



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Culture Committee

Culture

Tuesday 15th September 2026

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.

Amanda Card, Chief Executive / Town Clerk
9th September 2026

Join Zoom Meeting

<https://us06web.zoom.us/j/84196831496?pwd=myGs6rE15CKsPdMfEjPuSJzSRkPzqn.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/84196831496?pwd=myGs6rE15CKsPdMfEjPuSJzSRkPzqn.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)

11/246 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

11/247 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).

11/248 MINUTES

To approve as a correct record the Minutes of the meeting held on 16th June 2026 and 3rd July 2026.

11/249 YEOVIL ART SPACE PRESENTATION – YEOVIL REIMAGINE

Yeovil Art Space Directors will present an update to members on progress on the 2-year programme. Members can keep up to date on the programme by visiting <https://yeovilartspace.uk/yeovilreimagine/>

11/250 BUDGET MONITORING UPDATE

To consider the Budget Monitor Update Month 4 (April 2026 – July 2026) attached at pages 6 to 9.

11/251 MAYOR'S REGALIA

To consider the report of the Admin Officer attached at pages 10 to 13.

11/252 CIVIC GUIDE

To consider the updated Civic Guide and report of the Admin Officer attached at pages 14 to 25.

11/253 SOUTH SOMERSET HERITAGE COLLECTION PROJECT UPDATE

To consider the report by the Director of Culture attached at pages 26 to 27.

11/254 YEOVIL LITERACY FESTIVAL

To consider the report by the Director of Culture attached at page 28.

11/255 COUNTRY WEST FEST

To consider a verbal update (if available).

11/256 UPDATE ON ACTIONS AGREED – LOCAL MANAGEMENT OF THE TRIANGLE AND ASSOCIATED TOWN CENTRE ASSETS

To consider the report of the Chief Executive/Town Clerk regarding the local management of the triangle and associated town centre assets as attached at pages 29 to 30.

11/257 BLUE PLAQUE TRAIL- APP CREATION UPDATE

To consider the report by the Events Officer regarding the app creation update for the blue plaque trail as attached at pages 31 to 32.

11/258 SUPER SATURDAY

To consider the report by the Events Officer regarding Super Saturday, attached at pages 33 to 35.

11/259 CHRISTMAS LIGHT SWITCH-ON EVENT

To consider the report by the Events Officer regarding the Christmas Lights Switch-On Event as attached at pages 36 to 37

11/250 **BUDGET MONITORING UPDATE**

Report Author: Adam Burgan
E-mail: adam.burgan@yeovil.gov.uk
Meeting: Culture Committee
Date: 15th September 2026

The Committee is **RECOMMENDED** to note the report.

Month 1 – 4 (April 2026 – July 2026) budget monitoring is in line with budget expectations. The critical revenue-generating period, including the autumn/winter programme and pantomime season, falls within the remainder of the financial year, and current performance indicators remain positive.

Officers continue to refine internal monitoring and forecasting arrangements as more comparative data becomes available. This will improve the accuracy of future forecasts and support timely operational and financial decision-making where necessary.

Culture Committee												
2025/26							2026/27					
Original Budget	Revised Budget	Budget Virement	Month 1 - 12 spent 31/03/2026	(Over) / Under Spend	Earmarked Reserve Contribution	(Over) / Under after Earmarked Reserve Contribution	Budget Title	Original Budget	Month 1 - 4 spent 31/07/2026	Full Year estimated to 31/03/2027	Estimated (over) / under spend	Notes
£	£	£	£	£	£	£		£	£	£	£	
							EXPENDITURE					
							Director of Culture:					
69,610	0	69,610	70,740	(1,130)		(1,130)	Salaries - Basic & NI	72,200	23,446	70,337	1,863	
13,650	0	13,650	14,697	(1,047)		(1,047)	Salaries - Pension	12,690	3,772	11,316	1,374	
0	0	0	1,399	(1,399)		(1,399)	Other Costs	0	1,022	1,022	(1,022)	Octagon Choir
12,770	0	12,770	2,555	10,215		10,215	Mayoral Allowance	13,150	7,671	13,150	0	
0	0	0	54	(54)		(54)	Other Mayor Costs	0	729	729	(729)	
200	0	200	24	176		176	Travel Costs - Ex Officios	200	0	200	0	
1,000	0	1,000	617	383		383	Mace Bearer Salary	700	305	914	(214)	
3,500	0	3,500	0	3,500		3,500	Band Costs	3,500	0	3,500	0	
							Christmas Lights:					
54,840	0	54,840	55,214	(374)		(374)	Hire, Installation & Safety Checks	54,840	28,076	54,840	0	
30	0	30	0	30		30	Christmas Lights Competition	30	0	30	0	
8,000	0	8,000	7,040	960		960	Christmas Lights Switch On Event	8,000	80	8,000	0	
							Community Heritage:					
36,820	0	36,820	37,080	(260)		(260)	Salaries - Basic & NI	38,180	12,362	37,087	1,093	
6,340	0	6,340	6,377	(37)		(37)	Salaries - Pension	5,890	1,706	5,119	771	
0	0	0	90	(90)		(90)	Health & Safety at Work	0	0	0	0	
0	0	0	14,845	(14,845)		(14,845)	Business Rates	15,290	17,072	17,072	(1,782)	
0	0	0	38	(38)		(38)	Cleaning & Domestic Supplies	40	0	40	0	
70	0	70	312	(242)		(242)	Travelling	70	86	172	(102)	
1,800	0	1,800	182	1,618		1,618	Printing & Stationery	1,850	127	1,850	0	
0	540	540	586	(46)		(46)	Phone & Mobile	770	203	770	0	
7,000	0	7,000	5,257	1,743		1,743	IT	6,370	1,540	6,370	0	
0	0	0	389	(389)		(389)	IT Hardware	0	0	0	0	
0	0	0	0	0		0	Consultancy	5,000	0	5,000	0	
10	0	10	76	(66)		(66)	Uniform / Protective clothing	10	12	12	(2)	
10	0	10	251	(241)		(241)	Volunteer Expenses	500	0	500	0	
10	0	10	180	(170)		(170)	Subscriptions	100	109	109	(9)	
1,500	0	1,500	843	657		657	Events Expenditure	1,550	0	1,550	0	
0	0	0	0	0		0	Licences	0	380	380	(380)	
330	0	330	1,034	(704)		(704)	Equipment, Tools & Materials	340	245	340	0	
0	0	0	340	(340)		(340)	Miscellaneous	0	89	89	(89)	
15,530	0	15,530	5,000	10,530		10,530	SC - Overheads recharge	15,000	0	15,000	0	
28,020	0	28,020	28,689	(669)		(669)	SLA - South West Heritage Trust	28,860	19,332	28,860	0	
4,700	0	4,700	2,390	2,310		2,310	Eats: Festival	4,700	3,050	4,700	0	
1,000	0	1,000	0	1,000		1,000	Love Yeovil	0	0	0	0	
4,000	0	4,000	3,236	764		764	V E Day	4,000	0	4,000	0	
10,000	0	10,000	8,196	1,804		1,804	Super Saturday	10,000	4,853	10,000	0	
1,260	0	1,260	1,342	(82)		(82)	Town Crier	1,260	500	1,260	0	
1,820	0	1,820	1,398	422		422	Yeovil Open Town Crier Competition	1,820	1,165	1,820	0	
1,000	0	1,000	1,202	(202)		(202)	Regalia	1,000	0	1,000	0	
1,500	0	1,500	1,961	(461)		(461)	Remembrance Sunday	1,500	0	1,500	0	
							Westlands:					
645,220	(73,350)	571,870	546,128	25,742		25,742	Salaries - Basic & NI	563,690	196,735	590,205	(26,515)	
127,880	(14,520)	113,360	122,087	(8,727)		(8,727)	Salaries - Pension	113,950	34,148	102,444	11,506	
0	0	0	2,961	(2,961)		(2,961)	Overtime	0	0	0	0	
67,300	65,930	133,230	142,753	(9,523)		(9,523)	Wages (Casual)	147,140	39,249	147,140	0	
0	0	0	0	0		0	Conference Expenses	0	636	636	(636)	
230	0	230	216	14		14	Training	240	0	240	0	
60,040	0	60,040	41,894	18,146		18,146	Repairs and Maintenance Buildings	60,040	8,230	60,040	0	
16,650	0	16,650	3,859	12,791	89,000	(76,209)	Repairs and Maintenance Plant	9,700	1,485	9,700	0	
0	0	0	29,432	(29,432)		(29,432)	Technical	50,000	2,847	50,000	0	
620	0	620	4,423	(3,803)		(3,803)	Health & Safety at work	640	1,628	3,256	(2,616)	
0	0	0	6,273	(6,273)		(6,273)	Repairs & Maintenance Equipment	0	2,187	2,187	(2,187)	

108,350	0	108,350	125,161	(16,811)	(16,811)	Electricity	125,000	27,505	125,000	0	
29,470	(29,470)	0	0	0	0	Gas	0	0	0	0	
28,750	0	28,750	29,415	(665)	(665)	Business Rates	29,610	31,240	31,240	(1,630)	
6,030	0	6,030	0	6,030	6,030	Sewerage	6,210	0	6,210	0	
5,570	0	5,570	0	5,570	5,570	Water	5,740	0	5,740	0	
0	0	0	4,091	(4,091)	(4,091)	Gritting	400	0	400	0	
17,140	0	17,140	4,213	12,927	12,927	Cleaning & Domestic supplies	7,000	1,895	7,000	0	
0	0	0	1,944	(1,944)	(1,944)	Specialist Cleaning		618	618	(618)	
0	0	0	239	(239)	(239)	Skip Hire	0	445	445	(445)	
250	0	250	1,249	(999)	(999)	Maintenance Agreement Charges	0	205	205	(205)	
42,010	0	42,010	8,250	33,760	33,760	Security - Fire / Intruder / Key holding	7,500	1,057	7,500	0	
0	0	0	9,603	(9,603)	(9,603)	Security - Events	9,000	2,832	9,000	0	
160	0	160	876	(716)	(716)	Travelling Allowance	800	383	800	0	
0	0	0	4,061	(4,061)	(4,061)	Printing & Stationery	6,500	480	6,500	0	
30	0	30	46,330	(46,300)	(46,300)	Printing of Publications	60,000	1,092	60,000	0	
280	0	280	1,840	(1,560)	(1,560)	Photographic Work	0	0	0	0	
1,000	0	1,000	23,951	(22,951)	(22,951)	Postage	19,000	1,170	19,000	0	
0	9,020	9,020	9,683	(663)	(663)	Phone & Mobile	12,800	3,251	12,800	0	
20,000	0	20,000	37,893	(17,893)	(17,893)	IT	24,620	11,929	24,620	0	
0	0	0	14,364	(14,364)	(14,364)	IT Hardware	8,000	7,564	8,000	0	
0	0	0	2,109	(2,109)	(2,109)	Website	1,600	1,188	1,600	0	
3,000	0	3,000	83	2,917	2,917	Office Furniture	1,000	0	1,000	0	
3,840	0	3,840	1,588	2,253	2,253	Consultant & professional fees	1,000	2,330	2,330	(1,330)	
780	0	780	968	(188)	(188)	Hospitality	0	0	0	0	
0	0	0	329	(329)	(329)	Uniform / Protective clothing	500	0	500	0	
0	0	0	12,168	(12,168)	(12,168)	Subscriptions	12,000	769	12,000	0	
110	0	110	3,340	(3,230)	(3,230)	Events Expenditure	5,000	0	5,000	0	
32,250	0	32,250	100,113	(67,863)	(67,863)	Adverts/Promotions	58,000	17,293	58,000	0	
8,400	0	8,400	28,352	(19,952)	(19,952)	Performance Rights Licence	24,000	5,359	24,000	0	
90	0	90	295	(205)	(205)	Licences	0	0	0	0	
7,840	0	7,840	59,682	(51,842)	(51,842)	Electronic Bank Charges	26,000	9,152	26,000	0	
0	0	0	6,718	(6,718)	(6,718)	Misc	200	64	200	0	
297,230	0	297,230	1,068,847	(771,617)	(771,617)	Performance Costs	820,000	153,439	820,000	0	
5,000	0	5,000	0	5,000	5,000	Country Music Festival	5,000	0	5,000	0	
60	0	60	585	(525)	(525)	Equipment, Tools & Materials	0	85	85	(85)	
14,780	0	14,780	12,465	2,315	2,315	Equipment hire	12,000	3,787	12,000	0	
0	0	0	1,835	(1,835)	(1,835)	Cleaning Equipment	0	861	861	(861)	
130	0	130	242	(112)	(112)	Floral Decorations	0	0	0	0	
4,080	0	4,080	49,947	(45,867)	(45,867)	Arts & Engagement	20,000	12,762	20,000	0	
0	0	0	1,186	(1,186)	(1,186)	Money Collection Service	1,500	307	1,500	0	
1,540	0	1,540	5,703	(4,163)	(4,163)	Payment to Contractors	3,000	2,122	3,000	0	
0	0	0	7,783	(7,783)	(7,783)	Waste collection	7,500	2,530	7,500	0	
Westlands Front of House:											
0	73,350	73,350	90,983	(17,633)	(17,633)	Salaries - Basic & NI	90,900	39,379	118,137	(27,237)	An additional Chef, previously funded from Casuals
0	14,520	14,520	32,363	(17,843)	(17,843)	Salaries - Pension	31,740	10,291	30,872	868	
294,000	(65,930)	228,070	275,851	(47,781)	(47,781)	Wages (Casual)	251,880	76,953	251,880	0	
0	0	0	0	0	0	Training	100	320	320	(220)	
0	0	0	80	(80)	(80)	Advertising for Staff	100	0	100	0	
400	0	400	586	(186)	(186)	Repairs and Maintenance Buildings	0	0	0	0	
200	0	200	41	159	159	Health & Safety at work	200	7	200	0	
4,370	0	4,370	11,752	(7,382)	(7,382)	Repairs and Maintenance Equipment	8,000	2,564	8,000	0	
0	29,470	29,470	0	29,470	29,470	Gas	29,470	0	29,470	0	
1,800	0	1,800	4,646	(2,846)	(2,846)	Cleaning	8,000	462	8,000	0	
300	0	300	911	(611)	(611)	Printing & Stationery	0	280	280	(280)	
30	0	30	0	30	30	Printing of Publications	0	0	0	0	
3,230	0	3,230	14,009	(10,779)	(10,779)	Icecream Provision	15,000	3,076	15,000	0	
210	0	210	669	(459)	(459)	Confectionery Purchase	0	0	0	0	
151,920	0	151,920	185,129	(33,209)	(33,209)	Restaurant Provisions café bar	180,000	50,037	180,000	0	
900	0	900	0	900	900	Provisions (FOH)	930	0	930	0	
98,540	0	98,540	152,497	(53,957)	(53,957)	Bar purchases	150,000	36,337	150,000	0	
230	0	230	665	(435)	(435)	Purchases for resale	240	0	240	0	
1,550	0	1,550	2,424	(874)	(874)	Rental Catering Machines	1,600	786	1,600	0	
7,000	0	7,000	17,885	(10,885)	(10,885)	Catering Equipment	7,000	699	7,000	0	
190	0	190	191	(1)	(1)	Hospitality	200	45	200	0	

150	0	150	108	42		42	Uniform / Protective clothing	150	0	150	0	
0	0	0	3,777	(3,777)		(3,777)	Subscriptions	1,500	999	1,500	0	
40	0	40	899	(859)		(859)	Events Expenditure	5,000	11,757	11,757	(6,757)	
	0	0	4,764	(4,764)		(4,764)	Bank Charges	600	1,539	4,616	(4,016)	
1,260	0	1,260	2,834	(1,574)		(1,574)	Equipment, Tools & Materials	1,300	1,647	1,647	(347)	
2,440	0	2,440	3,073	(633)		(633)	Equipment hire	2,510	100	2,510	0	
150	0	150	1,991	(1,841)		(1,841)	Cleaning and domestic equipment	2,000	4,463	4,463	(2,463)	New Sorting Bins
30	0	30	0	30		30	Floral decorations	0	0	0	0	
940	0	940	8	932		932	Misc Expenditure	970	500	970	0	
2,265,680	0	2,265,680	151,402	2,114,278	58,068	2,056,210	Octagon	209,470	332,605	332,605	(123,135)	Phase 2 project cost - to be funded by Reserve
0	0	0	0	0		0	Contribution to Octagon Theatre Project (Transfer from Planning)	1,000	0	1,000	0	
1,000	0	1,000	1,000	0		0	Octagon Summer School - SLA	1,000	0	1,000	0	
0	5,000	5,000	5,000	0		0	Arts & Engagement Outreach Programme	0	0	0	0	
5,000	0	5,000	5,000	0		0	Yeovil Art Space (SLA)	5,000	5,000	5,000	0	
2,000	0	2,000	2,000	0		0	Yeovil Together	2,000	0	2,000	0	
4,685,990	14,560	4,700,550	3,833,693	866,857	147,068	719,789	Total Expenditure	3,583,150	1,298,631	3,771,586	(188,436)	
							INCOME					
							Westlands:					
(46,280)	0	(46,280)	0	(46,280)		(46,280)	Joint Financing Conts	(46,960)	0	(46,960)	0	
0	0	0	0	0		0	Contribution towards Panto	(20,000)	(20,000)	(20,000)	0	
(16,652)	0	(16,652)	(81,344)	64,692		64,692	Salary Recharge	(27,090)	(18,465)	(27,090)	0	
(190)	0	(190)	(12,249)	12,059		12,059	Sales - Std	(13,000)	(66)	(13,000)	0	
(3,120)	0	(3,120)	(4,202)	1,082		1,082	Fees & Charges - Std	(3,210)	(1,929)	(3,210)	0	
(14,790)	0	(14,790)	(22,693)	7,903		7,903	Equipment Hire	(20,000)	(5,560)	(20,000)	0	
(700)	0	(700)	(32,339)	31,639		31,639	Advertising	(30,000)	(15,277)	(30,000)	0	
0	0	0	(3,475)	3,475		3,475	Memberships	(3,000)	(771)	(3,000)	0	
(2,190)	0	(2,190)	(67,527)	65,337		65,337	Commission	(60,000)	(14,414)	(60,000)	0	
0	0	0	(386)	386		386	Donations	0	(35)	(35)	35	
(2,940)	0	(2,940)	0	(2,940)		(2,940)	Rents	0	0	0	0	
(1,090)	0	(1,090)	(328)	(763)		(763)	Misc Income	0	(1,425)	(1,425)	1,425	
(537,660)	0	(537,660)	(1,790,735)	1,253,075		1,253,075	Admission Charges Theatre - Std	(1,500,000)	(557,494)	(1,500,000)	0	
(160)	0	(160)	(5,260)	5,100		5,100	Admission Charges Theatre - E	0	0	0	0	
(90,000)	0	(90,000)	(129,754)	39,754	129,754	(90,000)	Ticket Levy	(140,000)	(25,263)	(140,000)	0	
0	0	0	(3,510)	3,510		3,510	Postage	(2,000)	(622)	(2,000)	0	
(69,460)	0	(69,460)	(172,137)	102,677		102,677	Venue Hire	(100,000)	(50,787)	(100,000)	0	
(57,410)	0	(57,410)	(38,004)	(19,406)		(19,406)	Room Hire - E	(59,130)	(836)	(59,130)	0	
(1,630)	0	(1,630)	(74,710)	73,080		73,080	Dance Class/Community Choir	(70,000)	(31,068)	(70,000)	0	
1,000	0	1,000	(500)	1,500		1,500	Dept for Education Apprenticeship contribution	0	0	0	0	
							Westlands Front of House:					
(811,470)	0	(811,470)	(316,210)	(495,260)		(495,260)	Sales of meals	(350,000)	(97,229)	(350,000)	0	
(188,570)	0	(188,570)	(554,121)	365,551		365,551	Bar Sales - Std	(350,000)	(151,451)	(350,000)	0	
0	0	0	(9)	9		9	Other Income	0	0	0	0	
(400)	0	(400)	0	(400)		(400)	Equipment Hire	0	0	0	0	
(2,056,210)	0	(2,056,210)	0	(2,056,210)		(2,056,210)	Octagon	0	0	0	0	
0	0	0	(650)	650	650	0	Development Project Donation	0	(66)	(66)	66	To go to Octagon Theatre Redevelopment Reserve
0	0	0	(2,250)	2,250	2,250	0	Project Contribution - Other Parish	0	0	0	0	To go to Octagon Theatre Redevelopment Reserve
							Community Heritage:					
0	0	0	(867)	867		867	Grants	0	0	0	0	
0	0	0	(1,130)	1,130		1,130	General Sales	0	(77)	(77)	77	
(1,930)	0	(1,930)	(541)	(1,389)		(1,389)	Fees & Charges - Std	(1,990)	(231)	(1,990)	0	
(590)	0	(590)	(472)	(118)		(118)	Donations	(610)	(296)	(610)	0	
(3,902,442)	0	(3,902,442)	(3,315,403)	(587,039)	132,654	(719,693)	Total Income	(2,802,990)	(993,362)	(2,804,593)	1,603	
783,548	14,560	798,108	518,289	279,818	279,722	96	Net Expenditure	780,160	305,268	966,994	(186,834)	

11/251 THE MAYOR'S REGALIA

Report Author: Tabetha Short – Admin Officer

E-mail: Tabetha.short@yeovil.gov.uk

Meeting: Culture Committee

Date: 15th September 2026

RECOMMENDATIONS:

- 1) to note the report;
- 2) to support the commissioning of a replica Mayor's Pendant for routine civic use at an estimated cost of £1,990 (Manufacturer B);
- 3) subject to (2), that the estimated cost be funded from the Regalia Budget line and the Regalia reserve as set out in the report.

REPORT

Background

At the Culture Committee meeting held on 18 November 2025, the Mayor's Pendant and Chain of Office were discussed. It was agreed that a report would be brought to a future meeting for further consideration.

Brief History

The Mayor's Chain of Office is hallmarked 1889, making it approximately 137 years old. The chain was updated in 1964, including the addition of the porcelain centrepiece.



Value

In 2017, the Mayor's Pendant and Chain of Office were professionally valued as follows:

Silver pendant (281g), hand-painted enamel, hallmarked Chester 1889: £2,200

Silver chain (1,132g): £4,500

Presentation box: £200

Total valuation: £6,900

Repair

In 2025, the clasp attaching the pendant to the chain broke. Following consultation with a local independent jeweller, it was advised that the pendant is both delicate and fragile due to its age and construction.

Although the clasp was successfully repaired, the jeweller advised that the pendant itself, weighing 281g, is at risk of damage if the clasp is subjected to further strain. Should the attachment point fail, there is potential for the pendant to fall, resulting in irreparable damage to the enamel and structure.

Issues

There are two key issues:

1. If the pendant were to fail during use, the Mayor could be left without the Chain of Office for civic events, ceremonies, and official engagements.
2. Damage to the pendant could result in the loss of an important piece of Yeovil's civic heritage, which may not be possible to repair or fully restore.

Proposed Solution

To protect this important asset, consideration should be given to commissioning a replica pendant.

A replica could be used for day-to-day civic engagements, reducing wear and risk to the original pendant. The original could then either be retained securely for special occasions; considered for preservation within the Somerset Heritage Collection or put on display in the Mayor's Parlour, ensuring its long-term protection for future generations.

Quotes

Due to the specialist nature of civic regalia restoration and manufacture, quotations were sought from three specialist companies.

Manufacturer A

The estimated cost of producing an exact replica of the current pendant is £10,000 to £15,000.

Manufacturer B

- Replica Yeovil Town Council Badge of Office
- A replica badge manufactured from non-precious metal with bright silver plating, featuring:
 - Enamel centre with full-colour UV-printed Yeovil crest.
 - Protective epoxy coating
 - Decorative 3D detailing with mural crown
 - Bright silver-plated finish
 - Imitation yellow gemstone
 - Chain attachment fitting

Cost: £1,975.00

Delivery: £15.00

Total: £1,990.00



Manufacturer B example of new pendant

Manufacturer C

Manufacturer C advised that, due to the complexity of the item, a quotation could not be provided from photographs alone. They offered either collection of the pendant by courier for assessment or delivery of the item in person by a Council officer. However,

the manufacturer is based in Birmingham, which would involve a significant officer journey.

Given the pendant's monetary value and its significant historic importance to the Council, officers do not consider it appropriate to send the item by courier for assessment.

Manufacturer B is the preference.

Financial Implications

The cost of Manufacturer B can be funded from Regalia Budget line (£1,000) with the remainder coming from the Regalia Reserve (£7,157).

If Members have any questions regarding this report, please contact Tabettha Short – Admin Officer, prior to the meeting.

11/252 THE CIVIC GUIDE

Report Author: Tabetha Short– Admin Officer

E-mail: Tabetha.short@yeovil.gov.uk

Meeting: Culture Committee

Date: 15th September 2026

The Committee is **RECOMMENDED** to:

- 1) to note the report;
- 2) to approve the Civic Guide;
- 3) to recommend to Executive the Civic Guide for adoption.

REPORT

The Yeovil Town Council Civic Guide 2026 has been produced as a practical reference document to support the Town Mayor, Deputy Mayor, Councillors, consort, civic representatives and officers in understanding the civic traditions, responsibilities and protocols associated with the Mayoralty of Yeovil.

The guide explains the role of the Mayor as both the Chair of the Council and the Town's First Citizen, setting out the standards, expectations and procedures that help maintain the dignity and reputation of the office. It provides clear guidance on civic engagements, mayoral events, ceremonial regalia, civic support arrangements and the conduct expected when representing Yeovil Town Council.

In addition to outlining the constitutional and ceremonial aspects of the role, the guide serves as a valuable resource for preserving local civic traditions and ensuring consistency in how official duties are carried out. Topics include attendance at civic events, the role of the Deputy Mayor, mayoral charities, mayoral allowances, civic awards and the important contributions made by the Mayor's Consort, Chaplain, Cadets and Mace Bearer.

The Civic Guide reflects Yeovil Town Council's commitment to strong civic leadership, public accountability and community engagement. By providing clear guidance and practical information, it helps ensure that those undertaking civic responsibilities can do so with confidence, professionalism and respect for the traditions of the town.

If Members have any questions regarding this report, please contact Tabetha Short – Admin Officer, prior to the meeting.



YEOVIL TOWN COUNCIL CIVIC GUIDE

Amanda Card

Chief Executive / Town Clerk

Adopted: 29th November 2016

Reviewed: July 2026

To be reviewed: July 2033

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1 INTRODUCTION

This Civic Guide has been produced to assist the Town Mayor, Deputy Mayor, their consorts, Councillors and employees to understand the civic roles and responsibilities of the Mayoralty and provide useful information for when undertaking a Civic Role.

2 THE ROLE OF THE MAYOR

2.1 Background

Section 245 (6) of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council and the Chair of the Town Council the title of 'Town Mayor'.

The Mayor is elected by the Full Council at the Annual Town Council Meeting (Mayor Making) in May. A Deputy Mayor is also elected at this meeting. The new Mayor and Deputy Mayor each make the following declaration when accepting the Term of Office.

"I,, having been elected to the Office of Mayor of Yeovil Town, declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability."

The Declaration of Acceptance of Office is signed by both the new Mayor and Deputy Mayor and is witnessed by the Chief Executive / Town Clerk.

The Mayor is the representative of the Crown in the Town and as such is the First Citizen of the Town.

2.2 The Role of the Mayor as Chair of the Council

A Mayor has the same rights and duties as a Local Council Chair. The Mayor is the Chair of the Town Council and is a member by virtue of being elected to the Office of Mayor (ex officio) of all Council Committees. As Chair of the Town Council the Mayor may exercise a casting vote in addition to their ordinary vote in decision making by the Full Town Council but otherwise has no additional formal powers to those of other Councillors.

The Mayor will concentrate on representing the whole Town of Yeovil during their term of office whilst maintaining an appropriate and active role in their ward.

The Mayor will act as the principal ambassador for the Town. The Mayor can expect to be asked for public statements concerning Town Council policies and actions. Any statements given should reflect the agreed policy of the Town Council rather than individual or party-political views. The Chief Executive / Town Clerk is available for advice on any aspect of Town Council policy. On occasion, the Mayor may need to make it clear whether they are speaking as Mayor, as a Councillor or in a personal capacity to avoid confusion.

2.3 The Civic Role of the Mayor

The office of Mayor of Yeovil is respected and held in high regard by the community because of its service to the community and the dignified behaviour of the successive Mayors and Deputy Mayors. A Mayor, by virtue of the Office, can use their position to stimulate community pride, encourage business, promote the voluntary sector and mould social cohesion. The Mayoralty can also be a front-

line focus for the expression of community concerns. The Chief Executive / Town Clerk will support and advise the Mayor.

A Mayor will also have many meetings, some with dignitaries, numerous engagements and is the public eye for virtually the whole year. With this mind the mayor needs to exhibit a keen and genuine interest in those they meet, show enthusiasm and commitment to the role, ensure they are non-party political, speak up for the town's interests and always be mindful of the dignity of the Office.

For those chosen, or who are thinking about putting themselves forward for selection it is essential to discuss this with employers and family in advance of accepting the office.

3 INVITATIONS AND EVENTS

Invitations are received from a wide variety of organisations to meetings and events within the Town and outside.

Invitations are considered on their own merits and should be ranked in order of priority:

- State occasions
- Invitations and events within the Town
- Invitations and events within South Somerset District
- Invitations within Somerset
- Other events

The Chief Executive / Town Clerk will advise where there is a clash of events or any other issue concerning engagements.

All engagements are arranged through the Town Council office through the Mayors PA. Where the Mayor is approached personally concerning an official Mayoral event, they must advise that contact through the Town Council must be made, either by telephoning, emailing (mayor@yeovil.gov.uk) or writing.

All engagements are reported to Town Council to ensure public accountability and openness.

Neither the Mayor nor Deputy Mayor or any other Councillor must solicit engagements or visits or otherwise obtain favours by virtue of office.

The Mayor should not accept engagements that coincide with Town Council meetings. These engagements should be offered to the Deputy Mayor. If neither the Mayor, nor the Deputy Mayor is available, then the engagement should be offered to the Chair of Executive, if this is acceptable to the organisation issuing the invitation.

4 MAYOR/DEPUTY MAYOR'S ATTENDANCE PRO FORMA

A copy of the Mayor/Deputy Mayor's Attendance Pro Forma (Appendix A) is sent out to organisers that have invited the Mayor or Deputy Mayor to attend their function. The information returned provides the necessary information to attend, including function details, the dress code and whether a speech is required. If the pro forma is not completed, the Mayor's PA will contact the organisation to confirm.

5 MAYORESS AND CONSORT

The Mayor may signify an official Mayoress or Consort at the Annual Mayor Making. The Mayoress or Consort maybe a spouse/partner, fellow Councillor, family member or friend. The Mayoress/Consort will accompany the Mayor on engagements but other than that has no other civic role and must not undertake engagements alone.

6 MAYOR'S CHAPLAIN

The Mayor may signify a recognised minister of religion to act as Mayor's Chaplain at the Annual Mayor Making. The Chaplain may be invited to provide spiritual support to the Mayor and Council and to act as the religious lead on certain civic occasion such as Remembrance Sunday.

7 MAYOR'S CADET

The Mayor may signify young people to act as Mayor's Cadets at the Annual Mayor Making. The Cadet(s) will accompany the Mayor at certain official functions when invited to do so. The Mayor should provide the cadet with a description of their roles and responsibilities. At the conclusion of the year of office, it is customary for an outgoing Mayor to present the cadet(s) with a small token of thanks.

8 MACE BEARER

The Mace Bearer provides assistance and advice to the Mayor. The Mace Bearer is subject to their own set of rules and must adhere to the guidance within "The Official Handbook of the Guild of Mace Bearers". This handbook supersedes any information held within this Civic Guide unless otherwise advised by the Chief Executive / Town Clerk.

9 CIVIC REGALIA

Official chains and badges of office are normally worn for civic engagements within the Town. Permission for the Mayor to wear the chain must be requested if an engagement is in another Town or Parish. Invitations should specify the regalia to be worn. In any case of doubt, clarification on the most appropriate regalia must be sought with the event hosts.

Chains of Office will normally be worn in public places where the Mayor is accompanied by the Mace Bearer. The Mace Bearer under the direction of the Chief Executive / Town Clerk is responsible for the Chains of Office.

The maintenance and security of the civic regalia is the responsibility of the Mace Bearer under the direction of the Chief Executive / Town Clerk.

Guidance on wearing the chain and badge of office and other items of regalia is set out beneath:

Item of Regalia	Guidance on wearing them
Mayors Chain and Badge of Office	The Mayor can wear the chain and badge of office in both public and private places.
Mayoress'/Consort's Chain and Badge	The Mayoress/Consort will only wear the chain when accompanying the Mayor
Deputy Mayors Badge of Office	The Deputy Mayor can the badge of office in both public and private places.
Deputy Mayoress' Chain and Badge of Office	May be worn when accompanying the Deputy Mayor
Past Mayor's Badge	May be worn at civic events when the Mayor is present and at other occasions when clearly indicated on the invitation or notification.
The Mace	Carried by the Mace Bearer before the Mayor at certain events. Placed in front of the Mayor at meeting of Town Council.

The Chief Executive / Town Clerk will provide further guidance if required.

The Council provides insurance cover for the regalia and robes. The chains and badges should be kept locked away between engagements and overnight in the safe at Town House unless other secure arrangements have been agreed with the Chief Executive / Town Clerk. Where secure arrangements are situated in the individuals' home, it is the Mayor's and/or Deputy Mayor's responsibility to inform their insurance provider. During any holiday period or where it is likely that the Mayor or Deputy Mayor will be away from home for a long period of time, the chains should be returned to Town House and locked in the safe.

The Council will be responsible for the maintenance of the regalia and robes, including any damage or wear and tear. However, any damage should be reported to the Town Clerk as soon as possible.

The Mace is a ceremonial item and a symbol of the Mayor's authority. The Mace indicates that the Mayor is present in their official capacity. The Mace immediately precedes the Mayor on all official occasions to represent their authority as delegated from the Crown. The Mace Bearer carries the mace over their right shoulder; they walk in front of the Mayor and no one (except a member of the Royal family) must come between the mace and the Mayor. The Mace Bearer should attend any engagement when the Mayor is adorned in the robes and chain.

The Mace is used at official ceremonies, such as Mayor Making and at Town Council meetings. If the Monarch is present, the Mace is reversed, which signifies that the Mayor is surrendering the token of their power. When the Mayor is seated the Mace rests horizontally before them with the crown end to their right hand or in the more important direction. Should the Mayor occupy a pew in a church the crown of the Mace should be towards the altar.

At the Annual General Meeting, during the ceremony for the election of the Mayor, the outgoing Mayor, after being handed the mace by the Mace Bearer, then hands it to the newly installed Mayor thus publicly displaying the transfer of office.

There may be occasion where the Mayor or the Deputy Mayor attends events out of the country, for example with Yeovil Twinning Association. If the Mayor or Deputy Mayor intends to take the regalia out of the Country, for the purposes of insurance they must inform the Chief Executive / Town Clerk. In addition, the

Chief Executive / Town Clerk will supply the Mayor or Deputy Mayor with a letter of authorisation on behalf of the Council.

10 MAYORAL SUPPORT

Day to day support for the Mayor is provided by the Mayor's PA under the direction of the Chief Executive / Town Clerk. The exact nature and extent of support and processes will be agreed with the Chief Executive / Town Clerk. The Mayor may expect all diary arrangements and processes to support them in undertaking duties.

The Mayor's PA will be responsible for keeping the Mayoral engagement diary and liaison between the events host and Town Council. The Mayor must refer and agree all such matters with the Town Council office to avoid confusion concerning event arrangements.

If the Mayor is unable to accept an invitation, then it may be passed to the Deputy Mayor and then the Chair of Executive (if this is acceptable to the inviting organisation).

Once an invitation has been properly accepted it should not be cancelled unless absolutely necessary.

All correspondence for the Mayor is kept in Town House; it will be opened by Officers (alongside all other mail) and belongs to the Town Council. Items addressed in error to former Mayors will be redirected by the Chief Executive / Town Clerk to the current Mayor. Personal invitations and correspondence to former Mayors will be forwarded as appropriate.

11 EVENTS

11.1 Civic Events

The Mayor is expected to attend the following Civic Events:

	When	Robes?	Councillors to attend *
Mayor Making	May	✓	✓ Mandatory - smart dress
Civic Service	June / July	✓	✓ Mandatory - smart dress
Clergy Tea Party	Mayor's choice	✗	✗
Armistice Day	11 th November	✗	✓ Discretionary – smart dress
Remembrance Sunday	Second Sunday of November	✓ not at Cemetery war graves	✓ Mandatory - smart dress
Civic Day	Mayor's choice	✗	✗

Civic Evening	Mayor's choice	✗	✓ Discretionary – smart dress
St George's Day Parade	April – Sunday closest to 23 rd April	✓ If requested	✓ Discretionary – smart dress
Freedom of the Town	As requested by RNAS Yeovilton	✓	✓ Mandatory - smart dress
Wells Cathedral	As per invitation	✓	✗

** Councillors should contact the Chief Executive / Town Clerk if they require clarification on dress code.*

Only in extenuating circumstances should the Deputy deputise for the Mayor, the Chief Executive / Town Clerk will advise.

If a member of the Royal family visit Yeovil, specific instructions will be circulated by the Chief Executive / Town Clerk.

The protocol to mark the death of a senior member of the Royal family will be actioned as appropriate.

11.2 Other Events

The Mayor is expected to attend the following events:

	When	Robes?	Councillors to attend *
Super Saturday	September	✗	✓ Discretionary - Volunteers (casual dress)
Mayor's Ball	Last Saturday of November	✗	✓ Discretionary – black tie/formal wear
Town Crier's Competition	April	✗	✓ Discretionary – smart dress
Yeovil College University Centre Graduation Ceremony	December	✓	✗
Christmas Lights Switch On	November	✓	✓ Discretionary – smart warm dress

** Councillors should contact the Chief Executive / Town Clerk if they require clarification on dress code.*

12 MAYOR'S CHARITIES

The Mayor should give some consideration to the charity or charities they propose to support in their Mayoral year. The choice is left to the discretion of the Mayor but tends to be a local based charity. The Mayor may identify the charity or charities of their choice at the Annual Mayor Making.

13 MAYORAL ALLOWANCE

The Local Government Act 1972 allows for the Mayor to be paid an allowance to meet the expenses of their term in office. The Town Council sets the budget for the Mayoral allowance during its budget setting process and is the responsibility of the Executive Committee. The Mayoral Allowance is separate from the Councillors Basic Allowance

The provision of the Mayoral Allowance is to allow any Councillor to be able to be Mayor regardless of personal financial circumstances and to allow each Mayor to fulfil the duties of the role with dignity.

General items of appropriate expenditure may include (but not be limited to):

- Clothing for civic representatives to be worn at events
- Donations to charities and collection
- Tickets for events
- Hospitality provided by the Mayor
- Travel to engagements and subsistence
- Appropriate gifts and/or cards.

The Mayoral Allowance is paid to the Mayor in instalments over the year, with heavier weighting to the earlier months of the municipal year to fund expenditure for Civic Events such as Mayor Making and Civic Service. The Mayor will set up a bank account specifically for Mayoral expenditure and the Mayor's Allowance shall be paid directly into this account.

For purposes of transparency, the Mayor must maintain a spreadsheet expenditure, which is reconciled to the Mayor's Bank Account on a quarterly basis by the Mayor and Town Clerk. A summary of expenditure will be produced and reported back to the Executive Committee following the end of the municipal year. Any donations for the Mayor's Charities are asked to be made Payable to Yeovil Town Council and any cash donations are paid immediately to the office at Yeovil Town Council.

14 DEPUTY MAYOR

The Councillor elected as Deputy Mayor will support the Mayor throughout the year and will represent the Council when asked to do so.

If the Mayor is not present at a Council meeting the Deputy Mayor must preside if present. The Mace is never carried in front of the Deputy Mayor. In this instance, the mace is placed before the meeting starts and collected when the meeting is finished.

The Deputy Mayor has no standing in that role when the Mayor is present but assumes the precedence and standing of the Mayor when deputising for the Mayor.

15 MAYOR'S END OF YEAR

At the Annual Town Council which denotes the end of the Mayor's Term of Office, the custom is to invite the outgoing Mayor to make a short speech as response to a vote of thanks for their services during the year. This normally comprises a short review of their period office, thanks to the

organisation and people of Yeovil who extended hospitality and have worked with the Mayor and Town Council during the year and to any other supported.

The new Mayor will present the previous Mayor with a Past Mayor's badge.

Retired Mayors are encouraged to help incoming Mayors to familiarise themselves in the role.

16 MAYORS AWARD

Every year the Mayor will award an individual or an organisation who provides a worthwhile service to the community. The recipient(s) of this award will receive a silver salver as a token of recognition and thanks on behalf of the Mayor and the Town. Their name will also be added to the Mayor's Award Roll of Honour.

11/253 **SOUTH SOMERSET HERITAGE COLLECTION PROJECT UPDATE**

Report Author: Adam Burgan
E-mail: adam.burgan@yeovil.gov.uk
Meeting: Culture Committee
Date: 15th September 2026

The Committee is **RECOMMENDED** to note the report

Introduction

Following the Fire Risk Assessment commissioned by Somerset Council that led to the closure of the South Somerset Heritage Collection at Lufton Depot Members of the Heritage Working Party, responding to comments from members of Yeovil Town Council acknowledge there are two separate, but linked, issues for the council to address.

1) To secure the long-term future of the South Somerset Heritage Collection in finding a new location for the collection to be stored safely and where it can be managed and cared for in a suitable facility.

2) The long-term aspiration for a Museum or Heritage Centre for Yeovil that celebrates, preserves and shares the history of Yeovil and increases public access to the South Somerset Heritage Collection. The centre should provide an economic boost to the town centre and be source of pride for residents whilst attracting visitors to the town.

Report

South West Heritage Trust have worked with council officers to develop a Consultancy Brief to appoint experts and professional bodies to undertake this work on behalf of Yeovil Town Council

At it's meeting held on 3rd August 2026, it was agreed this Committee recommended to the Executive, expenditure up to £95,000 for appointment of Heritage Consultant Team for both phases of this project subject to approval to proceed with Phase 2. This has been agreed under Urgent Business (and will be reported to the next meeting of Executive in accordance with Standing Order 4(d)(xiv)).

Given South West Heritage Trust's expertise and reputation officers asked the trust to lead on procurement for the consultants. Updated timescales are as follows:

Date	Milestone
26 th August 2026	Yeovil Town Council approval to go out to tender. Tenders go out.
16 th September 2026	Tender deadline
30 th September 2026	Presentations and Interview for Final Assessment
2 nd October 2026	Consultant appointed
October 2026	Start-up meeting, milestones agreed
November/December 2026	Stakeholder consultation complete
13 th January 2027	Draft options appraisal report presented to SC/YTC/SWHT
31 st January 2027	Final report
February 2027	Presentation to Yeovil Town Council

11/254 **YEOVIL LITERACY FESTIVAL**

Report Author: Adam Burgan
E-mail: adam.burgan@yeovil.gov.uk
Meeting: Culture Committee
Date: 15th September 2026

The Committee is **RECOMMENDED** to note the report

Introduction

Yeovil Literary Festival takes place through October with a special pre-festival appearance by international bestselling author John Boyne on Wednesday 14th October, followed by Library events commencing on the 16th, then the main bulk of the events taking place at Westlands Entertainment Venue from Wednesday 21st.

Report

The festival welcomes around 6,000 visitors each year and celebrates variety - from acclaimed novelists and poets to historians, true-crime writers, comedians, and beloved celebrities sharing their real-life stories. Yeovil Literary Festival is a not-for-profit collaboration between Yeovil Town Council's Westlands Entertainment Venue and Octagon Theatre, Yeovil Library (Somerset Libraries), Waterstones Yeovil, and Yeovil Community Arts Association (YCAA).

Local businesses are once again sponsoring festival events. The festival champions local authors and also welcomes big names including Charlie Higson, Anneka Rice, Victoria Hislop, Peter James, Jeremy Hunt, Mary Portas, Dame Maggie Aderin, Professor Dame Sue Black, Frank Gardner, Sir Ian Botham, Jim Al-Khalili, Celia Imrie and Donna Ashworth.

Somerset-born actor, James Purefoy, is undertaking two events with money raised supporting development of The Octagon Theatre. He will be sharing stories from his career on the Friday. On the Sunday he is leading a special readings event based on the new book "Diaries of Note" where he will be joined by other actors.

For full listings please visit yeovilliteraryfestival.co.uk. Copies of the brochure will be made available to members for those attending the meeting in person or are available to collect from Westlands Entertainment Venue, Waterstones, Yeovil Library and other locations through the town.

11/256 UPDATE ON ACTIONS AGREED – LOCAL MANAGEMENT OF THE TRIANGLE AND ASSOCIATED TOWN CENTRE ASSETS

Report Author: Amanda Card – Chief Executive / Town Clerk

E-mail: amanda.card@yeovil.gov.uk

Meeting: Culture Committee

Date: 15th September 2026

The Committee is **RECOMMENDED:**

(1) to note the report; and

(2) to note the progress being made by officers in evaluating the opportunities, costs and responsibilities associated with the potential transfer of management of the Triangle and associated assets

Purpose of Report

To provide Members with an update on progress regarding Resolution 11/242 of the Culture Committee held on 3rd August 2026 concerning the potential transfer and management of the Triangle public space and associated assets.

Background

At its meeting on 3rd August 2026, the Culture Committee resolved to formally progress discussions with Somerset Council regarding the transfer of management responsibility for the Triangle public space, water feature, digital screen, event booking and programming, and the Glovers Walk Meanwhile Use site. The Committee also requested an assessment of how Yeovil Town Council could support the management, programming and promotion of these facilities whilst minimising any additional staffing requirements and exploring opportunities to develop a coordinated programme of community events and activities.

Update

Officers have commenced an initial review of information provided by Somerset Council regarding the Triangle and associated assets. The proposal identifies the Triangle as a significant public space within Yeovil town centre, designed to accommodate events, entertainment and community activities through features including an amphitheatre-style public space, water feature, digital screen, stage area, power supplies and landscaped planting.

The information supplied by Somerset Council outlines a range of responsibilities that could potentially transfer to Yeovil Town Council, including management of the water feature, digital screen, event bookings and programming of the space. The proposal also identifies a number of operational and maintenance costs currently associated with these assets.

Officers have held initial discussions with Somerset Council and continue to review the information provided. Whilst discussions have been constructive, the initial review suggests that elements of the proposal may represent a transfer of maintenance and operational costs rather than solely the transfer of management responsibilities. As a result, officers are seeking further clarification regarding the extent of the obligations proposed, associated liabilities and any ongoing financial commitments that would fall to the Town Council.

Officers' view is that any future devolution arrangement should focus on enabling Yeovil Town Council to manage, programme, promote and activate the space for the benefit of residents, visitors and the wider community. The Council's interest is in supporting greater use of the Triangle and associated facilities through events, activities and cultural programming, rather than simply assuming responsibility for existing maintenance costs.

The Events Officer and Chief Executive/Town Clerk have also held discussions with the Area Licensing Practitioner, the Police Sergeant and the PCSO Supervisor from Avon and Somerset Police to explore the types of events that could potentially be accommodated within the Triangle. These discussions have focused on the practical requirements from both a licensing and community safety perspective, including event management arrangements, capacity considerations, stewarding, licensing requirements where applicable, and measures necessary to ensure events can be delivered safely and successfully within the space. These early conversations have been valuable in helping officers understand the opportunities and constraints associated with developing a vibrant programme of activities within the area.

Further work is being undertaken to understand the financial implications, resource requirements and governance arrangements associated with any potential transfer. This will include consideration of how the space could be integrated into the Council's wider cultural and events programme, opportunities to increase community participation and footfall in the town centre, and whether any additional staffing or budget provision would be required.

Next Steps

Officers will continue discussions with Somerset Council and seek further information regarding operational arrangements, maintenance responsibilities, liabilities, budgets and governance arrangements. Once this work has been completed, a further report will be presented to the Committee setting out the opportunities, risks and implications associated with any proposed transfer of responsibilities

Report Author: Tamara McKay – Events Officer

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Meeting: Culture Committee

Date: 15th September 2026

The Committee is **RECOMMENDED:**

- 1) to note the report;
- 2) to consider the principle of funding professional photography services to support the development and promotion of the digital app;
- 3) to consider the principle of funding professional restoration services to improve the condition of the existing plaques;
- 4) subject to (2) and/or (3) being agreed, to agree that a further report be brought back to this Committee once costs are known.

REPORT

The Committee agreed at the previous Culture Meeting to proceed with the delivery of a digitised Blue Plaque Trail at an approved cost of £500.

Since then, officers have been working with “at-creative” to develop the trail for their associated app. As content has been generated and reviewed, it has become clear that significantly more work is required to create a high-quality and engaging experience for users.

The Events Officer is now working alongside the Heritage Co-ordinator to develop a more immersive experience, incorporating historical photographs, audio clips and additional interpretive content. During this process, the need has also been identified for the existing blue plaques to be professionally restored and photographed to ensure the app content is of an appropriate standard and to support the formal launch and future promotion of the trail.

The original aspiration was to launch the trail at Super Saturday on 19 September; however, given the additional work now identified, this timescale is considered too ambitious. It is therefore proposed that the formal launch takes place in April 2027 in conjunction with the Town Crier's Competition, although the app itself is expected to be live prior to this date.

The cost of professionally restoring the plaques is approximately £768 (excluding VAT) per plaque, however this does not include the cost of removing and sending the plaques to the company or the return and reinstallation of the plaques, and a quotation of £275 has been received for professional photography.

Consideration must be given to the additional costs associated with the removal, transportation and reinstallation of the plaques. However, no information has been identified regarding the original installation method, and this would require further investigation.

It would also be necessary to establish precisely how many plaques require full restoration before an accurate cost estimate can be obtained. Similarly, further research would be required to obtain quotations for replacement plaques, which may prove to be a more cost-effective option.

11/258 SUPER SATURDAY UPDATE

Report Author: Tamara McKay – Events Officer

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Meeting: Culture Committee

Date: 15th September 2026

The Committee is **RECOMMENDED** to note the report.

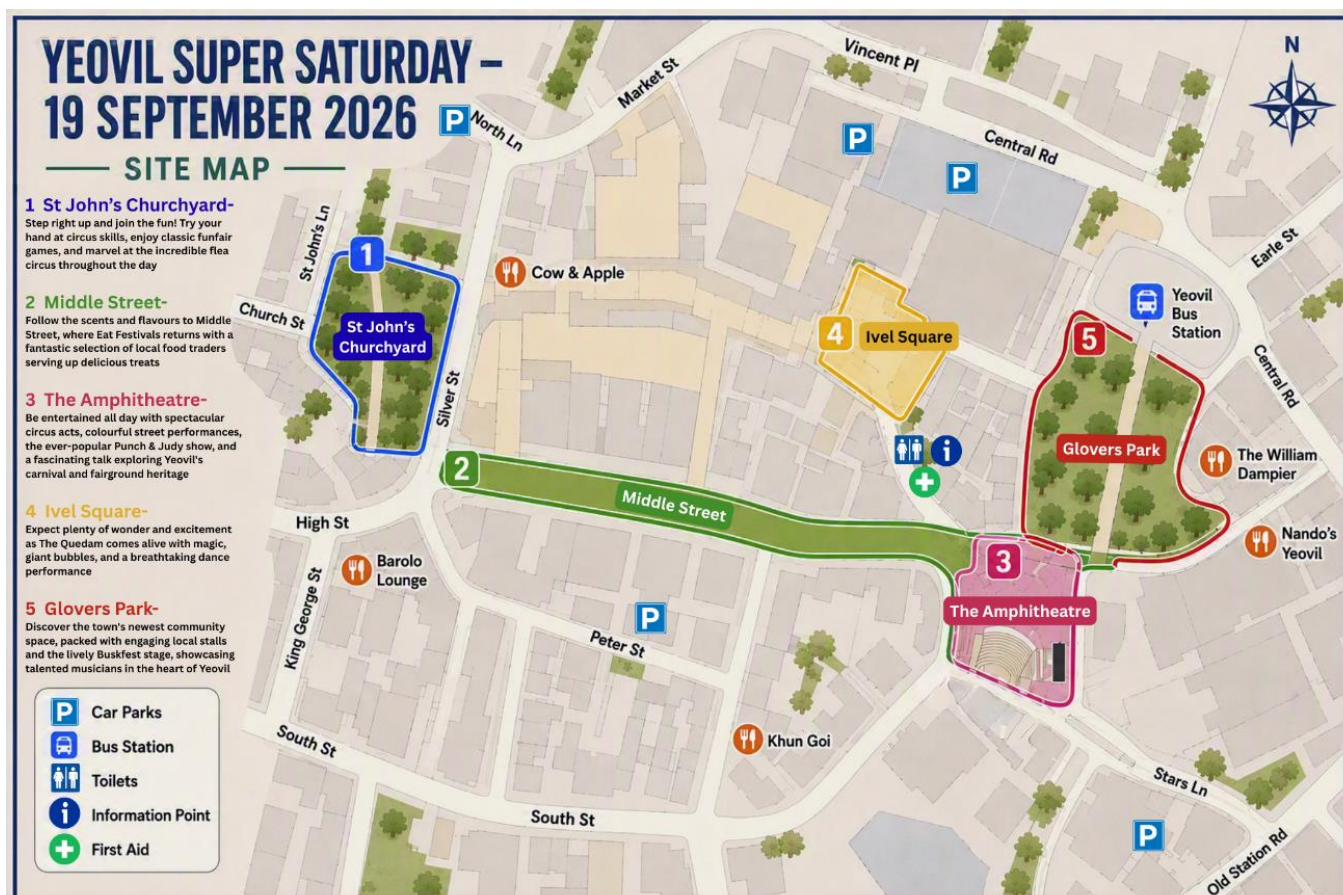
REPORT

Planning for Super Saturday on 19 September is nearing completion, with a diverse and comprehensive programme now almost finalised. Careful consideration has been given to ensuring the event offers broad appeal, providing entertainment and activities for both children and adults while also maximising the use of in-house resources wherever possible.

As part of this approach, it has been decided to operate a single Buskfest stage this year. This change has generated a saving of more than £400, which has been reinvested into additional activities and performances, enhancing the overall event offer.

The event will also make use of the new Glovers Park space in its current form. It is anticipated that incorporating this area into the programme will help increase footfall to the lower end of the town centre, while also encouraging positive engagement with the space and demonstrating its potential for future events and community activities.

Below is an overview of the event site:



Below is an overview of the programme, and approximate costs:

Name	Provision	Timing	Cost (exc. VAT)
St John's Churchyard			
Traditional Funfair	Funfair games	10 - 4	£712.50
Uncle Tacko	Flea Circus	2.30 & 3.30	£400.00
The Hula Hoop Lady	Circus Skills	10 - 4	£375
TBC	Music	TBC	TBC
Ivel Square			
Westlands Outreach	Arts stall	10 - 4	n/a
Zoie Logic Dance	2 x performances and workshops	performances: 11.30 am & 2 pm	n/a
Rainbow Gecko	Bubble workshops	10 - 4	£287.50
Robin Fox	Walkabout magician	11 - 2	£197.50
The Amphitheatre			
Joseph Lewis	Historical Talk	11 am	n/a
Higher Beings	Circus Show	11.45 am & 2 pm	£640
Dr Pandemonious Fish	2 x Street Show (& walkabout)	12.30 pm & 2.45 pm	£350
Professor Wilson	3 x Punch & Judy shows	10.15 am, 1.15 pm & 3.30 pm	£270

Glovers Park			
Somerset Wildlife Trust	Community Stall	10 - 4	n/a
Able2achieve	2 x Community Stall	10 - 4	n/a
Potter House (Crystal Care)	Community Stall	10 - 4	n/a
RAF Air Cadets	2 community Stall	10 - 4	n/a
RAFA	Community Stall	10 - 4	n/a
Blood Bikes	Community Stall	10 - 4	n/a
Yeovil Hospital Charity	Community Stall	10 - 4	n/a
South Somerset Heritage	Community Stall	10 - 4	n/a
Community Wardens	Community Stall	10 - 4	n/a
LOW PROFILE	Community Stall	10 - 4	n/a
Country Park Rangers	Community Stall	10 - 4	n/a
Spirit Carnival Club	Community Stall	10 - 4	n/a
Dave Woan	Buskfest	10 am	n/a
Will Cann	Buskfest	10.50 am	n/a
Jack Saunders	Buskfest	11.40 am	n/a
Happy Pluckers	Buskfest	12.30 am	n/a
Sophie Joanne	Buskfest	1.20 pm	n/a
U3A	Buskfest	2.10 pm	n/a
KD Rivers	Buskfest	3 pm	n/a
Methodist Church			
Emerald First Aid	First Aid provision	10 - 4	£219
Eat Festivals- Middle Street			

The most significant cost associated with the event is the provision of technical and audio support, which is essential to ensuring the smooth delivery of performances within the Amphitheatre. Revolution Audio, a local business, has consistently provided a high standard of service at previous Council events and has proven to be a reliable delivery partner.

In light of this positive working relationship, consideration will be given to establishing a longer-term contractual arrangement with Revolution Audio. This would support the Council in achieving greater value for money, whilst also ensuring continuity and consistency in the delivery of future events.

In addition, the Council has now acquired its own PA system (kindly donated by Cllr David Woan), which will enable the independent delivery of smaller-scale events and reduce the need for external equipment hire where appropriate. This investment is expected to provide ongoing operational and financial benefits for future event programming.

Report Author: Tamara McKay – Events Officer

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Meeting: Culture Committee

Date: 15th September 2026

The Committee is **RECOMMENDED:**

- 1) to note the report;
- 2) to agree the principle of increasing the Christmas Light Switch-On event budget to £12,000 from £8,000; and
- 3) subject to (2) being agreed; to recommend to the Executive that the event budget be increased to £12,000, and that the additional £4,000 be funded from contingencies in 2026/27 and built into the base budget for future years.

REPORT

Planning for the 2026 Christmas Light Switch-On, scheduled for 28 November 2026, is well underway. There is a clear ambition from both Members and officers to further develop and expand the event, which consistently attracts the highest attendance of any event in the Council's annual programme.

A number of opportunities have been explored to enhance the event offer and increase footfall. These include the introduction of a funfair, which would be delivered at no direct cost to the Council, with the operator generating income through ride charges. Additionally, engagement has commenced with local businesses and independent traders regarding the provision of retail and food stalls throughout the event. Pitch fees would be charged to participating traders, generating income that could help offset a proportion of the event costs.

The current event budget stands at £8,000, excluding the cost of the Christmas lights themselves. At present, approximately £5,000 of this budget is allocated to technical and production requirements, including staging, sound, and associated infrastructure. These elements are essential to ensuring the safe, professional, and effective delivery of the event. Consequently, the remaining budget available for entertainment, performances, and additional programming is limited.

It is considered that an increased budget of £12,000 would provide greater scope to enhance the quality and scale of the event. This additional investment would support the introduction of higher-profile attractions and entertainment, helping to establish the

Christmas Light Switch-On as a premier seasonal event comparable to those delivered in larger towns and cities.

One proposed enhancement is the inclusion of a pyrotechnic display to coincide with the switching on of the Christmas lights, creating a memorable focal point and adding significant visual impact to the event. Discussions have taken place with a local specialist provider who has undertaken a site visit and confirmed the feasibility of delivering a display suitable for a town-centre environment. An indicative quotation of approximately £4,000 has been received for a 5 to 7-minute display.

However, it should be noted that it would not be possible to deliver this enhancement, or meaningfully explore other additional attractions and programming opportunities, within the current budget allocation. Any significant expansion of the event would require an increase in the overall event budget to ensure that enhancements can be delivered safely, professionally, and to a standard that meets public expectations.