenant.

RESOLVED: (1) to note the report; (2) to agree that Yeovil Town Council formally agrees to sign the Armed Forces Covenant at Super Saturday in July 2026, with an Armed Forces theme (Armed Forces Day 27th June 2026); (3) to commit to supporting serving personnel, veterans and their families through practical measures and community engagement initiatives; (4) to agree that the Director of Infrastructure (Property & Assets) liaises with relevant parties to coordinate the signing ceremony and ensure appropriate publicity and partnership engagement; (5) to agree that the Director of Infrastructure (Property & Assets) brings a further report back to the committee with a proposed Armed Forces Covenant Pledge for approval by the committee before signing; and (6) that Cllr D Woan act as the lead member in relation to the Armed Forces Covenant and to work with the Director of Infrastructure (Property & Assets) to develop a Pledge for Yeovil Town Council.

11/265 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: to exclude the press and public from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity of agenda item 11/266 would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Public Bodies (Admission to Meetings) Act 1960 s3

11/266 SOUTH SOMERSET HERITAGE COLLECTION – LUFTON UPDATE
(CONFIDENTIAL)

The Committee considered the report of the Director of Infrastructure (Property & Assets) regarding the South Somerset Heritage Collection.

RESOLVED: to note the report.

The meeting closed at 8:05pm.

Signed:

Dated: