

Yeovil Town Council



Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Promotions and Activities Committee

Tuesday 12th March 2024

7:00pm

Hybrid Meeting:

**Face-to-face at Town House, 19 Union Street, Yeovil
BA20 1PQ; and virtual using Zoom meeting software**

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

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

Amanda Card, Town Clerk
6th March 2024

This information is also available on our website: www.yeovil.gov.uk

Promotions and Activities Committee

Members of Yeovil Town Council are summoned to attend:

Jade Cabell

Jane Lowery

Tareth Casey

Sarah Lowery (*Chairman*)

Kayleigh Fieldsend

Evie Potts-Jones (*Vice Chairman*)

Emma-Jayne Hopkins (*Ex-officio*)

Wes Read

Andy Kendall (*Ex-officio*)

David Woan

Vacancy

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 by 9:00am on Tuesday 12th March 2024. 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 item 11/130 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*

11/119. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

11/120. 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).

11/121. MINUTES

To approve as a correct record the Minutes of the meeting held on 9th January 2024.

11/122. YEOVIL ART SPACE REPORT

To consider the report by Yeovil Art Space attached at pages 6 to 8 and consider renewing the Service Level Agreement for a further three years.

11/123. EAT:FESTIVALS

To consider the proposed dates for eat:festival to come to Yeovil Town Centre in 2025:

- Sat 31 May
- Sat 20 Sept (Super Saturday)
- Sat 22 Nov Christmas event

11/124. BEACON LIGHTING EVENT FOR D-DAY COMMEMORATION

To consider the report by the Deputy Town Clerk attached at pages 9 and 10.

11/125. EVENTS IN YEOVIL TOWN CENTRE

To consider a verbal update by the Deputy Town Clerk.

11/126. CHRISTMAS LIGHTS WORKING GROUP

To consider feedback from the Christmas Lights Working Group.

11/127. URGENT DECISION: LANTERN PARADE FUNDING

To consider the report by the Deputy Town Clerk attached at page 11.

11/128. FINANCIAL STATEMENT – DECEMBER 2023 AND JANUARY 2024

To consider the Financial Statement for the period 1st December 2023 to 31st January 2024 attached at pages 12 to 15.

Public Comment (15 Minutes)

11/129. 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.

11/130. SERVICES GOING FORWARD - CONFIDENTIAL

To consider a confidential report (to follow if available).

11/122. YEOVIL ART SPACE REPORT

Yeovil Art Space & Yeovil Town Council Service Level Agreement

Description of Services

To strengthen the networks and support partnership working, in order to:

- a) Support the delivery of a range of creative and cultural activities to develop the civic pride and connectivity of Yeovil residents from different ages and backgrounds.
- b) Provide joined up opportunities for the community, prioritising those from socio-economic deprived areas in partnership with art and non-art organisations.
- c) Strengthen the strategic position of Yeovil Art Space to bring resources and increase investment for arts and culture in Yeovil to support the local economy and create job opportunities.
- d) Support High Street regeneration by putting community and creativity in the heart of the development.
- e) Bring quality of art and cultural offers to the town with skilled artists and professionals.

This will be delivered by:

- Developing a community-based art and cultural strategy for Yeovil
- Increasing arts opportunities in the town and neighbourhood

* *Activities Report (July 2022- July 2023) please contact Sally Freemantle*

Activity Report (Sept 2023 - Mar 2024)

Date	Activities	Details	Outcome
16 September	SuperSaturday	Link to the launch of Sound of Yeovil heritage project, we provide exhibitions, performance and engagement activities throughout the day across the town, including EPS Yeovil, Library, YAS and The 94 Club. https://yeovilartspace.uk/2023/08/21/saturday-16-september-sound-of-yeovil/	More than 30 artists/performers involved and recorded 380 visitors at Yeovil Art Space, with an evening event at 94 Club attended by 120 people.
16 Sept - 18 Nov	Sound of Yeovil Exhibition & Events	An exhibition tells the story of music heritage in Yeovil, alongside events at SuperSaturday, Silent Disco at Yeovil Christmas Light Switch On event and In-conversation talk event. https://yeovilartspace.uk/soundofyeovil/	Exhibition has over 3,000 recorded visits. 68 people at Silent Disco and 72 people attended the In-conversation event, with more than 40 people attending from outside Yeovil.
18 Nov	Christmas Light Switch on Event	Partnership with Love Yeovil and Quedam Shopping	Over 300 people interact with the installation and

		Centre, we staged the interactive light installation 'Light Hearted' as the centerpiece for the event and organised Silent Disco.	more than 60 people participate in the Silent Disco. The installation was placed at the Gallery space alongside a display from South Somerset Heritage Collection, with 2500 recorded visits between 25 November - 23 December.
20 Jan - 30 Mar	Taste of Yeovil Exhibition & Event	Last of the three public events for Story of Yeovil. A programme of exhibitions and events around food history, with heritage displays curated in partnership with South Somerset Heritage Collection. https://yeovilartspace.uk/tasteofyeovil/	300 community members from different generations and backgrounds were involved in making the exhibition. Launch event attended by 120 people with refreshment made by communities from Italian, Hong Kong, Indian, African-Caribbean, Mexico, Diversity Project. Exhibition already attended by more than 1500 people, it is running until 30 March.
15 Feb	Lantern Parade	Partnership with Love Yeovil and Yeovil Country Park, event took place at Pen Mill Community Orchard. https://yeovilartspace.uk/2024/01/26/wassailandlanternparade/	Distributed 500 lantern making kits to schools and communities. 25 Yeovil College Students involved in making lantern displays. Event attended by 100 people.
Sept 23 - June 24	Partnership: Art Action Group	Open Mental Health Project in partnership with NHS Yeovil, Able2Achieve, Diversity Project and Gateway	Successful funding £13.5k from Open Mental Health Grant and Somerset Community Foundation for a year long well-being project involved more than 100 Yeovil residents from different backgrounds.

Summary:

Total number of reach and engagement: 7,515 (Aug 2023 - Mar 2024) 4,720 (July 2022 - July 2023)

Total funding raised in financial year 2022-24: £170K

Total number of artists gained paid opportunities: 25

Activity Plan for 2024-26

We will continue to deliver the objectives as described in our Service Level Agreement in previous years.

Time	Activities	Details	Outcome
On-going	High Street Task Force	Partnership with Love Yeovil to support Yeovil Refresh regeneration project by developing partnerships, delivery model and strategic framework.	Deliver and champion creativity leads placemaking activities to support strategic town centre development with local authorities, organisations, artists and community. Submitting Arts Council England Application £70K in March.
On-going	Partnership: Art & Heritage Working Group	Develop future plan, including review objectives and group structure informed by Story Of Yeovil project	Initial conversation with funder for a £150K project to focus on increasing access to community heritage in town, developing civic pride and community-led initiatives.
Sept 2024-Mar 2026 (subject to ACE funding)	Co-commissioning programme with Art Action group	Co-develop a major commission with Art Action Group members, bringing national and international artists to collaborate to deliver socially-engaged art activities to the town.	Strengthen partnership working to deliver positive impact to the town, including attracting audience, raising aspiration and supporting social change, particularly benefiting disadvantaged communities in Yeovil.
Sept 2024-Mar 2026	Creative High Street Programme	Partnership with Love Yeovil and supported by Yeovil Refresh funding, year round programme to support creative businesses and initiatives, through pop-up, meanwhile use and enterprise opportunities.	Support the high street economy and creative business in town. Using empty shop spaces and improving the cultural offer, look and feel of the town centre.
Sept 2024-Mar 2026	Arts and Cultural Partnerships for town's event	We continue to bring quality arts and cultural activities and engage with wider community in Yeovil in the existing town events: SuperSaturday, Yeovil Together, Yeovil in Bloom and Christmas Light Switch On, and other partnership events such as Lantern Parade and Cultural Days	Strengthen the art and cultural provision on the existing town event and develop strong partnership working with partners, including Love Yeovil, Octagon Theatre, South Somerset Heritage Collection, Yeovil Country Park, Yeovil In Bloom and Quedam Shopping Centre.

11/124. BEACON LIGHTING EVENT FOR D-DAY COMMEMORATION

Beacon lighting will take place on 6th June 2024 to commemorate the 80th anniversary of the D-Day landings. A letter from the Prime Minister supporting the event;



THE PRIME MINISTER



10 DOWNING STREET
LONDON SW1A 2AA

I am honoured to support the 80th anniversary celebrations to commemorate D-Day.

D-Day on 6 June 1944 was the largest Naval, Air and land Operation in history, involving many hundreds of thousands of brave men who had to leave their families at home, not knowing if they would ever return home, a feat we hope will never have to take place again.

The heroism of those who landed on the shores of the Normandy beaches, represented a beacon of light for the world during a particularly dark period of war. It is therefore fitting that local communities throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and those along the shorelines of Utah, Omaha, Gold, Juno and Sword beaches in Normandy, France, should light Beacons on 6 June 2024, in 'tribute' to the light of peace that they brought out from the misery of darkness during that dreadful campaign, of which many unfortunately did not return.

I am therefore delighted to support this initiative and I urge communities across the country to support this event. I would like to pay particular tribute to Pageantmaster, Bruno Peek for his tremendous efforts in leading these historic celebrations. It also gives me great pleasure in congratulating The Royal Naval Association, The Merchant Navy Association, The Royal Airforce Benevolent Fund and ABF The Soldiers Charity for their remarkable efforts in supporting our service personnel, along with their families.

As we look forward to the future, I believe we should take strength from the shared hardship of our experience during World War II. That future is why so many of our service men gave their lives – and protecting the peace they fought for is the greatest way we can honour those who fell.



The beacon was last lit in the Churchyard as part of the Queen's Jubilee Celebrations and Love Yeovil was commissioned to organise the event (which cost £2,700).

The beacon at the Country Park was also lit (organised by the rangers).

The Committee may like to consider lighting a Beacon as part of the commemorations. There is also the opportunity for the Town Crier to perform a Cry written for the occasion (8am) and for the Church Bellringers to join the World in Ringing Out for Peace (6.30pm).

If it is decided that an event should be arranged, approval for funding is needed from Policy, Resources and Finance as there is no budget allocation.

The Committee is RECOMMENDED to (1) note the report; (2) consider whether to hold an event; and (3) if agreed to hold an event, to refer the matter to the Policy, Resources and Finance Committee for funding.

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

11/127. LANTERN MAKING KITS FUNDING (URGENT BUSINESS)

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

Love Yeovil worked with Yeovil Art Space and Yeovil Country Park to hold a lantern parade on 15th February 2024. Free lantern making workshops and kits were made available to members of the public on the lead up to the event.

Love Yeovil on behalf of the collaboration approached Yeovil Town Council for some funding toward some lantern making kits.



In accordance with Standing Orders, paragraph 4d(xiv) 'Urgent Business', it was agreed to award £500 to Love Yeovil for the lantern making kits and that it be funded from the Love Yeovil Budget.

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

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

Yeovil Town Council

December Actual V Budget

Promotions & Activities Committee

	Budget Allocation	Actual YTD	Budget YTD	Variance	Remaining Budget
Income					
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
Expenditure					
Christmas Lights	28,000.00	12,859.11	20,999.97	-8,140.86	15,140.89
Christmas Lights Installation	20,000.00	9,061.50	15,000.03	-5,938.53	10,938.50
Love Yeovil	1,000.00	2,000.00	1,000.00	1,000.00	-1,000.00
Customised Souvenirs	650.00	0.00	487.53	-487.53	650.00
Christmas Lights Switch-On	1,000.00	7.65	1,000.00	-992.35	992.35
Christmas Lights Comp	30.00	0.00	22.50	-22.50	30.00
Town Crier	1,170.00	1,230.30	877.50	352.80	-60.30
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	1,500.03	-1,500.03	2,000.00
Yeovil Super Saturday	7,000.00	4,499.05	5,249.97	-750.92	2,500.95
Open Spaces: YIB Officer	24,800.00	18,600.00	12,400.00	6,200.00	6,200.00
Open Spaces: Yeovil in Bloom	16,440.00	12,330.00	8,220.00	4,110.00	4,110.00
Yeovil Celebrates	70,000.00	57,385.27	52,499.97	4,885.30	12,614.73
Eats: Festival	5,000.00	4,575.00	3,750.03	824.97	425.00
Yeovil Arts Space	5,000.00	5,000.00	3,750.03	1,249.97	0.00
	<hr/> 183,780.00	127,547.88	128,447.56	-899.68	56,232.12
	<hr/> 0.00	58,552.64	55,332.44	3,220.20	-58,552.64

Date: 04/03/2024
 Time: 11:56:03

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 5500
 N/C To 5650

Tran Date From 01/12/2023
 Tran Date To 31/12/2023

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

Department From 0
 Department To 999

Dept Number 11 Dept PROMOTIONS & ACTIVITIES

N/C 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>
68693	PI	06/12/2023	Deposits - Eat Festivals	2,300.00		2,300.00
<u>Account Totals</u>				<u>2,300.00</u>		<u>2,300.00</u>
<u>Department</u>				<u>2,300.00</u>		<u>2,300.00</u>
<u>Grand Totals</u>				<u>2,300.00</u>		<u>2,300.00</u>

Yeovil Town Council

January Actual V Budget

Promotions & Activities Committee

	Budget		Budget		Remaining
	Allocation	Actual YTD	YTD	Variance	Budget
Income					
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
	183,780.00	186,100.52	183,780.00	2,320.52	-2,320.52
Expenditure					
Christmas Lights	28,000.00	12,859.11	23,333.30	-10,474.19	15,140.89
Christmas Lights Installation	20,000.00	9,061.50	16,666.70	-7,605.20	10,938.50
Love Yeovil	1,000.00	2,500.00	1,000.00	1,500.00	-1,500.00
Customised Souvenirs	650.00	0.00	541.70	-541.70	650.00
Christmas Lights Switch-On	1,000.00	7.65	1,000.00	-992.35	992.35
Christmas Lights Comp	30.00	0.00	25.00	-25.00	30.00
Town Crier	1,170.00	1,261.87	975.00	286.87	-91.87
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	1,666.70	-1,666.70	2,000.00
Yeovil Super Saturday	7,000.00	4,499.05	5,833.30	-1,334.25	2,500.95
Open Spaces: YIB Officer	24,800.00	18,600.00	18,600.00	0.00	6,200.00
Open Spaces: Yeovil in Bloom	16,440.00	12,330.00	12,330.00	0.00	4,110.00
Yeovil Celebrates	70,000.00	57,385.27	58,333.30	-948.03	12,614.73
Eats: Festival	5,000.00	4,575.00	4,166.70	408.30	425.00
Yeovil Arts Space	5,000.00	5,000.00	4,166.70	833.30	0.00
	183,780.00	128,079.45	150,328.40	-22,248.95	55,700.55
	0.00	58,021.07	33,451.60	24,569.47	-58,021.07

Date: 04/03/2024
 Time: 11:59:09

Yeovil Town Council
Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 5500	Tran Date From 01/01/2024	Tran No From 1	Department From 0
N/C To 5650	Tran Date To 31/01/2024	Tran No To 99,999,999	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>
68970	PI	23/01/2024	Contribution Lantern Parade	500.00		500.00
<u>Account Totals</u>				<u>500.00</u>		<u>500.00</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>
68967	PI	15/01/2024	Business Cards	31.57		31.57
<u>Account Totals</u>				<u>31.57</u>		<u>31.57</u>
<u>Department</u>				<u>531.57</u>		<u>531.57</u>
<u>Grand Totals</u>				<u>531.57</u>		<u>531.57</u>