

## MINUTES OF THE EVENTS COMMITTEE MEETING HELD ON MONDAY 21<sup>st</sup> MARCH 2016 at

6 p.m. at the TOWN HALL

### PRESENT:

Cllr Richard Gell (Chairman), Cllr Mrs Pam Whiting, Cllr Bert Jackson, Cllr Mrs Val Newbery, Cllr Mrs Tina Reavey, Pat Bird (Tourism), Cllr David Drage, Cllr Jason Smithers, Danielle Edwards (Admin/Finance Officer), Julie Morriss (Admin Officer)

#### 1. APOLOGIES

Apologies were received from: Cllr Mrs Anna Sauntson, Celia Ingram and Simon Wiles

#### 2 DECLARATIONS OF INTEREST

##### OTHER INTERESTS

Cllr Bert Jackson – Tourism

Cllr Mrs Pam Whiting – Church

#### 3 MINUTES

##### RESOLVED:

That the minutes of the meeting held on 22<sup>nd</sup> February 2016 be signed by the Chairman as a true and correct record, following the change of Events Committee date.

#### 4 PUBLIC FORUM

No public present.

#### 5 QUEEN'S 90<sup>th</sup> BIRTHDAY CELEBRATIONS

**5.1 TO RECEIVE AN UPDATE FROM THE WORKING PARTY.** Danielle confirmed the entertainment bookings that had been arranged - Gas Lights, Southern Ragtime, Kevin Burke, Chimney Sweeps, Charlie Chaplain (if finances allow), Brass Band, Higham Ferrers Junior School, Henry Chichele School, Footloose Dance Studio and Mike Neville who will compere.

Five businesses have asked to have a banner displayed (one of which has been paid already) and seven stalls have requested a space.

As nothing has been heard from Bobby's Butcher, Danielle to try to locate another butcher to do a Hog Roast.

Small Fair rides/sideshowes were suggested and Julie to approach the Fair that we have for the Christmas Sparkle to see if he can accommodate us.

- 5.2 TO AGREE ADVERTISING ACTION PLAN.** Danielle presented everyone with the advertising action plan. All the advertising is free. The only cost incurred is for the printing of posters and flyers.

**RESOLVED:** That this is the guide to use for all advertising.

- 5.3 TO AGREE EXPENDITURE ON INSURANCE TO COVER THE CELEBRATION IN THE EVENT OF INCLEMENT WEATHER.**

**RESOLVED:** That the cost of £142.22 be agreed.

- 5.4 TO AGREE THE PURCHASE OF THE EXTRA UNION JACKS**

**RESOLVED:** To purchase the flags costing £124.75 and stakes £62.25 totalling £187.

- 5.5 REPORT BACK ON HELP OFFERED AT THE EVENT**

Julie advised the committee on the current list of Councillors helping. Currently 12 Councillors have committed to giving some time during that day.

- 5.6 UPDATE OF BUDGET FOR THE EVENT**

Staffing was discussed and it was

**RESOLVED TO AGREE:** Not to have an assistant for Danielle

With the help being received from the Councillors, free of charge, it was considered an expense that was not required. Many of the councillors are fully committed to giving their time on the day and in the event of Danielle not being available, they would pick up the schedule already planned.

**NOTE:** *The above decision does not stand as not on agenda and contrary to a decision taken at February meeting.*

- 6.0 ITEMS TO REPORT**

A banner is required for the Town Council to display details of event. David Drage felt that there should be a banner that he donated to the Council when he was Mayor that could be recycled.

Bert will be revisiting all the shops in Higham Ferrers to remind them to decorate their shop windows with red, white and blue mid April.

**7.0 DATE OF NEXT MEETING**

The date of the next **Events** meeting is scheduled for Monday 18<sup>th</sup> April at 6 p.m. This meeting must conclude at within an hour as another meeting has been arranged for 7 p.m.

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

Apologies have been received for next month's meeting from Cllr Tina Reavey