



# Yeovil Town Council

Town House  
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Mayor: Cllr T Lock  
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**Minutes of the hybrid meeting of the Infrastructure (Property & Assets) Committee  
11<sup>th</sup> November 2025 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; K Gill; A Kendall; T Lock; J Lowery;  
E Potts-Jones; W Read; A Soughton; H Stonier and D Woan.

**In Attendance (in person):** A Card (Chief Executive / Town Clerk); T Cook (Director of  
Infrastructure (Property & Assets)); M Higon (Community Warden); and E Marsh  
(Community Warden).

**In Attendance (virtually):** Cllr A Richards

There was one member of the press present virtually.

## **Public Comment**

The member of the press made a comment regarding the war memorial.

*7:04pm – The meeting commenced.*

## **11/244 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

There were no apologies given.

## **11/245 DECLARATIONS OF INTEREST**

Cllr K Gill declared a personal interest in 11/247 – Defibrillators and Bleedkit Update in that  
he was a member of the Swan Theatre who had been mentioned in the report.

Cllr J Lowery declared a personal interest in 11/255 – Armed Forces Covenant in that she  
was a member of the RBL.

Cllr A Kendall declared a personal interest in 11/255 – Armed Forces Covenant in that he  
sat on the executive of the local branch of RBL.

## **11/246 MINUTES**

The Committee confirmed as a correct record the Minutes of the meeting held on 9<sup>th</sup> September 2025.

**RESOLVED:** that the Minutes of the meeting held on 9<sup>th</sup> September 2025 to be agreed and signed by the Chair as a correct record.

## **11/247 DEFIBRILLATOR AND BLEED KIT UPDATE**

The Committee considered the report of the Admin Officer regarding defibrillators and bleedkits.

**RESOLVED:** to note the report.

## **11/248 COMMUNITY HALL CHARGING**

The Committee considered the report of the Chief Executive / Town Clerk regarding Milford Hall Charges.

<b>Type of Hire</b>	<b>Proposed Rate of Hire (2026/27) (per hall/room per hour or part thereof)</b>
<b>Milford Community Hall:</b>	
<i>Rate for commercial organisations/persons</i>	<b>£26.00</b>
<i>Private Functions</i>	<b>£13.00</b>
<i>Non-profit making Organisations</i>	<b>£11.00</b>
<i>Use of Main Hall Kitchen (included in hall/room hire charge for non-profit making organisations)</i>	<b>£18.00</b>
<b>Town House Council Chamber:</b>	
<i>Hire</i>	<b>£11.00</b>
<i>Provision of tea/coffee (per hire)</i>	<b>£15.00</b>
<i>Use of Kitchen without tea/coffee (per hire)</i>	<b>£7.50</b>

**RESOLVED:** (1) to note the report; (2) to agree to the proposed charges shown above with effect from 1<sup>st</sup> April 2026; and (3) to recommend to the Finance and Policy Executive those charges.

## **11/249     BUDGET MONITORING UPDATE MONTH 7 (APRIL 2025 – OCTOBER 2025)**

The Chief Executive/ Town Clerk introduced the report. She highlighted the projected overspend of £121,308. The overspend was largely because of the Director post, the Projects and Property Co-ordinator post and the third Community Warden posts which had not been factored into the budget as the decision for these additional posts were made after the budget had been set.

The Chair, with the Committees agreeance moved the review of the reserves to the next agenda item (Budget Setting 2026/27) as there were lines in the reserves which could be impacted by the budget setting and vice versa.

**RESOLVED:** to note the report.

## **11/250     BUDGET SETTING 2026/27**

The Chair introduced the budget setting report. He reminded the Committee of the discussions at the Budget Setting Workshop and also the outcome from the recent Finance & Policy Executive meeting regarding the review of reserves for the purposes of assisting with the Octagon Theatre Project.

He proposed several amendments to the budget lines. Firstly, he recommended renaming the “Monmouth Hall Capital” budget to “Building Project Capital,” allowing the fund to be used across all Council buildings; he also proposed the same name change for the associated reserve and suggested retaining the £60,000 allocation within the budget. He further proposed reducing the allocation for Defibrillators and Bleed Kits from £9,000 to £4,500, which would allow for the purchase and installation of one defibrillator per year. In addition, he recommended that 50% of the “Monmouth Hall Capital Reserve” be redesignated to support the Octagon Theatre Project. Councillors discussed and debated these proposals.

A Councillor asked what the purpose of the Community Safety Reserve was which currently held £30,000. It was stated that now the Community Wardens were in post, there would now be need to use this money which could include enforcement.

The Chief Executive/Town Clerk stated that it is proposed to change the name of the Committee with effect from 1<sup>st</sup> April 2026 – “Property & Community” and that the Youth Services be moved to this Committee.

**RESOLVED:** (1) to agree the budget setting report, which include the change in budget line names as detailed above; and to reduce the Defibrillators and Bleed Kits from £9,000 to £4,500; (2) to recommend the budget agreed in (1) to the Finance & Policy Executive; and (3) to recommend to Finance & Policy Executive to redesignate £227,725 to the Octagon Theatre Project.

## **11/251      HEALTH & SAFETY – ACCIDENTS & NEAR MISSES**

The Director of Infrastructure (Property & Assets) presented a report on Health & Safety – Accidents and Near Misses. He stated that the work on the new Health & Safety Policy is still work in progress. This was the second report submitted to this Committee and no trends had yet been identified. He highlighted that this report will evolve to how the information will be used. These reports are intended to be used for keeping the site safe for both visitors and users as well for employees.

The Committee debated the content of the report.

**RESOLVED:** to note the report.

## **11/252      CCTV**

The Director of Infrastructure (Property & Assets) presented a report on the use of CCTV. He advised that he is meeting regularly with the CCTV Manager and that the Council is now receiving high-quality and timely information.

It was noted that several trees are currently obstructing the CCTV cameras and will therefore be pollarded. Assurance was provided that no trees will be removed.

**RESOLVED:** to note the report.

## **11/253      COMMUNITY WARDENS**

The Committee considered the report of the Director of Infrastructure (Property & Assets) relating to the Community Wardens. The Chair welcomed Emma Marsh and Max Higon, who were introduced to the Committee. The Community Wardens then delivered a presentation outlining the work undertaken to date.

The Chair requested that the Community Warden give an update every meeting.

**RESOLVED:** to note the report and presentation.

*8:40pm – The member of the press left the meeting and did not return.*

## **11/254      PROPERTY UPDATE**

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

The Director confirmed that the existing planning permission for the installation of solar panels at Milford Hall will expire in July 2026. He advised that, subject to additional capacity being available, it remains his intention to progress this project. It was noted that previous quotations would need to be revisited, as both costs and projected savings are likely to have changed. In light of the timescales involved, Members discussed the potential need for delegated authority to expedite decision-making. One Councillor emphasised that any solar panels installed should be ethically sourced.

With regard to the Peter Street Toilets, the Director reported that there had been significant expenditure over the past 12 months as a result of vandalism. A condition survey is scheduled to be undertaken to inform an options appraisal. Members also discussed the potential of better positioning of CCTV and the introduction of charging, which will form part of the appraisal process. A Councillor further raised concerns regarding obstructions along Peter Street and highlighted the need for improved restrictions and enforcement.

**RESOLVED:** (1) to note the report; and (2) to delegate to the Chief Executive/Town Clerk in consultation with the Chair of this Committee the decision the procurement of goods and services for the installation of solar panels at Milford Hall, provided that the total cost does not exceed the previous quotations by more than 20%. The meeting closed at 8:37pm.

Signed: .....

Dated: .....