



Yeovil Town Council

**Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ**

Phone 01935 382424

Fax 01935 382429

E-mail alan.tawse@southsomerset.gov.uk

Yeovil Town Council

The Meeting... **Yeovil Town Council**

The Time... **7.30pm**

The Date... **Tuesday 5 August 2008**

The Place... **Town House, 19 Union Street, Yeovil**

The Town Council will be discussing all the items listed overleaf

If you need this information in large print, Braille, audio or another language, please ring 01935 382424



**QUALITY
TOWN
COUNCIL**

Alan Tawse

Alan Tawse

Town Clerk

Please contact Alan Tawse at the Town House for more information about this meeting

YEOVIL TOWN COUNCIL

Wes Read – Mayor of Yeovil

Philip Chandler - Deputy Mayor

J Vincent Chainey

John Cruddas

Clive Davis

Bridget Dollard

Tony Fife

Julian Freke

Dave Gooding

Pete Goodman

John Grana

David Greene

Peter Gubbins

John Hann

Steve Hawker

Simon Hester

Andrew Kendall

Ruth Kendall

Tony Lock

Ian Martin

Pat Martin

Tom Parsley

David Recardo

Alan Smith

A G E N D A

Prayers

Grant Presentations

Public Comment (15 Minutes)

1. **MINUTES**

To confirm as a correct record the Minutes of the previous meeting held on 1 July 2008.

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

4. **MAYOR AND DEPUTY MAYOR'S RECENT AND FORTHCOMING ENGAGEMENTS AND ANNOUNCEMENTS**

(See attached at pages 3 to 4)

5. **CORRESPONDENCE**

6. **ALLOTMENT RENTS**

(see attached at pages 5 to 6)

7. **FINAL ACCOUNTS 2007/08**

(Report circulated separately)

8. **ANNUAL GOVERNANCE STATEMENT 2007/08**

(Report circulated separately).

9. **REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND OTHER MEETINGS**

(The Minutes of the following meetings are open to discussion. Where a Committee has made a recommendation, that will be listed on a separate sheet circulated with the Agenda.)

Planning and Licensing Committee

30 June 2008

14 July 2008

Grounds and General Maintenance Committee

7 July 2008

Promotions and Activities Committee

15 July 2008

Buildings and Civic Matters Committee

22 July 2008

Policy, Resources and Finance Committee

29 July 2008

10. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

| Yeovil Crematorium and Cemetery Committee | PAGE |
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| | |
|--------------|--------|
| 16 July 2008 | 7 - 11 |
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| Yeovil Youth Council | |
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| 21 July 2008 | 12-14 |
|--------------|-------|

Public Comment (15 Minutes)

EXCLUSION OF PRESS AND PUBLIC

The Committee will be requested to pass a resolution excluding 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 would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

11. YEOVIL VISION - UPDATE

(Confidential report to be circulated to Members and Officers only).

List of Engagements attended/to be attended by His Worship The Mayor of Yeovil, Councillor Wes Read and the Deputy Mayor of Yeovil, Councillor Philip Chandler from 1 July to 2 September 2008

| | |
|----------|---|
| 01/07/08 | The Mayor of Yeovil, Councillor Wes Read will attend the Yeovil Bowls Club Centenary Match |
| 02/07/08 | The Mayor of Yeovil, Councillor Wes Read, will attend Blandford Forum Civic Day |
| 02/07/08 | Deputy Mayor of Yeovil, Councillor Philip Chandler, will attend Action Against Business Crime Safer Business Award |
| 03/07/08 | The Mayor of Yeovil, Councillor Wes Read, will attend Milford Junior School's performance of 'Trolls' |
| 04/07/08 | The Mayor of Yeovil, Councillor Wes Read, will attend the Girls' Brigade display and presentation awards |
| 06/07/08 | The Mayor of Yeovil, Councillor Wes Read, will attend Portland Town Council's Ceremony of the Keys |
| 06/07/08 | Deputy Mayor of Yeovil, Councillor Philip Chandler, will attend Frome Town Council's Civic Service |
| 06/07/08 | The Mayor of Yeovil, Councillor Wes Read, will host the annual Civic Service |
| 08/07/08 | The Mayor of Yeovil, Councillor Wes Read, will attend the South Somerset Citizens Advice Bureau's Annual General Meeting |
| 09/07/08 | The Mayor of Yeovil, Councillor Wes Read, will attend Fiveways School Open Evening |
| 10/07/08 | The Mayor of Yeovil, Councillor Wes Read, will attend Seat Motor Showrooms to test drive the new Seat Ibiza |
| 10/07/08 | The Mayor of Yeovil, Councillor Wes Read, will attend the grand opening of Viceroy II |
| 11/07/08 | The Mayor of Yeovil, Councillor Wes Read, will attend Girlguiding Somerset's Annual Meeting |
| 11/07/08 | The Mayor of Yeovil, Councillor Wes Read, will attend the official opening of Barwick and Stoford Community Primary Schools new playground. |
| 12/07/08 | The Mayor of Yeovil, Councillor Wes Read, will attend the official launch of Shine and Chard Health Day |
| 12/07/08 | The Mayor of Yeovil, Councillor Wes Read, will attend Preston Park House Annual Fete |
| 14/07/08 | The Mayor of Yeovil, Councillor Wes Read, will host a visit from the Yeovil in Bloom Judge |
| 15/07/08 | The Mayor of Yeovil, Councillor Wes Read, will attend Yeovil Community Church Street Pastors' Presentation. |
| 19/07/08 | The Mayor of Yeovil, Councillor Wes Read, will attend a fundraising concert for Fiveways School |
| 19/07/08 | The Deputy Mayor of Yeovil, Councillor Phil Chandler, will attend the Friends of St Johns Parish church Garden Party. |
| 20/07/08 | Deputy Mayor of Yeovil, Councillor Philip Chandler, will attend Gillingham Town Councils Civic Evening |
| 21/07/08 | The Mayor of Yeovil, Councillor Wes Read, will attend Fiveways School presentation evening |
| 22/07/08 | The Mayor of Yeovil, Councillor Wes Read, will attend the official opening of an extension at the Ferns Nursing Home |
| 25/07/08 | The Mayor of Yeovil, Councillor Wes Read, will attend Chickerell Town Councils Civic Day |

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| 27/07/08 | The Mayor of Yeovil, Councillor Wes Read, will attend Girlguiding Dorset 'Castervaria 2008' |
| 27/07/08 | The Mayor of Yeovil, Councillor Wes Read, will attend the Boys Brigade summer camp |
| 27/07/08 | Deputy Mayor of Yeovil, Councillor Philip Chandler, will attend Elim Pentecostal Church's nursery and pre-school graduation |
| 01/08/08 | Deputy Mayor of Yeovil, Councillor Philip Chandler, will attend Night Shelters Open Day and AGM |
| 02/08/08 | Deputy Mayor of Yeovil, Councillor Philip Chandler, will attend the British legions RBL Riders Branch Day |
| 07/08/08 | Deputy Mayor of Yeovil, Councillor Philip Chandler, will attend celebrations at Yeovil Penn Mill Station |
| 08/08/08 | Deputy Mayor of Yeovil, Councillor Philip Chandler, will attend the Summer School's performance of On Your Marks |
| 08/08/08 | Deputy Mayor of Yeovil, Councillor Philip Chandler, will attend the Wareham Town Council Civic Walkabout |
| 09/08/08 | Deputy Mayor of Yeovil, Councillor Philip Chandler, will attend a charity evening at The Railway Hotel |
| 13/08/08 | Deputy Mayor of Yeovil, Councillor Philip Chandler, will attend The Dorchester Art Club Exhibition |
| 15/08/08 | Deputy Mayor of Yeovil, Councillor Philip Chandler, will attend the Summer School's performance of Midsummer Madness |
| 17/08/08 | Deputy Mayor of Yeovil, Councillor Philip Chandler, will attend the Civic Service Bridgwater Town Council |
| 23/08/08 | The Mayor of Yeovil, Councillor Wes Read, will sponsor the ball at the YTFC -v- Leeds United match |
| 24/08/08 | The Mayor of Yeovil, Councillor Wes Read, will attend the Annual Civic Service of Burnham-on-Sea and Highbridge Town Council |
| 28/08/08 | The Mayor of Yeovil, Councillor Wes Read, will attend the Induction and welcome service of Revd Linda Barriball |
| 28/08/08 | Deputy Mayor of Yeovil, Councillor Philip Chandler, will attend North Dorset District Council's Civic Day. |

6. ALLOTMENT RENTS

In line with a previous decision of the Town Council, the Grounds and General Maintenance Committee has carried out an annual review of allotment rents.

The last review was undertaken in 2007, when it was agreed to set the annual rent charge at 14p per m² (from 1 October 2008).

By law, tenants need to be given 12 months notice of any increase in rent and all tenants were given sufficient notice of this increase, which comes into effect on 1 October 2008.

Turning to the 2009 review, a survey of local authorities in the Somerset and surrounding areas has recently been carried out, which has shown that the majority of authorities are planning an increase of either 1p or 2p per m².

As the money raised from allotment rents is used to help meet the cost of maintaining allotments, it is considered to be in the tenants' interests that a realistic level of income is generated - to ensure that the costs of carrying out this work may continue to be met.

At present, the income raised each year from allotment rents (£7,000) equates to 27% of the overall costs (£26,274) of maintaining allotments across the Town.

Bearing all these factors in mind and following on from the gradual rental increases introduced over the past four years, it was suggested that consideration be given to an increase of 1p per m² with effect from 1 October 2009. If agreed, this would bring the charge to 15p per m². On a typical plot, this would have the effect of increasing the annual rent by £1.43 (3p per week). However, the Grounds and General Maintenance Committee felt that it could not support this proposal, the reasons for which are set out in the attached minute extract.

The independent Allotment Tenants Steering Group have since met to discuss the matter, and have concurred with the views of the Grounds and General Maintenance Committee.

The Policy, Resources and Finance Committee will be considering this proposal at their meeting on 29 July, and their views will be reported to the meeting.

Council is **RECOMMENDED** to consider and determine upon this matter having regard to the views of the Grounds and General Maintenance Committee, the Policy, Resources and Finance Committee and the independent Allotment Tenants Steering Group.

(Alan Tawse, Town Clerk – 01935 382424)

(EXTRACT FROM MINUTES - GROUNDS AND GENERAL MAINTENANCE COMMITTEE MEETING - 7 JULY 2008)

7/104 ALLOTMENT RENT REVIEW

The Committee considered the report by the Assistant Town Clerk (agenda item 9 refers). Jon Trevett pointed out to the Committee that the report stated that allotment rents already provided an offset income of £7,000 against the overall cost of £26,274 of maintaining allotments across the town. He said that the Town Council was already benefiting from increased income due to the existing 100% capacity on all allotment sites and felt that no allotment rent increase was warranted. Jon stated that there were no tangible benefits to tenants to justify the allotment rent increase. Discussion took place regarding the maintenance of sites and the Assistant Town Clerk confirmed the breakdown of the overall cost of provision of the eleven allotment sites as outlined in the report. It was accepted that irrespective of whether or not an allotment rent increase was introduced from October 2009, the cost of carrying out the existing level of maintenance of the allotment plots would undoubtedly increase. It was also pointed out that a small increase in allotment rents each year may reduce the need for a larger increase in a future year.

RESOLVED

- (1) that the matters be noted; and
- (2) that an increase in allotment rents in October 2009 be not supported and that this matter be referred to the Allotment Tenants Working Group for their comments for the attention of the Policy Resources and Finance Committee; and
- (3) that in accordance with the delegation scheme the proposal to amend the agreed charges be referred to the Policy Resources and Finance Committee for comment and to full Council for approval.

Minutes of a meeting of **Yeovil Crematorium and Cemetery Committee** held in the Waiting Room, Yeovil Crematorium, Bunford Lane, Yeovil on **Wednesday 16 July 2008**

(6.00pm – 7.15pm)

Present:

| | |
|--------------------|--|
| Ruth Kendall | Chairman |
| Peter Dutton | Brympton Parish Council |
| Alf Hill | Yeovil Without Parish Council |
| Hannah Lefevre | South Somerset District Council |
| David Recardo | South Somerset District Council |
| Alan Smith | Yeovil Town Council |
| Barbara Strong | Yeovil Without Parish Council |
| Reverend Ed Bangay | Clergy Representative (non-voting) |
| Clive Wakely | Funeral Directors' Representative (non-voting) |

Also Present:

| | |
|-----------------|--|
| Alan Tawse | Clerk to the Committee |
| Joy Coombs | Administration Manager |
| Tom Pullin | Operations Manager |
| Nicola Brine | Corporate Accountant |
| Paula Jeffery | Accounting Technician |
| Glenn Ford | Cemetery Foreman |
| Barbara Appleby | Clerk to Yeovil Without Parish Council |

(1) Public Comment

There were no comments from the public.

(2) Election of Chairman

It was proposed, seconded and

RESOLVED: that Ruth Kendall be elected Chairman of the Committee for the Municipal Year 2008/09.

(3) Appointment of Vice-Chairman

It was proposed, seconded and

RESOLVED: that Julian Freke be appointed Vice-Chairman of the Committee for the Municipal Year 2008/09.

(4) Chairman's Welcome

The Chairman extended a welcome to Peter Dutton, Paula Jeffery, Hannah Lefeuvre and David Recardo who were attending their first meeting of the Committee.

(5) Minutes

The minutes of the previous meeting held on 16 April 2008, copies of which had been circulated, were confirmed as a correct record and signed by the Chairman.

(6) Apologies for Absence

Apologies for absence were received from Julian Freke, Dave Gooding and John Hann.

(7) Declarations of Interest

There were no declarations of interest.

(8) Crematorium Chapel

The Committee considered the report of the Property Management Team Leader (agenda item 6 refers).

Details of the estimated costs of Option 2 for extending the Chapel, which amounted to £176,426 (including VAT and fees) were circulated at the meeting.

Reference was made to enhancements that had been carried out to the existing lighting in the Chapel, which it was felt had achieved a satisfactory level of luminescence.

- RESOLVED:** (1) that the matter be noted;
- (2) that the merits of pursuing Option 2 be discussed at the next meeting along with the effectiveness of the new seating arrangements that were introduced in April 2008; and
- (3) that no action be taken regarding the further enhancement of the lighting in the Chapel.
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(9) Crematorium Capital Programme

The Committee considered the report of the Property Management Team Leader (agenda item 7 refers).

RESOLVED: that the matter be noted.

(10) Cemetery Capital Programme

The Committee considered the report of the Property Management Team Leader (agenda item 8 refers).

RESOLVED: that the matter be noted.

(11) Final Accounts - 2008/09

The Committee considered the report of the Corporate Accountant (agenda item 9 refers).

During the ensuing discussion, Members requested clarification of a variety of issues to which the Corporate Accountant responded.

Attention was drawn to the transposed figures in the Income and Expenditure Account for the 2006/07 Appropriations to the Reserves of South Somerset District Council (89%) and to Yeovil Without Parish Council (11%) in respect of the Crematorium.

- RESOLVED:**
- (1) that the matter be noted;
 - (2) that, subject to the amendment of the above-identified typographical error, the draft Statement of Accounts be approved;
 - (3) that the Audit Commission return – in particular Section 1 on the Statement of Accounts and Section 2 on the Statement of Annual Governance - be approved;
 - (4) that the independent audit report which accompanied Section 3 of the Audit Commission return be noted;
 - (5) that the transfer of the general underspend which occurred in the Cemetery's budget to the reserve, be noted;
 - (6) that the transfer of the general underspend which occurred in the Crematorium's budget to the South Somerset District Council reserve (89%) and to the Yeovil Without Parish Council reserve (11%), be noted;
 - (7) that the capital expenditure on the Cemetery and Crematorium be noted; and
 - (8) that the capital programmes for 2008/09 onwards be noted.
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(12) Cemetery Deficit

The Committee considered the report of the Clerk to the Committee (agenda item 10 refers).

During the ensuing discussion, Members drew attention to the fact that the Cemetery deficit not only met the costs of providing interment facilities, but also the ongoing maintenance and improvement of an extensive area of cemetery grounds and buildings.

- RESOLVED:** (1) that the matter be noted;
- (2) that the above-outlined comments be drawn to the attention of Brympton Parish Council; and
- (3) that no further action be taken regarding this matter.
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(13) Cemetery Tree Safety Assessment

The Committee considered the report of the Clerk to the Committee (agenda item 11 refers).

During the ensuing discussion, reference was made to the possibility of involving local schools in the development of the proposed strategy.

- RESOLVED:** (1) that the matter be noted;
- (2) that the action taken to ensure that the recommended priority work to the 13 trees at most risk was carried out within the recommended timescales be supported; and
- (3) that a report setting out a proposed strategy for the future management of the Cemetery tree stock be awaited.
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(14) Statistics – April 2008 to June 2008

The Committee considered the report of the Administration Manager (agenda item 12 refers).

- RESOLVED:** that the matter be noted.
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(15) Exclusion of Press and Public

RESOLVED: that the press and public be excluded from the meeting for consideration of the following item 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.

(16) Green Burials

The Committee considered the confidential report of the Clerk to the Committee (agenda item 13 refers).

RESOLVED: that approval be given to the recommendations set out in the above report.

Following the Committee's tour of the Crematorium and the Cemetery, Members expressed their thanks to all the staff for all their hard work in maintaining the facilities at both locations to a high standard.

Chairman.....

YEOVIL TOWN COUNCIL

Minutes of a meeting of **Yeovil Youth Council** held in the Town House, 19 Union Street, Yeovil on **Monday 21 July 2008**

(7.00pm – 7.35pm)

Present:

Sam Ashdown
Stephanie Blakemore
Roberta Burns
Emily Mangles
Jack Webb

Also Present:

Alan Tawse -Town Clerk

(1) Election of Chairman

In the absence of the Chairman, it was agreed that Emily Mangles be elected Chairman for the meeting.

(Emily in the Chair)

(2) Apologies for Absence

Apologies for absence were received from Zara Case, Gaynor Gibson and Georgina Louise-Grimes.

(3) Minutes

The Minutes of the previous meeting held on 9 June 2008, copies of which had been circulated, were confirmed as a correct record and signed by the Chairman.

(4) Yeovil Federation

It was indicated that, due to unforeseen circumstances, the Development Director of the Yeovil Federation was unable to attend the meeting to give an update on the work of the Federation and to seek the Youth Council's views on the proposed creation of a set of principles and protocols for learning and behaviour in Federation Schools. However, she had undertaken to attend the next meeting in September to discuss the same topics.

RESOLVED

that the matter be noted and deferred until the next meeting of the Youth Council.

(5) Fundraising

In Zara's absence, it was

RESOLVED

that this matter be deferred until the next meeting of the Council, at which consideration be given to the method of fundraising and the purpose to which any funds raised should be put.

(6) Team Building Exercise

Alan confirmed that Zara had made provisional arrangements for a team-building exercise to be held from Friday 17 to Sunday 19 October 2008 at Skern Lodge, Bideford.

RESOLVED

(1) that the matter be noted; and

(2) that Zara circulate details of the arrangements to all current and newly-elected youth councillors.

(7) Elections

Alan indicated that, in line with the decision made at the last meeting, arrangements were being made for the remaining elections to take place at the beginning of the Autumn 2008 term.

He drew attention to an invitation that had recently been received from the Secretary of the Yeovil College Students' Union for the Youth Council to participate in the Freshers' Fayre on Friday 5 September.

The Fayre, which would be held between 11.00am and 3.00pm, would provide an opportunity for the Youth Council to explain its role and objectives, and would give students an insight into the benefits of becoming a youth councillor.

During the ensuing discussion, Members expressed their enthusiasm for taking part in the Fayre, which it was felt would help promote the Youth Council and encourage potential candidates to come forward and stand for election to the Council.

RESOLVED

(1) that the matter be noted; and

(2) that the invitation from the Secretary of the Yeovil College Students' Union be accepted, and arrangements be made for a group of youth councillors to attend the event to help promote the Youth Council.

(8) Any Other Business

(a) Flagship Playspace

Following on from the last meeting, Alan indicated that he was awaiting details of the initial proposals and designs following the consultation exercise that had taken place regarding the proposed Flagship Playspace at Yeovil Recreation Ground. However, he added that arrangements were in place for this information to be circulated to all youth councillors upon receipt, in order that they may provide further feedback.

RESOLVED

that the matter be noted.

(9) Date of Next Meeting

RESOLVED

that the next meeting of the Youth Council take place at 7.00pm on Monday 22 September 2008.

Chairman