

# Yeovil Town Council



Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

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## Promotions and Activities Committee

Tuesday 27<sup>th</sup> September 2022

7:00pm

Hybrid Meeting:

Face-to-face at Town House, 19 Union Street, Yeovil  
BA20 1PQ; and virtual using Zoom meeting software

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For further information on the items to be discussed, please contact  
[town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk).

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

Amanda Card, Town Clerk  
21 September 2022

This information is also available on our website: [www.yeovil.gov.uk](http://www.yeovil.gov.uk)

Promotions and Activities Committee

**Members of Yeovil Town Council are summoned to attend:**

Jade Cabell

Tareth Casey

Emma-Jayne Hopkins (Vice Chairman)

Andy Kendall (*Ex-officio*)

Jamie Lock

Jane Lowery

Sarah Lowery (*Chairman*)

Evie Potts-Jones (*Ex-officio*)

Wes Read

Liam Watts

David Woan

**Public Comments at meetings**

Members of the public may attend the meeting either physically or via zoom.

If you would like to join the meeting via zoom, please e-mail [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Tuesday 27<sup>th</sup> September 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](http://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)**

**11/025. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

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

**11/026. 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).

**11/027. MINUTES**

To approve as a correct record the Minutes of the meeting held on 12<sup>th</sup> July 2022 (the meeting scheduled for 13<sup>th</sup> September 2022 was cancelled).

**11/028. CHRISTMAS LIGHTS AND CHRISTMAS LIGHTS SWITCH ON**

To receive an email suggestion and to consider a letter from Love Yeovil regarding the Christmas Lights Switch-on event.

**11/029. SUPER SATURDAY**

To receive a verbal update regarding the plans for Super Saturday which was postponed from 17<sup>th</sup> September. The new date for the event will be Saturday 10<sup>th</sup> December 2022.

**11/030. FUTURE EVENT PROPOSAL**

To consider a report by the Deputy Town Clerk attached at page 3.

**11/031. EAT:FESTIVALS 2023**

To consider eat:festivals returning for three events in 2023: 22<sup>nd</sup> April, 16<sup>th</sup> September and 9<sup>th</sup> December.

**11/032. YEOVIL IN BLOOM MINUTES**

To consider the minutes of the Yeovil in Bloom meeting held on 1<sup>st</sup> August 2022 (previously circulated).

**11/033. FINANCIAL STATEMENT – JUNE AND JULY 2022**

To consider the Financial Statement for the period 1 June to 31 July 2022 attached at pages 4 to 7.

**Public Comment (15 Minutes)**

## **11/030. FUTURE EVENT PROPOSAL**

At the last meeting of the Promotions and Activities Committee it was suggested that some events be considered.

Research into costs for another “Yeovil Celebrates...” event has provided anticipated budget requirements of £50,000 for a one-day event or £80,000 for a 2/3 day event. Details will be provided at the meeting.

***(Sally Freemantle, Deputy Town Clerk – 01935 382424 or  
sally.freemantle@yeovil.gov.uk)***

# Yeovil Town Council

## June Actual V Budget

### Promotions & Activities Committee

	Budget		Budget		Remaining
	Allocation	Actual YTD	YTD	Variance	Budget
<b>Income</b>					
PRECEPT	101,040.00	50,520.00	50,520.00	0.00	50,520.00
Queen's Platinum Jubilee	0.00	2,000.00	0.00	2,000.00	-2,000.00
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	101,040.00	52,520.00	50,520.00	2,000.00	48,520.00
<b>Expenditure</b>					
Christmas Lights	23,500.00	0.00	5,874.99	-5,874.99	23,500.00
Christmas Lights Installation	17,500.00	0.00	4,374.99	-4,374.99	17,500.00
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	1,070.00	0.00	267.51	-267.51	1,070.00
Yeovil Town Crier Open Champs	1,550.00	1,251.26	1,550.00	-298.74	298.74
Unity in the Community	2,000.00	2,000.00	500.00	1,500.00	0.00
Yeovil Super Saturday	7,000.00	0.00	1,749.99	-1,749.99	7,000.00
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
Queen's Platinum Jubilee	0.00	36,594.22	0.00	36,594.22	-36,594.22
Eats: Festival	5,000.00	750.00	1,250.00	-500.00	4,250.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	101,040.00	40,595.48	15,737.49	24,857.99	60,444.52
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<b>0.00</b>	<b>11,924.52</b>	<b>34,782.51</b>	<b>-22,857.99</b>	<b>-11,924.52</b>

Date: 06/09/2022  
Time: 10:17:35

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 5500  
N/C To 5650

Tran Date From 01/06/2022  
Tran Date To 30/06/2022

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

Department From 0  
Department To 999

Dept Number 11                      Dept      PROMOTIONS & ACTIVITIES  
N/C                      5502                      Name      P&A - Inc - Queen's Platinum Jubilee

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62072	SI	30/06/2022	Contribution Queens Platinum Jubilee		2,000.00	-2,000.00
<u>Account Totals</u>					<u>2,000.00</u>	<u>-2,000.00</u>

N/C                      5640                      Name      P&A - Exp - Queen's Platinum Jubilee

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61925	PI	13/06/2022	Band	360.00		360.00
61958	PI	07/06/2022	Fire Extinguishers	160.00		160.00
61964	PI	19/06/2022	A4 Frame	13.24		13.24
61965	PI	19/06/2022	A3 Frame	8.32		8.32
61966	PI	19/06/2022	A3 Frame	8.32		8.32
61967	PI	27/06/2022	Advert	200.00		200.00
61974	PI	01/06/2022	Design Programme, Posters and Advert	250.00		250.00
61975	PI	13/06/2022	Photographing Jubilee Event	295.00		295.00
61976	PI	13/06/2022	Stage and Production Services	6,300.00		6,300.00
61977	PI	13/06/2022	Star Stage	1,975.00		1,975.00
61978	PI	09/06/2022	Road Cones and Signs	239.41		239.41
61979	PI	09/06/2022	Perimeter Fencing	5,099.00		5,099.00
61980	PI	10/06/2022	Jubilee Leaflets	254.00		254.00
62034	PI	04/06/2022	Security and Stewards	616.00		616.00
62129	PI	03/06/2022	Refreshments	150.00		150.00
62130	PI	01/06/2022	Bottled Water	15.50		15.50
62131	PI	01/06/2022	Refreshments	19.83		19.83
62132	PI	02/06/2022	Refreshments	38.13		38.13
62133	PI	02/06/2022	Refreshments	40.00		40.00
62134	PI	02/06/2022	Printing	40.00		40.00
62170	PI	01/06/2022	Materials - Jubilee Event	35.07		35.07
62171	PI	02/06/2022	Materials - Jubilee Event	76.23		76.23
62183	PI	23/06/2022	Compere	150.00		150.00
62185	PI	09/06/2022	Road Cones	12.00		12.00
62188	PI	21/06/2022	Stilt Walker/Mirror Men	200.00		200.00
<u>Account Totals</u>				<u>16,555.05</u>		<u>16,555.05</u>
<u>Department</u>				<u>16,555.05</u>	<u>2,000.00</u>	<u>14,555.05</u>
<u>Grand Totals</u>				<u>16,555.05</u>	<u>2,000.00</u>	<u>14,555.05</u>

# Yeovil Town Council

## July Actual V Budget

### Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	101,040.00	50,520.00	50,520.00	0.00	50,520.00
Queen's Platinum Jubilee	0.00	2,000.00	0.00	2,000.00	-2,000.00
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<hr/> 101,040.00	52,520.00	50,520.00	2,000.00	48,520.00
<b>Expenditure</b>					
Christmas Lights	23,500.00	0.00	7,833.32	-7,833.32	23,500.00
Christmas Lights Installation	17,500.00	0.00	5,833.32	-5,833.32	17,500.00
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	1,070.00	0.00	356.68	-356.68	1,070.00
Yeovil Town Crier Open Champs	1,550.00	1,251.26	1,550.00	-298.74	298.74
Unity in the Community	2,000.00	2,000.00	666.68	1,333.32	0.00
Yeovil Super Saturday	7,000.00	0.00	2,333.32	-2,333.32	7,000.00
Open Spaces: YIB Officer	24,800.00	6,200.00	6,200.00	0.00	18,600.00
Open Spaces: Yeovil in Bloom	16,440.00	4,110.00	4,110.00	0.00	12,330.00
Queen's Platinum Jubilee	0.00	36,786.22	0.00	36,786.22	-36,786.22
Eats: Festival	5,000.00	750.00	1,666.68	-916.68	4,250.00
	<hr/> 101,040.00	51,097.48	30,776.68	20,320.80	49,942.52
	<hr/> <b>0.00</b>	<b>1,422.52</b>	<b>19,743.32</b>	<b>-18,320.80</b>	<b>-1,422.52</b>

Date: 06/09/2022  
 Time: 10:23:35

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 5500	Tran Date From 01/07/2022	Tran No From 1	Department From 0
N/C To 5650	Tran Date To 31/07/2022	Tran No To 99,999,999	Department To 999

Dept Number 11                      Dept      PROMOTIONS & ACTIVITIES

N/C            5620                      Name      P&A - Exp - Open Spaces: YIB Officer

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62164	PI	07/07/2022	YIB Officer Costs - 1st Qtr	6,200.00		6,200.00
<u>Account Totals</u>				<u>6,200.00</u>		<u>6,200.00</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>
62165	PI	07/07/2022	YIB Working Budget - 1st Qtr	4,110.00		4,110.00
<u>Account Totals</u>				<u>4,110.00</u>		<u>4,110.00</u>

N/C            5640                      Name      P&A - Exp - Queen's Platinum Jubilee

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
62306	PI	18/07/2022	Signs	192.00		192.00
<u>Account Totals</u>				<u>192.00</u>		<u>192.00</u>

	<u>Department</u>	<u>10,502.00</u>	<u>10,502.00</u>
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	<u>Grand Totals</u>	<u>10,502.00</u>	<u>10,502.00</u>
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