

# Yeovil Town Council



Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

---

## Promotions and Activities Committee

Tuesday 11<sup>th</sup> July 2023

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](mailto:town.clerk@yeovil.gov.uk).

A handwritten signature in black ink, appearing to read 'Amanda Card', is written over a horizontal line.

Amanda Card, Town Clerk  
5 July 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 11<sup>th</sup> July 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)**

**11/077. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

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

**11/078. 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).

**11/079. MINUTES**

To approve as a correct record the Minutes of the meetings held on 9<sup>th</sup> May and 16<sup>th</sup> May 2023.

**11/080. PRESENTATION FROM YEOVIL ART SPACE**

To receive a presentation from representatives from Yeovil Art Space attached at pages 3 to 4.

**11/081. YEOVIL CELEBRATES**

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

**11/082. YEOVIL IN BLOOM MINUTES**

To consider the minutes of the Yeovil in Bloom meeting held on 5<sup>th</sup> June 2023 (circulated separately).

**11/083. SUPER SATURDAY**

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

**11/084. FINANCIAL STATEMENT – APRIL AND MAY 2022**

To consider the Financial Statement for the period 1<sup>st</sup> April to 31<sup>st</sup> May 2022 attached at pages 7 to 10.

**Public Comment (15 Minutes)**

# Yeovil Art Space & Yeovil Town Council

## Service Level Agreement 2022-23 - 2023/24

### 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 - 2023)

Date	Activities	Details	Outcome
July - Ongoing 2022	Art & Heritage Working Group	Developing funding application for Story of Yeovil, an art and heritage project exploring the voice of the local communities, with specific engagement activities in deprived areas (Birchfield & Westfield), marginalised groups and young people. Aiming to develop a sense of pride for the town.	Create a join-up offer between group members and wider partnerships. Successful funding from The National Lottery Heritage Fund (£97K) Launch event was attended by more than 70 people. Engagement events and workshops were participated by more than 600 people. First public programme View of Yeovil visited by 3000 people so far between Yeovil Art Space and Yeovil Library.
Jan - May 2023	Yeovil Art Action Group Monthly Meetings	Monthly meeting co-chair with organisations to explore join-up strategic priority on the following areas: Young People, Green Spaces, Heritage and Diversity	Create a join-up offer between group members and wider partnerships. Successful funding application of Open Mental Health Grant (£9.5K), working in partnership with Able2Achieve, Diversity Project, Yeovil4Family and Yeovil Hospital
10 December 2022	SuperSaturday	Giant YEOVIL letter decoration outside the Yeovil Library	Linking with Story of Yeovil and join-up working with other organisations, engaged with more than 50 people.

February 2023	Window Wanderland 2023 & Lantern Parade at Yeovil Country Park.	Working in partnership with Love Yeovil & Yeovil College to create new community events to support well-being and engage community members from different backgrounds.	Developing a sense of pride for the town with more than 300 people attended the first Lantern Parade and community workshops at schools and Yeovil Art Space.
22 April 2023	World Earth Day at Yeovil Country Park	Drop-in workshop making seed paper & seed bombs	Engaged more than 150 people during the day
March - May 2023	Understory Mapping in Art Action Group	Brought together 25 new and existing group members to take part in the mapping exercise. Strengthening the connectivity and supporting to identify shared priority in community development in Yeovil.	Gaining strategic commission contract with Somerset Council (£50K) to appoint Natasha Rand as Community Champion to strengthen the community connection in Yeovil with specialism in art and creative education.
27 & 28 May 2023	Yeovil Celebrate event at Recreation Ground	Giant pom pom, badges and fabric flower in connection with Yeovil In Bloom	Engaged with more than 300 people through the two days' events.
2 June 2023	Launch with View of Yeovil Exhibition	Alongside the open the 2nd venue in Quedam.	Attended by more than 150 people, it was opened by the Mayor. Increasing the quality art and cultural offer in the high street as part of the complementary activity for Yeovil Refresh. Strengthening the reputation and strategic position of Yeovil Art Space.
2 July 2023	Yeovil Together event at Westland	Provide art making workshop for the event that link to Story of Yeovil delivery	Engaged with more than 100 people throughout the event

**Summary:**

Total number of reach and engagement: 4,720

Total funding raised: £156.5K

Total number of artists gained paid opportunities: 6

## **11/081. YEOVIL CELEBRATES FEEDBACK AND PROPOSAL**

### **Review**

The “Yeovil Celebrates!” event held on 27<sup>th</sup> and 28<sup>th</sup> May was a huge success and Yeovil Town Council is very grateful to all the businesses and organisations who made the event possible.

The feedback received was extremely positive. The team were commended on a very well organised event from the perspective of the participants and the visitors. We have received emails congratulating us on a brilliant community weekend with some requesting the opportunity to attend a future event and requests that it takes place annually.

Over 8,000 people came through the gates over the two days. Security stringently monitored capacity and regulated attendance to ensure the safety of all. The security team’s role was also to check bags for prohibited items and some confiscations were made, however there was little resistance to this process as it was explained that the safety of everyone was paramount.

It is worth noting the comment, relating to the previous event, made at the report prior to the decision to hold this event:

*“It was a long and exhausting day and if a similar event were to be planned in the future, adequate staffing would be required to safeguard the wellbeing of staff and volunteers; there would be an expectation that everyone within the Council would need to be involved before during and after the event.”*

Additional stewards were hired in this year to ensure that every aspect of the day had the appropriate personnel to cover the tasks required. Thanks are extended to the Councillors who worked very hard in setting up, on the event day, and clearing up the day after.

### **Recommendation**

Following the positive feedback it is proposed that “Yeovil Celebrates!” takes place again next year with a suggested budget of £75,000 which will allow for inflation and potentially enable us to enhance the event.

### **RECOMMENDED**

- (1) to note the report;
- (2) to hold the event again next year on 25<sup>th</sup> and 26<sup>th</sup> May; and
- (3) if (2) be agreed, to recommend a budget of £75,000 to Policy, Resources and Finance Committee for approval.

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



## **11/083. SUPER SATURDAY PLANS**

The plans for Super Saturday this year include: eat:festivals, circus skills, stilt walker, walkabout act, buskfest and local community stalls. There will also be two performances of Pirate Taxi by Pirates of the Carabina and the Deputy Town Clerk is liaising with the Arts Engagement & Outreach Manager and the Quedam Manager to potentially programme another performance at the event.

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 Town Council

## April 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	0.00	0.00	0.00	0.00
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	183,780.00	183,780.00	183,780.00	0.00	0.00
<b>Expenditure</b>					
Christmas Lights	28,000.00	0.00	2,333.33	-2,333.33	28,000.00
Christmas Lights Installation	20,000.00	520.00	1,666.67	-1,146.67	19,480.00
Love Yeovil	1,000.00	0.00	0.00	0.00	1,000.00
Customised Souvenirs	650.00	0.00	54.17	-54.17	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	2.50	-2.50	30.00
Town Crier	1,170.00	0.00	97.50	-97.50	1,170.00
Yeovil Town Crier Open Champs	1,690.00	0.00	564.00	-564.00	1,690.00
Unity in the Community	2,000.00	0.00	166.67	-166.67	2,000.00
Yeovil Super Saturday	7,000.00	0.00	583.33	-583.33	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	3,619.11	5,833.33	-2,214.22	66,380.89
Eats: Festival	5,000.00	0.00	416.67	-416.67	5,000.00
Yeovil Arts Space	5,000.00	0.00	416.67	-416.67	5,000.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	183,780.00	4,139.11	12,134.84	-7,995.73	179,640.89
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<b>0.00</b>	<b>179,640.89</b>	<b>171,645.16</b>	<b>7,995.73</b>	<b>-179,640.89</b>

Date: 28/06/2023  
Time: 14:23:57

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

Page: 1

N/C From 5500	Tran Date From 01/04/2023	Tran No From 1	Department From 0
N/C To 5660	Tran Date To 30/04/2023	Tran No To 99,999,999	Department To 999

Dept Number 11                      Dept      PROMOTIONS & ACTIVITIES

N/C                      5500                      Name      P&A - PRECEPT

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65671	BR	24/04/2023	Precept 2023/24		183,780.00	-183,780.00
<u>Account Totals</u>					<u>183,780.00</u>	<u>-183,780.00</u>

N/C                      5525                      Name      P&A - Exp - Christmas Lights Installation/Safety

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65411	PI	12/04/2023	Remove Anchor Wire	520.00		520.00
<u>Account Totals</u>				<u>520.00</u>		<u>520.00</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>
65428	PI	15/04/2023	Cable Ties	7.49		7.49
65429	PI	15/04/2023	Cable Ties	22.47		22.47
65431	PI	14/04/2023	Coronation Signs	395.00		395.00
65709	PI	01/04/2023	Refreshments	7.48		7.48
65729	PI	19/04/2023	Band	240.00		240.00
65759	PI	24/04/2023	Portaloos	1,240.00		1,240.00
65767	PI	27/04/2023	Assault Course/Laser Quest	1,706.67		1,706.67
<u>Account Totals</u>				<u>3,619.11</u>		<u>3,619.11</u>

<u>Department</u>	<u>4,139.11</u>	<u>183,780.00</u>	<u>-179,640.89</u>
-------------------	-----------------	-------------------	--------------------

<u>Grand Totals</u>	<u>4,139.11</u>	<u>183,780.00</u>	<u>-179,640.89</u>
---------------------	-----------------	-------------------	--------------------

# Yeovil Town Council

## May 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	194.59	0.00	194.59	-194.59
Yeovil Super Saturday	0.00	0.00	0.00	0.00	0.00
	<hr/> 183,780.00	183,974.59	183,780.00	194.59	-194.59
<b>Expenditure</b>					
Christmas Lights	28,000.00	0.00	4,666.66	-4,666.66	28,000.00
Christmas Lights Installation	20,000.00	520.00	3,333.34	-2,813.34	19,480.00
Love Yeovil	1,000.00	0.00	0.00	0.00	1,000.00
Customised Souvenirs	650.00	0.00	108.34	-108.34	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	5.00	-5.00	30.00
Town Crier	1,170.00	0.00	195.00	-195.00	1,170.00
Yeovil Town Crier Open Champs	1,690.00	0.00	1,127.00	-1,127.00	1,690.00
Unity in the Community	2,000.00	0.00	333.34	-333.34	2,000.00
Yeovil Super Saturday	7,000.00	750.00	1,166.66	-416.66	6,250.00
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	29,180.10	11,666.66	17,513.44	40,819.90
Eats: Festival	5,000.00	0.00	833.34	-833.34	5,000.00
Yeovil Arts Space	5,000.00	0.00	833.34	-833.34	5,000.00
	<hr/> 183,780.00	30,450.10	24,268.68	6,181.42	153,329.90
	<hr/> <b>0.00</b>	<b>153,524.49</b>	<b>159,511.32</b>	<b>-5,986.83</b>	<b>-153,524.49</b>

Yeovil Town Council  
Nominal Departmental Analysis (Detailed)

N/C From 5500	Tran Date From 01/05/2023	Tran No From 1	Department From 0
N/C To 5660	Tran Date To 31/05/2023	Tran No To 99,999,999	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>
65932	BR	31/05/2023	Yeovil Celebrates Cups		194.59	-194.59
<u>Account Totals</u>					<u>194.59</u>	<u>-194.59</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>
65758	PI	16/05/2023	Eat Festivals	750.00		750.00
<u>Account Totals</u>				<u>750.00</u>		<u>750.00</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>
65741	PI	09/05/2023	Heavy Duty Bin Bags	19.19		19.19
65742	PI	09/05/2023	Instant Coffee	23.29		23.29
65744	PI	09/05/2023	Disposable Gloves	4.95		4.95
65745	PI	10/05/2023	Toilet Rolls	57.51		57.51
65771	PI	16/05/2023	Supply of Extinguishers	80.00		80.00
65784	PI	10/05/2023	Tally Counters	9.57		9.57
65785	PI	11/05/2023	Refreshments	19.82		19.82
65786	PI	14/05/2023	Barrier Fencing Mesh	47.48		47.48
65787	PI	14/05/2023	Cleaning Wipes	20.84		20.84
65788	PI	16/05/2023	Toilet Rolls	19.17		19.17
65796	PI	18/05/2023	Band - Yeovil Celebrates	240.00		240.00
65800	PI	18/05/2023	Refreshments	36.00		36.00
65857	PI	22/05/2023	Band - Yeovil Celebrates	240.00		240.00
65858	PI	22/05/2023	Band - Yeovil Celebrates	500.00		500.00
65861	PI	22/05/2023	Band - Yeovil Celebrates	240.00		240.00
65862	PI	22/05/2023	Band - Yeovil Celebrates	120.00		120.00
65865	PI	23/05/2023	Music - Yeovil Celebrates	120.00		120.00
65866	PI	23/05/2023	Music - Yeovil Celebrates	120.00		120.00
65869	PI	23/05/2023	Band - Yeovil Celebrates	360.00		360.00
65871	PI	23/05/2023	Rugbytots Free Play	400.00		400.00
65872	PI	23/05/2023	Band - Yeovil Celebrates	240.00		240.00
65875	PI	23/05/2023	Band - Yeovil Celebrates	900.00		900.00
65876	PI	23/05/2023	Band - Yeovil Celebrates	240.00		240.00
65921	PI	12/05/2023	Refreshments	11.54		11.54
65959	PI	28/05/2023	Mileage Claim - Performer	54.35		54.35
65969	PI	17/05/2023	Padlock & Chains	161.18		161.18
65993	PI	29/05/2023	Security Services and Stewards	7,688.47		7,688.47
65994	PI	31/05/2023	Fencing, Toilets & General Equipment	12,591.05		12,591.05
65995	PI	31/05/2023	Hire Road Cones/Signs	506.70		506.70
65999	PI	29/05/2023	Laser Quest	450.00		450.00
66017	PI	28/05/2023	Refreshments	8.32		8.32
66018	PI	28/05/2023	Mileage Claim - Performer	31.56		31.56
<u>Account Totals</u>				<u>25,560.99</u>		<u>25,560.99</u>
<u>Department</u>				<u>26,310.99</u>	<u>194.59</u>	<u>26,116.40</u>
<u>Grand Totals</u>				<u>26,310.99</u>	<u>194.59</u>	<u>26,116.40</u>