

# Yeovil Town Council



Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

---

## Promotions and Activities Committee

Tuesday 8<sup>th</sup> November 2022

7:00pm

Hybrid Meeting:

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

---

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

Amanda Card, Town Clerk  
2<sup>nd</sup> November 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 8<sup>th</sup> November 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)**

Due to the confidential nature of the business of items 11/043 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*

## **11/034. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

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

## **11/035. 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).

## **11/036. MINUTES**

To approve as a correct record the Minutes of the meeting held on 27<sup>th</sup> September 2022.

## **11/037. SUPER SATURDAY**

To receive a verbal update regarding the plans for Super Saturday which is due to be held on Saturday 10<sup>th</sup> December 2022.

## **11/038. YEOVIL CELEBRATES...**

To consider a verbal update by the Deputy Town Clerk on the two-day event to be held on Saturday 27<sup>th</sup> and Sunday 28<sup>th</sup> May 2022.

**11/039. CHRISTMAS LIGHTS WORKING GROUP**

To nominate three Councillors to form a Working Group to specify the contract requirements and procure the new Christmas Lights display.

**11/040. FINANCIAL STATEMENT – AUGUST AND SEPTEMBER 2022**

To consider the Financial Statement for the period 1 August to 30 September 2022 attached at pages 3 to 6.

**11/041. DRAFT BUDGET 2023/24**

To consider and recommend to Policy, Resources and Finance Committee the draft budget for 2023/24 attached at page 7.

**Public Comment (15 Minutes)**

**11/042. EXCLUSION OF PRESS AND PUBLIC**

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

**11/043. CHRISTMAS LIGHTS**

To consider a verbal update by the Deputy Town Clerk.

# Yeovil Town Council

## August 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	9,791.65	-9,791.65	23,500.00
Christmas Lights Installation	17,500.00	0.00	7,291.65	-7,291.65	17,500.00
Love Yeovil	1,000.00	0.00	0.00	0.00	1,000.00
Customised Souvenirs	650.00	0.00	270.85	-270.85	650.00
Christmas Lights Switch-On	500.00	0.00	0.00	0.00	500.00
Christmas Lights Comp	30.00	0.00	12.50	-12.50	30.00
Town Crier	1,070.00	0.00	445.85	-445.85	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	833.35	1,166.65	0.00
Yeovil Super Saturday	7,000.00	947.50	2,916.65	-1,969.15	6,052.50
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	2,083.35	-1,333.35	4,250.00
	<hr/> 101,040.00	52,044.98	35,505.85	16,539.13	48,995.02
	<hr/> <b>0.00</b>	<b>475.02</b>	<b>15,014.15</b>	<b>-14,539.13</b>	<b>-475.02</b>

Date: 27/10/2022  
Time: 09:48:44

**Yeovil Town Council**  
**Nominal Departmental Analysis (Detailed)**

Page: 1

**N/C From** 5500  
**N/C To** 5650

**Tran Date From** 01/08/2022  
**Tran Date To** 31/08/2022

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

**Department From** 0  
**Department To** 999

**Dept Number** 11

**Dept** PROMOTIONS & ACTIVITIES

**N/C** 5610

**Name** P&A - Exp - Yeovil Super Saturday

<b><u>Tran Number</u></b>	<b><u>Type</u></b>	<b><u>Date</u></b>	<b><u>Details</u></b>	<b><u>Debit</u></b>	<b><u>Credit</u></b>	<b><u>Balance</u></b>
62396	PI	03/08/2022	Map Illustrations	300.00		300.00
62455	PI	23/08/2022	Punch and Judy Show	220.00		220.00
62467	PI	19/08/2022	Marquee Hire	427.50		427.50
<b><u>Account Totals</u></b>				<b><u>947.50</u></b>		<b><u>947.50</u></b>
<b><u>Department</u></b>				<b><u>947.50</u></b>		<b><u>947.50</u></b>
<b><u>Grand Totals</u></b>				<b><u>947.50</u></b>		<b><u>947.50</u></b>

# Yeovil Town Council

## September Actual V Budget

### Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	101,040.00	101,040.00	101,040.00	0.00	0.00
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	103,040.00	101,040.00	2,000.00	-2,000.00
<b>Expenditure</b>					
Christmas Lights	23,500.00	0.00	11,749.98	-11,749.98	23,500.00
Christmas Lights Installation	17,500.00	0.00	8,749.98	-8,749.98	17,500.00
Love Yeovil	1,000.00	0.00	1,000.00	0.00	1,000.00
Customised Souvenirs	650.00	0.00	325.02	-325.02	650.00
Christmas Lights Switch-On	500.00	0.00	0.00	0.00	500.00
Christmas Lights Comp	30.00	0.00	15.00	-15.00	30.00
Town Crier	1,070.00	0.00	535.02	-535.02	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	1,000.02	999.98	0.00
Yeovil Super Saturday	7,000.00	1,297.50	3,499.98	-2,202.48	5,702.50
Open Spaces: YIB Officer	24,800.00	12,400.00	12,400.00	0.00	12,400.00
Open Spaces: Yeovil in Bloom	16,440.00	8,220.00	8,220.00	0.00	8,220.00
Queen's Platinum Jubilee	0.00	36,786.22	0.00	36,786.22	-36,786.22
Eats: Festival	5,000.00	1,175.00	2,500.02	-1,325.02	3,825.00
	<hr/> 101,040.00	63,129.98	51,545.02	12,584.96	37,910.02
	<hr/> <b>0.00</b>	<b>39,910.02</b>	<b>49,494.98</b>	<b>-10,584.96</b>	<b>-39,910.02</b>



Date: 27/10/2022  
Time: 09:53:02

## Yeovil Town Council

### Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 5500  
N/C To 5650

Tran Date From 01/09/2022  
Tran Date To 30/09/2022

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

Department From 0  
Department To 999

**Dept Number** 11      **Dept** PROMOTIONS & ACTIVITIES

**N/C** 5500      **Name** P&A - PRECEPT

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
63616	BR	30/09/2022	Precept 2nd Half		50,520.00	-50,520.00
<b>Account Totals</b>					<u>50,520.00</u>	<u>-50,520.00</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>
62567	PI	02/09/2022	Advert	175.00		175.00
63684	PI	17/09/2022	Balloon Twisting - Cancellation Fee	175.00		175.00
<b>Account Totals</b>				<u>350.00</u>		<u>350.00</u>

**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>
63659	PI	29/09/2022	YIB Officer - 2nd Qtr	6,200.00		6,200.00
<b>Account Totals</b>				<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>
63660	PI	29/09/2022	YIB Working Budget - 2nd Qtr	4,110.00		4,110.00
<b>Account Totals</b>				<u>4,110.00</u>		<u>4,110.00</u>

**N/C** 5650      **Name** P&A - Exp - Eats: Festival

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
63771	PI	18/09/2022	Event Support - Eat Festivals	425.00		425.00
<b>Account Totals</b>				<u>425.00</u>		<u>425.00</u>

<b>Department</b>	<u>11,085.00</u>	<u>50,520.00</u>	<u>-39,435.00</u>
-------------------	------------------	------------------	-------------------

<b>Grand Totals</b>	<u>11,085.00</u>	<u>50,520.00</u>	<u>-39,435.00</u>
---------------------	------------------	------------------	-------------------

## Promotions & Activities Committee

	2021/22			2022/23				2023/24	
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 30/09/2022	Full year estimated spend to 31/03/2022	Estimated (over) / under spend £	Proposed Budget	Notes
<b>EXPENDITURE</b>									
Christmas Lights	23,500	20,485	3,015	23,500	0	16,070	7,430	28,000	Inflationary increase. Tender for new scheme for Dec 2024
Christmas Lights Competition	30	0	30	30	0	30	0	30	
Christmas Lights Installation/Safety Checks	17,000	15,025	1,975	17,500	0	14,365	3,135	20,000	Inflationary increase. Tender for new scheme for Dec 2024
Christmas Lights Switch On	500	0	500	500	0	500	0	0	Contractor to provide more people to switch on Christmas lights.
Christmas Lights Switch On Event	0	0	0	0	0	500	(500)	1,000	
Customised souvenirs	650	0	650	650	0	650	0	650	
Eats: Festival	9,000	975	8,025	5,000	750	5,000	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	0	1,000	1,000	
Resourcing VE Day Celebrations	0	3,596	(3,596)	0	36,786	35,594	(35,594)	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
Resourcing Yeovil Celebrates....	0	0	0	0	0	0	0	70,000	Agreed P&A 27/09/22 and PR&F 11/10/22
Queen's Jubilee Beacon	0	0	0	0	2,700	2,700	(2,700)	0	
Super Saturday	6,500	5,289	1,211	7,000	1,123	7,000	0	7,000	Inflationary increase
Town Crier	1,030	0	1,030	1,070	1,251	1,251	(181)	1,170	Inflationary increase
Unity in the Community	550	0	550	0	0	0	0	0	
Yeovil Art Space (SLA)	0	0	0	0	0	5,000	(5,000)	5,000	Agreed PR&F 28/06/22
Yeovil in Bloom Officers	24,800	24,800	0	24,800	6,200	24,800	0	24,800	
Yeovil in Bloom Working Budget	16,440	16,501	(61)	16,440	4,110	16,440	0	16,440	
Yeovil Open Town Crier Competition	1,550	0	1,550	1,550	1,237	1,237	313	1,690	Inflationary increase
Yeovil Together	0	1,100	0	2,000	2,000	2,000	0	2,000	Including Unity in the Community
<b>Total Expenditure</b>	<b>102,550</b>	<b>87,771</b>	<b>15,879</b>	<b>101,040</b>	<b>56,157</b>	<b>133,137</b>	<b>(32,097)</b>	<b>183,780</b>	
<b>INCOME</b>									
Contribution to Yeovil Celebrates	0	(2,000)	2,000	0	0	(2,000)	2,000	0	
<b>Total Income</b>	<b>0</b>	<b>(2,000)</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>(2,000)</b>	<b>2,000</b>	<b>0</b>	
<b>Net Expenditure</b>	<b>102,550</b>	<b>85,771</b>	<b>17,879</b>	<b>101,040</b>	<b>56,157</b>	<b>131,137</b>	<b>(30,097)</b>	<b>183,780</b>	