



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Promotions and Activities Committee

Promotions and Activities Committee

Tuesday 14th March 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
8 March 2023

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

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 14th March 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 11/063 – 11/064 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*

11/054. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

11/055. 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).

11/056. MINUTES

To approve as a correct record the Minutes of the meeting held on 9th January 2023.

11/057. YEOVIL CELEBRATES

To receive an update on plans.

11/058. YEOVIL TOWN CRIER'S COMPETITION

To consider an update on plans.

11/059. YEOVIL IN BLOOM MINUTES

To consider the minutes of the Yeovil in Bloom meeting held on 6th March 2023 (to follow).

11/060. URGENT DECISION: LANTERN PARADE FUNDING

To consider a report by the Town Clerk attached at pages 3 to 4.

11/061. FINANCIAL STATEMENT – DECEMBER 2022 AND JANUARY 2023

To consider the Financial Statement for the period 1st December 2022 to 31st January 2023 attached at pages 5 to 8.

Public Comment (15 Minutes)

11/062. 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.

11/063. URGENT DECISION: CHRISTMAS LIGHTS 2023

To consider a report by the Town Clerk attached at page 9.

11/064. 71 PRINCES STREET (CONFIDENTIAL)

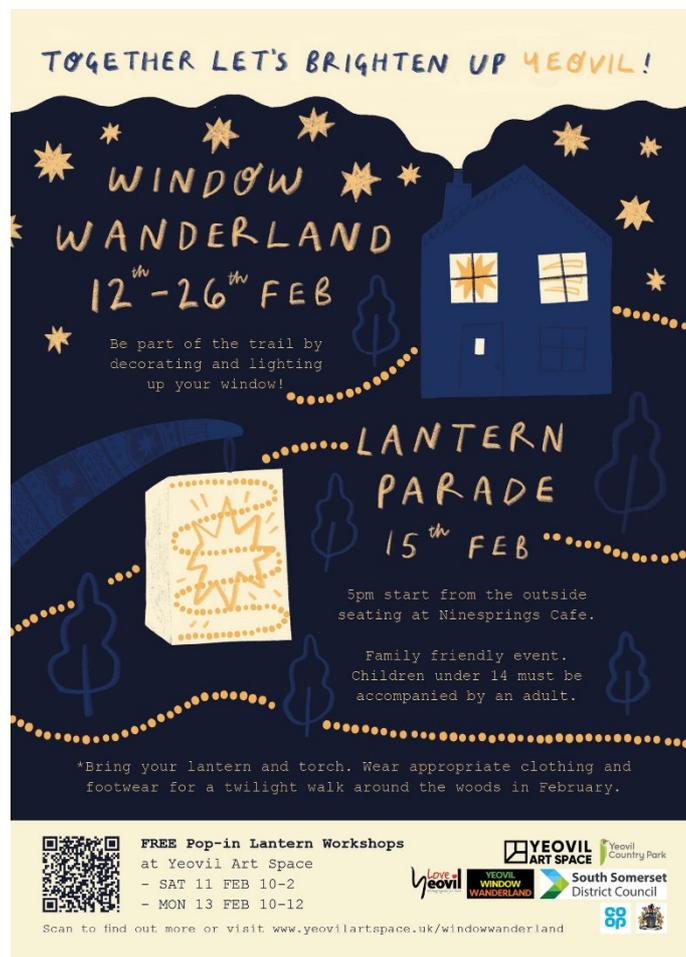
To consider a confidential report attached at pages 10 to 13.

11/060. LANTERN MAKING KITS FUNDING (URGENT BUSINESS)

This report is a requirement of Standing Orders, paragraph 4d(xiv) 'Urgent Business', and is for information only.

Love Yeovil worked with Yeovil Art Space and Yeovil Country Park to hold a lantern parade on 15th February 2023. Yeovil Art Space held a free lantern making workshop on 11th February 2023.

Love Yeovil on behalf of the collaboration approached Yeovil Town Council for some funding toward some lantern making kits.



In accordance with Standing Orders, paragraph 4d(xiv) 'Urgent Business', it was agreed to award £500 to Love Yeovil for the lantern making kits and that it be funded from the Love Yeovil Budget.

The event was very popular with about 200 people taking part in the parade.



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

(Amanda Card, Town Clerk – 01935 382424 or amanda.card@yeovil.gov.uk)

Yeovil Town Council

December 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 | 17,624.97 | -1,908.31 | 7,783.34 |
| Christmas Lights Installation | 17,500.00 | 14,365.00 | 13,124.97 | 1,240.03 | 3,135.00 |
| Love Yeovil | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 1,000.00 |
| Customised Souvenirs | 650.00 | 304.00 | 487.53 | -183.53 | 346.00 |
| Christmas Lights Switch-On | 500.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| Christmas Lights Comp | 30.00 | 0.00 | 22.50 | -22.50 | 30.00 |
| Town Crier | 1,070.00 | 0.00 | 802.53 | -802.53 | 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 | 1,500.03 | 499.97 | 0.00 |
| Yeovil Super Saturday | 7,000.00 | 4,308.26 | 5,249.97 | -941.71 | 2,691.74 |
| Open Spaces: YIB Officer | 24,800.00 | 18,600.00 | 12,400.00 | 6,200.00 | 6,200.00 |
| Open Spaces: Yeovil in Bloom | 16,440.00 | 12,335.65 | 8,220.00 | 4,115.65 | 4,104.35 |
| Queen's Platinum Jubilee | 0.00 | 36,786.22 | 0.00 | 36,786.22 | -36,786.22 |
| Eats: Festival | 5,000.00 | 2,275.00 | 3,750.03 | -1,475.03 | 2,725.00 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| | 101,040.00 | 108,514.50 | 66,232.53 | 43,281.97 | -7,474.50 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| | 0.00 | -5,474.50 | 34,807.47 | -41,281.97 | 5,474.50 |

Date: 06/03/2023
 Time: 12:39:25

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 5500
N/C To 5650

Tran Date From 01/12/2022
Tran Date To 31/12/2022

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

Department From 0
Department To 999

Dept Number 11 **Dept** PROMOTIONS & ACTIVITIES

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

| <u>Tran Number</u> | <u>Type</u> | <u>Date</u> | <u>Details</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|------------------------------|-------------|-------------|-----------------------------------|------------------------|---------------|------------------------|
| 64343 | PI | 07/12/2022 | Cut Out Town Crier | 190.00 | | 190.00 |
| 64388 | PI | 07/12/2022 | Leaflets | 116.00 | | 116.00 |
| 64393 | PI | 12/12/2022 | Managing Pitches | 60.00 | | 60.00 |
| 64436 | PI | 13/12/2022 | Walkabout Elf and Puppet Reindeer | 250.00 | | 250.00 |
| 64437 | PI | 10/12/2022 | First Aid Cover | 299.00 | | 299.00 |
| 64602 | PI | 09/12/2022 | Sweets | 5.00 | | 5.00 |
| 64603 | PI | 09/12/2022 | Hand Warmers | 9.17 | | 9.17 |
| 64604 | PI | 10/12/2022 | Refreshments | 37.85 | | 37.85 |
| 64635 | PI | 06/12/2022 | Security Service | 248.00 | | 248.00 |
| 64647 | PI | 22/12/2022 | Advert | 150.00 | | 150.00 |
| <u>Account Totals</u> | | | | <u>1,365.02</u> | | <u>1,365.02</u> |

N/C 5620 **Name** P&A - Exp - Open Spaces: YIB Officer

| <u>Tran Number</u> | <u>Type</u> | <u>Date</u> | <u>Details</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|------------------------------|-------------|-------------|-----------------------|------------------------|---------------|------------------------|
| 64610 | PI | 16/12/2022 | YIB Officer - 3rd Qtr | 6,200.00 | | 6,200.00 |
| <u>Account Totals</u> | | | | <u>6,200.00</u> | | <u>6,200.00</u> |

N/C 5630 **Name** P&A - Exp - Open Spaces: Yeovil in Bloom

| <u>Tran Number</u> | <u>Type</u> | <u>Date</u> | <u>Details</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|------------------------------|-------------|-------------|------------------------------|------------------------|---------------|------------------------|
| 64611 | PI | 16/12/2022 | YIB Working Budget - 3rd Qtr | 4,110.00 | | 4,110.00 |
| <u>Account Totals</u> | | | | <u>4,110.00</u> | | <u>4,110.00</u> |

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

| <u>Tran Number</u> | <u>Type</u> | <u>Date</u> | <u>Details</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|------------------------------|-------------|-------------|----------------|------------------------|---------------|------------------------|
| 64607 | PI | 10/12/2022 | Eat Festivals | 1,100.00 | | 1,100.00 |
| <u>Account Totals</u> | | | | <u>1,100.00</u> | | <u>1,100.00</u> |

Department **12,775.02** **12,775.02**

Grand Totals **12,775.02** **12,775.02**

Yeovil Town Council

January 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 | 19,583.30 | -3,866.64 | 7,783.34 |
| Christmas Lights Installation | 17,500.00 | 14,365.00 | 14,583.30 | -218.30 | 3,135.00 |
| Love Yeovil | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 1,000.00 |
| Customised Souvenirs | 650.00 | 304.00 | 541.70 | -237.70 | 346.00 |
| Christmas Lights Switch-On | 500.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| Christmas Lights Comp | 30.00 | 0.00 | 25.00 | -25.00 | 30.00 |
| Town Crier | 1,070.00 | 0.00 | 891.70 | -891.70 | 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 | 1,666.70 | 333.30 | 0.00 |
| Yeovil Super Saturday | 7,000.00 | 4,308.26 | 5,833.30 | -1,525.04 | 2,691.74 |
| 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 | 12,335.65 | 12,330.00 | 5.65 | 4,104.35 |
| Queen's Platinum Jubilee | 0.00 | 36,786.22 | 0.00 | 36,786.22 | -36,786.22 |
| Eats: Festival | 5,000.00 | 4,550.00 | 4,166.70 | 383.30 | 450.00 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| | 101,040.00 | 110,789.50 | 81,271.70 | 30,517.80 | -9,749.50 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| | 0.00 | -7,749.50 | 19,768.30 | -28,517.80 | 7,749.50 |

Date: 06/03/2023
Time: 12:41:18

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 5500
N/C To 5650

Tran Date From 01/01/2023
Tran Date To 31/01/2023

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

Department From 0
Department To 999

Dept Number 11 **Dept** PROMOTIONS & ACTIVITIES

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

| <u>Tran Number</u> | <u>Type</u> | <u>Date</u> | <u>Details</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|------------------------------|--------------------|--------------------|-----------------------|---------------------|----------------------|-----------------------|
| 64693 | PI | 10/01/2023 | Eat Festivals | 2,275.00 | | 2,275.00 |
| <u>Account Totals</u> | | | | <u>2,275.00</u> | | <u>2,275.00</u> |
| <u>Department</u> | | | | <u>2,275.00</u> | | <u>2,275.00</u> |
| <u>Grand Totals</u> | | | | <u>2,275.00</u> | | <u>2,275.00</u> |