

RAUNDS TOWN COUNCIL

EVENTS COMMITTEE

Minutes: 25 September 2018: Start Time 7.30pm

PRESENT

Cllr H Howell (Chairman), Cllr R Tyman, Cllr R Levell, Mrs M Levell, Mr K Dunkley.

IN ATTENDANCE

Ms Kate Houlihan, Town Clerk (Minutes)
Mrs Emma Williams, Assistant to the Clerk

Prior to opening the meeting Cllr Howell paid tribute to Cllr Hind who had passed away on Monday 24th September, a minute's silence was held in her memory.

295.18 To Receive Apologies for Absence.

Apologies were received from Cllr Jones, Cllr Wilkes, Ms F Kemp and Mr D Jones, Mr N Ogden.

RESOLVED to note the apologies

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

None received

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

None received

298.18 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

Cllr Tirebuck declared a personal interest in the Festival of Transport
Mr Dunkley declared a pecuniary interest in item 303.18h and left the item for that meeting.

299.18 Minutes: confirm the minutes of the Events Committee meeting held 31 July 2018

RESOLVED that the minutes of the meeting held on 31 July 2018 be confirmed as a true record.

- a. **Review of Nene Valley Festival 2018:** To review the event and to consider:

Members considered the event that was held on 15 September 2018 and it was agreed that it had been a good event, with good coverage of the Nene Valley Festival as a whole. The following were noted:

i. what worked well:

- The bubble man had been a great success as at previous events. In future it would be better to have him booked for the whole of the event.
- The singer Maddie was excellent, and it was agreed that she should be booked for a future event.
- The giant games were a huge success and could be used at a number of future events.
- Check the suggestion had given a great performance and it was always good to support a local band.

ii. what we could do better:

- **Publicity**
It was agreed that in future more publicity was needed, although this needed to be balanced with having infrastructure in place to support a larger event.
- **Car Park Closure**
More signage, in place for longer, was needed to advise people that the Square was closed to parking. There had been issues on the day both with vehicles left overnight and people trying to park on the Square during set-up. A banner would be prepared that could be used for future events.

300.18 Festival of Transport: To receive a verbal report on a meeting with local business owners regarding a possible event in 2019.

Cllr Howell explained that she and Cllr Tirebuck had met with the owners of Jesters and discussed the potential event with them. Support needed from the Town Council would be as follows:

- Loan of equipment, such as road closure signs
- Use of the Square and Bassfords Recreation Ground
- Support and Guidance with risk assessments and road closures
- A grant application may also be made to support the start up costs for the event.

RESOLVED to recommend to the Full Council that Raunds Town Council support the event as detailed above and that any grant application is considered when received.

301.18 Halloween Party:

- a. To approve the purchase of refreshments for the Halloween Party.

Members considered the options available for the Halloween refreshments and following discussion it was agreed that a party box prepared in house offered the most practical solution.

RESOLVED to approve the purchase of the party boxes.

- b. To approve the ticketing and booking arrangements for the Halloween Party.

Booking for the Halloween party would be through the website only. Food options would be collected at the time of booking. Tickets will be launched on 1st October.

RESOLVED to note the ticketing arrangements.

- c. To make arrangements for the decoration of the Halls for the Halloween Party.

Ms F Kemp had confirmed that she is available to decorate the halls for the party as in previous years.

Mr K Dunkley will provide some lighting for the event.

RESOLVED to note the arrangements

- 302.18 Firework Event:** To receive a verbal report on arrangements for the Firework Event which is being run by Raunds Cricket Club, with support from Raunds Town Council.

Cllr Howell and the Clerk updated the committee, The Cricket Club have arranged to promote the event. They have also attracted a number of food stalls to the event.

Work is ongoing to secure funding for the event, as soon as The Cricket Club have secured match funding the Town Council will arrange to put the infrastructure in place.

RESOLVED to note the update

- 303.18 Christmas Lights Event:**

- a. **Infrastructure:** To receive a verbal report from the lighting contractor regarding works being carried out for the 2018 displays.

Mr Dunkley gave a verbal report on work being carried out to improve the infrastructure for lights which would include additional power points and brackets for the weeping willow lights.

RESOLVED to note the report.

- b. **Project Planner:** To review the project planner for the Christmas Lights event.

Members reviewed the project planner and it was noted that the Clerk will update the planner with information from the meeting and circulate to members.

RESOLVED to note the project planner

- c. **Tree Festival:** to receive information from the Revd Kim Shorley regarding the proposed tree festival at the Methodist Church.

This item was deferred.

- d. **Stalls:** to review the stalls and the promotion of stalls for the event.

Members reviewed the list of stalls that had booked for the event and it was noted that bookings were ahead of previous years with a good range of stalls booked in.

RESOLVED to note the report

- e. **Acts** – To review the acts for the event and to consider any additions required.

It was noted that the headline act had been booked. Manor School were going to provide a dance act. Local Schools and groups would be contacted and invited to perform.

RESOLVED to note the report.

- f. **Other attractions:** To consider other attractions for the event (including the Fair)

It was agreed that a separate meeting would be held with the Fair to agree the layout and attractions for this year's event.

Mascots from the Northampton Saints Rugby Club and the Cobblers had been booked to take part in the parade.

A local company "Big Heroes Little Heroes" offer a range of children's characters such, they are able to take part in the parade and do walkabouts during the afternoon. The cost of this is £300.

It was agreed that the petting zoo is always very popular and a price will be obtained for them to take part in the event.

Children's Groups such as Brownies will be encouraged to take part in the parade and may dress up as Christmas Trees in keeping with the theme.

RESOLVED to book Big Heroes Little Heroes for the event and to obtain a price from the petting zoo.

- g. **Volunteers:** To consider how to attract additional volunteers to assist on the day of the Christmas Lights Switch-On.

A discussion was held about how to attract more volunteers to assist with events. Following discussion, it was...

RESOLVED to contact Manor School and to create a social media campaign to try and attract additional volunteers.

Mr Dunkley left the meeting:

- h. **Appointment of a contractor:** To make a recommendation to the Full Council regarding the appointment of a contractor for the installation of 2018 and 2019 Christmas lights displays.

Members reviewed the report of the Clerk as shown in appendix 1. Following discussion, it was...

RESOLVED to recommend to the Full Council that in light of prices being maintained at the same level for four years and in recognition of the considerable additional work being undertaken that the two year extension be approved.

- i. **Children’s Drawing Competition:** To appoint a contractor for the children’s motif

The clerk reported that 3 suppliers had been invited to quote, 1 had declined and 2 quotes had been received:

- Supplier a £625,
- Supplier b £840

RESOLVED to appoint supplier A

Exclusion of the Press and Public

The press and public will be excluded from the following agenda item due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960

To make arrangements for announcing the winner of the competition.

RESOLVED that arrangements were made to announce the winner and distribute prizes to the runners up.

There being no further business the meeting concluded at 21:03

Approved: (Town Mayor)

Meeting date:9 October 2018..... (Council)

Approved: (Chairman)

Meeting date:30 October 2018(Committee)

Appendix 1 – Appointment of Contractor

<p>Summary: To appoint a contractor to be responsible for the maintenance and installation of the Christmas Lights for Raunds for the next 2 years.</p>	
<p>Attachments: Contract for Christmas Lights Letter from Pegasus Event Supplies</p>	
<p>1.0</p>	<p>Background Information: In May 2015 Raunds Town Council appointed Dunkley Electrical Services (now Pegasus Event Supplies) as their contractor for the maintenance and installation of the Christmas Lights. A copy of the contract is attached. The contract was for a period of 3 years, with a possible extension for 2 years subject to the agreement of all parties.</p>
<p>2.0</p>	<p>Extension to contract Over the last three years the Events Committee have worked hard to improve the quality of the Christmas Lights display, it is worth noting that the amount of positive feedback regarding the displays has increased significantly. Pegasus Event Supplies have been very supportive of the Town Councils efforts.</p> <p>During the three years contract prices have been maintained at £5,500 per annum.</p> <p>Pegasus have submitted the attached letter agreeing to hold prices again for 2018/19. But proposing that the price for 2019/20 is increased to £7500.</p> <p>After 2019/20 the Council must go out to tender for the works and seek competitive quotes prior to appointing a contractor.</p>
<p>3.0</p>	<p>Recommendation That the Events Committee recommend to the Full Council that the contract is extended for 2 years. That the Events Committee make a proposal regarding pricing for 2019/20.</p>