



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Culture Committee

Culture Committee

Extra-ordinary Meeting

Monday 3rd August 2026

7:30pm (or at the close of the Property & Community Committee meeting
– whichever is later)

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.

Cllr D Woan, Chair of Culture Committee

22nd July 2026

Join Zoom Meeting

<https://us06web.zoom.us/j/82568473255?pwd=bfs9xeSvFMOvWgxinKJauwDaNh1PVa.1>

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

Members of Yeovil Town Council are summoned to attend:

Tareth Casey

Karl Gill

Emma-Jayne Hopkins

Jane Lowery

Tony Lock (*Ex-Officio*)

Graham Oakes

Karina Parsons (Vice Chair)

Evie Potts-Jones

Ashley Richards

Wes Read (*Ex-Officio*)

Dave Woan (Chair)

Public Comments at meetings

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

If you wish to the join the meeting via Zoom by following this link:

<https://us06web.zoom.us/j/82568473255?pwd=bfs9xeSvFMOvWgxinKJauwDaNh1P>

[Va.1](#)

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 item 11/245, 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*

11/240 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

11/241 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).

11/242 DISCUSSION OF MOTION

To consider the motion as attached at pages 5 to 6.

11/243 RECRUITMENT OF DEVELOPMENT & IMPACT OFFICER

Members to consider the report of the Director of Culture as attached at pages 7 to 13.

11/244 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.

11/245 SOUTH SOMERSET HERITAGE COLLECTIONS PROJECT

To consider the South Somerset Heritage Collections Project as attached at pages 14 to 20.

11/242 MOTION

At its meeting held on 30th June 2026, it was resolved to refer the motion to both the Property & Community Committee and the Culture Committee, as elements of the motion were relevant to both Committees.

In addition, it was resolved that paragraph 1: Yeovil Town Council therefore resolves section (highlighted below in yellow) be removed, noting that the Council Leader had already discussed the matter with Somerset Council

It is **RECOMMENDED** that this Committee consider the elements of the motion relevant to this Committee.

TOWN COUNCIL – 30th June 2026

11/367 MOTION

Notice of Motion received from Cllr T Casey on 17th June 2026: *Standing Order s9*

The Council will debate the following motion:

Local Management of The Triangle and Associated Town Centre Assets

This Council notes:

- The significant investment made in Yeovil town centre through the Yeovil Refresh programme, including the Triangle public space, water feature, amphitheatre and large digital screen.
- Somerset Council's ongoing development of the Glovers Walk "Meanwhile Use" site, which is intended to provide community activities, events and public space whilst longer-term regeneration plans are developed.
- That these facilities are located at the heart of Yeovil and have the potential to support community events, cultural activities, family attractions, tourism, local businesses and increased town centre footfall.
- That recent concerns regarding the operation of the water feature, together with questions around the utilisation of the digital screen and wider public space, have highlighted the importance of active management, regular programming and local accountability.
- That Yeovil Town Council has recently strengthened its capacity through the appointment of an Events Officer, providing dedicated expertise and resource to support events, community engagement, place activation and partnership working across the town.

Proposal:

- That these facilities should be managed as part of a coordinated town centre offering rather than as separate assets.
- That decisions regarding events, use of the screen, operation of the water feature and programming of public spaces are best made at the most local level possible.
- That Yeovil Town Council is well placed to work alongside local businesses, community groups, schools, cultural organisations and residents to maximise the benefit of these facilities.
- That the Council's Events Officer provides a strong foundation from which to coordinate events, screenings, community activities, markets and wider town centre initiatives.
- That greater local control would improve accountability, increase utilisation of these facilities and help ensure public investment delivers the greatest possible benefit to residents and the local economy.

Yeovil Town Council therefore resolves:

1. To formally write to Somerset Council requesting discussions regarding the transfer of management responsibility for:
 - the Triangle public space;
 - the water feature;
 - the digital screen;
 - event booking and programming of the area;
 - and the future Glovers Walk Meanwhile Use site.
2. To request that officers of both councils undertake an initial feasibility assessment covering governance arrangements, operational responsibilities, maintenance obligations, staffing requirements, legal considerations and financial implications.
3. To assess how the Council's existing Events Officer role could support the management, programming and promotion of these facilities, with the aim of maximising community use whilst minimising any additional staffing requirements.
4. To seek opportunities to develop a coordinated programme of community events, family activities, cultural events, markets, public screenings and town centre initiatives across these spaces, ensuring they become vibrant and well-used assets for the benefit of Yeovil residents and visitors.

11/243 RECRUITMENT OF DEVELOPMENT & IMPACT OFFICER

Report Author: Adam Burgan – Director of Culture

E-mail: adam.burgan@yeovil.gov.uk

Meeting: Culture Committee

Date: 3 August 2026

RECOMMENDATIONS:

(1) to note the report; and

(2) to agree to support the recruitment for the post of Development & Impact Officer on the salary scales SCP 20 – SCP25.

REPORT

The Director of Culture seeks authorisation to recruit for a Development & Impact Officer that will undertake fundraising, impact measurement and strategic development for our cultural services: The Octagon Theatre (capital development on ongoing operating costs), Westlands Entertainment Venue, Heritage Service (South Somerset Heritage Collection and the forthcoming feasibility study and potential capital development) and the Arts Engagement & Outreach Service delivered from the venues and linked to the programme of performances, events and activities.

The role would be advertised as a 3 days per week (22.2hrs) with 1 day reimbursed by Somerset Council as that time will be spent undertaking work on the Arts Engagement & Outreach Service (ACE NPO).

This new role will be central to delivering our cultural ambitions and delivering on fundraising targets across our directorate adding the capacity needed to achieve this. The officer will develop fundraising strategies, build relationships with donors and partners, lead on fundraising across trusts, foundations, corporate and individual giving, and support monitoring and evaluation to evidence the impact of our cultural programmes.

Role details:

SCP 20 - 25: £33,640 to £37,526 (pro rata) plus Local Government Pension Scheme

Permanent role.

Line manager – Director of Culture.

Financial Impact

Based on 22.2 hour contract:

SCP	Salary (£)	Employers Pension (£)	Employers NI (£)	Total Cost overall (£)	Total Cost to Employer for 2 days (£)
SCP 20 (FT £33,640)	£20,184	£3,613	£2,278	£26,075	£17,133
SCP 25 (FT £37,526)	£22,516	£4,030	£2,627	£29,173	£19,199



Development & Impact Officer (Culture)

22 hours per week (permanent)

SCP 20 - 25: £33,640 to £37,526 (pro rata) plus Local Government Pension Scheme

Are you passionate about arts, culture and community impact? Do you combine fundraising expertise with strong analytical and evaluation skills?

Yeovil Town Council, in partnership with Somerset Council, is seeking a Development & Impact Officer to lead fundraising, impact measurement and strategic development for our cultural services: The Octagon Theatre (capital development on ongoing operating costs), Westlands Entertainment Venue, Heritage Service, and the Arts Engagement & Outreach Service delivered from the venues and linked to the programme of performances, events and activities.

This new role will be central to delivering our cultural ambitions and delivering on fundraising targets across our organisation. You will develop fundraising strategies, build relationships with donors and partners, lead on fundraising across trusts, foundations, corporate and individual giving, and support monitoring and evaluation to evidence the impact of our cultural programmes. This part-time role (3 days per week) offers a unique opportunity to shape the future of arts & culture across the region. You'll lead on fundraising for our venues and drive outreach through our Arts Engagement and Outreach Service.

For more information, please see the job description and job specification. For an informal discussion please contact Adam Burgan (Director of Culture). To apply, please complete an application form. The job description, specification and application form are available at the address below or on our website.

Closing date is Friday ** at noon.

Yeovil Town Council, Town House, 19 Union Street, YEOVIL BA20 1PQ

 01935 382424

 ytc@yeovil.gov.uk  www.yeovil.gov.uk  [@YeovilTownCouncil](https://www.facebook.com/YeovilTownCouncil)

Yeovil Town Council



JOB DESCRIPTION

Job Title: Development & Impact Officer

Grade: SCP 20 - 25
£33,640 to £37,526 (pro rata)

Hours of Work: 22 hours per week

Annual Leave Entitlement: 23 days plus 2 statutory, increasing to 26 days plus 2 statutory after 5 years' service (pro rata)

Responsible to: Director of Culture

Main Purposes of the Role

Yeovil Town Council, in partnership with Somerset Council, is seeking an experienced, strategically minded and analytically strong **Development & Impact Officer** to lead fundraising, impact measurement, development, and communications for the Octagon Theatre and Westlands Entertainment Venue, Heritage Service to include fundraising support for the Octagon's Arts Engagement & Outreach Service.

This new combined role will help grow public philanthropic support, with responsibility for individual giving, public appeals and fundraising communications, while also supporting corporate fundraising and trusts and foundations activity. The Development & Impact Officer will be a confident, target-driven fundraiser with excellent writing skills and a strong ability to build relationships. The role will play a central part in delivering public appeals, supporter engagement and long-term giving, including activity linked to exciting capital developments.

Summary of Responsibilities and Duties of the Job

Fundraising & Development

- Develop and deliver strategic fundraising plans for venues and services.
- Lead on applications to trusts, foundations, and public bodies, producing compelling cases for support.
- Cultivate and steward positive relationships with donors, sponsors and funding partners.

- Track, monitor and report on fundraising performance, outcomes and financial impact.
- Research prospective trusts and foundations and maintain an active prospect pipeline.

Impact, Monitoring & Evaluation

- Design and deliver monitoring and evaluation frameworks across cultural and community outreach programmes.
- Collect, analyse and interpret quantitative and qualitative data to demonstrate outcomes and social impact.
- Produce high-quality impact reports, summaries and case studies for funders, stakeholders and internal teams.
- Present insights and learning to support planning, programme development and strategic decision-making.

Communications & Advocacy

- Draft clear, engaging copy for fundraising materials, reports and wider cultural communications.
- Represent the venues and services at meetings, networks, events and sector gatherings.
- Champion the value and impact of arts and culture across the region.

Partnership Working

- Work closely with Somerset Council, Octagon & Westlands venue teams and wider stakeholders to align development goals with strategic priorities.
- Support organisational development, sector research, and policy awareness.

General

- Work across venues and occasionally off-site as required.
- Uphold Yeovil Town Council's commitment to equality, diversity, health and safety and safeguarding.

External and Internal Contacts

The Mayor, Councillors, members of staff, local organisations, partner agencies, customers, suppliers and members of the public.

Face to face, telephone, written and electronic communication.

Working Environment

Based at The Octagon Theatre and Westlands Entertainment Venue but may be required to work at any location within the Town and occasionally outside the Town.

Health and Safety at Work

Yeovil Town Council's Health and Safety Policy and all relevant Health and Safety at Work Instructions (such as the Lone Working Policy, procedures and practice guidance) are to be considered as part of this job description.

Equal Opportunities

Yeovil Town Council is committed to the fair treatment of its staff, potential staff, users of its services and other stakeholders, regardless of race, gender, religion, beliefs, sexual orientation, responsibilities for dependants, marital status or disability.

07/04/2026

Yeovil Town Council



JOB SPECIFICATION

Development & Impact Officer (Culture)

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Educated to A Level standard or equivalent or qualified by strong relevant experience.	Educated to Degree standard or equivalent or qualified by strong relevant experience. Fundraising qualification (e.g., IoF)
EXPERIENCE & KNOWLEDGE	Proven experience in fundraising and development within arts, hertiage or cultural organisations	Experience working in local government or public sector
	Track record of securing funding from trusts, foundations, and public bodies	Experience contributing to public appeal campaigns or capital fundraising.
	Experience of writing evaluation and impact reports for funded projects or programmes	Understanding of impact measurement or arts management.
	Experience with monitoring, evaluation, data analysis or research.	Understanding of the arts/heritage landscape in Somerset and South West
	Understanding of individual giving and donor stewardship best practice.	
PERSONAL ATTRIBUTES	Passionate and articulate about the value and impact of arts and culture	
	Self-motivated, proactive, collaborative, team-oriented; positive 'can-do' attitude.	
	IT skills including Office/Google Workspace and data handling.	
	Strong organisational skills, accuracy and attention to detail; ability to manage multiple deadlines.	

	Accuracy and attention to detail	
	Enthusiastic 'can do' attitude	
	Excellent written and verbal communication skills	
	Strong networking and relationship-building skills	

Date agreed 07/04/2026