



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

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## Promotions and Activities Committee

Tuesday 14<sup>th</sup> November 2023

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

Amanda Card, Town Clerk  
7<sup>th</sup> November 2023

This information is also available on our website: [www.yeovil.gov.uk](http://www.yeovil.gov.uk)

Promotions and Activities Committee

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

Jade Cabell

Tareth Casey

Kayleigh Fieldsend

Emma-Jayne Hopkins (*Ex-officio*)

Andy Kendall (*Ex-officio*)

Vacancy

Jane Lowery

Sarah Lowery (*Chairman*)

Evie Potts-Jones (*Vice Chairman*)

Wes Read

David Woan

**Public Comments at meetings**

Members of the public may attend the meeting either physically or via zoom.

If you would like to join the meeting via zoom, please e-mail [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Tuesday 14<sup>th</sup> November 2023. 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)**

Due to the confidential nature of the business of item 11/106, 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*

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

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

## **11/095. 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).

## **11/096. MINUTES**

To approve as a correct record the Minutes of the meeting held on 12<sup>th</sup> September 2023.

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

To consider a report by the Deputy Town Clerk attached at page 3.

## **11/098. YEOVIL CELEBRATES 2024**

To consider the report by the Deputy Town Clerk attached at page 4.

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

To consider the report by the Deputy Town Clerk attached at page 5.

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

To consider the report by the Deputy Town Clerk attached at page 6.

**11/101. URGENT DECISION:CHRISTMAS LIGHTS SWITCH ON**

To consider the report by the Town Clerk attached at page 7.

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

To nominate three Councillors to form a Working Group to specify the contract requirements and procure the new Christmas Lights display (ideally Councillors available to meet during the day).

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

To consider the Financial Statement for the period 1<sup>st</sup> August to 30<sup>th</sup> September 2023 attached at pages 8 to 11.

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

To consider and recommend to Policy, Resources and Finance Committee the draft budget for 2024/25 attached at page 12.

**Public Comment (15 Minutes)**

**11/105.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.

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

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

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

At the last meeting of the Promotions and Activities Committee it was agreed the dates for eat:festivals to hold their event in the town centre be 20<sup>th</sup> April and 23<sup>rd</sup> November.

The Town Council has since received correspondence from eat:festivals to ask if the following dates could be considered instead:

18<sup>th</sup> May 2024 (instead of 20<sup>th</sup> April 2024)

21<sup>st</sup> September 2024 (to coincide with Super Saturday)

30<sup>th</sup> November 2024 (instead on 23<sup>rd</sup> November 2024)

The required budget for these three events is £4,600 (which is within the proposed budget allocation).

It is **RECOMMENDED** (1) to note the report; and (2) to consider the proposed dates.

*(Sally Freemantle, Deputy Town Clerk – 01935 382424 or  
sally.freemantle@yeovil.gov.uk)*

## **11/098. YEOVIL CELEBRATES 2024**

Preparations for the event to be held on 25<sup>th</sup> and 26<sup>th</sup> May 2024 continue.

- Event Management Plan (available to view on request)
- Premises Licence application submitted
- Site signs in accordance with Premises Licence application (consultation period ends 13<sup>th</sup> November 2023)
- Statutory Notice published
- Discussions with Somerset Council Officers regarding venue costs
- Confirmation regarding Street Trading Licence requirements requested

Aspects booked so far include:

- Stages
- Toilets
- Welfare units etc
- Fencing
- Security and stewards
- Some bands/performers
- Bars and some food vendors

It is **RECOMMENDED** to note the report.

*(Sally Freemantle, Deputy Town Clerk – 01935 382424 or  
sally.freemantle@yeovil.gov.uk)*

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

Super Saturday on 16<sup>th</sup> September was a very busy and successful event. Feedback about the day was positive and footfall was up 23% on the previous year at 14,000. One of the shops reported that it had been their busiest trading day since before covid and the live stream from Facebook had 50 viewers at one time.

The event included two performances of Pirate Taxi by Pirates of the Carabina and three performances of Out of the Deep Blue by Autin Dance Theatre (collaboration with Octagon Theatre/Somerset Council) as well as eat:festivals, circus skills, stilt walker, walkabout act, buskfest, local community stalls and traditional fair stalls.

There were restrictions on the areas of the town available for use due to Yeovil Refresh, so the focus of the event was in St John's Churchyard and The Quedam.

Along with the positive feedback, many suggestions were received that the event take place more than once a year. A provisional amount of £9,000 has been included in the proposed budget for 2024/25, however if a second event is supported, this amount could be increased to £10,000 to provide better opportunities to hold two brilliant events. In anticipation of the end of the Yeovil Refresh project, the events would be an excellent opportunity to encourage more people into the town centre.

It is **RECOMMENDED** (1) to note the report; (2) to agree to a second event in the town centre in 2024; and (3) to increase the proposed budget allocation for Super Saturday for the forthcoming financial year.

*(Sally Freemantle, Deputy Town Clerk – 01935 382424 or  
sally.freemantle@yeovil.gov.uk)*



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

Pirates of the Carabina brought their performance of Pirate Taxi to Super Saturday and it was extremely popular.

The company has since been in contact to ask whether Yeovil Town Council would be interested in supporting them in a funding application for the development of their new show. To support them, Yeovil Town Council would need to be prepared to facilitate the hosting of the presentation of an outdoor performance in 2025 in Yeovil.

The show is currently in its ideas stage and Pirates of the Carabina is applying for funding from a Seedbed Fund by Residency Space 101 Outdoor Arts in Newbury. The show will be suitable to be performed in outdoor spaces and suitable for a family audience.

More information about the (local) company, the potential funders and the concept of the show will be available at the meeting – or by contacting the Deputy Town Clerk (SF) in advance.

It is **RECOMMENDED** (1) to note the report; and (2) to consider the proposal to support Pirates of the Carabina in their funding bid.

*(Sally Freemantle, Deputy Town Clerk – 01935 382424 or  
sally.freemantle@yeovil.gov.uk)*

11/xxx      **CHRISTMAS LIGHTS SWITCH ON EVENT (URGENT DECISION)**

**This report is a requirement of Standing Orders, paragraph 4d(xiv) 'Urgent Business', and is for information only.**

A request was received from Love Yeovil for a contribution of £2,000 towards the cost of the Christmas Lights Switch on Event which will take place on Saturday 18<sup>th</sup> November 2023. The Town Clerk informed those involved with the decision making that there was £1,000 in the budget for Christmas Lights Switch on but that the installation and the hire of the lights would be significantly less than usual due to the extension of the current lighting scheme.

*"We are looking to host a more community focused event this year incorporating the finale of Yeovil Art Space's Sound of Yeovil Project.*

*The event will be hosted in the Quedam due to obvious reasons with a smaller stage a number of different performance areas throughout the Mall. We shall be inviting community groups, choirs and ethnically diverse community groups to perform. We shall have a schedule of acts and interactive sound activities such as DJ booth and silent disco after the switch on.*

*We are planning on having the following:*

- *Flashmob*
- *Interactive light/sound installation*
- *Ukulele band*
- *Craft market*

*The event will then kick off the 12 days of Christmas Window Project whereby we are linking 12 businesses with 12 community groups to decorate a window, one of each that will be revealed in the run up to Christmas."*

In accordance with Standing Orders, paragraph 4d(xiv) "Urgent Business", it was agreed to contribute £2,000 towards the Christmas Lights Switch on.

The Committee is **RECOMMENDED** to note the report.

***(Amanda Card, Town Clerk – 01935 382424 or amanda.card@yeovil.gov.uk)***

# Yeovil Town Council

## August Actual V Budget

### Promotions & Activities Committee

	Budget		Budget		Remaining
	Allocation	Actual YTD	YTD	Variance	Budget
<b>Income</b>					
PRECEPT	183,780.00	183,780.00	183,780.00	0.00	0.00
Yeovil Celebrates	0.00	2,320.52	0.00	2,320.52	-2,320.52
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	183,780.00	186,100.52	183,780.00	2,320.52	-2,320.52
<b>Expenditure</b>					
Christmas Lights	28,000.00	0.00	11,666.65	-11,666.65	28,000.00
Christmas Lights Installation	20,000.00	520.00	8,333.35	-7,813.35	19,480.00
Love Yeovil	1,000.00	0.00	0.00	0.00	1,000.00
Customised Souvenirs	650.00	0.00	270.85	-270.85	650.00
Christmas Lights Switch-On	1,000.00	0.00	0.00	0.00	1,000.00
Christmas Lights Comp	30.00	0.00	12.50	-12.50	30.00
Town Crier	1,170.00	455.49	487.50	-32.01	714.51
Yeovil Town Crier Open Champs	1,690.00	0.00	1,690.00	-1,690.00	1,690.00
Unity in the Community	2,000.00	0.00	833.35	-833.35	2,000.00
Yeovil Super Saturday	7,000.00	1,101.00	2,916.65	-1,815.65	5,899.00
Open Spaces: YIB Officer	24,800.00	0.00	6,200.01	-6,200.01	24,800.00
Open Spaces: Yeovil in Bloom	16,440.00	0.00	4,110.01	-4,110.01	16,440.00
Yeovil Celebrates	70,000.00	44,795.27	29,166.65	15,628.62	25,204.73
Eats: Festival	5,000.00	750.00	2,083.35	-1,333.35	4,250.00
Yeovil Arts Space	5,000.00	5,000.00	2,083.35	2,916.65	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	183,780.00	52,621.76	69,854.22	-17,232.46	131,158.24
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<b>0.00</b>	<b>133,478.76</b>	<b>113,925.78</b>	<b>19,552.98</b>	<b>-133,478.76</b>

Date: 06/11/2023  
 Time: 12:48:57

## Yeovil Town Council

### Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 5500  
 N/C To 5650

Tran Date From 01/08/2023  
 Tran Date To 31/08/2023

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

Department From 0  
 Department To 999

**Dept Number** 11      **Dept** PROMOTIONS & ACTIVITIES

**N/C** 5570      **Name** P&A - Exp - Town Crier

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66654	PI	17/08/2023	Town Criers Uniform	147.50		147.50
<b>Account Totals</b>				<u>147.50</u>		<u>147.50</u>

**N/C** 5610      **Name** P&A - Exp - Yeovil Super Saturday

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
67735	PI	22/08/2023	Licence Fee	21.00		21.00
<b>Account Totals</b>				<u>21.00</u>		<u>21.00</u>

**N/C** 5640      **Name** P&A - Exp - Yeovil Celebrates

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66507	PI	10/08/2023	Newspaper Feature	320.00		320.00
<b>Account Totals</b>				<u>320.00</u>		<u>320.00</u>

**Department**      488.50      488.50

**Grand Totals**      488.50      488.50

# Yeovil Town Council

## September Actual V Budget

### Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
<b>Income</b>					
PRECEPT	183,780.00	183,780.00	183,780.00	0.00	0.00
Yeovil Celebrates	0.00	2,320.52	0.00	2,320.52	-2,320.52
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<hr/> 183,780.00	186,100.52	183,780.00	2,320.52	-2,320.52
<b>Expenditure</b>					
Christmas Lights	28,000.00	0.00	13,999.98	-13,999.98	28,000.00
Christmas Lights Installation	20,000.00	520.00	10,000.02	-9,480.02	19,480.00
Love Yeovil	1,000.00	2,000.00	1,000.00	0.00	-1,000.00
Customised Souvenirs	650.00	0.00	325.02	-325.02	650.00
Christmas Lights Switch-On	1,000.00	0.00	0.00	0.00	1,000.00
Christmas Lights Comp	30.00	0.00	15.00	-15.00	30.00
Town Crier	1,170.00	1,117.99	585.00	532.99	52.01
Yeovil Town Crier Open Champs	1,690.00	0.00	1,690.00	-1,690.00	1,690.00
Unity in the Community	2,000.00	0.00	1,000.02	-1,000.02	2,000.00
Yeovil Super Saturday	7,000.00	4,499.05	3,499.98	999.07	2,500.95
Open Spaces: YIB Officer	24,800.00	0.00	12,400.00	-12,400.00	24,800.00
Open Spaces: Yeovil in Bloom	16,440.00	0.00	8,220.00	-8,220.00	16,440.00
Yeovil Celebrates	70,000.00	44,795.27	34,999.98	9,795.29	25,204.73
Eats: Festival	5,000.00	1,175.00	2,500.02	-1,325.02	3,825.00
Yeovil Arts Space	5,000.00	5,000.00	2,500.02	2,499.98	0.00
	<hr/> 183,780.00	59,107.31	92,735.04	-34,627.73	124,672.69
	<hr/> <b>0.00</b>	<b>126,993.21</b>	<b>91,044.96</b>	<b>36,948.25</b>	<b>-126,993.21</b>

Date: 06/11/2023  
 Time: 12:54:43

**Yeovil Town Council**  
**Nominal Departmental Analysis (Detailed)**

Page: 1

**N/C From** 5500  
**N/C To** 5650

**Tran Date From** 01/09/2023  
**Tran Date To** 30/09/2023

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

**Department From** 0  
**Department To** 999

**Dept Number** 11      **Dept** PROMOTIONS & ACTIVITIES

**N/C** 5530      **Name** P&A - Exp - Love Yeovil

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66694	PI	20/09/2023	Contribution Lights Switch On	2,000.00		2,000.00
<b>Account Totals</b>				<u>2,000.00</u>		<u>2,000.00</u>

**N/C** 5570      **Name** P&A - Exp - Town Crier

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66645	PI	05/09/2023	Alterations - Town Criers Uniform	162.50		162.50
66690	PI	19/09/2023	Honorarium	500.00		500.00
<b>Account Totals</b>				<u>662.50</u>		<u>662.50</u>

**N/C** 5610      **Name** P&A - Exp - Yeovil Super Saturday

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66641	PI	07/09/2023	Support - Super Saturday	255.00		255.00
66648	PI	18/09/2023	Radio Abbey 104	500.00		500.00
66649	PI	18/09/2023	Generator	236.50		236.50
66658	PI	18/09/2023	Refreshments	3.60		3.60
66686	PI	06/09/2023	Fairground/Fete Games	712.50		712.50
66688	PI	19/09/2023	Circus Workshop/Performers	1,040.00		1,040.00
66720	PI	21/09/2023	Advert	90.00		90.00
67676	PI	22/09/2023	Management of Busking	50.00		50.00
67689	PI	28/09/2023	Photographic Coverage	245.00		245.00
67694	PI	19/09/2023	Contribution - Autin Dance Theatre	250.00		250.00
67741	PI	15/09/2023	Refreshments	15.45		15.45
<b>Account Totals</b>				<u>3,398.05</u>		<u>3,398.05</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>
66689	PI	16/09/2023	Eat Festival	425.00		425.00
<b>Account Totals</b>				<u>425.00</u>		<u>425.00</u>

**Department** 6,485.55      6,485.55

**Grand Totals** 6,485.55      6,485.55

## Promotions & Activities Committee

	2022/23			2023/24				2024/25	
	Budget £	Actual £	(Over)/ Under £	Budget	Month 1 - 6 spent 30/09/2023	Full year estimated spend to 31/03/2024	Estimated (over) / under spend £	Proposed Budget	Notes
<b>EXPENDITURE</b>									
Christmas Lights	23,500	16,217	7,283	28,000	0	28,000	0	30,000	Inflationary increase. Tender for new scheme for Dec 2024
Christmas Lights Competition	30	0	30	30	0	0	30	30	
Christmas Lights Installation/Safety Checks	17,500	14,365	3,135	20,000	520	19,000	1,000	22,000	Inflationary increase. Tender for new scheme for Dec 2024
Christmas Lights Switch On	500	0	500	0	0	0	0	0	Contractor to provide more people to switch on Christmas lights.
Christmas Lights Switch On Event	0	0	0	1,000	2,000	2,000	(1,000)	2,000	
Customised souvenirs	650	650	0	650	0	650	0	650	
Eats: Festival	5,000	4,550	450	5,000	1,175	4,550	450	5,000	Spring, Super Saturday and Christmas local produce market. P&A 10/11/20.
Holiday Playscheme contribution	0	0	0	0	0	0	0	11,400	Moved from GGM
Love Yeovil	1,000	500	500	1,000	0	1,000	0	1,000	
Resourcing VE Day Celebrations	0	40,492	(40,492)	0	0	0	0	0	An event to be held for VE Day (including staffing costs) P&A 12/11/19 PR&F 26/11/19. VE Day celebrations cancelled due to COVID - carry forward for Music in the Park in June 2021
Resourcing Yeovil Celebrates....	0	20,587	(20,587)	70,000	44,795	70,000	0	75,000	Agreed P&A 11/07/23 and PR&F 25/07/23
Queen's Jubilee Beacon	0	2,700	(2,700)	0	0	0	0	0	
Super Saturday	7,000	4,308	2,692	7,000	4,499	4,499	2,501	9,000	Inflationary increase 2 x Super Saturdays
Town Crier	1,070	0	1,070	1,170	1,118	1,118	52	1,260	Inflationary increase
Yeovil Art Space (SLA)	0	0	0	5,000	5,000	5,000	0	5,000	Agreed PR&F 28/06/22
Yeovil in Bloom Officers	24,800	24,800	0	24,800	24,800	24,800	0	24,800	
Yeovil in Bloom Working Budget	16,440	16,446	(6)	16,440	16,440	16,440	0	16,440	
Yeovil Open Town Crier Competition	1,550	1,447	103	1,690	0	0	1,690	1,820	Inflationary increase
Yeovil Together	2,000	2,000	0	2,000	0	0	2,000	2,000	SLA for 3 years 2024 - 2026
<b>Total Expenditure</b>	<b>101,040</b>	<b>149,062</b>	<b>(48,022)</b>	<b>183,780</b>	<b>100,347</b>	<b>177,057</b>	<b>6,723</b>	<b>207,400</b>	
<b>INCOME</b>									
Contribution to Yeovil Celebrates	0	(2,000)	2,000	0	0	0	0	0	
<b>Total Income</b>	<b>0</b>	<b>(2,000)</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Expenditure</b>	<b>101,040</b>	<b>147,062</b>	<b>(46,022)</b>	<b>183,780</b>	<b>100,347</b>	<b>177,057</b>	<b>6,723</b>	<b>207,400</b>	