



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Promotions and Activities Committee

Promotions and Activities Committee

Tuesday 11th January 2022

7:00pm

Hybrid Meeting:

Face-to-face at Town House, 19 Union Street, Yeovil

BA20 1PQ; and virtual using Zoom meeting software

Any members of the public wishing to make comments at Public Comments or view should to email ytic@yeovil.gov.uk by 9:00am on Tuesday 11th January 2022.

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

Amanda Card, Town Clerk
4th January 2022

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

Members of Yeovil Town Council are summoned to attend:

Jade Dash

Andy Kendall (*Ex-officio*)

Terry Ledlie

Jane Lowery

Sarah Lowery (*Chairman*)

Evie Potts-Jones (*Ex-officio*)

Wes Read

David Recardo (*Vice Chairman*)

Emma-jayne Hopkins

Information for the Public

In accordance with the Local Authorities and Police and Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 as part of the Coronavirus Act 2020, the ability to hold meetings virtually has now ceased. The Council are adhering to guidance set by the Ministry of Housing, Communities and Local government for the safe use of council buildings to enable face-to-face meetings for Councillors yet continue to provide remote access to the public.

Public Comments at meetings (held via Zoom)

We recognise that these are challenging times but we still value the public's contribution to our hybrid meetings. If you would like to make a comment or raise a question in the meeting, you will need to do this in writing before the meeting. Please email ytic@yeovil.gov.uk by 9:00am on Tuesday 11th January 2022.

If you would like to view the meeting, please e-mail ytic@yeovil.gov.uk by 9:00am on Tuesday 11th January 2022. Instructions will be sent to you to view the meeting.

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.

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.

A G E N D A

Public Comment (15 Minutes)

10/157. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

10/158. 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).

10/159. MINUTES

To approve as a correct record the Minutes of the meeting held on 9th November 2021.

10/160. YEOVILCHRISTMAS EAT:FESTIVAL FEEDBACK

To consider the report from eat:festivals attached at pages 3 to 4 and to receive feedback from members who attended.

10/161. EVENTS IN 2022

To consider logistical arrangements for town centre events:

Town Crier's Competition: 23rd April 2022

Super Saturday: 17th September 2022

Christmas eat:festival: 10th December 2022

10/162. QUEEN'S JUBILEE 2022: EVENT

To receive verbal feedback from the Working Party.

10/163. NEW INITIATIVE PROPOSAL: PLAQUES AROUND TOWN

To consider an update on the proposal for a New Initiative by Karl Gill.

10/164. FINANCIAL STATEMENT – OCTOBER/NOVEMBER 2021

To consider the Financial Statement for the period 1 October to 30 November 2021 attached at pages 5 to 8.

10/165. DRAFT BUDGET 2022/23

To consider and recommend to Policy, Resources and Finance Committee the draft budget for 2022/23 attached at page 9.

Public Comment (15 Minutes)

10/161. YEOVIL CHRISTMAS EAT:FESTIVAL FEEDBACK

Eat:festivals held their Christmas event in Yeovil on 11th December. Feedback summary report from eat:festivals:

Weather was a bit grim all day, gloomy with occasional rain and generally very damp

Layout

The use of the Quedam, Middle Street, The Borough and top of King George presented challenges.

We have found it a struggle to get people to circulate at previous events in Yeovil that have taken place without the road closures.

This proved to be the case again with the town seeming to have two halves - in the Quedam and outside the Quedam.

Middle Street

The shared space with MSD did not work at all. The result of this ended with our booked coffee seller having to go outside Coffee Number 1 and Costa and the 5 other traders squeezed into outside Nationwide. This was the only option as they had a TENS for the area near there and so we couldn't move them too far.

It is our opinion that Middle Street is in a terrible state, for example the chairs and tape outside the Trespass premises. Plus a high vacancy rate, poor upkeep of units [let and unlet] and a lot of anti-social behaviour that is dispersed from the Quedam by their high profile and active patrols. The standard of the offer from the market is really at odds with ours.

Footfall

Footfall within the Quedam was good - I am sure James will share their data in due course and outside of the Quedam, especially on Silver Street, a lot lower and far more passerbys rather than destination visitors.

Looking ahead to 2022

We are with you in April, September and December

We would very much like to hear your views and that of members on the areas that we use - James is keen that we return to the Quedam and we are too - it was a very easy working relationship and the increase security there was really reassuring.

We need to draw in more of the residents from surrounding villages and those that want to purchase the high quality goods we offer - we cannot reduce the quality of our offer to match the current demographic. We think working within the Quedam may help do this. Especially with the Refresh works picking up pace and extending through the town

We really want to make this work in Yeovil and are prepared to continue to try new things, develop and adapt.

We'd like to agree the areas we will be using as soon as you are able so we know the number of pitches we are letting

We will need your support on achieving the benefit of working under the charter status for the 2022 events - wherever in the town they are held.

Yeovil Town Council

October Actual V Budget

Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	102,550.00	102,550.00	102,550.00	0.00	0.00
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<hr/> 102,550.00	<hr/> 102,550.00	<hr/> 102,550.00	<hr/> 0.00	<hr/> 0.00
Expenditure					
Christmas Lights	23,500.00	20,484.67	13,708.31	6,776.36	3,015.33
Christmas Lights Installation	17,000.00	14,225.00	9,916.69	4,308.31	2,775.00
Love Yeovil	1,000.00	0.00	1,000.00	0.00	1,000.00
Customised Souvenirs	650.00	0.00	379.19	-379.19	650.00
Christmas Lights Switch-On	500.00	0.00	0.00	0.00	500.00
Christmas Lights Comp	30.00	0.00	17.50	-17.50	30.00
Town Crier	1,030.00	0.00	600.81	-600.81	1,030.00
Yeovil Town Crier Open Champs	1,550.00	0.00	1,550.00	-1,550.00	1,550.00
Unity in the Community	550.00	550.00	320.81	229.19	0.00
Yeovil Super Saturday	6,500.00	3,768.85	3,791.69	-22.84	2,731.15
Open Spaces: YIB Officer	24,800.00	0.00	12,400.00	-12,400.00	24,800.00
Open Spaces: Yeovil in Bloom	16,440.00	15.00	8,220.00	-8,205.00	16,425.00
Eats: Festival	9,000.00	750.00	5,250.00	-4,500.00	8,250.00
	<hr/> 102,550.00	<hr/> 39,793.52	<hr/> 57,155.00	<hr/> -16,361.48	<hr/> 62,756.48
	<hr/> 0.00	<hr/> 62,756.48	<hr/> 45,395.00	<hr/> 16,361.48	<hr/> -62,756.48

Date: 24/12/2021
 Time: 10:13:23

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

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N/C From 5500	Tran Date From 01/10/2021	Tran No From 1	Department From 0
N/C To 5650	Tran Date To 31/10/2021	Tran No To 99,999,999	Department To 999

Dept Number 11 Dept PROMOTIONS & ACTIVITIES

N/C 5520 Name P&A - Exp - Christmas Lights

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60241	PI	31/10/2021	Exterior Christmas Trees	146.67		146.67
<u>Account Totals</u>				<u>146.67</u>		<u>146.67</u>

N/C 5610 Name P&A - Exp - Yeovil Super Saturday

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
59803	PI	07/10/2021	Photography	245.00		245.00
59825	PI	15/10/2021	Entertainment	200.00		200.00
59830	PI	15/10/2021	Ranger Labour	310.80		310.80
60230	PI	27/10/2021	Advert	55.00		55.00
<u>Account Totals</u>				<u>810.80</u>		<u>810.80</u>

N/C 5630 Name P&A - Exp - Open Spaces: Yeovil in Bloom

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
59826	PI	15/10/2021	Yeovil in Bloom Photo	15.00		15.00
<u>Account Totals</u>				<u>15.00</u>		<u>15.00</u>
<u>Department</u>				<u>972.47</u>		<u>972.47</u>
<u>Grand Totals</u>				<u>972.47</u>		<u>972.47</u>

Yeovil Town Council

November Actual V Budget

Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	102,550.00	102,550.00	102,550.00	0.00	0.00
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<hr/> 102,550.00	<hr/> 102,550.00	<hr/> 102,550.00	<hr/> 0.00	<hr/> 0.00
Expenditure					
Christmas Lights	23,500.00	20,484.67	15,666.64	4,818.03	3,015.33
Christmas Lights Installation	17,000.00	14,225.00	11,333.36	2,891.64	2,775.00
Love Yeovil	1,000.00	0.00	1,000.00	0.00	1,000.00
Customised Souvenirs	650.00	0.00	433.36	-433.36	650.00
Christmas Lights Switch-On	500.00	800.00	500.00	300.00	-300.00
Christmas Lights Comp	30.00	0.00	20.00	-20.00	30.00
Town Crier	1,030.00	0.00	686.64	-686.64	1,030.00
Yeovil Town Crier Open Champs	1,550.00	0.00	1,550.00	-1,550.00	1,550.00
Unity in the Community	550.00	550.00	366.64	183.36	0.00
Yeovil Super Saturday	6,500.00	4,188.85	4,333.36	-144.51	2,311.15
Open Spaces: YIB Officer	24,800.00	0.00	12,400.00	-12,400.00	24,800.00
Open Spaces: Yeovil in Bloom	16,440.00	15.00	8,220.00	-8,205.00	16,425.00
Eats: Festival	9,000.00	750.00	6,000.00	-5,250.00	8,250.00
	<hr/> 102,550.00	<hr/> 41,013.52	<hr/> 62,510.00	<hr/> -20,496.48	<hr/> 61,536.48
	<hr/> 0.00	<hr/> 61,536.48	<hr/> 40,040.00	<hr/> 20,496.48	<hr/> -61,536.48

Date: 24/12/2021
 Time: 10:15:52

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 5500	Tran Date From 01/11/2021	Tran No From 1	Department From 0
N/C To 5650	Tran Date To 30/11/2021	Tran No To 99,999,999	Department To 999

Dept Number 11 Dept PROMOTIONS & ACTIVITIES

N/C 5550 Name P&A - Exp - Christmas Lights Switch-On

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60249	PI	01/11/2021	Sponsorship Lantern Parade Kits	800.00		800.00
<u>Account Totals</u>				<u>800.00</u>		<u>800.00</u>

N/C 5610 Name P&A - Exp - Yeovil Super Saturday

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
60264	PI	10/11/2021	Bugfest	420.00		420.00
<u>Account Totals</u>				<u>420.00</u>		<u>420.00</u>

	<u>Department</u>	<u>1,220.00</u>	<u>1,220.00</u>
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	<u>Grand Totals</u>	<u>1,220.00</u>	<u>1,220.00</u>
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Promotions & Activities Committee

	2020/21			2021/22				2022/23	
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 31/09/2021	Full year estimated spend to 3/31/2022	Estimated (over) / under spend £	Proposed Budget	Notes
EXPENDITURE									
Christmas Lights	23,500	23,814	(314)	23,500	20,338	22,000	1,500	23,500	
Christmas Lights Competition	30	0	30	30	0	0	30	30	
Christmas Lights Installation/Safety Checks	16,500	17,373	(873)	17,000	14,225	16,500	500	17,500	Inflationary increase
Christmas Lights Switch On	500	0	500	500	0	0	500	500	Contractor to provide more people to switch on Christmas lights.
Customised souvenirs	650	0	650	650	0	650	0	650	
Eats:Festival	0	0	0	9,000	750	9,000	0	5,000	Spring, Super Saturday and Christmas local produce market. P&A 10/11/20.
Love Yeovil	1,000	0	1,000	1,000	0	1,000	0	1,000	
Resourcing VE Day Celebrations	35,000	2,950	32,050	0	0	0	0	0	An event to be held for VE Day (including staffing costs) P&A 12/11/19 PR&F 26/11/19. VE Day celebrations cancelled due to COVID - carry forward for Music in the Park in June 2021
Super Saturday	6,000	8,038	(2,038)	6,500	2,626	6,000	500	7,000	Inflationary increase
Town Crier	1,030	35	995	1,030	0	0	1,030	1,070	Inflationary increase
Unity in the Community	550	0	550	550	550	550	0	0	
Yeovil in Bloom Officers	24,800	24,800	0	24,800	0	24,800	0	24,800	
Yeovil in Bloom Working Budget	16,440	16,440	0	16,440	0	16,440	0	16,440	
Yeovil Open Town Crier Competition	1,550	0	1,550	1,550	0	0	1,550	1,550	
Yeovil Together	0	0	0	0	0	1,100	(1,100)	2,000	Including Unity in the Community
Total Expenditure	127,550	93,450	34,100	102,550	38,489	98,040	4,510	101,040	
INCOME									
Souvenirs	0	0	0	0	0	0	0	0	
Total Income	0	0	0	0	0	0	0	0	
Net Expenditure	127,550	93,450	34,100	102,550	38,489	98,040	4,510	101,040	