



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

Mayor: Cllr A Kendall  
Chief Executive / Town Clerk: Amanda Card BA (Hons), FCPFA, BSc (Open)  
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**Minutes of the meeting of Yeovil Town Council held on Monday 31<sup>st</sup> March 2025 at 7:30pm held by video-conference using Zoom meeting software; and in the Town House, 19 Union Street, Yeovil BA20 1PQ.**

**Present:** Cllrs A Kendall (in the chair); K Gill; J Jimba; J Lock; T Lock; G Oakes; W Read; A Richards; A Soughton; R Stickland; H Stonier; R White; A Wilkes and D Woan.

**In Attendance (virtually):** Cllr E Potts-Jones (from 7:58pm).

**In Attendance (in person):** A Card (Town Clerk); H Ferdinand (Deputy Town Clerk); and D Recardo (Mace Bearer).

There were two members of the public present in person.

## **Public Comment**

There was no public comment.

*7:30 pm The meeting commenced.*

## **11/237 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 B Boyton (conflicting engagement); J Cabell (personal reasons); K Fieldsend (work commitments); E Hopkins (personal reasons); K Hussain ((work commitments); J Lowery (unwell); E Potts-Jones\* (personal reasons); J Snell (personal reasons); and R Spinner (personal reasons).

*\*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.

## **11/238 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).

Councillor	Reason	Interest
Cllr A Kendall Cllr T Lock Cllr G Oakes Cllr E Potts-Jones Cllr W Read Cllr J Snell Cllr A Soughton Cllr D Woan	Member of:  Somerset Council	Personal

**11/239      MINUTES OF PREVIOUS TOWN COUNCIL MEETINGS**

To confirm as a correct record the minutes of the previous Town Council Meetings held on 21<sup>st</sup> January 2025.

**RESOLVED:** that the minutes of the previous Town Council Meeting held on 21<sup>st</sup> January 2025 be agreed and signed as correct.

**11/240      MAYOR AND DEPUTY MAYOR'S RECENT AND FORTHCOMING ENGAGEMENTS AND ANNOUNCEMENTS**

The Mayor, Cllr A Kendall congratulated Cllr J Lock for completing the marathon. He also spoke of 105<sup>th</sup> birthday that he would be attending.

**RESOLVED:** to note the Mayor's and Deputy Mayor's recent and forthcoming appointments and engagements.

**11/241      CORRESPONDENCE**

There was no correspondence.

**11/242      REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND OTHER MEETINGS**

**Planning Committee – 20<sup>th</sup> January 2025 / 17<sup>th</sup> March 2025**

Presented by Cllrs G Oakes and K Gill. An update of planning applications discussed at the meetings held were given to Council. There were no questions.

**Leisure & Environment Committee – 10<sup>th</sup> March 2025**

Presented by Cllr A Richards. He reported the concerns raised by the Non-Voting Co-opted Member regarding security at Sunningdale and overgrown brambles. Discussions had also

been held regarding the transfer of services from Somerset Council which resulted in Yeovil Town Council addressing resource issues (vehicles, equipment and staffing). There were no questions.

### **Culture, Events & Promotions Committee – 18<sup>th</sup> March 2025**

This meeting was cancelled due to the lack of business to be transacted.

### **Infrastructure (Property & Assets) Committee – 11<sup>th</sup> March 2025**

Presented by Cllr R Stickland. He gave an update of the discussions held at the meeting which included a defibrillator update; a motion regarding bleed kits; a motion regarding the signage on Council buildings; and the damaged flagpole. A Councillor questioned whether there would be a joint procurement exercise for bleed kits with other parish councils. The Chief Executive / Town Clerk stated that there was no merit in doing so, since there were no discounts available.

### **Finance & Policy Executive – 25<sup>th</sup> March 2025**

Presented by Cllr A Soughton. He gave an update of the discussions held at the meeting which included a grant application; the approval of payments; Town and Parish Council Tax comparisons; the Procurement Card Policy; the Whistleblowing Policy and recommendations to Town Council for the Risk Strategy and Financial Regulations. There were no questions.

**RESOLVED:** that the minutes of the above Committees be noted together with any resolutions and recommendations contained therein to be ratified.

### **11/243 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

Members who represent the Town Council on Outside Bodies were invited to take the opportunity to report on any matters of interest.

The Mayor, Cllr A Kendall stated that he had attended a Yeovil Twinning Association meeting.

**RESOLVED:** to note the above reports.

### **11/244 RISK STRATEGY AND RISK ASSESSMENT 2025/26**

Members considered the Risk Strategy and Risk Assessment for 2025/26.

The Chief Executive/Town Clerk highlighted that any amendments that had been made were highlighted.

**RESOLVED:** to approve and adopt the Risk Strategy and Risk Assessment for 2025/26.

*(voting: unanimous)*

### **11/245 FINANCIAL REGULATIONS**

The Chief Executive / Town Clerk introduced the Financial Regulations which followed the model as set out by NALC (National Association of Local Councils) but adapted for the requirements of Yeovil Town Council. The Chief Executive / Town Clerk indicated that the

items highlighted in yellow were recommendations made by herself for the Council to be able to run as efficiently and effectively as possible.

**RESOLVED:** to approve and adopt the Financial Regulations.

*(voting: unanimous)*

**11/246      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 the remaining agenda items 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.

*7:51pm – the members of the public and the Mace Bearer left the meeting and did not return.*

**11/247      OCTAGON THEATRE (CONFIDENTIAL)**

The Chief Executive / Town Clerk presented her report regarding the Octagon Theatre.

**RESOLVED:** (1) to note the report; and (2) to agree to the use of reserves for phase 1 and 2, understanding the risks associated (as detailed in the report).

*(voting: unanimous)*

*7:58pm - Cllr E Potts-Jones joined the meeting virtually.*

*The meeting closed at 8:04 pm.*

Signed:

Date: