



# Yeovil Town Council

Town House  
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Yeovil  
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BA20 1PQ

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## Promotions and Activities Committee

**Members of Yeovil Town Council are summoned to attend:**

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

The Time... **7.00pm**

The Date... **Tuesday 14 March 2017**

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

Meetings are open to the Press and Public  
If you need this information in large print, Braille, audio or  
another language, please ring 01935 382424

Amanda Card  
Town Clerk

8 March 2017

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

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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](http://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

### **9/111. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

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

### **9/112. 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).

### **9/113. MINUTES**

To approve as a correct record the Minutes of the meetings held on 17 January 2017.

### **9/114. EXCLUSION OF PRESS AND PUBLIC**

Due to the confidential nature of the business of item 9/121, under the Public Bodies (Admission to Meetings) Act 1960 s3, it is likely 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*

### **9/115. YEOVIL IN BLOOM UPDATE**

To receive a verbal update by the Principal Horticultural Officer/Chairman.

### **9/116. YEOVIL IN BLOOM MINUTES**

To note the minutes of the Yeovil in Bloom Steering Group meeting held on 6 March 2017 (to follow).

### **9/117. UNITY IN THE COMMUNITY (FORMERLY CELEBRATION OF DIVERSITY) WORKING GROUP**

To receive a verbal report from the Chairman (Cllr Joe Conway)/Vice Chairman (Cllr Faye Purbrick) of the Working Group.

### **9/118. CHRISTMAS LIGHTS**

To consider the minutes and the Terms of Reference attached at pages 3 to 5.

**9/119. SUPER SATURDAY**

To consider a verbal update on the proposals for the day by the Deputy Town Clerk.

**9/120. FINANCIAL STATEMENT – DECEMBER 2016/JANUARY 2017**

To consider the Financial Statement for the period 1 December 2016 to 31 January 2017 attached at pages 6 to 9.

**PUBLIC COMMENT (15 Minutes)**

**9/121. SLA AND PROPOSED SAVINGS REPORT (Commercial in Confidence)**

*The Committee will consider a resolution (see item 9/114) to exclude the press and public from the remainder of the meeting 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.*

To consider a report by the Principal Horticultural Officer attached at pages 10 to 22.

***(Please note that members of this Committee are only being asked to comment and approve those elements concerning Yeovil in Bloom, the elements concerning Grounds and General Maintenance will be discussed at the next meeting of that Committee)***



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Mayor : Cllr D Shutler Town Clerk : Amanda Card BA (Hons), CPFA  
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## Minutes of the meeting of Christmas Lights Working Party held on Friday 24<sup>th</sup> January 2017 at 10:00am in the Town House, 19 Union Street, Yeovil BA20 1PQ

**Present:** Cllr David Recardo and Cllr Pauline Lock.

**In Attendance:** Amanda Card, Town Clerk.

**10.00am** - Meeting commenced.

**1. Apologies for Absence.** There were no apologies for absence.

**2. Election of Chairman.**

**Resolved:** that David Recardo be Chairman.

**3. Terms of Reference**

**Resolved:** That the terms of reference be adopted (as attached).

**4. Festive Lights Projection**

A discussion was held regarding projection of displays on to buildings. Advice has been sought by the Town Clerk from a provider to discuss whether this was feasible to have projection to complement standard festive lightings. It was noted that the lighter the building colour the better the effect.

**Resolved:** to note the verbal feedback provided by the Town Clerk.

**5. Christmas Tree**

The lack of Christmas Tree had been noted negatively by the public for Christmas 2016. It is envisaged to reintroduce the Christmas Tree for Christmas 2017. The branches would not be cut, but a picket fence would be installed around the footprint of the overhanging branches. The Town Clerk highlighted a potential sponsor for the Christmas Tree for 2017.

Discussions were held to engage with retailers within the town centre regarding smaller Christmas trees for the brackets on the walls above the shop. The Town Council would organise the procurement of the trees with a contribution from the retailers. An audit needs to be carried out to see how many brackets this would involve and the location. Letters are to be written to the retailers to ascertain if they wish to participate (bracket installation can also be procured for those retailers whose premises do not have a bracket). These letters would be delivered by the Mayor or the Deputy Mayor to gain support.

**Resolved:** (1) to reintroduce the Christmas Tree for 2017 and the Town Clerk to speak to the potential sponsor; (2) to carry out an audit on the location and number of brackets for Christmas Trees; and (3) to write a letter to retailers to ascertain whether they wish to participate in the smaller Christmas tree displays (letter to be distributed on foot by the Mayor or the Deputy Mayor).

## **6. Sponsorship for Christmas Lights.**

The Town Clerk reported that she is speaking to Workman LLP who own the buildings within Glovers Walk and also some premises down Lower Middle Street to sponsor some Christmas Lights.

Approaches would be made to other businesses within Yeovil to contribute towards Christmas lighting. The Town Clerk would prepare a list and letter from the Mayor and Deputy Mayor so that it may be distributed on foot.

**Resolved:** To explore the potential of receiving contributions towards Christmas Lights from businesses in Yeovil.

## **7. Invitation to Tender**

A specification needs to be drawn up and companies invited to tender for the contract, so that a preferred supplier can be selected. One company will be selected for the provision of the lights, the installation of the lights and the anchor bolt testing.

The specification will include both hire charges and finance lease charges for the provision of the lighting, installation charges and anchor bolt testing. A plan of the current electric points will also be included within the pack.

Each company will also be asked to provide a costing for projection. At this stage it is unknown whether this idea will be taken forward.

**Resolved:** (1) to write a detailed specification; and (2) to invite supplies to tender

*The Meeting Closed at 10:50am.*

# Christmas Lights Working Group

## Terms of Reference



### Purpose

To specify the requirements and procure the Christmas lights for Yeovil Town Council for 2017 and for the following 2 years.

### Aims and Objectives

- To ensure best value and maximum impact for the Christmas lights for Yeovil Town within budget of £40,000.
- To work with Love Yeovil Marketing Group to ensure that the Christmas Lights switch on is a success.
- To investigate sponsorship to assist in funding.

### The Role of the Christmas Lights Working Group

To act as an advisory group that will provide recommendations to Promotions and Activities Committee

### Membership

| Role             | Name               |
|------------------|--------------------|
| Chairman         | Cllr David Recardo |
| Member           | Cllr Pauline Lock  |
| Member           | Cllr Alan Smith    |
| Advisory Officer | Amanda Card        |