

Yeovil Town Council



Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Promotions and Activities Committee

Promotions and Activities Committee

Tuesday 28th May 2024

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, Town Clerk
21st May 2024

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

Members of Yeovil Town Council are summoned to attend:

Tareth Casey

Jane Lowery (Vice Chair)

Karl Gill

Sarah Lowery

Emma-Jayne Hopkins

Graham Oakes

Andy Kendall (*Ex-officio*)

Dave Woan (Chair)

Jamie Lock

Ruth White

Tony Lock (*Ex-Officio*)

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 by 9:00am on Tuesday 28th May 2024. Instructions will be sent to you to view the meeting.

Equality Act 2010

The general public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Disability	Religion or Belief
Gender Reassignment	Sex
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

Recording of Council Meetings

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. Please refer to our Policy on audio/visual recording and photography at Council meetings at www.yeovil.gov.uk. This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

A G E N D A

Public Comment (15 Minutes)

Due to the confidential nature of the business of items 11/147 and 11/148 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*

11/135. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

11/136. 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).

11/137. MINUTES

To approve as a correct record the Minutes of the meeting held on 12th March 2024.

11/138. YEOVIL ARTS AND HERITAGE WORKING GROUP REPORT

To consider the report by the Deputy Town Clerk about the Yeovil Arts and Heritage Working Group attached at page 7.

11/139. EAT:FESTIVALS

To consider feedback from the event on Saturday 18th May.

To note the locations for the event to take place on 21st September 2024:

Middle Street middle, Middle Street top, Wine Street, Union Street and Borough.

11/140. BEACON LIGHTING EVENT FOR D-DAY COMMEMORATION

To consider the plans for the lighting of the Beacon on the evening of 6th June 2024 details attached at page 8.

11/141. EMAIL REGARDING COMMUNITY PROJECTS

To consider an email from a member of the public attached at page 9.

11/142. YEOVIL MINI SUPER SATURDAY

The plans for the mini summer Super Saturday include a variety of community stalls, circus skills, dance performances, activities by Yeovil Art Space, stiltwalker, walkabout acts and Buskfest.

11/143. TOWN CRIER'S COMPETITION

Opportunity for Councillors to provide feedback for the day and to decide the date of the Town Crier's competition for 2025.

11/144. YEOVIL IN BLOOM MINUTES

To consider the minutes of the Yeovil in Bloom meetings held on 4th March and 22nd April 2024 (previously circulated).

11/145. FINANCIAL STATEMENT – FEBRUARY AND MARCH 2024

To consider the Financial Statement for the period 1st February to 31st March 2024 attached at pages 10 to 12. (There were no payments from this budget in February 2024)

Public Comment (15 Minutes)

11/146 .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.

11/47. CHRISTMAS LIGHTS WORKING GROUP - CONFIDENTIAL

To consider a confidential report (the Christmas Lights Working Group will meet earlier in the day on 28th May and an update will be brought to the meeting).

11/148. CHRISTMAS EVENT - CONFIDENTIAL

To consider a proposal regarding a Christmas Event attached at pages 13 to 19.

11/138. YEOVIL ARTS AND HERITAGE WORKING GROUP REPORT

Yeovil Arts and Heritage Working Group met in May. There were representatives from Yeovil Town Council, South West Heritage Trust, Laurel Miller Consulting, Yeovil Art Space, A-Z Yeovil History, University of West of England (UWE), South Somerset Heritage Collection, Yeovil Press and the Curatorial Group.

The purpose of the meeting was to re-visit the vision, mission and aims of the group as very successful “Story of Yeovil” project was coming to a close. The group structure and working processes were also considered with a way forward agreed which would support the funding application and timing of proposals to meet the heritage needs of the town.

Laurel Miller Consulting and UWE were very complimentary about the work carried out by the Yeovil Arts and Heritage Working Group in the delivery of a heritage project delivered uniquely in challenging time and environment. The Group recognised that the circumstances had challenged their methods of project delivery which had resulted in innovative experiences and solutions. These had been held as outstanding examples to communities who were able to deliver more traditional building/location-based access to heritage as an opportunity to try a different approach.

Full meeting notes are available from the Deputy Town Clerk.

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

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

11/140. BEACON LIGHTING EVENT FOR D-DAY COMMEMORATION

Beacon lighting will take place on 6th June 2024 to commemorate the 80th anniversary of the D-Day landings.

Plans for the evening which is being organised by Love Yeovil CIC are as follows:

1900 - 1945	Bell ringing
1945	Abbey 104 to start compering TBC
2000	D-Day Proclamation
2015 - 2115	HMS Heron Band to play
2115	Lighting of the Beacon Speak The International Tribute HMS Heron - play one final number TBC
2230	Beacon to be turned off and de-rig to commence

Plans for a respectful remembrance event are progressing well. Love Yeovil CIC have confirmed the bell ringers, Abbey 104 and the Heron band to play as per the schedule above.

Love Yeovil have also approached, Palmers Fish and Chips, Cow and Apple, The Acorn and Barolo to see if they would like to offer a special D-day fish and chip dish on the day, as it is national fish and chip day, with the dish having many significant links to the war. So far Acorn and Cow and Apple have both confirmed involvement.

A press release will be going out this week advertising the event and encouraging people to attend with a picnic to listen to the music and watch the beacon being lit. A practice run of the lighting the beacon has been conducted to ensure everything goes smoothly on the night.

The Committee is RECOMMENDED to note the report.

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

11/141. EMAIL REGARDING COMMUNITY PROJECTS

I've been a resident of Yeovil my entire life, ([redacted]) I was proud to be part of this town. As you probably know after seeing Yeovil in a poll and coming in 6th for the most depressing places to live. This wasn't the case years ago. I think we need to do more community projects. You need to hire someone who is passionate and driven to make Yeovil a better place for everyone of all ages. Like myself. I am willing to put together an initiative and a plan for you to consider. But we all need to be doing better for our town and community and there will be people that want to help as volunteers.

The Committee is RECOMMENDED to note the report and decide on the course of action.

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

Yeovil Town Council

February Actual V Budget

Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	183,780.00	183,780.00	183,780.00	0.00	0.00
Yeovil Celebrates	0.00	2,320.52	0.00	2,320.52	-2,320.52
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	183,780.00	186,100.52	183,780.00	2,320.52	-2,320.52
Expenditure					
Christmas Lights	28,000.00	12,859.11	25,666.63	-12,807.52	15,140.89
Christmas Lights Installation	20,000.00	9,061.50	18,333.37	-9,271.87	10,938.50
Love Yeovil	1,000.00	2,500.00	1,000.00	1,500.00	-1,500.00
Customised Souvenirs	650.00	0.00	595.87	-595.87	650.00
Christmas Lights Switch-On	1,000.00	7.65	1,000.00	-992.35	992.35
Christmas Lights Comp	30.00	0.00	27.50	-27.50	30.00
Town Crier	1,170.00	1,261.87	1,072.50	189.37	-91.87
Yeovil Town Crier Open Champs	1,690.00	0.00	1,690.00	-1,690.00	1,690.00
Unity in the Community	2,000.00	0.00	1,833.37	-1,833.37	2,000.00
Yeovil Super Saturday	7,000.00	4,499.05	6,416.63	-1,917.58	2,500.95
Open Spaces: YIB Officer	24,800.00	18,600.00	18,600.00	0.00	6,200.00
Open Spaces: Yeovil in Bloom	16,440.00	12,330.00	12,330.00	0.00	4,110.00
Yeovil Celebrates	70,000.00	57,385.27	64,166.63	-6,781.36	12,614.73
Eats: Festival	5,000.00	4,575.00	4,583.37	-8.37	425.00
Yeovil Arts Space	5,000.00	5,000.00	4,583.37	416.63	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	183,780.00	128,079.45	161,899.24	-33,819.79	55,700.55
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	0.00	58,021.07	21,880.76	36,140.31	-58,021.07

Yeovil Town Council

March Actual V Budget

Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance
Income				
PRECEPT	183,780.00	183,780.00	183,780.00	0.00
Yeovil Celebrates	0.00	2,320.52	0.00	2,320.52
Yeovil Super Saturday	0.00	0.00	0.00	0.00
	<hr/> 183,780.00	186,100.52	183,780.00	2,320.52
Expenditure				
Christmas Lights	28,000.00	27,999.11	28,000.00	-0.89
Christmas Lights Installation	20,000.00	20,000.50	20,000.00	0.50
Love Yeovil	1,000.00	2,500.00	1,000.00	1,500.00
Customised Souvenirs	650.00	650.00	650.00	0.00
Christmas Lights Switch-On	1,000.00	7.65	1,000.00	-992.35
Christmas Lights Comp	30.00	0.00	30.00	-30.00
Town Crier	1,170.00	1,261.87	1,170.00	91.87
Yeovil Town Crier Open Champs	1,690.00	-164.42	1,690.00	-1,854.42
Unity in the Community	2,000.00	0.00	2,000.00	-2,000.00
Yeovil Super Saturday	7,000.00	4,499.05	7,000.00	-2,500.95
Open Spaces: YIB Officer	24,800.00	24,800.00	24,800.00	0.00
Open Spaces: Yeovil in Bloom	16,440.00	16,440.00	16,440.00	0.00
Yeovil Celebrates	70,000.00	57,385.27	70,000.00	-12,614.73
Eats: Festival	5,000.00	4,575.00	5,000.00	-425.00
Yeovil Arts Space	5,000.00	5,000.00	5,000.00	0.00
	<hr/> 183,780.00	164,954.03	183,780.00	-18,825.97
	<hr/> 0.00	21,146.49	0.00	21,146.49

ARCHIVE <Year End 2024> Yeovil Town
Nominal Departmental Analysis (Detailed)

N/C From 5500	Tran Date From 01/03/2024	Tran No From 1	Department From 0
N/C To 5660	Tran Date To 31/03/2024	Tran No To 99,999,999	Department To 999

<u>Dept Number</u>	<u>Dept</u>					
11	PROMOTIONS & ACTIVITIES					
<u>N/C</u>	5520	<u>Name</u>	P&A - Exp - Christmas Lights			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69640	JD	28/03/2024	Christmas Lights	15,140.00		15,140.00
<u>Account Totals</u>				<u>15,140.00</u>		<u>15,140.00</u>
<u>N/C</u>	5525	<u>Name</u>	P&A - Exp - Christmas Lights Installation/Safety			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69641	JD	28/03/2024	Christmas Lights Installation	10,939.00		10,939.00
<u>Account Totals</u>				<u>10,939.00</u>		<u>10,939.00</u>
<u>N/C</u>	5540	<u>Name</u>	P&A - Exp - Customised Souvenirs			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69642	JD	28/03/2024	Customised Souvenirs	650.00		650.00
<u>Account Totals</u>				<u>650.00</u>		<u>650.00</u>
<u>N/C</u>	5590	<u>Name</u>	P&A - Exp - Yeovil Town Crier Open Champs.			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
69487	BR	20/03/2024	Accommodation		65.25	-65.25
69488	BR	22/03/2024	Accommodation		99.17	-99.17
<u>Account Totals</u>					<u>164.42</u>	<u>-164.42</u>
<u>N/C</u>	5620	<u>Name</u>	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>
69316	PI	13/03/2024	YIB Officer - 4th Qtr	6,200.00		6,200.00
<u>Account Totals</u>				<u>6,200.00</u>		<u>6,200.00</u>
<u>N/C</u>	5630	<u>Name</u>	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>
69317	PI	13/03/2024	YIB Budget - 4th Qtr	4,110.00		4,110.00
<u>Account Totals</u>				<u>4,110.00</u>		<u>4,110.00</u>
<u>Department</u>				<u>37,039.00</u>	<u>164.42</u>	<u>36,874.58</u>
<u>Grand Totals</u>				<u>37,039.00</u>	<u>164.42</u>	<u>36,874.58</u>