



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Promotions and Activities Committee

Promotions and Activities Committee

Tuesday 9th January 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.

Amanda Card, Town Clerk
3rd January 2024

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

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 9th January 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)

Before the meeting commences there will be a presentation by Duane Holden regarding the history and future of the 94 Club (Liberal Hall).

Due to the confidential nature of the business of item 11/118, 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*

11/107. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

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

11/108. 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).

11/109. MINUTES

To approve as a correct record the Minutes of the meeting held on 14th November 2023.

11/110. PRESENTATION BY YEOVIL ART SPACE

To receive a presentation from representatives from Yeovil Art Space.

11/111. YEOVIL CELEBRATES 2024

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

11/112. SUPER SATURDAYS

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

11/113. YEOVIL IN BLOOM MINUTES

To consider the minutes of the Yeovil in Bloom meeting held on 11th December (previously circulated).

11/114. MARTYN'S LAW SUMMARY

To consider a summary by the Deputy Town Clerk attached at page 5. Martyn's Law is due to affect Town and Parish Councils in 2024 .

11/115. FINANCIAL STATEMENT – OCTOBER AND NOVEMBER 2023

To consider the Financial Statement for the period 1st October to 30th November 2023 attached at pages 6 to 9.

11/116. DRAFT BUDGET 2024/25

To consider and recommend to Policy, Resources and Finance Committee the draft budget for 2024/25 attached at page 10.

Public Comment (15 Minutes)

11/117. 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.

11/118. EAT:FESTIVALS - CONFIDENTIAL

To consider the agreement attached at pages 11 to 14.

11/111. YEOVIL CELEBRATES 2024

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

- Event Management Plan (available to view on request)
- Premises Licence application granted
- Somerset Council Officers have agreed venue costs will be £2,200 including a potentially refundable deposit of £1,500
- Somerset Council has agreed that Yeovil Town Council can apply for the Street Trading Licence
- Event Safety Plan in progress to comply with the conditions of the Premises Licence

Aspects booked so far include:

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

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

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

11/112. SUPER SATURDAYS PLANS

The plans for the September Super Saturday (21st September) this year include: eat:festivals, circus skills, stilt walker, walkabout act, buskfest, local community stalls and traditional fair stalls. Collaboration with Octagon Theatre Outreach and Yeovil Art Space has commenced.

The July event will take place on 6th July and we are waiting to be informed which areas of the town centre will be available.

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

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

11/114. MARTYN'S LAW SUMMARY

Martyn Hett tragically died in the terrorist attacks in Manchester in 2017, along with 17 others. Martyn's mother, Figen Murray has been campaigning for a new law which will help to mitigate the impact of a terrorist attack. It is anticipated this law "Terrorism (Protection of Premises)" will come into effect in 2024.

Based around awareness, the law will be relevant to premises and events:

- Capacity of 100 – 799 will be in the standard tier
- Capacity of 800 and above will be in the enhanced tier

(Surprisingly, remembrance Parades and Christmas lights switch-ons are not included)

Adherence to the new law will be the responsibility of those who have control of the premises. Registration with a Regulator appointed to advise on the legislation, monitor compliance and issue sanctions will be required.

Yeovil Town Council has existing measures in place to protect participants and visitors of events, which include staff and councillors trained in ACT (Action Counter Terrorism), risk assessments, Event Management Plans which include policies and procedures for emergency incidents, close liaison with Police/emergency services, advice and support from an event security company with SIA licenced members and regular monitoring of UK terrorism threat level.

Further steps will need to be taken to demonstrate compliance with the law when it comes into effect. There will also be a requirement to introduce a policy in hall letting agreements to ensure that events with over 100 attendees held on Yeovil Town Council premises adhere to the law.

Whilst the law is not yet in place, and there are events which will be out of scope, Yeovil Town Council will endeavour continue with the existing safety and security measures and continue to develop a culture of security, keeping up to date with counter terrorism information and applying methods proportionately to all operations.

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

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

Yeovil Town Council

October 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	16,333.31	-3,474.20	15,140.89
Christmas Lights Installation	20,000.00	8,346.50	11,666.69	-3,320.19	11,653.50
Love Yeovil	1,000.00	2,000.00	1,000.00	0.00	-1,000.00
Customised Souvenirs	650.00	0.00	379.19	-379.19	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	17.50	-17.50	30.00
Town Crier	1,170.00	1,219.15	682.50	536.65	-49.15
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	1,166.69	-1,166.69	2,000.00
Yeovil Super Saturday	7,000.00	4,499.05	4,083.31	415.74	2,500.95
Open Spaces: YIB Officer	24,800.00	0.00	12,400.01	-12,400.01	24,800.00
Open Spaces: Yeovil in Bloom	16,440.00	0.00	8,220.01	-8,220.01	16,440.00
Yeovil Celebrates	70,000.00	44,895.27	40,833.31	4,061.96	25,104.73
Eats: Festival	5,000.00	1,175.00	2,916.69	-1,741.69	3,825.00
Yeovil Arts Space	5,000.00	5,000.00	2,916.69	2,083.31	0.00
	<hr/> 183,780.00	79,994.08	104,305.90	-25,311.82	103,785.92
	<hr/> 0.00	106,106.44	79,474.10	27,632.34	-106,106.44

Date: 02/01/2024
 Time: 10:22:08

Yeovil Town Council

Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 5500
N/C To 5650

Tran Date From 01/10/2023
Tran Date To 31/10/2023

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>
67795	PI	05/10/2023	Mileage Claim	101.16		101.16
<u>Account Totals</u>				<u>101.16</u>		<u>101.16</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>
68296	PI	17/10/2023	Premises Licence	100.00		100.00
<u>Account Totals</u>				<u>100.00</u>		<u>100.00</u>

Department 201.16 201.16

Grand Totals 201.16 201.16

Yeovil Town Council

November 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	18,666.64	-5,807.53	15,140.89
Christmas Lights Installation	20,000.00	8,346.50	13,333.36	-4,986.86	11,653.50
Love Yeovil	1,000.00	2,000.00	1,000.00	1,000.00	-1,000.00
Customised Souvenirs	650.00	0.00	433.36	-433.36	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	20.00	-20.00	30.00
Town Crier	1,170.00	1,219.15	780.00	439.15	-49.15
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	1,333.36	-1,333.36	2,000.00
Yeovil Super Saturday	7,000.00	4,499.05	4,666.64	-167.59	2,500.95
Open Spaces: YIB Officer	24,800.00	18,600.00	12,400.01	6,199.99	6,200.00
Open Spaces: Yeovil in Bloom	16,440.00	12,330.00	8,220.01	4,109.99	4,110.00
Yeovil Celebrates	70,000.00	57,385.27	46,666.64	10,718.63	12,614.73
Eats: Festival	5,000.00	1,175.00	3,333.36	-2,158.36	3,825.00
Yeovil Arts Space	5,000.00	5,000.00	3,333.36	1,666.64	0.00
	<hr/> 183,780.00	123,421.73	116,876.74	6,544.99	60,358.27
	<hr/> 0.00	62,678.79	66,903.26	-4,224.47	-62,678.79

Date: 02/01/2024
 Time: 10:25:06

Yeovil Town Council

Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 5500
 N/C To 5650

Tran Date From 01/11/2023
 Tran Date To 30/11/2023

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

Department From 0
 Department To 999

Dept Number 11 **Dept** PROMOTIONS & ACTIVITIES
N/C 5550 **Name** P&A - Exp - Christmas Lights Switch-On Event

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
68424	PI	22/11/2023	Refreshments	7.65		7.65
<u>Account Totals</u>				<u>7.65</u>		<u>7.65</u>

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>
68483	PI	21/11/2023	YIB Officer Costs - 3/4 Qtr	18,600.00		18,600.00
<u>Account Totals</u>				<u>18,600.00</u>		<u>18,600.00</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>
68482	PI	21/11/2023	YIB Working Budget - 3/4 Qtr	12,330.00		12,330.00
<u>Account Totals</u>				<u>12,330.00</u>		<u>12,330.00</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>
68397	PI	13/11/2023	Staging Deposit	12,490.00		12,490.00
<u>Account Totals</u>				<u>12,490.00</u>		<u>12,490.00</u>

	<u>Department</u>	<u>43,427.65</u>	<u>43,427.65</u>
--	--------------------------	------------------	------------------

	<u>Grand Totals</u>	<u>43,427.65</u>	<u>43,427.65</u>
--	----------------------------	------------------	------------------

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
EXPENDITURE									
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	10,000	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
Total Expenditure	101,040	149,062	(48,022)	183,780	100,347	177,057	6,723	208,400	
INCOME									
Contribution to Yeovil Celebrates	0	(2,000)	2,000	0	0	0	0	0	
Total Income	0	(2,000)	2,000	0	0	0	0	0	
Net Expenditure	101,040	147,062	(46,022)	183,780	100,347	177,057	6,723	208,400	