

# Yeovil Town Council



Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

Promotions and Activities Committee

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## Promotions and Activities Committee

**Tuesday 14<sup>th</sup> June 2022**

**7:00pm**

**Hybrid Meeting:**

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

**BA20 1PQ; and virtual using Zoom meeting software**

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Any members of the public wishing to make comments at Public Comments or view should to email [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Tuesday 14<sup>th</sup> June 2022.

For further information on the items to be discussed, please contact [town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk).

A handwritten signature in black ink, appearing to read 'Amanda Card'.

**Amanda Card**, Town Clerk  
7<sup>th</sup> June 2022

This information is also available on our website: [www.yeovil.gov.uk](http://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](mailto:ytic@yeovil.gov.uk) by 9:00am on Tuesday 14<sup>th</sup> June 2022.

If you would like to view the meeting, please e-mail [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Tuesday 14<sup>th</sup> June 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](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.

# **A G E N D A**

**Public Comment (15 Minutes)**

**11/005. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

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

**11/006. 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).

**11/007. MINUTES**

To approve as a correct record the Minutes of the meeting held on 11<sup>th</sup> January and 25<sup>th</sup> May 2022 (8<sup>th</sup> March meeting was cancelled as the meeting was inquorate).

**11/008. URGENT BUSINESS STANDING ORDER 4d xiv: YEOVIL TOGETHER EVENT 2022**

To note the decision taken under Urgent Business Standing Order 4d xiv to financially support the Yeovil Together Event on 3<sup>rd</sup> July 2022 by contributing £2,000.

**11/009. URGENT BUSINESS STANDING ORDER 4d xiv: PROPOSAL FROM YEOVIL ARTS ACTION GROUP**

To note the decision taken under Urgent Business Standing Order 4d xiv to support a proposal from the Yeovil Arts Action Group for a Service Level Agreement with Yeovil Town Council.

This proposal will be referred to the Policy, Resources and Finance Committee for a decision on funding.

**11/010.. URGENT BUSINESS STANDING ORDER 4d xiv: QUEEN'S JUBILEE BEACON LIGHTING EVENT**

To note the decision taken under Urgent Business Standing Order 4d xiv to accept a proposal from Love Yeovil to organise the Queen's Jubilee Beacon Lighting Event in St John's Churchyard.

**11/011.. QUEEN'S JUBILEE BEACON LIGHTING EVENT**

To receive feedback about the event.

**11/011.. YEOVIL IN BLOOM MINUTES**

To consider the minutes of the Yeovil in Bloom meeting held on 25<sup>th</sup> January and 25<sup>th</sup> April 2022 (previously circulated).

**11/012. QUEEN'S JUBILEE 2022: EVENT**

To receive verbal feedback from the Working Party.

**11/013. FINANCIAL STATEMENT FEBRUARY AND MARCH 2022**

To consider the Financial Statement for the period 1 February to 31 March 2022 attached at pages 3 to 6.

**Public Comment (15 Minutes)**

# Yeovil Town Council

## February Actual V Budget

### Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	102,550.00	102,550.00	102,550.00	0.00	0.00
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<hr/> 102,550.00	<hr/> 102,550.00	<hr/> 102,550.00	<hr/> 0.00	<hr/> 0.00
<b>Expenditure</b>					
Christmas Lights	23,500.00	20,484.67	21,541.63	-1,056.96	3,015.33
Christmas Lights Installation	17,000.00	14,225.00	15,583.37	-1,358.37	2,775.00
Love Yeovil	1,000.00	0.00	1,000.00	0.00	1,000.00
Customised Souvenirs	650.00	0.00	595.87	-595.87	650.00
Christmas Lights Switch-On	500.00	800.00	500.00	300.00	-300.00
Christmas Lights Comp	30.00	0.00	27.50	-27.50	30.00
Town Crier	1,030.00	0.00	944.13	-944.13	1,030.00
Yeovil Town Crier Open Champs	1,550.00	0.00	1,550.00	-1,550.00	1,550.00
Unity in the Community	550.00	550.00	504.13	45.87	0.00
Yeovil Super Saturday	6,500.00	5,288.85	5,958.37	-669.52	1,211.15
Open Spaces: YIB Officer	24,800.00	0.00	18,600.01	-18,600.01	24,800.00
Open Spaces: Yeovil in Bloom	16,440.00	15.00	12,330.01	-12,315.01	16,425.00
Queen's Platinum Jubilee	0.00	150.00	0.00	150.00	-150.00
Eats: Festival	9,000.00	3,025.00	8,250.00	-5,225.00	5,975.00
	<hr/> 102,550.00	<hr/> 44,538.52	<hr/> 87,385.02	<hr/> -41,846.50	<hr/> 58,011.48
	<hr/> <b>0.00</b>	<hr/> <b>58,011.48</b>	<hr/> <b>15,164.98</b>	<hr/> <b>41,846.50</b>	<hr/> <b>-58,011.48</b>

Date: 19/04/2022  
 Time: 14:45:45

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 5500	Tran Date From 01/02/2022	Tran No From 1	Department From 0
N/C To 5650	Tran Date To 28/02/2022	Tran No To 99,999,999	Department To 999

Dept Number 11                      Dept      PROMOTIONS & ACTIVITIES

N/C                      5502                      Name      P&A - Inc - 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>
60950	SI	03/02/2022	Contribution - Queens Platinum Jubilee		2,000.00	-2,000.00
<u>Account Totals</u>					<u>2,000.00</u>	<u>-2,000.00</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>
61001	PI	02/02/2022	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>2,000.00</u>	<u>275.00</u>
<u>Grand Totals</u>				<u>2,275.00</u>	<u>2,000.00</u>	<u>275.00</u>

# Yeovil Town Council

## March Actual V Budget

### Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance
<b>Income</b>				
PRECEPT	102,550.00	102,550.00	102,550.00	0.00
Yeovil Super Saturday	0.00	0.00	0.00	0.00
	102,550.00			0.00
<b>Expenditure</b>				
Christmas Lights	23,500.00	20,484.67	23,500.00	-3,015.33
Christmas Lights Installation	17,000.00	14,225.00	17,000.00	-2,775.00
Love Yeovil	1,000.00	0.00	1,000.00	0.00
Customised Souvenirs	650.00	0.00	650.00	-650.00
Christmas Lights Switch-On	500.00	800.00	500.00	300.00
Christmas Lights Comp	30.00	0.00	30.00	-30.00
Town Crier	1,030.00	0.00	1,030.00	-1,030.00
Yeovil Town Crier Open Champs	1,550.00	0.00	1,550.00	-1,550.00
Unity in the Community	550.00	550.00	550.00	0.00
Yeovil Super Saturday	6,500.00	5,288.85	6,500.00	-1,211.15
Open Spaces: YIB Officer	24,800.00	24,800.00	24,800.00	0.00
Open Spaces: Yeovil in Bloom	16,440.00	16,500.95	16,440.00	60.95
Queen's Platinum Jubilee	0.00	3,596.33	0.00	3,596.33
Eats: Festival	9,000.00	975.00	9,000.00	-8,025.00
	102,550.00	87,220.80	102,550.00	-14,329.20
	<b>0.00</b>	<b>-87,220.80</b>	<b>-102,550.00</b>	<b>14,329.20</b>



Date: 19/04/2022  
 Time: 14:51:49

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 5500	Tran Date From 01/03/2022	Tran No From 1	Department From 0
N/C To 5650	Tran Date To 31/03/2022	Tran No To 99,999,999	Department To 999

Dept Number 11                      Dept      PROMOTIONS & ACTIVITIES

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>
61406	JD	31/03/2022	YIB Officer	24,800.00		24,800.00
<u>Account Totals</u>				<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>
61371	PI	24/03/2022	Mileage Claim	45.95		45.95
61407	JD	31/03/2022	YIB Working Budget	16,440.00		16,440.00
<u>Account Totals</u>				<u>16,485.95</u>		<u>16,485.95</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>
61248	PI	20/03/2022	Queen's Platinum Jubilee Advert	150.00		150.00
61252	PI	21/03/2022	Deposit - Fun Games	83.33		83.33
61355	PI	29/03/2022	Reusable Cups	3,213.00		3,213.00
<u>Account Totals</u>				<u>3,446.33</u>		<u>3,446.33</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>
61304	BR	18/03/2022	Grant - Eat Festival		2,050.00	-2,050.00
<u>Account Totals</u>					<u>2,050.00</u>	<u>-2,050.00</u>
<u>Department</u>				<u>44,732.28</u>	<u>2,050.00</u>	<u>42,682.28</u>
<u>Grand Totals</u>				<u>44,732.28</u>	<u>2,050.00</u>	<u>42,682.28</u>