



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Promotions and Activities Committee

Promotions and Activities Committee

Tuesday 14th September 2021

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 14th September 2021.

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

Amanda Card, Town Clerk
8th September 2021

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*)

Helen Stonier

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 14th September 2021.

If you would like to view the meeting, please e-mail ytic@yeovil.gov.uk by 9:00am on Tuesday 14th September 2021. 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)

Due to the confidential nature of the business of items 10/144, under the Public Bodies (Admission to Meetings) Act 1960 s3, a motion to exclude members of the public and press during discussion of this item will be considered by the Councillors. *Public Bodies (Admission to Meetings) Act 1960 s3*

10/131. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

10/132. 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).

10/133. MINUTES

To approve as a correct record the Minutes of the meeting held on 13th July 2021.

10/134. EAT:FESTIVALS CHRISTMAS 2021

To receive a verbal report by the Deputy Town Clerk. Bev and Sarah Milner Simonds (eat:festivals) and James Tovey (Quedam) will also be attendance.

10/135. EAT:FESTIVALS PROPOSED DATES 2022

Proposed dates for eat:festivals to come to Yeovil in 2022 (subject to agreement of funding – see 10/144): 23rd April, 17th September and 10th December.

10/136. QUEEN'S JUBILEE 2022: EVENT

To receive verbal feedback from the Working Party.

10/137. YEOVIL IN BLOOM

To consider the minutes of the meeting of the Yeovil in Bloom Steering Group held on 13th July and 6th September 2021 attached at pages 4 to 7.

10/138. NEW INITIATIVE PROPOSAL: PLAQUES AROUND TOWN

To consider the proposal for a New Initiative by Karl Gill attached at page 8.

10/139. TOWN GUIDE

To consider a verbal report by the Deputy Town Clerk.

10/140. SUPER SATURDAY

To consider a verbal report by the Deputy Town Clerk.

10/141. YEOVIL ART & HERITAGE WORKING GROUP

To consider a verbal report by the Deputy Town Clerk.

10/142. FINANCIAL STATEMENT – JUNE/JULY 2021

To consider the Financial Statement for the period 1 June to 31 July 2021 attached at pages 9 to 11.

Public Comment (15 Minutes)

10/143. EXCLUSION OF PRESS AND PUBLIC

The Committee will consider passing a resolution to exclude the press and public from the ***next 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.

10/144. EAT:FESTIVALS PROPOSED DATES 2022

To consider the confidential report by the Deputy Town Clerk attached at page 12.



Yeovil Town Council

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

Mayor: Cllr E Potts-Jones, Town Clerk: Amanda Card BA(Hons), CPFA, BSc(Open)
T-01935 382424, F-01935 382429, W-www.yeovil.gov.uk
E-mail-Town.Clerk@yeovil.gov.uk

Minutes of the meeting of Yeovil in Bloom Steering Group held on Tuesday 13th July 2021 at Lufton Nursey, Artillery Road, Yeovil, BA22 8RP.

Present: Manny Roper (Chairman); Steve Fox (SSDC); Andy Kendall; Liz Pike and David Recardo.

In Attendance: Sally Freemantle – Deputy Town Clerk.

1.35pm – meeting commenced.

1. Apologies for Absence

Apologies for absence were received from Sharon Hackett; Andy Kendall; Pauline Lock; Tony Lock; Evie Potts-Jones; Rob Stickland and Diane Wood.

Apologies for absence were also received from Paris Cooper.

2. Minutes

To approve as a correct record the minutes of the last meeting held on 7th June 2021.

Resolved: that the Minutes of the meeting of Yeovil in Bloom Steering Group held on 7th June 2021 be signed by the Chairman as a correct record.

3. Yeovil in Bloom Update

- The Steering Group received an update from Steve regarding the plans for the judging of the regional South West in Bloom Competition on 23rd July, starting at 9.30am.
- Last minute preparations are in place, and it was asked that a member of the Steering Group visit the shops and businesses in Princes Street to remind them about the window display competition. (Liz offered to action this).

- Due to the small team, the preparations had been reduced accordingly, including a brief power point in the church at the start of the tour.
- The portfolio was almost complete and would be emailed to the judge, with a paper copy being presented to her on the day.
- The seven IYNs will be judged on Wednesday 28th July by a different judge.
- Steve asked for assistance with judging the local Gardening Competition entries and would arrange separately with David/Manny.
- The troughs in the town centre and the posts in St John's Churchyard would be painted. Then the ropes would be added to the posts.

Steve was congratulated on his achievements, particularly as it had been a trying year and team resources were limited. Steve explained that he had a small but dedicated team who had all worked incredibly hard and the Steering Group commended their efforts.

4. **Any Other Business**

In answer to queries, Steve explained:

- The spring bulbs from this year's bedding scheme would be re-planted in Sidney Gardens by the Friends Group.
- Love Yeovil has been given the opportunity to provide entertainment/attractions in St John's Churchyard.

It was requested again that posters be put up in the Yeovil Town Council and Yeovil Without noticeboards to advertise the local gardening competitions.

5. **Date of Next Meeting**

Resolved: That the date of the next meeting of the Steering Group will be Monday 6th September at 1.30pm at Lufton Nursery.

The Meeting Closed at 2.30pm



Yeovil Town Council

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

Mayor: Cllr E Potts-Jones, Town Clerk: Amanda Card BA(Hons), CPFA, BSc(Open)
T-01935 382424, F-01935 382429, W-www.yeovil.gov.uk
E-mail-Town.Clerk@yeovil.gov.uk

Minutes of the meeting of Yeovil in Bloom Steering Group held on Monday 6th September 2021 at Lufton Nursey, Artillery Road, Yeovil, BA22 8RP.

Present: Manny Roper (Chairman); Steve Fox (SSDC); Sharon Hackett; Andy Kendall; Pauline Lock; Liz Pike; Wes Read and David Recardo.

In Attendance: Sally Freemantle – Deputy Town Clerk.

1.45pm – meeting commenced.

1. Apologies for Absence

Apologies for absence were received from Rob Stickland and Diane Wood.

Apologies for absence were also received from Zoe Li of Yeovil Arts Action Group.

2. Minutes

To approve as a correct record the minutes of the last meeting held on 13th July 2021.

Resolved: that the Minutes of the meeting of Yeovil in Bloom Steering Group held on 7th June 2021 (as they were not brought to the last meeting) and 13th July be signed by the Chairman as a correct record.

3. Yeovil Arts Action Group

Natasha Rand from Yeovil Arts Action Group was introduced and presented a summary of the work carried out and proposed by Yeovil Arts Action Group including an artist commission programme including research and consultancy work. The group aims to be a driving force for creativity within the town and identify and collaborate on existing and new projects, ensuring that there is correlation where appropriate and community groups are aware of each other's great initiatives.

Discussion took place regarding the role of creativity in bringing communities together. Natasha's wealth of experience in working with school children and delivering creative projects to support resilience and awareness to all ages was conveyed.

2.35pm – Natasha Rand left the meeting and did not return.

The Group were inspired by the presentation and it was requested that Natasha be invited to a future meeting of the Town Council.

4. Yeovil in Bloom Update

The Steering Group received an update from Steve including:

- Feedback from the South West in Bloom judging day and the “*It’s Your Neighbourhood*” judging day. It was reported that both went well and were positive events. Steve particularly congratulated the early morning team who watered and fed the flowers daily to ensure the best possible outcome and longevity of the planting scheme.
- The presentations for South West in Bloom will take place on 7th October at Weston Super Mare and be attended by Manny Roper, David Recardo, Steve Fox and Paris Cooper.
- The local gardening competition was judged by Steve and Manny and awards will be collected from a Yeovil in Bloom stall on Super Saturday.

Discussion took place regarding encouraging younger generations to enter the local gardening competition and a workshop in St John’s Churchyard was suggested, as well as possible collaboration with Yeovil Art Action’s Group “*Front Yard Fest*”.

2.58pm – Wes Read left the meeting and did not return.

Manny commented that the baskets and troughs were outstanding this year and commended the team on their preparations for the day.

5. Any Other Business

Sally asked for volunteers to help with staffing the Town House on Super Saturday and David Recardo offered his services from 9am until just before 10am.

6. Date of Next Meeting

Resolved: That the date of the next meeting of the Steering Group will be Monday 18th October at 1.30pm at Lufton Nursery.

The Meeting Closed at 2.54pm

NEW INITIATIVE SCHEME SUBMISSION

Information Required	Why is this being requested?
Description of the scheme and its location	Placing historical plaques around the town. With information about there location and posable a QR code to further information or videos to give like a virtual tour.
What benefits will this scheme provide to the local community?	People living in the local area will be able to learn more about there town and it will be something for visitors to the town. It will tie in with the Yeovil Refresh
What evidence is there of community support for the proposal?	N/A
Any on-going costs such as maintenance?	Maybe a small ongoing cost if the QR codes need changing when the webpage ULR code is changed.
Is there any partnership funding? If so what %?	
Has any other funding been applied for, for example other authorities etc. If so what was their decision and why?	No
Is there local funding (or land) available to support delivery of the proposal?	N/A
Are there any constraints to delivery this financial year?	N/A
Is the initiative usually/has been responsibility provided by another authority?	NO
Any additional comments?	

Yeovil Town Council

June Actual V Budget

Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	102,550.00	51,275.00	51,275.00	0.00	51,275.00
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	102,550.00	51,275.00	51,275.00	0.00	51,275.00
Expenditure					
Christmas Lights	23,500.00	0.00	5,874.99	-5,874.99	23,500.00
Christmas Lights Installation	17,000.00	0.00	4,250.01	-4,250.01	17,000.00
Love Yeovil	1,000.00	0.00	0.00	0.00	1,000.00
Customised Souvenirs	650.00	0.00	162.51	-162.51	650.00
Christmas Lights Switch-On	500.00	0.00	0.00	0.00	500.00
Christmas Lights Comp	30.00	0.00	7.50	-7.50	30.00
Town Crier	1,030.00	0.00	257.49	-257.49	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	0.00	137.49	-137.49	550.00
Yeovil Super Saturday	6,500.00	0.00	1,625.01	-1,625.01	6,500.00
Open Spaces: YIB Officer	24,800.00	0.00	0.00	0.00	24,800.00
Open Spaces: Yeovil in Bloom	16,440.00	0.00	0.00	0.00	16,440.00
Eats: Festival	9,000.00	750.00	2,250.00	-1,500.00	8,250.00
	102,550.00	750.00	16,115.00	-15,365.00	101,800.00
	0.00	50,525.00	35,160.00	15,365.00	-50,525.00

Yeovil Town Council

July Actual V Budget

Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	102,550.00	51,275.00	51,275.00	0.00	51,275.00
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	102,550.00	51,275.00	51,275.00	0.00	51,275.00
Expenditure					
Christmas Lights	23,500.00	0.00	7,833.32	-7,833.32	23,500.00
Christmas Lights Installation	17,000.00	0.00	5,666.68	-5,666.68	17,000.00
Love Yeovil	1,000.00	0.00	0.00	0.00	1,000.00
Customised Souvenirs	650.00	0.00	216.68	-216.68	650.00
Christmas Lights Switch-On	500.00	0.00	0.00	0.00	500.00
Christmas Lights Comp	30.00	0.00	10.00	-10.00	30.00
Town Crier	1,030.00	0.00	343.32	-343.32	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	0.00	183.32	-183.32	550.00
Yeovil Super Saturday	6,500.00	17.49	2,166.68	-2,149.19	6,482.51
Open Spaces: YIB Officer	24,800.00	0.00	0.00	0.00	24,800.00
Open Spaces: Yeovil in Bloom	16,440.00	0.00	0.00	0.00	16,440.00
Eats: Festival	9,000.00	750.00	3,000.00	-2,250.00	8,250.00
	102,550.00	767.49	20,970.00	-20,202.51	101,782.51
	0.00	50,507.51	30,305.00	20,202.51	-50,507.51

Date: 18/08/2021
Time: 15:58:03

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 5500
N/C To 5650

Tran Date From 01/07/2021
Tran Date To 31/07/2021

Tran No From 1
Tran No To 99,999,999

Department From 0
Department To 999

Dept Number 11

Dept PROMOTIONS & ACTIVITIES

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>
58775	PI	28/07/2021	Sound Measurement Tester	17.49		17.49
<u>Account Totals</u>				<u>17.49</u>		<u>17.49</u>
<u>Department</u>				<u>17.49</u>		<u>17.49</u>
<u>Grand Totals</u>				<u>17.49</u>		<u>17.49</u>