



Yeovil Town Council

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Promotions and Activities Committee

The Meeting... **Promotions and Activities Committee**

The Time... **7.00pm**

The Date... **Tuesday 15 November 2016**

The Place... **Town House, 19 Union Street, Yeovil**

If you need this information in large print, Braille, audio or another language, please ring 01935 382424

Amanda Card
Town Clerk

9 November 2016

Please contact Sally Freemantle at the Town House for more information about this meeting

To All Members of the Promotions and Activities Committee:

David Recardo (Ex-officio) (Chairman)

Philip Chandler

Wes Read (Vice-Chairman)

Joe Conway

Manny Roper

Pauline Lock

Darren Shutler (Ex-officio)

Sarah Lowery

Alan Smith

Faye Purbrick

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.

Public Comment (15 Minutes)

A G E N D A

9/93. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

9/94. 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. (NB this does not preclude any later declarations).

9/95. MINUTES

To approve as a correct record the Minutes of the meetings held on 13 September 2016.

9/96. SUPER SATURDAY

To consider the report by the Deputy Town Clerk (to follow).

9/97. YEOVIL IN BLOOM MINUTES

To note the minutes of the Yeovil in Bloom Steering Group meeting held on 10 October 2016 attached at pages 3 to 9.

9/98. SUGGESTION FROM CLLR J CONWAY

To consider a suggestion from Cllr Joe Conway referred to this Committee from the September Council meeting:

“In light of the recent increase in racially motivated attacks both on people and property, I wish to respectfully request that this council, as the representatives of Yeovil Town, organises an ongoing program aimed at creating a renewed awareness of friendship and equality. We have to take the lead and include all sections of our local community from the religious groups, the local media, parish council representatives, every political party, and every other body that may be recognised by this council, culminating in a **one day festival** with a date to be set as soon as possible. The decision to leave the EU has divided our community further, we must act now.

This idea can be expanded and improved by all members of the staff of this council. I see it as a discussion document with an action plan being formed by everyone. I trust this motion will be accepted in the spirit it is moved, we cannot show any division on this subject.

It is presented by an individual member of the Town Council and not from any political group.”

9/99. YEOVIL TOWN LADIES FC

To consider whether a civic reception should be held for Yeovil Town Ladies FC to celebrate their promotion to FA Women’s Super League 1.

9/100. ACTION PLAN – PROMOTIONS AND ACTIVITIES PRIORITIES

To consider the report by the Town Clerk attached at pages 10 to 11.

9/101. FINANCIAL STATEMENT – AUGUST/SEPTEMBER 2016

To consider the Financial Statement for the period 1 August to 30 September 2016 attached at pages 12 to 15 .

PUBLIC COMMENT (15 Minutes)



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Minutes of the meeting of Yeovil in Bloom Steering Group held on Monday 10 October 2016 in the Town House, 19 Union Street, Yeovil BA20 1PQ

Present: Cllr David Recardo, Lesley Jelleyman, Cllr Tony Lock, Cllr Pauline Lock, Liz Pike, Cllr Manny Roper and Steve Fox

In Attendance: Sally Freemantle – Deputy Town Clerk, Lucy Jones – Office Administrator.

There were no members of the public and no members of the press present.

2.00pm - Meeting commenced.

1. Apologies for Absence. Apologies for absence were received from Cllr Darren Shutler and Cllr Evie Potts-Jones

Take Mike Lock off the agenda and add Pauline Lock

2. Minutes. To approve as a correct record the minutes of the last meeting held 15th August 2016.

Resolved: That the Minutes of the meeting of Yeovil in Bloom Steering Group held on 15th August 2016 be signed by the Chairman as a correct record.

3. Correspondence. There were no items of correspondence.

4. Yeovil in Bloom Update – Steve Fox

Steve Fox updated the Steering group on the plans for the upcoming months... The baskets have been taken in, the flower beds are empty... During the following weeks the bedding and mushroom compost will be delivered ready to start the spring bedding. Steve mentioned he will be starting the summer designs in November to bring to the next meeting.

Steve gave a brief update on what the judges feedback including:

- Tree tail at the Country park
- More Heritage around the route
- Younger people to take part and join the Steering Group
- Short video about the town – made by children
 - A discussion took place about whether it was a good idea for a small video to be taken on a mobile phone camera

Steve Fox expressed how pleased he was over the result of winning gold in South West in Bloom and congratulated everyone that helped achieve the result with special thanks to the staff at South Somerset District Council for their hard work.

Resolved: That the update be noted.

5. Yeovil in Bloom Update – Lesley Jelleyman.

Lesley updated the Steering Group on the completion of the Yeovil in Bloom portfolio and the promotion of the Facebook page.

All roundabouts apart from one have sponsors.

Lesley advised the committee that next year the entrants for 'It's your neighbourhood' will have to enter themselves via the RHS website.

Lesley informed the group that at the South West in Bloom awards "Words in the Street (King George Street) was nominated for an "Art in the Landscape Award" but didn't get awarded.

Lesley had also given updated photos to Yeovil Town Council to keep the website page updated.

Resolved: That the update be noted.

6. Super Saturday.

Sally updated the Steering Group on the success of Super Saturday that took place in Yeovil town centre on the 24th September. All the feedback was positive, and only one person stated they thought the presentations were too late in the day.

Steve Fox was approached by local traders to say how vibrant the town was and how much more noticeable the takings were on the day.

Pauline Lock suggested we should send leaflets next year to the neighbouring towns like Glastonbury to make them aware of the event taking place.

Resolved: That the update be noted.

7. Date of Next Meeting. To arrange the date for the next meeting of the Steering Group.

Resolved: That the date of the next meeting of the Steering Group be 5th December 2016 at 2pm.

8. Any Other Business.

The Steering Group decided that the 'It's Your Neighbourhood' awards will be given out on the 1 November 7.30pm at the Full Town Council meeting.

David Recardo informed everyone that he had asked John Wheatley from the South West in Bloom whether the South West in Bloom presentations could take place in Yeovil again in 2018. John from SWIB would need to visit the facility which would be Westlands Sport and Leisure club.

Steve Fox wanted the Steering Group to think of ways to thank the staff at SSDC but would discuss this further with Manny, David and Lesley on the 25th October.

Steve Fox left the meeting at 3.20pm

David Recardo thanked everyone for their efforts throughout the year and mentioned the statistics for the Facebook page had risen in the last week.

Lesley Jolleyman left the meeting at 3.25pm

Lastly the Steering Group thanked Sally and the staff at the Town Council for their hard work on Super Saturday.

The Meeting Closed at 3.28pm

9/100. ACTION PLAN – PROMOTIONS AND ACTIVITIES PRIORITIES

The Action Plan summarises and prioritises the Council's Activities for 2017/18 for each Committee. It also highlights the ongoing activities of each Committee.

Attached is a draft Action Plan and priorities for Promotions and Activities Committee.

Members are asked if there are any additional priorities that they would like to be added.

The Committee is **RECOMMENDED**:

- 1) to consider the draft action plan and add any additional priorities that are appropriate to this Committee; and
- 2) to recommend approval of this Action Plan

(Amanda Card, Town Clerk – 01935 382424)

YEOVIL TOWN COUNCIL

ACTION PLAN

2017/18



The following Action Plan summarises and prioritises the Council's activities and projects it will continue or complete over the financial year 2017/18.

	Committee	Activity
1	Policy, Resources and Finance	Develop Goldcroft Site
2	Policy, Resources and Finance	Develop Ski Centre Site
3	Policy, Resources and Finance	Achieve Quality Award under Local Councils Award Scheme
4	Policy, Resources and Finance / Promotions and Activities	Engage in social media
5	Buildings & Civic Matters	Review Fire Alarms and Security Alarms in Community Halls

Each committee's priorities for the financial year 2017/18 are shown below:

PROMOTION & ACTIVITIES COMMITTEE		
Priority	Activity	Information/Status
2017/18 Activities		
High	Tender for 3 year Provision and installation of Christmas lights contract	Agree new contract with supplier
High	Super Saturday	Organise events with partners to showcase Yeovil
High	Town Criers Competition	Organise events
Medium	Annual Christmas Lights Competition	Organise with neighbouring parish councils and arrange judging
Medium	LED Screen	Review use and providers
Medium	Engage in social media	
Ongoing Activities		
Business as usual	Running the Committees	Agendas, Minutes, Reports, Finance, Administration
	Running the Council's program of annual events	Administration, monitoring and risk assessments
	Yeovil In Bloom	Administration and managing scheme
	Any other matters within the committee's remit	

