



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

Mayor: Cllr A Kendall, Town Clerk: Amanda Card BA (Hons), CPFA, BSc (Open)  
T-01935 382424, F-01935 382429, W-[www.yeovil.gov.uk](http://www.yeovil.gov.uk)  
E-mail-Town.Clerk@yeovil.gov.uk

**Minutes of the hybrid meeting of the Promotions and Activities Committee held on Tuesday 14<sup>th</sup> November 2023 at 7.00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ; and by video-conference using Zoom meeting software.**

**Committee Members Present (in person):** Cllrs E Potts-Jones (In the Chair); T Casey; E Hopkins; A Kendall; J Lowery; W Read and D Woan.

**Members Also Present (virtually):** Cllr A Richards (Wyndham Ward).

**In Attendance (in person):** A Card (Town Clerk) and S Freemantle (Deputy Town Clerk).

**Public Comment.** There was one member of the public present in person and one member of the public (a representative from eat:festivals) present virtually. No members of the press were present.

**7.00pm** – Meeting Commenced

## **11/094. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies for absence (*LGA 1972 s85(1)*) were received from Cllrs J Cabell (conflicting engagement), Kayleigh Fieldsend (conflicting engagement) and S Lowery (unwell).

**RESOLVED:** to accept the apologies with the reasons given.

## **11/095. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **11/096. MINUTES OF LAST MEETING**

The Committee approved as a correct record the Minutes of the previous meeting held on 12<sup>th</sup> September 2023.

**RESOLVED:** That the Minutes of the meeting of the Promotions and Activities Committee held on 12<sup>th</sup> September 2023 be signed by the Chairman as a correct record.

### **11/097. EAT:FESTIVALS PROPOSED DATES FOR 2024**

Beverley Milner Simonds from eat:festivals commented on how much they had enjoyed working in Yeovil over the past few years and that they were excited about the future events in Yeovil in the forthcoming years.

The Committee considered the report by the Deputy Town Clerk regarding the proposed dates for eat:festivals in 2024. It was agreed to change the date from 20<sup>th</sup> April to 18<sup>th</sup> May and to change the date from 23<sup>rd</sup> November to 30<sup>th</sup> November. It was also agreed that eat:festivals would support Super Saturday on 21<sup>st</sup> September. It was noted that the budget allocation was sufficient to cover the cost of the three events and agreed that a three-year agreement at the fixed cost of £4,600 for three events per year be agreed.

**RESOLVED:** (1) that the report be noted; (2) that the dates for eat:festivals to visit Yeovil in 2024 be 18<sup>th</sup> May, 21<sup>st</sup> September and 30<sup>th</sup> November; and (3) that a three-year agreement at the fixed price of £4,600 for three events per year be approved.

### **11/098. YEOVIL CELEBRATES**

The Committee considered the report by the Deputy Town Clerk regarding the two-day celebration event.

The Deputy Town Clerk explained that the consultation period for the Premises Licence had ended the day before the meeting, and that the Licensing Authority had identified the conditions which it would attach to the licence. The Police Alcohol Licensing Officer had amended one of these conditions which requires further documentation to be finalised and submitted 12 weeks before the event. There was therefore a need to establish as soon as possible from Somerset Council the detail about the usage of Yeovil Recreation Ground as the venue site, and requirements from the licensing authority for food and drink vendors.

It was suggested that the event has a specific theme and that what Yeovil is celebrating is decided. It was agreed that as part of the promotion for the event, attendees would be asked what they are celebrating and a celebration wall would be put up so that people could write on the wall what they were celebrating that day, or what they would like to celebrate about Yeovil.

**RESOLVED:** that the report on the “*Yeovil Celebrates*” event due to be held on 25<sup>th</sup> and 26<sup>th</sup> May 2024 be noted.

### **11/099. SUPER SATURDAY**

The Committee considered the report by the Deputy Town Clerk and discussion took place regarding the success of the day. Footfall was excellent (14,000) and traders both in shops

and as part of eat:festivals had been very busy with one shop reporting that it had its busiest trading day since before the pandemic.

Involvement from local organisations and businesses was discussed and it was agreed to contact the college and Leonardo. With regard to publicity, it was agreed that Councillors would distribute posters.

The officers explained that the budget had been increased to £9,000 to allow for a second Super Saturday event to take place in July, but it was recommended to increase the budget by a further £1,000 to allow scope to make both events as successful as possible. This was agreed by the Committee.

**RESOLVED** (1) that the report be noted; (2) to agree to a second event in the town centre in 2024; and (3) to increase the proposed budget allocation for Super Saturday to £10,000 for 2024/25.

*7.38pm – The representative from eat:festivals left the meeting and did not return.*

#### **11/100. PROPOSAL TO SUPPORT PIRATES OF THE CARABINA**

This agenda item was no longer required.

#### **11/101. CHRISTMAS LIGHTS SWITCH ON EVENT (URGENT DECISION)**

The Committee considered the report by the Town Clerk which was in accordance with Standing Orders, paragraph 4d(xiv) 'Urgent Business'.

**RESOLVED:** that the report be noted.

#### **11/102. CHRISTMAS LIGHTS WORKING PARTY**

It was agreed that Cllrs A Kendall, J Lowery, W Read and D Woan form the Christmas Lights Working Party.

**RESOLVED:** that Cllrs A Kendall, J Lowery, W Read and D Woan form the Christmas Lights Working Party.

#### **11/103. FINANCIAL STATEMENT – AUGUST AND SEPTEMBER 2023**

The Committee considered the Financial Statement for the period 1<sup>st</sup> August to 30<sup>th</sup> September 2023.

**RESOLVED:** that the Financial Statement for the period 1<sup>st</sup> August to 30<sup>th</sup> September 2023 be approved.

**11/104. DRAFT BUDGET 2024/25**

The Committee considered the draft budget and agreed to increase the budget allocation for Super Saturday to £10,000.

**RESOLVED:** that with the inclusion of the increase of the budget allocation for Super Saturday to £10,000, the draft Promotions and Activities Budget be supported and referred to the Policy, Resources and Finance Committee.

**Public Comment.** There were no members of the public or press present.

*7.52pm – The member of the public left the meeting and did not return.*

**11/105. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** 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 of agenda item 11/106 would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Public Bodies (Admission to Meetings) Act 1960 s3

**11/106. CHRISTMAS LIGHTS INSTALLATION - CONFIDENTIAL**

The Committee considered the confidential report by the Town Clerk.

**RESOLVED** (1) that the report be noted; and (2) that a letter be written to the Yeovil Refresh Project Manager and that he be invited to a meeting with Cllrs T Casey, A Kendall and D Woan.

The meeting closed at 8.17pm.

Signed: ..... (Chairman)

Date: .....