

Yeovil Town Council



Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Yeovil Town Council

Wednesday 6th July 2022

7:30pm

Westlands Entertainment Venue, Westbourne

Close. Yeovil BA20 2DD

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

A handwritten signature in black ink, appearing to read 'Amanda Card'.

Amanda Card, Town Clerk

30th June 2022

Yeovil Town Council

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

Members of Yeovil Town Council are summoned to attend:

Evie Potts-Jones – Mayor of Yeovil Town

Andy Kendall – Deputy Mayor of Yeovil Town

Barry Boyton

Jane Lowery

Jade Cabell

Graham Oakes

Tareth Casey

Wes Read

Nigel Gage

Ashley Richards

Karl Gill

Jeny Snell

Emma-Jayne Hopkins

Andy Soughton

Kaysar Hussain

Roy Spinner

Tony Lock

Rob Stickland

Pauline Lock

Helen Stonier

Jamie Lock

Liam Watts

Sarah Lowery

Dave Woan

Public Comments at meetings

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.

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.

Prior to the start of the meeting, Members are invited to join the Mayor's Chaplain in the Council Chamber for prayers.

A G E N D A

Public Comment (15 Minutes)

11/018 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

11/019 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(b-e). (NB this does not preclude any later declarations).

11/020 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING

To confirm as a correct record the Minutes of the previous Town Council Meeting held on 27th June 2022.

11/021 INTERNAL AUDIT RECOMMENDATIONS

To consider the report of the Town Clerk as attached at pages 3 to 4.

11/022 MAYOR AND DEPUTY MAYOR'S RECENT AND FORTHCOMING ENGAGEMENTS AND ANNOUNCEMENTS

To note the Mayor and Deputy Mayor's recent and forthcoming engagements as attached at pages 5 to 7

11/023 REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND OTHER MEETINGS

To note the meetings of each Committee, any resolutions and recommendations contained therein to be ratified at a future meeting of Town Council.

Planning Committee – 30th May 2022 and 20 June 2022
Presented by Cllr Jenny Snell

Promotions and Activities Committee – 14th June 2022.
Presented by Cllr Sarah Lowery

Grounds and General Maintenance Committee – 13th June 2022.
Presented by Cllr Royston Spinner

Buildings and Civic Matters Committee – 21st June 2022.
Presented by Cllr Rob Stickland

Policy, Resources and Finance Committee – 28th June 2022.
Presented by Cllr Graham Oakes

11/024 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Members who represent the Town Council on outside bodies should take this opportunity to report on any matters of interest.

11/025 REQUEST FOR TRUSTEE ON RSPCA – SOUTH EAST SOMERSET BRANCH

Members to consider request as attached at page 8.

11/026 MOTION FROM CLLR G OAKES

Notice of motion received from Cllr G Oakes on 6th June 2022: *Standing Orders s9*

The Council will debate the motion below:

“The war in Ukraine has led to countless deaths and injuries. It has also forced millions of people to leave their homes and flee to neighbouring countries.

A small number of refugees have arrived in Yeovil and they are welcome.

This Council will make a donation of £5,000 to the Disasters Emergency Committee to help refugees from the Ukraine.”

11/027 FORMAL RATIFICATION OF COMMITTEE RESOLUTIONS AND RECOMMENDATIONS

To formally ratify Committee resolution and recommendations made at informal meetings as attached at page 9.

11/028 FORWARD PLAN

The Forward Plan (attached at pages 10 to 11) lists the items due to be discussed and the decisions due to be made by Yeovil Town Council.

The timings given are indicative and occasionally may be rescheduled and new items added as required.

It is **RECOMMENDED** that Yeovil Town Council approve the Forward Plan.

Public Comment (15 Minutes)

11/021 INTERNAL AUDIT RECOMMENDATIONS

The Internal Audit report which was presented to Policy, Resources and Finance Committee, identified three issues relating to minutes of Town Council.

1. Minutes of Yeovil Town Council- Annual Town Meeting / Annual Meeting of the Town Council – 4th May 2021

10/168 MINUTES OF THE LAST MEETING

To confirm as a correct record the minutes of the previous Town Council Meeting held on 6th April 2021.

RESOLVED: that the minutes of the previous Annual Town Meeting held on 11th May 2019 and that they be signed as a correct record at the next appropriate opportunity.

Should read:

To confirm as a correct record the minutes of the previous Town Council Meeting held on 6th April 2021.

RESOLVED: that the minutes of the previous Annual Town Meeting held on 6th April 2021 and that they be signed as a correct record at the next appropriate opportunity.

2. Special Yeovil Town Council Meeting – 15th June 2021

10/183 MINUTES OF THE LAST MEETING

To confirm as a correct record the minutes of the previous Town Council Meeting held on 4th May 2021

RESOLVED: that the minutes of the previous Town Council Meeting held on 4th May 2020 and that they be signed as a correct record.

Should read:

To confirm as a correct record the minutes of the previous Town Council Meeting held on 4th May 2021

RESOLVED: that the minutes of the previous Town Council Meeting held on 4th May 2021 and that they be signed as a correct record.

3. The minutes of 15th June 2021, 7th September 2021 and 2nd November 2021 are unsigned. These minutes have already been agreed as correct and to be signed at the next appropriate opportunity. The minutes have not yet been signed, so will be signed as as soon as possible.

Council is **RECOMMENDED**:

- (1) to note the report and recommendations from the Internal Auditor; and
- (2) to make the appropriate changes to the minutes as detailed above.

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

List of Engagements attended/to be attended by the Mayor of Yeovil, Councillor Evie Potts-Jones and the Deputy Mayor of Yeovil, Councillor Andy Kendall from 7 June to 6 September 2022.

<u>June Engagements</u>
- The Mayor of Yeovil, Councillor Evie Potts-Jones visited the Pear Tree Nursery
- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Morrisons Supermarket to support their Community Project
- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Home Farm Festival
- The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Indian Culture Day at the Quedam Shopping Centre
- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Dave Woan's Album release (Down Side Up) at the Emporium
- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Huish School Fete
- The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Yeovil College Shining Star Awards Ceremony
- The Deputy Mayor of Yeovil, Councillor Andy Kendall attended Chard Mayor Making
- The Mayor of Yeovil, Councillor Evie Potts-Jones attended Wareham Civic Service
- The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Year 7 – Year 10 Presentation Evening at Preston School Academy Trust
- The Mayor of Yeovil, Councillor Evie Potts-Jones attended a Polish Cultural Day in the Quedam Shopping Centre
- The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Home for Good Charity Riding Lights tour: My Place at Yeovil Community Church
- The Mayor of Yeovil, Councillor Evie Potts-Jones visited The Nelson Trust

- The Mayor of Yeovil, Councillor Evie Potts-Jones visited the Air Cadets

- The Mayor of Yeovil, Councillor Evie Potts-Jones watched the Preston School Academy's production of Matilda

July Engagements

- The Mayor of Yeovil, Councillor Evie Potts-Jones travelled to Taunusstein to meet with the Mayor, Sandro Zehner to celebrate the 50th Anniversary

- The Mayor of Yeovil, Councillor Evie Potts-Jones attended the Yeovil Together Celebrations at Yeovil Recreation Ground

- The Mayor of Yeovil, Councillor Evie Potts-Jones welcomed her Cadets to the Town House

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend the Charity fundraiser at Johnsons Park between Yeovil Firefighters VS Taunton Firefighters

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend the Reckleford School Garden Opening

- The Mayor of Yeovil, Councillor Evie Potts-Jones will visit Pen Mill Academy for a Tour and attend their Enterprise Fair

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend the Westfield Community Association Annual General Meeting

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend Bridgwater Mayor Making

- The Mayor of Yeovil, Councillor Evie Potts-Jones will host her Civic Service at St John's Church

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend the Rotary Club Centenary Celebration Gala Dinner

- The Mayor of Yeovil, Councillor Evie Potts-Jones will welcome the South West in Bloom judge to Yeovil

- The Deputy Mayor of Yeovil, Councillor Andy Kendall will attend the VIP launch of the new Aircraft Carrier Experience at the Fleet Air Arm Museum

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend the Yeovil Twinning Association Dinner

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend the Gert Gathering at Johnsons Park

August Engagements

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend the Calis Media Pride of Yeovil Awards Evening

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend the Yeovil Allotment Association Annual Flower and Produce Show

- The Mayor of Yeovil, Councillor Evie Potts-Jones will attend the Women's Walking Football at Westlands

**11/025 REQUEST FOR TRUSTEE ON RSPCA – SOUTH EAST SOMERSET
BRANCH**

Dear Councillors

We are a small independent branch of the RSPCA formed almost 50years ago and made up of a dedicated group of Trustees. We are the South East Somerset Branch and our aim is to support local families in times of need.

The way in which we raise our funds is by having 5 shops within our Branch area and an Ebay. The shop's staff and volunteers work extremely hard sorting through donations, processing, cleaning, displaying and pricing the items for sale.

We have 3 dedicated welfare officers who assess each welfare case individually. We are currently running a neutering campaign which has had a very good take up.

We hold our trustee meeting in accordance with the charity commission and usually meet every 6 weeks.

We are currently seeking for new Trustees and we are approaching the Yeovil Town Council to ask a representative to sit as an outside body member. We have seen the fantastic collaboration between other local groups, charities and the council and believe this to be a positive way forward for Yeovil.

Please would you assist us with approaching the appropriate representative and also advise us on who our local councillors so that we can get to know them.

We look forward to hearing from you and hopefully meeting you soon.

Our next Trustee meeting is Tuesday 26th July 7.45pm for 8.00pm start and the Yeovil YESS club.

Kind regards

Paula Cullingford
Shops Area Manager
RSPCA South East Somerset Branch

11/027 FORMAL RATIFICATION OF COMMITTEE RESOLUTIONS AND RECOMMENDATIONS

The meetings held on 7th September 2021, 2nd November 2021 and 7th December 2021 were informal. At these meetings, Council noted the minutes of each of the Committees, and any resolutions and recommendations contained therein to be ratified at a future meeting of the Town Council.

	Noted at 7 th September Town Council meeting	Noted at 2 nd November Town Council meeting	Noted at 7 th December Town Council meeting
Planning Committee	12 th April 2021 17 th May 2021 14 th June 2021 12 th July 2021 16 th August 2021	20 th September 2021 27 th September 2021 18 th October 2021	15 th November 2021
Promotions and Activities	18 th May 2021 13 th July 2021	14 th September 2021	
Grounds and General Maintenance	24 th May 2021 19 th July 2021	13 th September 2021	
Buildings and Civic Matters	25 th May 2021 20 th July 2021	21 st September 2021	
Policy, Resources and Finance	26 th May 2021 27 th July 2021	28 th September 2021	

Council is **RECOMMENDED** to formally ratify the resolutions and recommendations of the meetings as detailed above.

Date	Item
17 th July 2022	Mayor's Civic Service (All Councillors are expected to attend)
2 nd August 2022	Reserve Date
6 th September 2022	Yeovil Refresh Update Outcome of External Audit of Annual Governance and Accountability Return 2021/22 Reports and Recommendations from Council's Committees: Planning – 18 th July 2022 and 15 th August 2022 Grounds and General Maintenance – 11 th July 2022 Promotions and Activities – 12 th July 2022 Buildings and Civic Matters – 19 th July 2022 Policy, Resources and Finance – 26 th July 2022
4 th October 2022	Reserve Date
18 th October 2022	Budget Setting Workshop
1 st November 2022	Peter Lewis, CEO of Somerset Foundation Trust and Yeovil District Hospital Reports and Recommendations from Council's Committees: Planning – 19 th September 2022 and 17 th October 2022 Grounds and General Maintenance – 12 th September 2022 Promotions and Activities – 13 th September 2022 Buildings and Civic Matters – 20 th September 2022 Policy, Resources and Finance – 27 th September 2022
6 th December 2022	Draft Budget 2023/24 Reports and Recommendations from Council's Committees: Planning – 14 th November 2022 Grounds and General Maintenance – 7 th November 2022 Promotions and Activities – 13 th November 2022 Buildings and Civic Matters – 15 th November 2022 Policy, Resources and Finance – 22 nd November 2022
7 th February 2022	Budget 2023/24 Risk Strategy Programme of Meeting 2023/24 Mayor Elect/Deputy Mayor Elect Reports and Recommendations from Council's Committees: Planning – 12 th December 2022 / 16 th January 2023 Grounds and General Maintenance – 9 th January 2023 Promotions and Activities – 10 th January 2023 Buildings and Civic Matters – 17 th January 2023 Policy, Resources and Finance – 24 th January 2023
4 th April 2022	Reports and Recommendations from Council's Committees: Planning – 13 th February 2023 / 20 th March 2023 Grounds and General Maintenance – 13 th February 2023 Promotions and Activities – 14 th February 2023 Buildings and Civic Matters – 21 st February 2023 Policy, Resources and Finance – 28 th February 2023

Members have requested presentations from:

- South Somerset District Council – CCTV
- Ambulance Service
- Fire Brigade

We are awaiting responses from these organisations.