



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Promotions and Activities Committee

Promotions and Activities Committee

Tuesday 12th July 2022

7:00pm

Hybrid Meeting:

Face-to-face at Town House, 19 Union Street, Yeovil

BA20 1PQ; and virtual using Zoom meeting software

Any members of the public wishing to make comments at Public Comments or view should to email ytic@yeovil.gov.uk by 9:00am on Tuesday 12th July 2022.

For further information on the items to be discussed, please contact town.clerk@yeovil.gov.uk.

Amanda Card, Town Clerk
5th July 2022

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

Information for the Public

In accordance with the Local Authorities and Police and Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 as part of the Coronavirus Act 2020, the ability to hold meetings virtually has now ceased. The Council are adhering to guidance set by the Ministry of Housing, Communities and Local government for the safe use of council buildings to enable face-to-face meetings for Councillors yet continue to provide remote access to the public.

Public Comments at meetings (held via Zoom)

We recognise that these are challenging times but we still value the public's contribution to our hybrid meetings. If you would like to make a comment or raise a question in the meeting, you will need to do this in writing before the meeting. Please email ytic@yeovil.gov.uk by 9:00am on Tuesday 12th July 2022.

If you would like to view the meeting, please e-mail ytic@yeovil.gov.uk by 9:00am on Tuesday 12th July 2022. 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 11/024 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*

11/015. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

11/016. 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).

11/017. MINUTES

To approve as a correct record the Minutes of the meeting held on 14th June 2022.

11/018. PRESENTATION FROM YEOVIL ART SPACE

To receive a presentation from representatives from Yeovil Art Space.

11/019. SUPER SATURDAY

To receive a verbal update regarding the plans for Super Saturday.

11/020.. FUTURE EVENTS

To consider any future events Yeovil Town Council might wish to hold.

11/021. YEOVIL IN BLOOM MINUTES

To consider the minutes of the Yeovil in Bloom meeting held on 13th June and 20th June 2022 (previously circulated).

11/022. FINANCIAL STATEMENT APRIL AND MAY 2022

To consider the Financial Statement for the period 1st April to 31st May 2022 attached at pages 3 to 6.

Public Comment (15 Minutes)

11/023. 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.

11/024. TOWN CRIER (CONFIDENTIAL)

To consider a verbal update.

Yeovil Town Council

April Actual V Budget

Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	101,040.00	50,520.00	50,520.00	0.00	50,520.00
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<hr/> 101,040.00	<hr/> 50,520.00	<hr/> 50,520.00	<hr/> 0.00	<hr/> 50,520.00
Expenditure					
Christmas Lights	23,500.00	0.00	1,958.33	-1,958.33	23,500.00
Christmas Lights Installation	17,500.00	0.00	1,458.33	-1,458.33	17,500.00
Love Yeovil	1,000.00	0.00	0.00	0.00	1,000.00
Customised Souvenirs	650.00	0.00	54.17	-54.17	650.00
Christmas Lights Switch-On	500.00	0.00	0.00	0.00	500.00
Christmas Lights Comp	30.00	0.00	2.50	-2.50	30.00
Town Crier	1,070.00	0.00	89.17	-89.17	1,070.00
Yeovil Town Crier Open Champs	1,550.00	996.87	516.00	480.87	553.13
Unity in the Community	2,000.00	0.00	166.67	-166.67	2,000.00
Yeovil Super Saturday	7,000.00	0.00	583.33	-583.33	7,000.00
Open Spaces: YIB Officer	24,800.00	0.00	0.00	0.00	24,800.00
Open Spaces: Yeovil in Bloom	16,440.00	0.00	0.00	0.00	16,440.00
Queen's Platinum Jubilee	0.00	9,294.99	0.00	9,294.99	-9,294.99
Eats: Festival	5,000.00	750.00	416.67	333.33	4,250.00
	<hr/> 101,040.00	<hr/> 11,041.86	<hr/> 5,245.17	<hr/> 5,796.69	<hr/> 89,998.14
	<hr/> 0.00	<hr/> 39,478.14	<hr/> 45,274.83	<hr/> -5,796.69	<hr/> -39,478.14

Date: 04/07/2022
Time: 10:22:49

Yeovil Town Council

Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 5500
N/C To 5650

Tran Date From 01/04/2022
Tran Date To 30/04/2022

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

Department From 0
Department To 999

Dept Number 11 **Dept** PROMOTIONS & ACTIVITIES

N/C 5500 **Name** P&A - PRECEPT

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61620	BR	13/04/2022	Precept 1st Half		50,520.00	-50,520.00
Account Totals					<u>50,520.00</u>	<u>-50,520.00</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>
61665	PI	01/04/2022	Refreshments	7.40		7.40
61667	PI	04/04/2022	Refreshments	292.50		292.50
61858	PI	23/04/2022	Accommodation	426.59		426.59
61859	PI	24/04/2022	Accommodation	201.63		201.63
61860	PI	20/04/2022	Refreshments	21.25		21.25
61861	PI	20/04/2022	Flowers	47.50		47.50
Account Totals				<u>996.87</u>		<u>996.87</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>
61455	PI	11/04/2022	YIB Officer	24,800.00		24,800.00
62048	JC	11/04/2022	YIB Officer		24,800.00	-24,800.00
Account Totals				<u>24,800.00</u>	<u>24,800.00</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>
61456	PI	11/04/2022	YIB Working Budget	16,440.00		16,440.00
62049	JC	11/04/2022	YIB Working Budget		16,440.00	-16,440.00
Account Totals				<u>16,440.00</u>	<u>16,440.00</u>	

N/C 5640 **Name** P&A - Exp - Queen's Platinum Jubilee

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61447	PI	13/04/2022	Stage and Production Services	6,300.00		6,300.00
61459	PI	07/04/2022	Wristbands	19.92		19.92
61460	PI	11/04/2022	Wristbands	17.52		17.52
61461	PI	12/04/2022	Wristbands	8.97		8.97
61605	PI	21/04/2022	Advert	80.00		80.00
61666	PI	01/04/2022	Premises Licence	100.00		100.00
61668	PI	04/04/2022	Advert	290.72		290.72
61670	PI	08/04/2022	Refreshments	3.45		3.45
61682	PI	27/04/2022	Balloon Twisting	350.00		350.00
61739	PI	29/04/2022	Glow Stick Bracelets	167.37		167.37
61924	PI	29/04/2022	Gazebos	1,717.04		1,717.04
61940	PI	21/04/2022	Band (Clementynes)	240.00		240.00
Account Totals				<u>9,294.99</u>		<u>9,294.99</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>
61698	PI	24/04/2022	Eat Festival	750.00		750.00
Account Totals				<u>750.00</u>		<u>750.00</u>

Department 52,281.86 91,760.00 -39,478.14

Grand Totals 52,281.86 91,760.00 -39,478.14

Yeovil Town Council

May Actual V Budget

Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
PRECEPT	101,040.00	50,520.00	50,520.00	0.00	50,520.00
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<hr/> 101,040.00	<hr/> 50,520.00	<hr/> 50,520.00	<hr/> 0.00	<hr/> 50,520.00
Expenditure					
Christmas Lights	23,500.00	0.00	3,916.66	-3,916.66	23,500.00
Christmas Lights Installation	17,500.00	0.00	2,916.66	-2,916.66	17,500.00
Love Yeovil	1,000.00	0.00	0.00	0.00	1,000.00
Customised Souvenirs	650.00	0.00	108.34	-108.34	650.00
Christmas Lights Switch-On	500.00	0.00	0.00	0.00	500.00
Christmas Lights Comp	30.00	0.00	5.00	-5.00	30.00
Town Crier	1,070.00	0.00	178.34	-178.34	1,070.00
Yeovil Town Crier Open Champs	1,550.00	1,236.96	1,033.00	203.96	313.04
Unity in the Community	2,000.00	2,000.00	333.34	1,666.66	0.00
Yeovil Super Saturday	7,000.00	0.00	1,166.66	-1,166.66	7,000.00
Open Spaces: YIB Officer	24,800.00	0.00	0.00	0.00	24,800.00
Open Spaces: Yeovil in Bloom	16,440.00	0.00	0.00	0.00	16,440.00
Queen's Platinum Jubilee	0.00	18,885.31	0.00	18,885.31	-18,885.31
Eats: Festival	5,000.00	750.00	833.34	-83.34	4,250.00
	<hr/> 101,040.00	<hr/> 22,872.27	<hr/> 10,491.34	<hr/> 12,380.93	<hr/> 78,167.73
	<hr/> 0.00	<hr/> 27,647.73	<hr/> 40,028.66	<hr/> -12,380.93	<hr/> -27,647.73

Date: 04/07/2022
Time: 10:26:20

Yeovil Town Council

Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 5500
N/C To 5650

Tran Date From 01/05/2022
Tran Date To 31/05/2022

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

Department From 0
Department To 999

Dept Number 11 **Dept** PROMOTIONS & ACTIVITIES
N/C 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>
61826	PI	11/05/2022	Ranger	240.09		240.09
Account Totals				<u>240.09</u>		<u>240.09</u>

N/C 5600 **Name** P&A - Exp - Yeovil Together

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61703	PI	03/05/2022	Yeovil Together Event	2,000.00		2,000.00
Account Totals				<u>2,000.00</u>		<u>2,000.00</u>

N/C 5640 **Name** P&A - Exp - Queen's Platinum Jubilee

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
61702	PI	05/05/2022	Security and Stewards	3,812.00		3,812.00
61742	PI	02/05/2022	Tally Counter	16.48		16.48
61811	PI	15/05/2022	Assembly Point Sign	4.60		4.60
61814	PI	15/05/2022	Purple & White Bunting	14.16		14.16
61815	PI	15/05/2022	Purple & White Bunting	28.32		28.32
61816	PI	17/05/2022	Lanyards	24.80		24.80
61817	PI	18/05/2022	Head Torches	16.64		16.64
61818	PI	18/05/2022	Paper Plates	18.40		18.40
61824	PI	17/05/2022	Advert	220.00		220.00
61827	PI	20/05/2022	Hi-Vis Security Waistcoats	285.10		285.10
61831	PI	12/05/2022	Advert	175.00		175.00
61833	PI	13/05/2022	Activities	1,031.67		1,031.67
61863	PI	09/05/2022	Refreshments	7.35		7.35
61864	PI	18/05/2022	Selfie Frame	50.00		50.00
61876	PI	31/05/2022	Entertainment - Jubilee	150.00		150.00
61934	PI	16/05/2022	Band (The Disciples)	60.00		60.00
61936	PI	20/05/2022	Band (Electric Peach)	560.00		560.00
61938	PI	16/05/2022	Band (Yeovil Ukulele Festival)	60.00		60.00
61942	PI	19/05/2022	Band (Livewired)	400.00		400.00
61950	PI	30/05/2022	Medical Services	2,381.00		2,381.00
61959	PI	26/05/2022	Barrier Mesh Fence	38.32		38.32
61960	PI	28/05/2022	Glitter Glue	7.98		7.98
61961	PI	28/05/2022	Loose Sequins	7.14		7.14
61962	PI	28/05/2022	Craft Items	4.99		4.99
61963	PI	29/05/2022	Craft Items	9.98		9.98
62056	PI	17/05/2022	Security Items	206.39		206.39
Account Totals				<u>9,590.32</u>		<u>9,590.32</u>

Department 11,830.41 11,830.41

Grand Totals 11,830.41 11,830.41