



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

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## Promotions and Activities Committee

Tuesday 12<sup>th</sup> September 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  
6<sup>th</sup> September 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

Sarah Lowery (*Chairman*)

Tareth Casey

Evie Potts-Jones (*Vice Chairman*)

Emma-Jayne Hopkins (*Ex-officio*)

Wes Read

Andy Kendall (*Ex-officio*)

Liam Watts

Jane Lowery

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](mailto:ytic@yeovil.gov.uk) by 9:00am on Tuesday 12<sup>th</sup> September 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 11/093, 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*

### **11/085. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

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

### **11/086. 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).

### **11/087. MINUTES**

To approve as a correct record the Minutes of the meeting held on 11<sup>th</sup> July 2023.

### **11/088. EAT:FESTIVAL PROPOSED DATES FOR 2024**

Proposed dates for 2024 are Saturday 20<sup>th</sup> April **or** Saturday 18<sup>th</sup> May and Saturday 23<sup>rd</sup> November.

### **11/089. YEOVIL CELEBRATES 2024**

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

**11/090. SUPER SATURDAY**

To consider the report by the Deputy Town Clerk attached at pages 4 to 6.

**11/091. FINANCIAL STATEMENT – JUNE AND JULY 2023**

To consider the Financial Statement for the period 1<sup>st</sup> June to 31<sup>st</sup> July 2023 attached at pages 7 to 10.

**Public Comment (15 Minutes)**

**11/092. 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.

**11/093. YEOVIL CELEBRATES 2023: REPORT FROM GROUNDSMEN**

To consider the report by the Deputy Town Clerk attached at pages 11 to 12.

**11/089. YEOVIL CELEBRATES 2024**

Following agreement from the Policy, Resources and Finance Committee meeting (minute reference 11/113) initial preparations for the event have been put in place to ensure the date is in the calendars for key aspects of the event such as venue, security and first aid.

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

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

## **11/090. SUPER SATURDAY PLANS**

The plans for Super Saturday this year include: eat:festivals, circus skills, stilt walker, walkabout act, buskfest, local community stalls and traditional fair stalls. There will also be 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).

There will still be some restrictions on the areas of the town available for use this year due to Yeovil Refresh, so the focus of the event will be St John's Churchyard and The Quedam.

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

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

# YEoViL SUPER SaTURDay



**Wander, relax and explore – fun optional!**

**Date:** Saturday 16<sup>th</sup> September 2023

**Time:** 10.00am until 4.00pm

**Location:** St John's Churchyard & The Quedam,  
Yeovil

BUSKFEST / COMMUNITY STALLS / CIRCUS  
SKILLS / EAT:FESTIVAL / OUT OF THE DEEP  
BLUE BY AUTIN DANCE THEATRE / PIRATE  
TAXI BY PIRATES OF THE CARABINA /  
VINTAGE FAIRGROUND GAMES /  
WALKABOUT ACTS



yeovilsupersaturday  
yeoviltowncouncil

[ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk)

01935 382424





# YEOVIL SUPER SaTURDay

**YEOVIL TOWN CENTRE 16 SEPTEMBER 10am - 4pm**

## **BUSK STOPS**

Two locations in the town centre. A wide range of buskers hit the streets providing a musical backdrop to the array of activities in St John's Church yard and The Quedam.

## **EAT:FESTIVALS**

Glorious and delicious food by local producers and artisans as eat:festivals brings the very best West Country food and drink to Yeovil.

## **CIRCUS SKILLS**

Have a go at balancing, juggling, spinning, twirling and even hop on a unicycle!

## **VINTAGE FAIR**

Lovely traditional fairground stalls including hoopla, stand the bottle, buzz wire, hook a duck, tin can alley and splat the rat!

## **PIRATES OF THE CARABINA**

An outdoor aerial awe-inspiring performance of Pirate Taxi by the award-winning Pirates of the Carabina. This energetic, inspirational show will take place in Ivel Square, The Quedam.

## **AUTIN DANCE THEATRE**

A mesmerising performance of Out of the Deep Blue – a physical theatre performance with a 13-foot sea giant puppet. The performance will promenade in The Quedam and perform in Ivel Square.

## **YEOVIL ART SPACE**

Yeovil Art Space will be celebrating the "Sound of Yeovil" as part of the "Story of Yeovil" arts and heritage project telling stories of Yeovil with sound and music.

## **EPS YEOVIL**

The Eastville Project Space will also have a day of live music which will be the start of the legendary Wyrd Wild West Festival, promoting experimental sound and art in the town.



# Yeovil Town Council

## June 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	1,992.52	0.00	1,992.52	-1,992.52
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<b>183,780.00</b>	<b>185,772.52</b>	<b>183,780.00</b>	<b>1,992.52</b>	<b>-1,992.52</b>
<b>Expenditure</b>					
Christmas Lights	28,000.00	0.00	6,999.99	-6,999.99	28,000.00
Christmas Lights Installation	20,000.00	520.00	5,000.01	-4,480.01	19,480.00
Love Yeovil	1,000.00	0.00	0.00	0.00	1,000.00
Customised Souvenirs	650.00	0.00	162.51	-162.51	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	7.50	-7.50	30.00
Town Crier	1,170.00	0.00	292.50	-292.50	1,170.00
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	500.01	-500.01	2,000.00
Yeovil Super Saturday	7,000.00	0.00	1,749.99	-1,749.99	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
Yeovil Celebrates	70,000.00	44,380.62	17,499.99	26,880.63	25,619.38
Eats: Festival	5,000.00	750.00	1,250.01	-500.01	4,250.00
Yeovil Arts Space	5,000.00	0.00	1,250.01	-1,250.01	5,000.00
	<b>183,780.00</b>	<b>45,650.62</b>	<b>36,402.52</b>	<b>9,248.10</b>	<b>138,129.38</b>
	<b>0.00</b>	<b>140,121.90</b>	<b>147,377.48</b>	<b>-7,255.58</b>	<b>-140,121.90</b>

Date: 24/08/2023  
 Time: 10:09:01

## Yeovil Town Council

### Nominal Departmental Analysis (Detailed)

Page: 1

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

**Tran Date From** 01/06/2023  
**Tran Date To** 30/06/2023

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

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

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

**N/C** 5502      **Name** P&A - Inc - Yeovil Celebrates

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66124	BR	02/06/2023	Cups		3.93	-3.93
66126	BR	12/06/2023	Traders Payment		400.00	-400.00
66127	BR	15/06/2023	Traders Payment		1,394.00	-1,394.00
<b><u>Account Totals</u></b>					<b><u>1,797.93</u></b>	<b><u>-1,797.93</u></b>

**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>
65998	PI	05/06/2023	Entertainment Characters	1,300.00		1,300.00
66000	PI	06/06/2023	Event Signs	950.92		950.92
66001	PI	13/06/2023	Donation	100.00		100.00
66003	PI	20/06/2023	Refreshments	16.67		16.67
66006	PI	15/06/2023	Refreshments	10.00		10.00
66014	PI	07/06/2023	Staging	12,450.00		12,450.00
66067	PI	16/06/2023	Donation	175.00		175.00
<b><u>Account Totals</u></b>				<b><u>15,002.59</u></b>		<b><u>15,002.59</u></b>
<b><u>Department</u></b>				<b><u>15,002.59</u></b>	<b><u>1,797.93</u></b>	<b><u>13,204.66</u></b>
<b><u>Grand Totals</u></b>				<b><u>15,002.59</u></b>	<b><u>1,797.93</u></b>	<b><u>13,204.66</u></b>

# Yeovil Town Council

## July 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	9,333.32	-9,333.32	28,000.00
Christmas Lights Installation	20,000.00	520.00	6,666.68	-6,146.68	19,480.00
Love Yeovil	1,000.00	0.00	0.00	0.00	1,000.00
Customised Souvenirs	650.00	0.00	216.68	-216.68	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	10.00	-10.00	30.00
Town Crier	1,170.00	307.99	390.00	-82.01	862.01
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	666.68	-666.68	2,000.00
Yeovil Super Saturday	7,000.00	1,080.00	2,333.32	-1,253.32	5,920.00
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	44,475.27	23,333.32	21,141.95	25,524.73
Eats: Festival	5,000.00	750.00	1,666.68	-916.68	4,250.00
Yeovil Arts Space	5,000.00	5,000.00	1,666.68	3,333.32	0.00
	<hr/> 183,780.00	52,133.26	58,283.38	-6,150.12	131,646.74
	<hr/> <b>0.00</b>	<b>133,967.26</b>	<b>125,496.62</b>	<b>8,470.64</b>	<b>-133,967.26</b>

Date: 24/08/2023  
 Time: 10:13:46

## Yeovil Town Council

### Nominal Departmental Analysis (Detailed)

Page: 1

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

**Tran Date From** 01/07/2023  
**Tran Date To** 31/07/2023

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

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

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

**N/C** 5502      **Name** P&A - Inc - Yeovil Celebrates

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
66142	BR	06/07/2023	Cups		328.00	-328.00
<b>Account Totals</b>					<u>328.00</u>	<u>-328.00</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>
66184	PI	03/07/2023	Town Criers Uniform	241.40		241.40
66185	PI	04/07/2023	AHGTC New Membership	50.00		50.00
66235	CP	12/07/2023	Dry Cleaning	16.59		16.59
<b>Account Totals</b>				<u>307.99</u>		<u>307.99</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>
66295	PI	21/07/2023	Pirate Performances	900.00		900.00
66443	PI	30/07/2023	First Aiders	180.00		180.00
<b>Account Totals</b>				<u>1,080.00</u>		<u>1,080.00</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>
66258	PI	24/07/2023	Advert	90.00		90.00
66297	PI	19/07/2023	Refreshments	4.65		4.65
<b>Account Totals</b>				<u>94.65</u>		<u>94.65</u>

**Department**      1,482.64      328.00      1,154.64

**Grand Totals**      1,482.64      328.00      1,154.64