



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Promotions and Activities Committee

Tuesday 10th January 2023

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
3 January 2023

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

Promotions and Activities Committee

Members of Yeovil Town Council are summoned to attend:

Jade Cabell

Tareth Casey

Emma-Jayne Hopkins (Vice Chairman)

Andy Kendall (*Ex-officio*)

Jamie Lock

Jane Lowery

Sarah Lowery (*Chairman*)

Evie Potts-Jones (*Ex-officio*)

Wes Read

Liam Watts

David Woan

Public Comments at meetings

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

If you would like to join the meeting via zoom, please e-mail ytic@yeovil.gov.uk by 9:00am on Tuesday 10th January 2023. 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 11/052, 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*

11/043. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

11/044. 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).

11/045. MINUTES

To approve as a correct record the Minutes of the meeting held on 8th November 2022

11/046. YEOVIL CHRISTMAS EAT:FESTIVAL AND SUPER SATURDAY FEEDBACK

To consider the verbal update from the Deputy Town Clerk and to receive feedback from members who attended.

11/047. EAT:FESTIVAL PROPOSALS 2023

To consider an email from eat:festival attached at page 3.

11/048. YEOVIL CELEBRATES

To receive an update on plans.

11/049. YEOVIL IN BLOOM MINUTES

To consider the minutes of the Yeovil in Bloom meeting held on 28th November 2022 (to follow).

11/050. NEW BEACON

To consider a verbal report by the Deputy Town Clerk.

11/051. FINANCIAL STATEMENT – OCTOBER AND NOVEMBER 2022

To consider the Financial Statement for the period 1 October to 30 November 2022 attached at pages 4 to 7.

11/052. 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.

11/053. CHRISTMAS LIGHTS SWITCH ON

To receive a report.

Public Comment (15 Minutes)

11/047. EAT:FESTIVAL PROPOSAL 2023

Eat:festivals have proposed the arrangements below for the forthcoming year.

Looking ahead to 2023 this is what we have scheduled:

- 22 April - coinciding with the Town Crier competition
- 16 Sept - Super Saturday
- 9 December - Christmas

We saw that the refresh programme is making progress but remain nervous of being stuck by last minute changes to the street scene/roadworks etc and are keen to ensure we deliver the best possible events every time as we feel consistency is good for bringing people back time after time.

With that in mind we wondered if you would consider the following proposal from us on space usage? This is us planning ahead so we are booking the right number and mix of producers and being sure we can use those spaces and if more become available - ace!

- April & December - Quedam with Silver Street (near M&S) [same as December 22] and Wine Street
- September - Churchyard as planned in 2022, bottom of Quedam (M&S end), Silver Street (near M&S), Wine Street

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

Yeovil Town Council

October Actual V Budget

Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	101,040.00	101,040.00	101,040.00	0.00	0.00
Queen's Platinum Jubilee	0.00	2,000.00	0.00	2,000.00	-2,000.00
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<hr/> 101,040.00	<hr/> 103,040.00	<hr/> 101,040.00	<hr/> 2,000.00	<hr/> -2,000.00
Expenditure					
Christmas Lights	23,500.00	146.66	13,708.31	-13,561.65	23,353.34
Christmas Lights Installation	17,500.00	0.00	10,208.31	-10,208.31	17,500.00
Love Yeovil	1,000.00	0.00	1,000.00	0.00	1,000.00
Customised Souvenirs	650.00	304.00	379.19	-75.19	346.00
Christmas Lights Switch-On	500.00	0.00	0.00	0.00	500.00
Christmas Lights Comp	30.00	0.00	17.50	-17.50	30.00
Town Crier	1,070.00	0.00	624.19	-624.19	1,070.00
Yeovil Town Crier Open Champs	1,550.00	1,323.71	1,550.00	-226.29	226.29
Unity in the Community	2,000.00	2,000.00	1,166.69	833.31	0.00
Yeovil Super Saturday	7,000.00	1,472.50	4,083.31	-2,610.81	5,527.50
Open Spaces: YIB Officer	24,800.00	12,400.00	12,400.00	0.00	12,400.00
Open Spaces: Yeovil in Bloom	16,440.00	8,220.00	8,220.00	0.00	8,220.00
Queen's Platinum Jubilee	0.00	36,786.22	0.00	36,786.22	-36,786.22
Eats: Festival	5,000.00	1,175.00	2,916.69	-1,741.69	3,825.00
	<hr/> 101,040.00	<hr/> 63,828.09	<hr/> 56,274.19	<hr/> 8,553.90	<hr/> 37,211.91
	<hr/> 0.00	<hr/> 39,211.91	<hr/> 44,765.81	<hr/> -6,553.90	<hr/> -39,211.91

Date: 22/12/2022
Time: 11:44:05

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 5500
N/C To 5650

Tran Date From 01/10/2022
Tran Date To 31/10/2022

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

Department From 0
Department To 999

Dept Number 11 **Dept** PROMOTIONS & ACTIVITIES

N/C 5520 **Name** 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>
63741	PI	18/10/2022	Exterior Christmas Trees	146.66		146.66
Account Totals				<u>146.66</u>		<u>146.66</u>

N/C 5540 **Name** 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>
64148	PI	28/10/2022	Soft Touch Notebooks	304.00		304.00
Account Totals				<u>304.00</u>		<u>304.00</u>

N/C 5590 **Name** 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>
64144	PI	19/10/2022	Bar Badges	72.45		72.45
Account Totals				<u>72.45</u>		<u>72.45</u>

N/C 5610 **Name** P&A - Exp - Yeovil Super Saturday

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64147	PI	31/10/2022	Advert	175.00		175.00
Account Totals				<u>175.00</u>		<u>175.00</u>

Department 698.11 698.11

Grand Totals 698.11 698.11

Yeovil Town Council

November Actual V Budget

Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	101,040.00	101,040.00	101,040.00	0.00	0.00
Queen's Platinum Jubilee	0.00	2,000.00	0.00	2,000.00	-2,000.00
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	101,040.00	103,040.00	101,040.00	2,000.00	-2,000.00
Expenditure					
Christmas Lights	23,500.00	15,716.66	15,666.64	50.02	7,783.34
Christmas Lights Installation	17,500.00	14,365.00	11,666.64	2,698.36	3,135.00
Love Yeovil	1,000.00	0.00	1,000.00	0.00	1,000.00
Customised Souvenirs	650.00	304.00	433.36	-129.36	346.00
Christmas Lights Switch-On	500.00	500.00	500.00	0.00	0.00
Christmas Lights Comp	30.00	0.00	20.00	-20.00	30.00
Town Crier	1,070.00	0.00	713.36	-713.36	1,070.00
Yeovil Town Crier Open Champs	1,550.00	1,323.71	1,550.00	-226.29	226.29
Unity in the Community	2,000.00	2,000.00	1,333.36	666.64	0.00
Yeovil Super Saturday	7,000.00	2,943.24	4,666.64	-1,723.40	4,056.76
Open Spaces: YIB Officer	24,800.00	12,400.00	12,400.00	0.00	12,400.00
Open Spaces: Yeovil in Bloom	16,440.00	8,220.00	8,220.00	0.00	8,220.00
Queen's Platinum Jubilee	0.00	36,786.22	0.00	36,786.22	-36,786.22
Eats: Festival	5,000.00	1,175.00	3,333.36	-2,158.36	3,825.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	101,040.00	95,733.83	61,503.36	35,230.47	5,306.17
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	0.00	7,306.17	39,536.64	-33,230.47	-7,306.17

Date: 22/12/2022
Time: 11:50:58

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 5500
N/C To 5650

Tran Date From 01/11/2022
Tran Date To 30/11/2022

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

Department From 0
Department To 999

Dept Number 11 **Dept** PROMOTIONS & ACTIVITIES

N/C 5520 **Name** 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>
64185	PI	08/11/2022	Christmas Lights	15,570.00		15,570.00
<u>Account Totals</u>				<u>15,570.00</u>		<u>15,570.00</u>

N/C 5525 **Name** 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>
64186	PI	08/11/2022	Installation Christmas Lights	14,365.00		14,365.00
<u>Account Totals</u>				<u>14,365.00</u>		<u>14,365.00</u>

N/C 5550 **Name** P&A - Exp - Christmas Lights Switch-On

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64255	PI	07/11/2022	Sponsorship - Lights Switch-On	500.00		500.00
<u>Account Totals</u>				<u>500.00</u>		<u>500.00</u>

N/C 5610 **Name** P&A - Exp - Yeovil Super Saturday

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
64336	PI	21/11/2022	Advert	180.00		180.00
64364	PI	28/11/2022	Fairground Games	712.50		712.50
64380	PI	20/11/2022	Santa Hats	29.13		29.13
64390	PI	16/11/2022	Abbey 104 Services	500.00		500.00
64509	PI	10/11/2022	Mileage Claim/Expenses	12.77		12.77
64510	PI	10/11/2022	Mileage Claim/Expenses	36.34		36.34
<u>Account Totals</u>				<u>1,470.74</u>		<u>1,470.74</u>
<u>Department</u>				<u>31,905.74</u>		<u>31,905.74</u>
<u>Grand Totals</u>				<u>31,905.74</u>		<u>31,905.74</u>