

MINUTES OF THE EVENTS COMMITTEE MEETING HELD ON MONDAY 22nd FEBRUARY 2016

at

6 p.m. at the TOWN HALL

PRESENT:

Cllr Richard Gell (Chairman), Simon Wiles, Cllr Mrs Pam Whiting, Cllr Bert Jackson, Cllr Mrs Val Newbery, Pat Bird (Tourism), Cllr Mrs Anna Sauntson, Cllr Jason Smithers, Celia Ingram, Danielle Edwards (Admin/Finance Officer), Julie Morriss (Admin Officer)

1. APOLOGIES

Apologies were received from: Cllr David Drage and Cllr Mrs Tina Reavey

2 DECLARATIONS OF INTEREST

OTHER INTERESTS

Cllr Bert Jackson – Tourism

Cllr Mrs Pam Whiting – Church

Cllr Mrs Anna Sauntson – Church and Tourism

3 MINUTES

RESOLVED:

That the minutes of the meeting held on 19th January 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 90th BIRTHDAY CELEBRATIONS

5.1 TO AGREE THE OUTLINE OF THE EVENT. The outline of the event recommended by the working party was unanimously agreed.

The Bell Ringers will be ringing the bells in the Church between 2 – 4 p.m.

Toilets: The Committee agreed to paying £395 for the toilets to be collected the same day.

Trader: To sell alcohol a TENS licence will be required.

Memorabilia: It was unanimously agreed not to purchase any memorabilia.

Entertainment: Historical Promotions have been approached and they can offer a number of events. Simon gave a synopsis of what was available. It was agreed that he should get 'the best value' entertainment he could for the Tourism budget of £5000. Julie to look at the possibility of insuring the event to the value of £8000. Pat is still enquiring about the Balloon Event organised by Hill Top Gardens, but the organiser might be looking at money raised to be donated to his own charity? The Union Jack flags are to be purchased by Tourism. Pat will be approaching schools with regard to their involvement in the event. It was agreed that children would be asked to dress up in Fancy Dress – Queens and Kings / Princes and Princesses.

Advertising: Posters are to be designed by Simon. Danielle to set out the advertising programme, showing what sites and papers will be used and how leaflet drops will be arranged. A firm action plan needs to be presented to the next meeting on 21st March. If 'Boaters' are purchased, it will be by Tourism.

5.2 TO AGREE HOW THE EVENT WILL BE MANAGED DUE TO STAFF SHORTAGES.

RESOLVED:

Councillors considered the two options for management of the event circulated with the agenda to address the risk posed by lack of available staff on the day.

RESOLVED:

That the Town Council lead on the event on 11th June with Higham Ferrer's Tourism being responsible for the entertainment and the stage including Health and Safety of these areas.

That the Town Clerk be authorised to employ 2 casual members of staff to assist with the event.

That Cllr J Smithers and Cllr Mrs A Sauntson would be the Councillors who would deputise in the absence of Danielle.

A Rota listing all the Councillors is to be organised.

5.3 TO AGREE PRICE OF STALLS, BANNERS AND CRITERIA:

RESOLVED: That the fees be agreed as follows:

Stalls: £50 +VAT

Banners: £40 + VAT

Local group stalls to be free.

5.4 TO AGREE THE OUTLINE BUDGET FOR THE EVENT

RESOLVED: That the draft budget as circulated be agreed.

6.0 DATE OF NEXT MEETING

The date of the next **Working Party** meeting is scheduled for Monday 29th February at 6.15 p.m.

The date of the next **Events** meeting is scheduled for Monday 21st March at 6 p.m.

Chairman: _____ Date: _____