

RAUNDS TOWN COUNCIL

EVENTS COMMITTEE

Minutes: 25 June 2019: Start Time 7.30pm

PRESENT

Cllr H Howell (Chairman), Cllr B Tirebuck, Cllr B Tyman, Cllr R Levell, Mrs M Levell.

IN ATTENDANCE

Ms Kate Houlihan, Town Clerk (Minutes)

100.19 To Receive Apologies for Absence.

Apologies were received from, Cllr L Wilkes, Cllr O Curtis, Cllr J Duff, Mrs A Curtis, Ms F Kemp, Mr D Jones and Mr K Dunkley.

RESOLVED to note the apologies

101.19 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

NONE RECEIVED

102.19 Notification of members questions in compliance with the councils standing orders.

NONE RECEIVED

103.19 Declarations of Interest.

COMMITTEE MEMBERS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM

NONE

104.19 Minutes: confirm the minutes of the Events Committee meeting held 28 May 2019

RESOLVED that the minutes of the Council meeting held on 28 May 2019 be confirmed as a true record.

105.19 Raunds Summer Picnic 2019

- a. To receive the project plan for the event.

Members received the project plan as shown in Appendix 1 and the costs of the event were noted.

- b. To review infrastructure for the event

It was noted that all the infrastructure was now in place for the picnic.

- c. To review other attractions for the event

Bouncy castles had now been booked for the event, including a monster truck, assault course, slide and small bouncy castle.

Strawberries had been ordered for the event and the popcorn had been arranged.

The office is to source a tea and coffee vendor for the event.

RESOLVED to note the attractions for the event.

- d. To review entertainment for the event.

The band originally booked for the show had had to drop out, but the Chairman and Clerk had sourced a local band within budget. The Chairman noted that The Snooks had helped with contacts to source a local band.

The Bubbleman would be providing Children's entertainment and was always popular with local families.

RESOLVED to note the entertainment for the event.

- e. To review Health and safety arrangements and risk assessment for the event.

It was noted the Clerk and Chairman of the Committee would complete a site inspection and finalise the risk assessments for the event.

RESOLVED to note the health and safety arrangements.

106.19 Christmas Lights 2019

- a. **Headline Act:** To consider suggestions for a headline act.

The committee discussed suggestions for a headline act and it was suggested that an 80's act or tribute band might work well at the event. Following discussion it was...

RESOLVED that acts would be considered at the July meeting so that a band could be booked.

- b) **Delegation of Infrastructure Matters:** To approve the delegation to the Clerk, in consultation with the Chairman of the Events Committee, the placing of orders for any urgent infrastructure works that need to be carried out during the summer recess.

RESOLVED that the placing of orders for urgent infrastructure works be delegated to the Clerk in consultation with the Chairman of the Events Committee.

107.19 Nene Valley Festival

- a. To receive the project plan for the event

Members reviewed the project plan for the event as shown in Appendix 2.

It was noted that a funding application had been made for the event. However, if the funding bid was unsuccessful it was...

RESOLVED to recommend to the Full Council that a budget of £2,500 is set for the event.

- b. To consider entertainment and format for the event

The committee had originally suggested that Big Heroes Little Heroes were booked for the event, along with the Raunds Temperance Band.

Unfortunately, neither act was available and therefore alternatives needed to be considered. Following discussion, a number of options were suggested and it was agreed that the Clerk would investigate what acts were available.

RESOLVED to note the information.

- c. To review infrastructure for the event

It was envisaged that any act that was booked would provide their own sound system and would perform from the Bandstand. Other infrastructure items will be considered at a future meeting.

RESOLVED to note the report.

- d. To consider publicity for the event

The Committee reviewed a number of different options for the publicity materials and a design was agreed on.

It was..

RESOLVED that the Chairman of the Events Committee and the Assistant Clerk would make minor amendments to the design.

There being no other business the meeting closed at 8.02pm

Approved: (Town Mayor)

Meeting date:9th July 2019..... (Council)

Approved: (Chairman)

Meeting date:30th July 2019.....(Committee)

APPENDIX 1

PROJECT PLAN

**Raunds Town Council -
Summer Picnic
6th July 2019 Budget £5,400**



	Completed	Responsible	Cost (£)
Administrative Tasks			
Set Date of Event	done	Committee	£0.00
Meeting Dates	done	Committee	£0.00
Licensing	done	Clerk	£0.00
Risk Assessments	tbc	Clerk/Chairman	£0.00
Fire Risk Assessments	booked	office	£0.00
Police Aware	booked	office	£0.00
Fire Service Aware	booked	office	£0.00
Medical Cover	booked	office	£50.00
Road Closure (cost =staffing)	n/a	office	£0.00
Insurance Cover (Hired equipment)	tbc	office	£0.00
Funding Requests (District Cllr)	tbc	clerk/chairman	£0.00
Marking Out Plans	n/a	office	£0.00
Plan of Area on Map	tbc	office/chairman	£0.00
Site inspection	tbc	Clerk/Chairman	£0.00
TOTAL COSTS OF ADMIN			£50.00
Infrastructure for Event			
Marquee / Stage	done	office	£450.00
PA & Sound & Wireless Mike	done	office	£850.00
Electric / Power	done	office	
Toilets	done	office	£375.00
Water	done	office	£3.00
Benches	done	office	£450.00
Bales of Straw	done	office	£190.00
Print Non-Smoking signs printed for each straw bale	done	office	
Grass Cutting - email sent to Turneys 24/6/19	done	office	
Stage Manager	n/a	Committee	
Skip Hire	tbc	office	£90.00
Van Hire	booked	office	£320.00
Bins	stock	office	
Welfare Tent	done	office	
Bunting	From Flick Kemp	office	
Bins	done	office	£0.00
Misc Purchases		office	
TOTAL COST OF INFRASTRUCTURE			£2,763.00
ENTERTAINMENT AND			

ATTRACTIONS			
Inflatables	booked	committee	£500.00
Band	booked	committee	£600.00
Childrens Entertainer	booked	committee	£285.00
Popcorn machine	booked	committee	£60.00
Strawberries and Cream	booked	committee	£150.00
Ice cream % take	booked		-£1.00
BAR	booked		-£150.00
TOTAL COST OF ENTERTAINMENT			£1,444.00
PROMOTION OF EVENT			
Design promotional materials	done	committee	£0.00
Social Media:			£0.00
RT Website	done	office	
Facebook	done	office	
Twitter - check with Emma	tbc	office	
Leaflet Print	done		£418.00
Leaflet distribution / placement in media:	done		
Raunds Roundup Reporter	tbc	office	
School Packs-Check with Emma	tbc	office	
Local shops	tbc		
Banners			£328.00
TOTAL COST OF PROMOTION			£730.00
TOTAL COST/TIME OF EVENT			£4,987.00

APPENDIX 2

PROJECT PLAN Raunds Town Council - Nene Valley Festival 14 September 2019 Budget £?

	Completed	Responsible	Cost (£)
Administrative Tasks			
Set Date of Event	done	Committee	£0.00
Meeting Dates	done	Committee	£0.00
Licensing	done	Clerk	£0.00
Risk Assessments	tbc	Clerk/Chairman	£0.00
Fire Risk Assessments	tbc	office	£0.00
Police Aware	tbc	office	£0.00
Fire Service Aware	tbc	office	£0.00
Medical Cover ? Required or in house	done	office	£50.00
Insurance Cover (Hired equipment)	tbc	office	£0.00

Funding Requests (District Cllr)	tbc	clerk/chairman	£0.00
TOTAL COSTS OF ADMIN			£50.00
Infrastructure for Event			
Marquee / Stage (use Bandstand - new stage?)	bandstand	office	£0.00
PA & Sound & Wireless Mike (use own)	tbc	office	£0.00
Electric / Power	done	office	£0.00
Toilets	n/a	office	£0.00
Water	done	office	£10.00
Benches	done	office	£300.00
Bales of Straw	n/a	office	£0.00
Stage Manager	n/a	Committee	
Skip Hire	?	office	£90.00
Van Hire	not needed	office	£0.00
Bins	stock	office	£0.00
Welfare Tent	done	office	£0.00
Bunting ??	tbc	office	£0.00
Misc Purchases		office	
TOTAL COST OF INFRASTRUCTURE			£435.00
ENTERTAINMENT AND ATTRACTIONS			
Raunds Temperance Band	tbc	committee	£300.00
Big Heroes Little Heroes	tbc	committee	£300.00
Giant Games	stock		£0.00
Schools	tbc	committee	£0.00
TOTAL COST OF ENTERTAINMENT			£600.00
PROMOTION OF EVENT (Budget to be approved)			
Design promotional materials	tbc	committee	£0.00
Social Media:			£0.00
RT Websire	tbc	office	
Facebook	tbc	office	
Twitter	tbc	office	
Leaflet Print	tbc		£0.00
Leaflet distribution / placement in media:	tbc		
Raunds Roundup	tbc	office	
Reporter	tbc	office	
School Packs	tbc	office	£0.00
Local shops	tbc		£0.00
Banners			£500.00
TOTAL COST OF PROMOTION			£500.00
TOTAL COST/TIME OF EVENT			
			£1,585.00